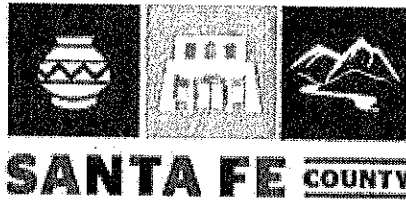


**Henry Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Rudy N. Garcia**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4

**Hank Hughes**  
Commissioner, District 5

**Katherine Miller**  
County Manager

DATE: November 6, 2020

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

Via: Gary L.J. Giron, Public Works Director  
David Padilla, Public Works Maintenance Foreman

RE: **Declaration of Emergency to Sanitize Due to COVID 19 Contamination at the Public Works Offices Located at Frontage Rd 599 in Santa Fe, New Mexico, in the Amount Not to Exceed \$2,599.88, Exclusive of NM GRT**

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**Issue:**

In the afternoon of Friday October 30, 2020, the County Maintenance Foreman was notified that a staff member at the Public Works Office tested positive for COVID 19. The Public Works Department Director contacted the Procurement Manager at approximately 6:15PM on October 30, 2020 to request an emergency procurement to procure sanitation services to disinfect the Office's located at the Public Works Campus, located at Frontage Rd. 599, in Santa Fe, NM.

**Determination:**

Due to the threat to the health and safety of the public and staff, as well as the function of government, it is the determination of the County Procurement Manager that the services for disinfecting and sanitizing the Public Works Office meets the requirements of an emergency procurement, pursuant to NMSA 1978, 13-1-127.

All work and costs associated with this determination will be limited to the services required for the immediate removal of the emergency conditions at the Public Works Offices that facilitate the Projects and Open Space Staff at Frontage Rd. 599 in Santa Fe New Mexico.

**Emergency Project Description:**

Contractor: AAA Restoration & Construction Services

For an amount not to exceed \$ 2,599.88, exclusive of NM GRT.



## Santa Fe County / Purchasing Division

142 W. Palace Ave.  
Santa Fe, NM 87501  
(505) 986-6373

# REQUEST FOR DECLARATION OF EMERGENCY PROCUREMENT

To facilitate the process and obtain a complete request for emergency assistance, please provide the following: *completed form and detailed memo of justification to: Bill Taylor, Procurement Manager, SFC, (505) 986-6373, or mail original to above address, or e-mail to wtaylor@santafecountynm.gov.*

Pursuant to 13-1-127, NMSA 1978. Emergency Procurements:

- A. The state purchasing agent or a central purchasing office may make emergency procurements when there exist a threat to public health, welfare, safety or property requiring procurement under emergency conditions; provided that emergency procurements shall be made with competition as is practicable under the circumstances.
- B. An emergency condition is a situation that creates a threat to public health, welfare or safety such as may arise by reason of floods, fires, epidemics, riots, acts of terrorism, equipment failures or similar events and includes the planning and preparing for an emergency response. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:
  - 1.) the functioning of government;
  - 2.) the preservation or protection of property; or
  - 3.) the health and safety of any person.
- C. Emergency procurements shall not include the purchase or lease purchase of heavy road equipment.
- D. The state purchasing agent or central purchasing office shall use due diligence in determining the basis for the emergency procurement and for the selection of the particular contractor. The determination shall be in writing and included in the procurement file.
- E. Money expended for planning and preparing for an emergency response shall be accounted for and reported to the Legislative finance committee and the department of finance and administration within sixty days after the end of each fiscal year.

**Submittal of DOE request does not constitute an emergency situation. Request will be reviewed and verified by the Procurement Manager, and a determination will be made on the merits of the request.**

Date of Request 11/2/20

Person Making Request & Title P.J. Griego , ASD Director

Department & Agency Public Works

Ph. (505) 992-3024 Cell (505) Fax (505)

Location 424 NM 599 Frontage Rd./ Projects and Facilities Division

Physical Address 424 NM 599 Frontage Rd.

City & Zip Code Santa Fe, NM 87507

Residents or tenants affected by the emergency situation:

Santa Fe County employees

Information surrounding the emergency situation (include the following: *describe the problem in detail*; indicate times, dates and extent of damages; has any action been taken? any other information which will help determine this request qualifies as an emergency)

P.J. Montano, Facilities and Projects Division Director, was notified late afternoon on Friday, October 30, 2020 that an employee tested positive for Covid-19. The building where this particular employee works needed to be fogged and wiped down as soon as possible per Department of Health protocol. Mr. Montano notified Gary Giron, Department Director who then contacted Bill Taylor, Purchasing Manager. Mr. Taylor gave verbal approval to take all action necessary and contact the most available contractor to remove the emergency condition. Mr. Montano then contacted AAA Restoration and Construction at 3:30 pm.

**Describe the emergency condition that exists as it relates to the health, safety and welfare of the public; protection of property; or function of government:**

The emergency condition that exists is a threat to the health and safety of the employees due to possible exposure to Covid-19.

Explain what effort, if any was made to compete the work needed:


AAA was called directly as they were the most available to conduct the work and have historically been the least expensive.

**Note:**


Emergency declaration from SFC-Procurement Division requires meeting criteria for emergency accordance of New Mexico State Statute (Sections 13-1-127 and 13-1-128 NMSA 1978). Prior to SFC- Purchasing Division authorization of funds for any emergency, the department must certify to SFC-Purchasing availability of funds to cover the emergency services. Please have your authorized person verify the following and sign with attached requisition and back-up.

(  one )

1.  the department will pay for the entire cost of the emergency
2.  the department can participate with \$ \_\_\_\_\_
3.  the department does not have any funds to cover the cost of the emergency
4.  other arrangements (specify) \_\_\_\_\_

Printed Name P. J. GRIEGO  
Signature  Date 11-2-20  
Title ASD DIRECTOR Cell (505) \_\_\_\_\_ Ph. (505) 992-3624

Department Director or Division Manager:

Signature  Date: 11/03/20

*(Include additional sheets, other substantiating documents or pictures related to your request- include requisition and justification memo)*



Restoration &  
Construction Services

## AAA Restoration

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AAA Restoration & Construction Services  
8536 Calle Alameda NE Albuquerque, NM 87113

Client: Santa Fe Public works  
Property: HWY 599  
Santa Fe, NM 87507

Home: (505) 690-4696

Operator: AAA.247C

Estimator: Mike Martinez  
Company: AAA Restoration & Construction Services  
Business: 8536 Calle Alameda  
Albuquerque, NM 87113

Business: (505) 699-0317  
E-mail: mikesmbyrr@gmail.com

Type of Estimate: Other

Date Entered: 11/2/2020

Date Assigned:

Price List: NMSF8X\_OCT20

Labor Efficiency: Restoration/Service/Remodel

Estimate: 2020-11-02-1027

***Please Note:***

*This scope of work based off information provided. If any unforeseen events cause the scope of work to change, contractor will stop work and discuss possible solutions that may alter the total of this estimate.  
in such case, contractor will generate an additional estimate ( Change Order ) that will have to be approved by customer before work can be continued.*

*Thank You for the opportunity to bid on this project.*

*Thank You.  
Respectfully,*

*AAA Restoration & Construction Services, Inc  
CES Preferred vendor*

*1 (505) 221-3400  
JohnC@AAArestorationNM.com*



Restoration &  
Construction Services

## AAA Restoration

AAA Restoration & Construction Services  
8536 Calle Alameda NE Albuquerque, NM 87113

Client: Santa Fe Public works  
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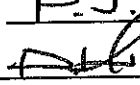
*JohnC@AAArestorationNM.com*

Note:

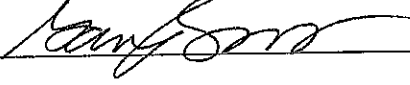
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Printed Name P.J. GRIEGO  
Signature  Date 11-2-20  
Title ASD DIRECTOR Cell (505) \_\_\_\_\_ Ph. (505) 992-3024

Department Director or Division Manager:

Signature  Date: 11/03/20

*(Include additional sheets, other substantiating documents or pictures related to your request- include requisition and justification memo)*





**AAA Restoration**

Restoration &  
Construction Services

AAA Restoration & Construction Services  
8536 Calle Alameda NE Albuquerque, NM 87113

2020-11-02-1027

**Public Works Office**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
5. Fogging affected areas-(Neosan Labs chemical)	31,190. CF 82	0.00	0.05	157.91	311.90	2,029.35
6. Wipedown -Horizontal, doors, knobs	1,292.00 SF	0.00	0.26	34.01	67.18	437.11
7. Cleaning Technician - per hour	3.00 HR	0.00	34.18	10.38	20.50	133.42
Weekend rate for add'l labor.						
<b>Totals: Public Works Office</b>				<b>202.30</b>	<b>399.58</b>	<b>2,599.88</b>
<b>Line Item Totals: 2020-11-02-1027</b>				<b>202.30</b>	<b>399.58</b>	<b>2,599.88</b>



Restoration &  
Construction Services

## AAA Restoration

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AAA Restoration & Construction Services  
8536 Calle Alameda NE Albuquerque, NM 87113

### Summary

Line Item Total	1,998.00
Overhead	199.79
Profit	199.79
Sales Tax	202.30
	<hr/>
<b>Replacement Cost Value</b>	<b>\$2,599.88</b>
<b>Net Claim</b>	<b>\$2,599.88</b>
	<hr/> <hr/>

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Mike Martinez