Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3

Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: January 10, 2020

TO: File

FROM: Bill Taylor, Procurement Manager BT

Via: Eric Litzenberg, Fire Chief
Donna Morris, Fire Department, Accountant Sr.
Eppie Tapia, Public Works, Maintenance Forman

RE: **Declaration of Emergency to Procure Pluming Services to Repair a Water Line Break Located at the Aqua Fria Fire Station No. 1, in Santa Fe New Mexico**

ISSUE

On Monday, January 6, 2020 at approximately 11:37 AM, the Fire Station located at 58 County Road 60 reported that the fire hydrant in front of the station broke and was leaking water in large quantities. This required the main water line to be turned off, resulting in several facilities in the area to be without water.

Property Control Division contacted the Procurement Manager to request a verbal authorization to find a plumber to make the repairs. Authorization was given by the Procurement Office and Paul's Plumbing was contacted and arrived at the site that same afternoon be begin excavation of the Fire Hydrant.

DETERMINATION:

In addition to the Fire Station being without water, a Family Primary Care Clinic was also affected by the water line break. Therefore, pursuant to 13-1-127 Emergency Procurements, it is the determination of the Santa Fe County Procurement Manager that there exists a threat to the public health, welfare, safety and property that require the procurement of services, construction or tangible items under emergency procurement in order to address and eliminate the immediate emergency condition as described above with the interruption of the water service to the area, pursuant to NMSA 1978, 13-1-127.

All work related to this determination will be limited to the repairs of the water line leak located at the Agua Fria Fire Station No. 1 Fire Hydrant.

Emergency Project Description:

Contractor: Paul's Plumbing & Heating,Inc.
1931 Warner Avenue Santa Fe, NM 87505
505-438-4885

Locations: Santa Fe Fire Station (Agua Fria) 58 County Rd. 60 Santa Fe, NM 87507

Scope of Work: Service call for a water leak. Dug up around the hydrant & found it leaking from one of the joints. Removed & replaced the hydrant Replaced all joints on the 1 1/4" pvc. Opened the water & checked for leaks; none Backfilled hole.

Tech labor	1,174.00T
Material	280.00T

TOTAL:		$ 1,454.00
	TAX	103.60
	TOTAL	**$1,557.60**

Paul's Plumbing & Heating,Inc.

1931 Warner Avenue
Santa Fe, NM 87505
505-438-4885

INVOICE

BILL TO
Santa Fe County
Property Control
424 NM Highway
Santa Fe, NM 87507

SHIP TO
Santa Fe Fire Station (Agua Fria)
58 County Rd. 60
Santa Fe, NM 87507

INVOICE	R 3354
DATE	01/08/2020
TERMS	Net 30
DUE DATE	02/07/2020

TECH
SC

DESCRIPTION	QTY	RATE	AMOUNT
Service call for a water leak. Dug up around the hydrant & found it leaking from one of the joints. Removed & replaced the hydrant Replaced all joints on the 1 1/4" pvc. Opened the water & checked for leaks; none Backfilled hole.			
Tech labor			1,174.00T
Material			280.00T

Thank you we truly appreciate your business!!
Billing inquires to paulplumbing608@gmail.com

SUBTOTAL	1,454.00
TAX	103.60
TOTAL	1,557.60
BALANCE DUE	**$1,557.60**

Accounts over 30days past due shall bear interest at the rate of 1.5% per month (18% per annum)

Santa Fe County / Purchasing Division
142 W. Palace Ave.
Santa Fe, NM 87501
(505) 986-6354

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@santafecounty.org.**

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 1/6/20

Person Making Request & Title Donna Morris, Senior Accountant

Department & Agency PS / Fire Dept.

Ph. (505) 992-3082 Cell (505) Fax (505) 992-3073

Location Agua Fria Station #1

Physical Address #58 SFC Road 62

City & Zip Code Santa Fe, NM 87508

Residents or tenants affected by the emergency situation:

No water to the manned Fire Station that provides emergency services 24/7.

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)

The fire hydrant in front of the station broke and was leaking water in large amounts resulting in the main water line being turned off. A vendor is being sought out to break the asphalt and dig down to the water line. Once there is access to the water line, the vendor will cap the water line so that the water can be turned on to the station until the hydrant can be replaced and a permanent repair of the leak is done. The vendor will fill in and repair the asphalt at the location. This incident took place on 1/6/20 at approximately 11:37 am

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:

There is no water to the manned Fire Station that provides emergency services 24/7, paid staff reside on the premises and are unable to use the bathrooms, showers, kitchen and laundry appliances.

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

SFC facilities was unable to replace the hydrant and repair the leak, an outside vendor was needed to do the work.

Note:

Emergency declaration from SFC-Procurement Division requires meeting criteria for emergency accordance of New Mexico State Statue (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. X 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 Donna Morris

Signature Donna Morris Date 1/6/20

Title Senior Accountant Cell (505) Ph. (505) 992-3082

Department Director ~~or Division Manager~~:

Signature _____ Date: 1/7/2020

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

Santa Fe County Fire Department

Memorandum

Date: Monday, January 06, 2020

To: Bill Taylor, Procurement Manager

From: Donna Morris, Senior Accountant

Re: Justification Memo for Declaration of Emergency Procurement

---

I am requesting a rush to process the attached requisition #023646 for vendor#24534, Paul's Plumbing and Heating to repair a leak in the water line to the Agua Fria Station #1 located at #58 SFC Road 62. The main water line needed to be turned off to stop the leak that resulted from a broken fire hydrant in front of the fire station. This station is a manned fire station providing emergency services 24/7. This repair is needed to restore water to the fire station.

Thank You!