

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: January 18, 2022

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

Via: Yvonne S. Herrera, Finance Director

RE: **Declaration of Emergency – Procure Services for Repair of a Broken Water Line located in Las Campanas in Santa Fe, New Mexico in the Amount of \$12,307.80, Exclusive of NM GRT**

Issue:

On Saturday, January 1, 2022, the Utilities Department received a call reporting of large amounts of water seeping out of a road near 102 East Sunrise in Las Campanas in Santa Fe New Mexico. After inspection by County forces, it was determined that County Utility staff were not able to perform the repairs to the water line and damage to the road. County staff contacted the Procurement Manager to request authorization to contact a private Contractor to make the needed repairs. Authorization was granted, pursuant to the apparent emergency condition at this location.

TLC Plumbing, Inc. was able to mobilized the same day and initiate the repairs. TLC removed the asphalt to expose the leak on the water main, specifically at the water tap saddle. Santa Fe County provided the saddle for the repair. Repairs and testing were completed. Back filled the hole, barricaded until crew could return to patch the asphalt and asphalt materials were made available from the Asphalt Plants.

Determination:

Due to the lack of water supply to County residents to repair the waterline resulted in a possible threat to the health and safety of the public.

It is therefore the determination of the County Procurement Manager, CPO that the services needed for the repairs located at 102 East Sunrise, within the Las Campanas Subdivision met the requirements of an emergency procurement, pursuant to NMSA 1978, 13-1-127.

All work and costs associated with this determination is limited to the services required for the repairs located at 102 East Sunrise, within the Las Campanas Subdivision in Santa Fe, New Mexico.

Emergency Project Deliverables:

Contractor: TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

Scope of Work:

Location(s)- 28 Centaurus Ranch Road and Camino Del Centro Aldea Subdivision Emergency Call 10/30/2021.

Labor – repair of water line/materials	
Trackhow, bobcat, dump truck	\$ 11,115.00
Asphalt and base course	\$ 1,192.80
<u>Subtotal</u>	<u>\$ 12,307.80, excl. tax</u>

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 exists 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 1/10/2022

Person Making Request & Title LEROY ALVARADO / UTILITIES INFRASTRUCTURE MANAGER

Department & Agency PUBLIC WORKS / UTILITIES

Ph. (505) 992-9835

Cell (505) 490-0038

Fax (505) 992-3028

Location Las Campanas

Physical Address 102 East Sunrise

City & Zip Code SANTA FE, NM 87507

Residents or tenants affected by the emergency:

5 residents

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)

At approximately 10:30AM on January 1, 2022, the Utilities department received a call of large amounts water seeping out of a road near 102 East Sunrise in Las Campanas. After inspection it was determined that repairs needed to be conducted to rectify this water leak. The on-call operator contacted the Utilities Manager to notify him of the situation. Having limited staff available. A contractor was contacted and assistance was requested to determine the root cause of the failure and complete repairs. TLC Plumbing mobilized a crew to complete repairs. The Utilities crew began to isolate the section of line. Approximately 5 residence were affected.

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 system is considered compromised because of the inability to prevent debris from entering the waterline once the line is isolated. Residents may be exposed to contaminated water, which is an extreme health and safety concern. The line ruptured influenced the subsurface of the roadway and may create a road hazard.

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

TLC Plumbing was contacted at 12:00PM 1/1/2022 and was on site at 2:00PM conducting repairs with SFCU staff. The Line repair was complete at 8:30PM. Repaving of the effected portion of the road was completed 1/10/2022. The extreme weather did not allow TLC to complete work sooner.

Note:

Emergency declaration from SFC-Purchasing 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 LeRoy Alvarado

Signature  Date 1/10/2022

Title Utilities Infrastructure Manager Cell (505) 490-0038 Ph. (505) 992-9870

Department Director or Division Manager:

Signature Brian K. Snyder Date: 1/10/2022

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

PURCHASE REQUISITION NBR: 0000222889

REQUISITION BY: MARGUELLO
 STATUS: REQ-APRVL >\$10000
 REASON: EMERGENCY SERVICES

DATE: 1/14/22
 DELIVER BY DATE: 6/30/22

SHIP TO LOCATION: UTILITIES DIVISION/PWD

SUGGESTED VENDOR: 12524 TLC PLUMBING & UTILITY

LINE NBR	DESCRIPTION	QUANTITY UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
----------	-------------	--------------	-----------	-------------	--------------------

1	LEROY ALVARADO IS REQUESTING EMERGENCY SERVICES TO REPAIR WATER LINE AT 102 EAST SUNRISE LAS CAMPANAS. ALSO INCLUDED REPEACEMENT OF ASPHALT D.O.E.ON JAN 1,2022 LARGE AMOUNTS OF WATER WAS SLEEPING OUT OF THE ROAD. THERE WERE LIMITED STAFF AND CONTACTED TLC TO COMPLETE REPAIRS. 5 RESIDENCE WERE EFFECTED. RESIDENTS COULD BE EXPOSED TO CONTAMINATED WATER, EXTREME HEALTH AND SAFETY CONCERN. BILLABLE LABOR-TECHNICIAN ONE @ \$240.00 FOR 9 = \$2,160.00 COMMODITY: SUBCOMMOD: MISC	2160.00	EA	1.0000	2160.00
2	BILLABLE LABOR HELPER ONE @ \$155.00 FOR 9 = \$1,395.00 COMMODITY: SUBCOMMOD: MISC	1395.00	EA	1.0000	1395.00
3	BILLABLE LABOR HELPER ONE @ \$155.00 FOR 9 = \$1,395.00 COMMODITY: SUBCOMMOD: MISC	1395.00	EA	1.0000	1395.00
4	BILLABLE LABOR TECHNICIAN ONE \$240.00 FOR 8.5 = \$2,040.00 COMMODITY: SUBCOMMOD: MISC	2040.00	EA	1.0000	2040.00
5	BILLABLE LABOR HELPER ONE \$75.00 FOR 8 = \$637.50 COMMODITY: SUBCOMMOD: MISC	637.50	EA	1.0000	637.50
6	BILLABLE LABOR HELPER ONE @ \$75.00 FOR 8.5 = \$637.50 COMMODITY: SUBCOMMOD: MISC	637.50	EA	1.0000	637.50
7	11 TONS OF ASPHALT ONE @ \$1,192.80 COMMODITY: SUBCOMMOD: MISC	1192.80	EA	1.0000	1192.80
8	BILLABLE LABOR HELPER ONE @ \$75.00 FOR 9.5 = \$712.50 COMMODITY: SUBCOMMOD: MISC	712.50	EA	1.0000	712.50
9	BILLABLE LABOR HELPER ONE \$75.00 FOR 9.5 = \$712.50 COMMODITY: SUBCOMMOD: MISC	712.50	EA	1.0000	712.50

Signatures are for authorization to process a purchase order from a requisition as a purchase order change order. All signatures must be present and signed by the individual. And processing if the signatures are not signed by the individual.

Jan 14, 2022

1/14/22

Represented By: *[Signature]* Date: _____

Created by: *[Signature]* Date: _____

Signature (Jan 17, 2022 10:53:53)

Jan 17, 2022

Director Approval & Verification that all signatures are accounted for & approval for processing.

PURCHASE REQUISITION NBR: 0000222889

STATUS: REC-APRVL >\$10000
 REASON: EMERGENCY SERVICES

DATE: 1/14/22

DELIVER BY DATE: 6/30/22

REQUISITION BY: MARGUELLO

SHIP TO LOCATION: UTILITIES DIVISION/PWD

SUGGESTED VENDOR: 12524 TLC PLUMBING & UTILITY

LINE NBR	DESCRIPTION	QUANTITY UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
----------	-------------	--------------	-----------	-------------	--------------------

10	BILLABLE LABOR HELPER ONE # \$75.00 FOR 9.5 = \$712.50 COMMODITY: MISC SUBCOMMOD: MISC	712.50 EA	1.0000	712.50	
----	--	-----------	--------	--------	--

11	BILLABLE LABOR HELPER ONE \$75.00 FOR 9.5 = \$712.50 COMMODITY: MISC SUBCOMMOD: MISC	712.50 EA	1.0000	712.50	
----	--	-----------	--------	--------	--

12	TAX A @ \$969.24 COMMODITY: MISC SUBCOMMOD: MISC	969.24 EA	1.0000	969.24	
----	--	-----------	--------	--------	--

REQUISITION TOTAL: 13277.04

ACCOUNT INFORMATION

LINE #	ACCOUNT	PROJECT	AMOUNT
1	50514104444003	MAINTENANCE INFRASTRUCTURE	2160.00
2	50514104444003	MAINTENANCE INFRASTRUCTURE	1395.00
3	50514104444003	MAINTENANCE INFRASTRUCTURE	1395.00
4	50514104444003	MAINTENANCE INFRASTRUCTURE	2040.00
5	50514104444003	MAINTENANCE INFRASTRUCTURE	637.50
6	50514104444003	MAINTENANCE INFRASTRUCTURE	637.50
7	50514104444003	MAINTENANCE INFRASTRUCTURE	1192.80
8	50514104444003	MAINTENANCE INFRASTRUCTURE	712.50
9	50514104444003	MAINTENANCE INFRASTRUCTURE	712.50
10	50514104444003	MAINTENANCE INFRASTRUCTURE	712.50
11	50514104444003	MAINTENANCE INFRASTRUCTURE	712.50
12	50514104444003	MAINTENANCE INFRASTRUCTURE	969.24

13277.04

REQUISITION IS IN THE CURRENT FISCAL YEAR.

SANTA FE COUNTY
INTERNAL PURCHASE REQUISITION

FY-2022

DEPARTMENT / DIVISION : The following items to be used on/At (Location):		UTILITIES		FUND -COST CENTER ACTIVITY PROJECT CODE:		505-1410-444.40-03	
Contract #		102 East Sunrise Las Campanas		REQUISITION NUMBER:		222889	
Purpose:		VENDOR #		VENDOR INFORMATION		VENDOR INFORMATION	
Emergency services to repair water line at 102 East Sunrise Las Campanas. Also included replacement of Asphalt. D.O.E.		1st Quote (If Applicable)		2nd Quote (if Applicable)		3rd Quote (If Applicable)	
Name:		TLC Plumbing & Utility					
Address 1:		5000 Edith Blvd NE					
City, State, Zip:		Albuquerque, NM 87107					
Contact / Phone:		1-505-761-9696					
Line #	DESCRIPTION	Qty Cost per item	Quantity	AMOUNT	Qty Cost per item	Quantity	AMOUNT
1	See Proposal: Dated: January 13, 2022 SF County emergency - Water Service Connection repair Invoice No. R324395101 for details			\$			
	Billable Labor-Technician	\$ 240.00	9	\$ 2,160.00			
	Billable labor helper	\$ 185.00	9	\$ 1,395.00			
	Billable labor-helper	\$ 155.00	9	\$ 1,395.00			
	Billable Labor-Technician	\$ 240.00	8.5	\$ 2,040.00			
	Billable labor-helper	\$ 75.00	8.5	\$ 637.50			
	Billable labor-helper	\$ 75.00	8.5	\$ 637.50			
	11 tons of Asphalt	\$ 1,192.80	1	\$ 1,192.80			
	Billable labor-helper	\$ 75.80	9.5	\$ 712.50			
	Billable labor-helper	\$ 75.00	9.5	\$ 712.50			
	Billable labor-helper	\$ 75.00	9.5	\$ 712.50			
2	Billable labor-helper	\$ 75.00	9.5	\$ 712.50			
AUTHORIZED REQUESTOR PRINT:		SUBTOTAL		\$ 12,307.80			
LeRoy Alvarado		SHIPPING/HANDLING					
AUTHORIZED REQUESTOR'S SIGNATURE/DATE:		TAX RATE (Services Only)		7.875%			
Jan 14, 2022		TOTAL CHARGES		\$ 999.24			
REQUESTOR CERTIFIES TO THE BEST OF THEIR KNOWLEDGE AND BELIEF, THIS REQUEST HAS BEEN PROCURED AT THE BEST OBTAINABLE PRICE.				\$ 13,277.04			
		Created by:					
		Date Created:					

[Signature]
1/18/22



SERVICE DEPARTMENT

PLUMBING | DRAINS | WATER TREATMENT | REMODEL | HVAC SERVICES

Remit To:
TLC Plumbing & Utility
5000 Edith NE
Albuquerque, NM 87107

INVOICE

Invoice: R34395101
Invoice Date: 1/13/22
Due Date: 1/13/22

Bill To:
Santa Fe County Utilities
424 NM State RD 599 Frontage
Tijeras, NM 87507

lalvarado@santafecountynm.gov
5054900038

Work Order: 343951

Technician Name: Vinyard, Trowen

Work Description: See Below

Service Site: 102 E Sunrise Dr Santa Fe, NM 87507

Technician Notes: Service to repair water leak on water main. Crew was dispatched on New Year's Day to repair leak. Removed asphalt to expose leak on water main. When leak was exposed found leak on water tap saddle. Customer provided saddle for repair. Made repair and tested found no further leaks at this time. Backfilled hole and barricaded hole for time being. Returned to patch asphalt but asphalt plants were closed due to weather so backfilled with base course provided by customer. Returned when asphalt plant was open and got asphalt patched that was removed.

Billing Summary

ASPHALT/CONCRETE - TROWEN VINYARD

QTY	UOM	Description	Price
9.00	HR	Billable Labor - Technician	\$2160.00
9.00	HR	Billable Labor - Helper	\$1395.00
9.00	HR	Billable Labor - Helper	\$1395.00
8.50	HR	Billable Labor - Technician	\$2040.00
8.50	HR	Billable Labor - Helper	\$637.50
8.50	HR	Billable Labor - Helper	\$637.50
0.00	LSU	11 tons of asphalt	\$1192.80
9.50	HR	Billable Labor - Helper	\$712.50
9.50	HR	Billable Labor - Helper	\$712.50
9.50	HR	Billable Labor - Helper	\$712.50
9.50	HR	Billable Labor - Helper	\$712.50
Subtotal:			\$12307.80

Tax:
Total:

\$969.24
\$13277.04

Customer Signature: Santa Fe County Utilities

Emergency T & M

Payment: Approved Account | Approved Account

*** I hereby acknowledge the satisfactory completion of the above described work. ***

* Work performed on a contract bid price will not be converted to time and material. *

NM Lic# 51429

www.tleplumbing.com

5000 Edith Blvd. NE • Albuquerque, NM 87107
Phone (505) 761-9873 • Fax (505) 761-9875