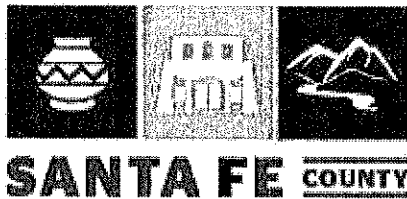


Henry Roybal
Commissioner, District 1

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: April 13, 2021

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

Via: Yvonne S. Herrera, Finance Director

RE: **Declaration of Emergency – Procure Window Repair Services at the County Administrative Building at 102 Grant St. in Santa Fe New Mexico, in the Amount of \$540.00, Exclusive of NM GRT**

Issue:

On Friday April 9, 2021 at approximately 7:00 AM, the building Custodian discovered 4 broken window panes on the east side of the County Administration Building. Risk Management and Property Control were notified immediately to inspect the damage. The Santa Fe City Police were also contacted to make and file the police report on the vandalism. David Padilla with the Property Control Division began contacting glass repair/replacement contractors. Among the contractors contacted were Discount Auto Glass & Glazing, Action Glass & Mirror, Capital City Glass and Mirror and BC Glass & Mirror. BC Glass & Mirror was the only contractor available for the window replacement the same day to ensure the security of the building.

BC Glass arrived at the site at approximately 3:30 PM and completed the window repair at 5:45 PM of April 9, 2021.

Determination:

Due to the breach of building security and the safety of staff and property resulting from the broken windows constitutes an emergency condition, pursuant to NMSA 1978, 13-1-127 Emergency Procurements. The County Chief Procurement Officer (CPO) authorized the Property Control Division to take all action necessary to remove the emergency condition at the site by contacting a minimum of 3 contractors for the repairs.

It is therefore the determination of the County Procurement Manager, CPO that the services needed for the repairs located at the County Administrative Building 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 Grant St in Santa Fe, New Mexico.

Emergency Project Description:

Contractor: BC Glass & Mirror
83 Cedar
Santa Fe, New Mexico 87508
(505) 470-0189

Scope of Work:

| | | |
|---|------------|------------------|
| 4- 12 X 12 in. DSB Putty Windows, parts & labor | \$10.00 EA | \$ 40.00 |
| Emergency Service Call | | \$ 500.00 |
| NM GRT 7.8129% | | <u>\$ 42.19</u> |
| TOTAL, inclusive of NM GRT | | <u>\$ 582.19</u> |