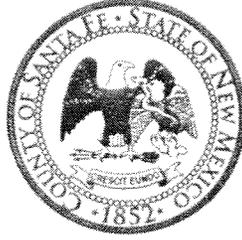


**Daniel "Danny" Mayfield**  
Commissioner, District 1

**Miguel M. Chavez**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Kathy Holian**  
Commissioner, District 4

**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## ***MEMORANDUM***

TO: Procurement File

FROM: Bill Taylor, Purchasing Manager *BT 10/15/13*

VIA: Katherine Miller, County Manager

DATE: October 15, 2013

RE: Emergency Procurement Determination for the El Dorado Senior Center Mold Remediation and Abatement.

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### ***ISSUE***

On Sunday September 29, 2013, Santa Fe County Risk Management received a call regarding a water leak in the ceiling of the El Dorado Senior Center. Investigation of the site found a roof leak. Repairs were initiated as a small purchase under the \$5,000 threshold. On October 10, 2013, Risk Management again received a call from the Senior Center that mold was observed in the Center's carpet.

Risk Management made a site visit on the afternoon of the report at approximately 2:00 PM and observed advance stages of mold growth within the carpet and walls of the Center. Paul Davis Restoration and Remediation was also contacted to assess the problem and provide a cost estimate for remediation.

### ***DETERMINATION:***

Pursuant to 13-1-127 Emergency Procurements, it is the determination of the Santa Fe County Procurement Manager of the Purchasing Division that due to the advanced stages of mold growth in the El Dorado Senior Center a threat to the health and safety of any person and preservation of property exists at the Center. Therefore, Santa Fe County Staff are directed to take all necessary corrective action to remediate the mold located at the Senior Center.



The following action has been initiated:

Contractor:	Paul Davis Restoration of Northern New Mexico
Scope of Work:	Mold Remediation @ the El Dorado Senior Center ( <b><i>Details of Scope in Exhibit A</i></b> )
Estimated Cost:	\$ 7,176.27

Paul Davis Restoration of Northern New Mexico has been contracted to remediate the mold contamination of the El Dorado Senior Center located at 16 Avenida Torreon, Santa Fe, New Mexico.



## 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*

Submittal of DOE request does not constitute an emergency situation. Request will be reviewed and verified by the Procurement Manager, if possible, and determination made on options, which best suits your needs.

Date of Request 10/11/13

Person Making Request & Title Mark Lujan, Risk Manager

Department & Agency ASD/Risk Manager

Ph. (505) 992-9884

Cell (505)

Fax (505) 505-428-3113

Building Name Eldorado Senior Center

Physical Address 16 Avenida Torreon

City & Zip Code Santa Fe, New Mexico 87505

Other Tenant(s) in Building \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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)

A phone call was received by Risk Management on September 29, 2013 from a Senior Center employee in

regards to a water leak in the building. On October 10, 2013 another phone call was received by Risk

Management in regards to the seniors noticing mushrooms growing on the carpet. At approximately 2:00

pm, Risk Management went out to the Eldorado Senior Center to assess the damage and verified that a

growth of mold fungus is already in mushroom form growing within the carpet and walls which presents a

health hazard to all employees as well as seniors who attend on a regular basis. Contractor, Paul Davis was

called to assess the damage and provide Santa Fe County with an estimate of the remediation.

DOE Request Continued

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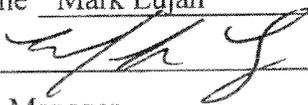
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**Note:**

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 Mark Lujan  
Signature  Date 10/11/13  
Title Risk Manager Cell (505) Ph. (505) 992-9884

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

*BT 10/15/13*