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

Date: January 8, 2014

To: Paul Casaus, Utilities Engineering Associate

Cc: Claudia I. Borchert, Utilities Director

From: Bill Taylor, ASD/Purchasing

Subject: Declaration of Emergency Determination

On Wednesday, January 8, 2014, a waterline broke within the Aldea Subdivision specific to Avenida Aldea and Camino Barranca.

On January 8, 2014, Purchasing Division received the attached Declaration of Emergency Request form from Paul Casaus from the Utilities Department. The attached memorandum declares that the emergency condition exists pursuant to Section 13-1-127 NMSA 1978 and the immediate threat to the health and safety of the public and residents near the waterline break. Therefore an emergency Purchase Order was processed with the following information:

Contractor Name:	Blueline Construction Inc. P.O. 28666 Santa Fe, NM 87592-8666
Scope of Work:	Repair of broken waterline in Aldea Subdivision
Estimated Cost:	$15,000 (inclusive of GRT)

Determination:

Pursuant to Section 13-1-127 NMSA 1978, Santa Fe County Purchasing Division determined that an emergency condition exists and justifies the procurement of a waterline repair near Avenida Aldea and Camino Barranca.

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 1-8-2014

Person Making Request & Title Paul Casaus - Utilities Eng. Assoc.

Department & Agency Public Works / Utilities

Ph. (505) 986-6364 Cell (505) _____ Fax (505) _____

Building Name Public Works

Physical Address 424 NM 599

City & Zip Code SF. 87507

Other Tenant(s) in Building Subdivision Aldea

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)

Emergency Waterline Break within the Aldea Subdivision specific to Avenida Aldea and Camino Barranca.

DOE Request Continued

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. _____ 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. X other arrangements (specify) Acct # 505141044440 03

Printed Name Paul Cosaus

Signature [signature] Date 1-8-14

Title Utilities Eng. Assoc. Cell (505) _____ Ph. (505) 986-6364

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