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Commissioner, District 5

**Katherine Miller**  
County Manager

## MEMORANDUM

**Date:** June 28, 2016  
**To:** Thaddeus R. Chapman Maintenance Supervisor/ Corrections  
**From:** Bill Taylor, ASD/Purchasing *BT for Bill Taylor*  
**Subject:** Declaration of Emergency Determination

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On June 24, 2016, Santa Fe County Purchasing Division received a request from the Corrections Department to declare an emergency condition concerning several HVAC units that failed at the Adult Detention Facility (ADF) and Comfort Systems USA was called to repair them immediately. The attached memorandum declares that the emergency condition exists, threatening the health and safety of the residents at the ADF, pursuant to Section 13-1-127 NMSA 1978.

On June 24, 2016 six HVAC at the ADF stopped cooling in several of the pods that house inmates, Unit A, Unit B, Unit C and Unit D. Due to the high summer temperatures the Corrections staff were forced to act quickly and called a contractor to repair the HVAC units.

A purchase order was processed regarding the subject HVAC unit repairs.

Contractor Name: Comfort Systems USA  
Scope of Work: Diagnose and repair HVAC Units as needed  
Estimated Price: \$5,572.81 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 immediate services for the repair of six HVAC units at the Adult Detention Facility.

**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 6.24.2016

Person Making Request & Title Thaddeus Chapman, Maintenance Supervisor

Department & Agency Maintenance/Santa Fe County Corrections

Ph. (505) 428.3108 Cell (505) 310.3705 Fax (505)

Building Name Santa Fe County Adult Corrections Facility

Physical Address 28 Camino Justicia

City & Zip Code Santa Fe 87508

Other Tenant(s) in Building Alpha, Bravo, Charlie, and Delta

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 HVAC units listed above all have failures that must be addressed. This is critical that these HVAC units are restored to operational because they service the inmate population.

Unit A-500/600 and office/visiting: replaced cooling fan motor, capacitor, and electrical contactor;

Unit B-500 and 600: replaced cooling fan motor, capacitor, and electrical contactor;

Unit C-100/200: repaired Freon leak, replaced cooling fan motor, capacitor, and electrical contactor;

DOE Request Continued

Unit D-500/600: replaced cooling fan motor, capacitor, and electrical contactor;

Multiple horizontal lines for additional request details.

**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)

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 Thaddeus R. Chapman

Signature Thaddeus R. Chapman Date 6.24.2016

Title Maintenance Supervisor Cell (505) Ph. (505) 428.3108

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



June 24, 2016

Santa Fe County Adult Detention Facility 4312  
New Mexico State Highway 14, Santa Fe, NM  
87508  
Attn: Thadius Chapman

**Re: Rpair the following RTU's: C3a, B1, B2, A1 & D5**

Comfort Systems USA SW, respectfully submits the price of **\$5,572.81** including tax, to furnish and install the parts and equipment listed below, including diagnosis, express shipping, travel time and pick up and delivery of parts.

**This proposal includes the following:**

- Furnish and install 1/2" Vibrasoft, 2- 40 Amp Contactors, (1) Condenser Fan Motor, Capacitors, Refrigerant and Oil on unit C3a
- Furnish and Install (1) Condenser Fan Motor and Capacitors on unit B1.
- Furnish and install (2) two Condenser Fan Motors, Capacitors and Contactors on unit B2.
- Furnish and install (1) Condenser Fan Motor , Capacitors and Contactors on unit A1
- Furnish and install (1) Condenser Fan Motor , Capacitors and Contactors on unit D5

Materials and Parts	\$2,936.00
Labor 41 Hours x \$60.00/HR	\$2,460.00
<b>Total</b>	<b>\$5,396.00</b>
Tax	\$176.81
<b>Total including Tax</b>	<b>\$5,572.81</b>

Statewide Price Agreement #50-000-14-00024