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Commissioner, District 4

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Commissioner, District 5

Katherine Miller

County Manager

MEMORANDUM FOR FILE

TO: File

FROM: Bill Taylor, Purchasing Manager *BT 9/30/13*

DATE: September 30, 2013

RE: Declaration of Emergency Determination

ISSUE

The Utilities Division is requesting an emergency procurement for the continued rental of pumping equipment from vendor "Rain for Rent" in the amount of \$75,000 due to the failure of two pumps at the Quill Wastewater Treatment Plant (Plant). This equipment was originally rented in December 2012 and has remained in place to allow staff to dispose of wastewater effluent generated at the Plant. This treated effluent is discharged onto the ground adjacent to the facility from a 9 acre storage pond, using two high capacity pumps and has prevented the storage pond from overflowing and impacting public health and endangering surrounding properties. The Treatment Plant is operating under a Lease Agreement with the State of New Mexico and under a NMED Discharge Permit DP-234 and the rental equipment has allowed the Plant to remain in compliance with NMED discharge regulations. It is estimated that the rental equipment will need to remain in place until March 2014.

Last spring the Utility Division contracted with Zia Engineering to design the replacement of the pumps, replacement of one storage pond liner and effluent distribution valve replacements. The storage pond liner replacement is currently under construction and when completed an additional storage pond will be in operation and will allow for additional storage capacity. The remaining components will be placed out to bid in the near future and once implemented will result in alleviating the immediate emergency situation at the Plant.

The attached memorandum declares that the emergency condition exists pursuant to Section 13-1-127 NMSA 1978.

A purchase order was processed regarding the subject rental equipment:

Contractor Name: Rain for Rent
35500 County Road 63.9
Trinidad, CO 81082

Scope of Work: Rental of pumping equipment to discharge effluent from Quill Wastewater Treatment Plant storage pond

Price: \$75,000 exclusive of GRT

DETERMINATION

The Purchasing Department has made the determination that the effluent disposal situation at the Quill Wastewater Treatment Plant does constitute an emergency and justifies the procurement of immediate services to alleviate the conditions at the Plant under NMSA 1978, Section 13-1-127 Emergency Procurements which states “the state purchasing agent, a central purchasing office or a designee of either may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions.”

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: 9/26/13

Person Making Request & Title: Robert J. George, Utilities Infrastructure Manager

Department & Agency: Public Works/Utilities

Ph.: (505) 992-3046

Cell: (505) 490-0038

Fax: (505) 992-3028

Name: Quill Wastewater Treatment Facility (WWTF) Critical Infrastructure Emergency

Physical Address: Quill WWTF, Located on the grounds of the Penitentiary of the State of NM

City & Zip Code: Santa Fe, NM 87507

Other: Critical pumping and irrigation equipment at the Quill WWTF is in such a rundown state that a single failure could render the facility non-operational, resulting in public health and environmental impacts, violations of state and federal rules and regulations and the potential for financial penalties and other liabilities. The situation needs to be fixed before freezing conditions arrive with the onset of winter. Employee health and safety is threatened by equipment failures at the entrance works. Swift actions must be taken to address the critical infrastructure failures in as timely a manner as possible.

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*)

Requested Actions:

Utilities is requesting that an emergency procurement situation be declared at the Quill WWTF so that the following tasks can be completed in a timely manner in order to avoid a catastrophic failure of the system:

1. **Installation/upgrade of the effluent irrigation pumps and continued rental of irrigation pump and irrigation equipment.** This work will involve mechanical and electrical engineering design work, fabrication and installation of new equipment and demolition/removal of old equipment. Until the new pumps are functional, the rental pump will need to continue to be leased. The rental irrigation equipment will need to be leased for December – March (2013 – 2014) and may be needed again next year, unless other actions are taken to restore the winter time effluent storage capacity and/or upgrade the existing irrigation system so that it can be operated during freezing conditions prior to the winter of 2014-2015.
2. **Upgrade of the entrance works mechanical bar-screen.** This work will involve mechanical design work, demolition of the existing screen and installation of a new screen.
3. **Replacement/upgrade of the chlorine contact chamber transfer pumps.** This work will involve specification of equipment, replacement/upgrade of the existing pumps, and the purchase of a spare pump.
4. **Improvement of the Quill WWTF access roads.** This work will involve grading and the spreading/application of base-course to the access roads and compaction of the base course to form a stable road bed.

Please be advised that the ability to move forward with the emergency procurements set forth above is only the first step to removing the emergency condition at the Quill WWTF. Many other upgrades to the facility structures and equipment will be necessary in the future to ensure that the facility can fulfill its purpose and comply with all state and federal rules and regulations. The actions set forth above are only those actions deemed so critical and necessary as to constitute a true emergency situation as defined by New Mexico statues relating to procurement.

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. _____ other arrangements (specify) _____

Printed Name Robert J. George

Signature  9/26/13 Date 9/26/13

Title Utility Infrastructure Manager Cell (505) 490-0038 Ph. (505) 992-3046

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

