

Henry P. Roybal
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: June 23, 2016
To: Thaddeus R. Chapman Maintenance Supervisor/ Corrections
From: Bill Taylor, ASD/Purchasing *BT for Bill Taylor*
Subject: Declaration of Emergency Determination

On June 22, 2016, Santa Fe County Purchasing Division received a request from the Corrections Department to declare an emergency condition concerning a freezer that failed at the Youth Development Program facility. If not repaired the perishable food items stored inside would have spoiled. The attached memorandum declares that the emergency condition exists pursuant to Section 13-1-127 NMSA 1978 and the immediate threat to the health of the residents at the YDP as well as jeopardizing the function of providing meal services at the YDP.

On June 22, 2016 a freezer at the Youth Development Program facility stopped cooling. It was determined a copper refrigerant line was leaking Freon and needed to be replaced. Corrections staff were forced to act quickly and called a contractor to repair the cooler so that the perishable food items stored inside would not spoil.

A purchase order was processed regarding the subject freezer repair.

Contractor Name: Roadrunner Air Conditioning, Heating & Refrigeration, Inc.

Scope of Work: Diagnose and repair leaking refrigerant line.

Estimated Price: \$1,195.34 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 freezer at the Youth Development Program 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 6-22-16

Person Making Request & Title THADDEUS CHAPMAN (MAINTENANCE SUPERVISOR)

Department & Agency MAINTENANCE / SANTA FE COUNTY

Ph. (505) _____ Cell (505) 310-3705 Fax (505) _____

Building Name YOUTH DEVELOPMENT PROGRAM

Physical Address 4250 AIRPORT ROAD

City & Zip Code SANTA FE, NM 87507

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*)

THIS MORNING ROADRUNNER INC WAS CALLED OUT TO TROUBLESHOOT THE
WALL-IN FREEZER AT YDP. UPON INSPECTION A LEAK WAS DISCOVERED
ON THE COPPER FREON LINE. THE FREEZER MUST BE SHUT DOWN UNTIL
CORRECTIVE ACTION IS TAKEN. THIS EMERGENCY REPAIR IS CRITICAL TO
THE YDP FACILITY. THANK YOU FOR YOUR CONSIDERATION.

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. other arrangements (specify) _____

Printed Name T. HADDEV R CHAPMAN

Signature [Handwritten Signature]

Date 6/22/16

Title MAINTENANCE SUPERVISOR Cell (505) 310-3705 Ph. (505)

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



Office: 505-473-9000
 Fax: 505-424-4402

Invoice #
 23291

3200 CALLE MARIE
 SANTA FE, NM 87507

Derek Cunningham (President)
 Licensed, insured, and bonded. #367021

Website: www.roadrunnerair.com
 Email: d@roadrunnerair.com

Client Name: Santa Fe Detention Center	Job/cell phone:	Preferred Comfort Club client? Yes / No	Service Expert: Derek	Date: 6/1/02
Billing Street Address: 4250 Airport Rd	Fax #:	Customer P.O. #:	Store #:	Our Vendor #
City/State/Zip: Santa Fe, NM	Email (to scan invoice for delivery):		Extra info:	

Contact person: Thaddeus Chapman	Authorized by/owner:	Equipment Make/Brand/Type:	Age:
Job Location Address:	Mod #:	Ser #:	

QTY.	MATERIALS USED/INSTALLED	Unit Amt	PRICE	Description of problem/work requested:
1	Hand pressure fan cycling controller		\$152.50	Walk-in freezer not working
1	Brazing rig usage gases		\$20.00	Install hand pressure fan cycling controller for walk operation
1	silver solder		\$10.00	Description of work performed:
1	vacuum pump oil		5.00	Troubleshoot & fix walk-in refrigerator leak using leak detector
1	retrofit top for bin outside	\$12.95	12.95	above freezer roof & below roof top in ceiling from a
2	thermostat dual for each walk-in	\$26.95	\$53.90	copper, rub through on steel. Pumped refrigerant remaining
				into leak into condensing unit.
				Repaired leak by brazing silver solder over rub through.
				Vacuumed refrigerant circuit & installed hand pressure
				fan cycling controller.
				Charged 6 lbs of R404a into circuit, freezing good

Preferred Comfort Club				
Band Aid/ Bronze/ Silver Option				
Gold/ Platinum Option Chosen				
Lbs. refrigerant recovered R				
6 Lbs. refrigerant charged R	\$29.95		\$179.70	PCC SAVINGS ON THIS INVOICE! \$
Total Materials:	\$21.10		\$357.90	WANT TO PAY LESS? If you are a Preferred Comfort Club Member, you receive a 15% discount off repairs!

DATE	LABOR PERFORMED	HOURS/Quantity	RATE	PRICE	Service Expert's recommendations:
	Diagnostic Analysis (\$49 PCC)		\$69		
	HVAC service expert	4.5	\$105.00	472.50	
	Hand pressure fan cycling control	2	\$105.00	210.00	
	Wor				
Total Labor:				4682.50	The PCC membership & any recommendations have been explained

<p>Terms: We accept all major credit cards, cash, and check. A late charge of 1.5% per month may be assessed if not paid in full within 30 days from completed date.</p> <p>Thank you! All of us at Roadrunner value this opportunity to serve you!</p> <p>Authorization of work: _____</p> <p>Client's Signature: _____</p> <p>I hereby acknowledge the satisfaction completion of the above described work.</p> <p>Service Expert's Signature: <i>Thaddeus Chapman</i> Date completed: 6/2/02</p>	<p>Total Materials 421.10 357.90</p> <p>Total Labor 682.50</p> <p>Subtotal/Bidded Job \$1,103.60 1,049.70</p> <p>SUBTOTAL WITH PCC SAVINGS</p> <p>Sales Tax 96.74 37.50</p> <p>AMOUNT DUE \$1,195.34 1,138.70</p>
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