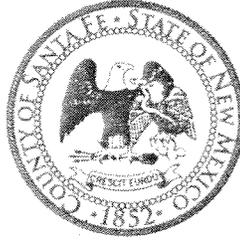


**Daniel "Danny" Mayfield**  
Commissioner, District 1

**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:** April 10, 2014

**To:** Robert George, Utilities Department  
Paul Olafson, Projects Facilities & Open Space

**From:** Bill Taylor, ASD/Purchasing *BT 4/11/14*

**Subject:** Declaration of Emergency Determination

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On April 4, 2014, Purchasing Division received the Request for Declaration of Emergency Procurement from Robert J. George, Utilities Infrastructure Manager requesting the installation of pumps at the Quill Wastewater Treatment Facility (WWTF). Due to notification by the NM Environment Department, Ground Water Quality Bureau in a certified letter dated March 17, 2014 that Santa Fe County with a letter of corrective action to minimize the 100,000 gallons of treated effluent being released from the overflow of the tail-water pond. The County is required to remediate the effluent based on its Santa Fe County Corrective Action Plan. The installation of the pumps with allows the Quill WWTF to operate properly and to lessen the effluent discharge described in the NMED letter.

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, residents, and the environment in Santa Fe County.

A purchase order was processed for the installation of the pumps at the Quill WWTF.

Contractor Name: Coats Pump & Supply, Inc.

Scope of Work: Install the pumps at the Quill Wastewater Treatment Facility

Price: \$28,858.76

### ***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 installation services of the pumps at the Quill WWTF.

## 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: 4/4/14

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) Irrigation Pump Installation

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

City & Zip Code: Santa Fe, NM 87507

Other: The Quill WWTF continues to operate on a rental irrigation pump but the ground work for the installation of the new irrigation pumps is now in place. Procurement of services for the installation of the pumps in the timeliest manner possible is necessary to meet the County's regulatory obligations and prevent further loss of funds associated with the rental pump.

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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)

**Background:**

The pumps that discharge treated effluent from the effluent storage lagoon to the land application area (irrigation pumps) and remove runoff from the land application area (tailwater pump) are non-functional due to mechanical and electrical problems. The facility has relied upon a rental pump to remove effluent from the effluent storage lagoon, but operations of the facility have been crippled due to these equipment failures and significant non-compliance, in the form of unauthorized discharges, resulted during the recent winter (please see attached NPDES Inspection Report and Corrective Action Approvals from NMED). SFCU is committed to restoring this critical equipment to functionality and has been working through the shortest path possible to complete the equipment repair. Using on-call contract engineering services, SFCU has completed the design work necessary for the installation of the previously purchased irrigation and tailwater pumps and is seeking to have the pumps installed by Coats Pump and Supply in the timeliest manner possible. The installation of the irrigation pumps must be performed by a Simmons Pump installer in order to preserve the equipment warranty. Coats Pump and Supply qualifies as the only installer available at this time.

Delay in returning the equipment to functionality will result in the following:

1. Additional cost for rental pump equipment beyond current purchase authorization.
2. Inability to reduce the level of the effluent storage pond because of the functional issues with the rental pump. This impacts SFCU's ability to remove enough effluent from the storage pond during the current irrigation season to prepare for next winter.
3. Violations of corrective action plans which could result in state and federal regulatory agencies issuing financial penalties against Santa Fe County. Pursuant to the New Mexico Water Quality Act (NMSA 74-6-1 thru 74-6-17) and the New Mexico Water Quality Control Commission Regulations (20.6.2 NMAC), the New Mexico Environment Department could impose financial penalties of up to **\$15,000/day**, per violation of our corrective action plan. (See Compliance Status Letter from SFCU to NMED).

**Requested Actions:**

Utilities is requesting that an emergency procurement situation be declared so that the following tasks can be completed in a timely manner:

**Installation of the effluent irrigation pumps and tailwater pump.** This work will involve fabrication and installation of new piping and valves, removal of one existing non-functional pump, installation of two new irrigation pumps and one new tailwater pump and electrical connections to the existing power supplies for the irrigation pumps. Note that the power supply for the tailwater pump is and will remain non-functional until the planned electrical control upgrades are completed on the heels of this emergency work.

**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 \_\_\_\_\_ Date 4/4/14

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)***