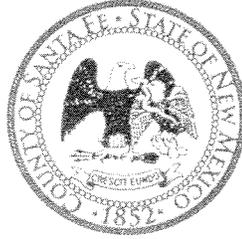


Daniel "Danny" Mayfield
Commissioner, District 1

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 24, 2014
To: Procurement File
From: Bill Taylor, ASD/Purchasing 
Via: Mark Lujan, Risk Management Division
Subject: Declaration of Emergency Determination

On May 20, 2014, Purchasing Division received the Request for Declaration of Emergency Procurement from Mark Lujan, Santa Fe County Risk Manager requesting the procurement of services for immediate roadwork on County Road 54. An area of County Road 54 had begun to sink in and evidence exists that there may be a potential for road failure if a large vehicle travels on the road. The road is required to be passable for residents and emergency vehicles in that area and failure of the road could cause potential public safety for the citizens of Santa Fe County.

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: GM Emulsion

Scope of Work: Excavation, backfill, and restoration of road

Price: \$9,690.97

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 road repair to County Road 54.

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 May 20, 2014

Person Making Request & Title Mark Lujan, Risk Manager

Department & Agency Administrative Services/Risk Management

Ph. (505) 992-9884 Cell (505) Fax (505) 992-9895

Building Name Santa Fe County Road 54

Physical Address _____

City & Zip Code Santa Fe, New Mexico

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*)

Santa Fe County Road has started to sink in and attention to this matter is immediately needed. Vehicles drive through this road regularly and our fear is that a potential collapse of the road can occur if a truck that is carrying a heavy load passes. We are requesting that an excavation and repair of the road be done immediately by Santa Fe County vendor GM Emulsion (On-call SFC Contract #2013-0119-PW/MS will be utilized).

DOE Request Continued

Lined area for text input.

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)

- 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 Mark Lujan
 Signature [Handwritten Signature] Date 5/20/14
 Title Risk Manager Cell (505) _____ Ph. (505) 992-9884

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