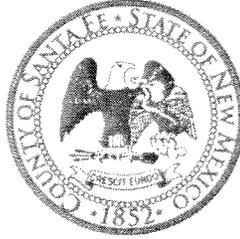


Daniel "Danny" Mayfield
Commissioner, District 1

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 14, 2014
To: Steve Moya, Assistant Chief/Fire Department *BT*
From: Bill Taylor, ASD/Purchasing
Subject: Declaration of Emergency Determination

On April 14, 2014, Santa Fe County Purchasing Division received a request from the Fire Department to declare an emergency condition concerning a broken and unrepairable crisis response tool that is a necessity for the Fire Department response team. The extrication tool was cracked and unrepairable. The attached memorandum declares that the emergency condition exists pursuant to Section 13-1-127 NMSA 1978 and the health and safety of the public is at risk should a crisis requiring an extrication tool occur.

Captain Bill McSweeney of the Glorieta Fire District notified Assistant Chief Steve Moya of a crack on the arm of the Holmatro Cutter 4050 NTC that was unrepairable. This is Glorieta Fire District's only extrication tool and without it they are very limited in their rescue efforts during an emergency scene.

A purchase order was processed regarding the subject fire extrication tool.

Contractor Name: Safety Instruction Ltd, LLC
Scope of Work: 1- 4050 Homatro NTC Cutter + shipping
Estimated Price: \$5,385, 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 purchase of a Homatro NTC Cutter (extrication tool).

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 April 14, 2014

Person Making Request & Title Steve Moya, asst. Chief

Department & Agency PS/ Fire Dept

Ph. (505) 992-3083 Cell (505) 670-0974 Fax (505)

Building Name Glorieta Fire Dist

Physical Address 43 Firestation Rd

City & Zip Code Glorieta NM

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)

On April 10th I received an email from Capt. Bill McSweeney of the Glorieta Fire District indicating that Holmatro Cutter 4050 NTC was broken and un-repairable as inspected by Rufus Campbell, authorized service dealer for the State of NM. As you will see in the picture I circled the crack on the arm which holds the cutter in place. Glorieta only has one cutter for the district and this equipment is very important for extrication during a emergency scene. I am requesting a purchase for the cutter in the amount of \$5,383.00. SFCFD did have a contract with Safety Instruction Ltd, but was not renewed on an over site by me.

DOE Request Continued

I will however be putting a sole source document together in order to get Safety Instruction Ltd on line with SFC. Attached you will find the pictures of the broken cutter, a letter from Holmatro indicating Safety Instruction as the sole authorized sales and service dealer for the State of NM and the requisition and quote.

Old contract number is 29-0144-FD/JC

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 Steve Moya
Signature [Signature] Date 4/14/14
Title ASST. CHIEF Cell (505) 670-0974 Ph. (505) 992-3083

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