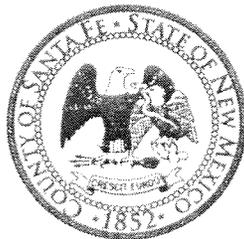


**Daniel "Danny" Mayfield**  
Commissioner, District 1

**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:** August 28, 2013  
**To:** Deputy Chief Steve Moya, Fire Department  
**From:** Bill Taylor, ASD/Purchasing *BT 8/28/13*  
**Subject:** Declaration of Emergency Determination

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On August 28, 2013, a substantial water leak was reported at the Rancho Viejo Fire Station at 37 Rancho Viejo Blvd. It was originally thought that the water was from the irrigation system, but it appeared that the leak was from an area near the meter. This leaked cause lack of water pressure and the fire crew's ability to provide fire suppression in the event of a fire.

On August 28, 2013, Santa Fe County Purchasing Division received a request from Fire Department for services from a plumber to resolve the water leak at the fire station. 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 and residents in Santa Fe County.

A purchase order was processed regarding the subject water leak emergency.

**Contractor Name:** Anytime Plumbing LLC  
**Scope of Work:** Emergency repair of exterior water leak at Rancho Viejo Fire Station  
**Price:** \$1,000.00, 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 to fix the water leak at the Rancho Viejo Fire Station.

**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 08-28-2013

Person Making Request & Title Steve Moya

Department & Agency Fire Dept – Rancho Viejo

Ph. (505) 992-3083 Cell (505) 670-0974 Fax (505) 992-3073

Building Name Rancho Viejo

Physical Address 37 RANCHO VIEJO BLVD

City & Zip Code Santa Fe, NM 87508

Other Tenant(s) in Building Med 60 Crew

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*)

I was notified this morning by the Battalion Chief at 0700 that there was a substantial water leak at Rancho Viejo. It was originally thought that the water was from the irrigation system, but it appears that the leak is near the meter. Frank Jamarillo was notified of the leak shortly after 0700 this morning and I was advised that they did not have the appropriate equipment (backhoe) to deal with the issue. Due to the fact that this is a manned station 24/7, we are requesting an emergency purchase order to resolve the problem. At present the lack of water is affecting the crew and will affect the ability to provide fire suppression if needed.

11:50 Spoke to Bill Taylor - He gave me his verbal approval.

Steve Moya 1 of 2

DOE Request Continued

Multiple horizontal lines for text entry.

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 [Handwritten Signature] Date 08-28-13
Title Assistant 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)