

## MEMORANDUM FOR FILE

TO: File

FROM: Bill Taylor, Purchasing Manager *BT 12/19/13*

DATE: December 19, 2013

RE: Emergency Procurement Determination for Overhead Door Company

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### ***ISSUE***

The Santa Fe County Property Control Division is requesting an emergency procurement to Overhead Door Company to repair the parking garage door at the Steve Herrera Judicial Courthouse located at Sandoval Street in Santa Fe, N.M. A County employee damaged the large roll-up door at the entrance of the basement parking garage. The door is off-track and heavily damaged. This door needs to be repaired immediately in order to secure the facility.

### ***DETERMINATION***

The Purchasing Department has made the determination that repairing the roll-up garage door and securing the facility as soon as possible does constitute an emergency procurement under NMSA 1978, Section 13-1-127 Emergency Procurements which states "the state purchasing agent, a central purchasing office or a designee of either may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions." It further states that "the existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten the preservation or protection of property; or the health or safety of any person".

**Santa Fe County / Purchasing Division**

142 W. Palace Ave.  
Santa Fe, NM 87501  
(505) 986-6354

DOE  
BT  
12/19/13

**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 12/19/2013

Person Making Request & Title Terry Lease – Facilities, Operations & Maintenance Manager

Department & Agency Public Works – Property Control

Ph. (505) 992-3038 Cell (505) 231-5670 Fax (505)

Building Name Steve Herrera Judicial Complex

Physical Address Sandoval Street

City & Zip Code Santa Fe, NM

Other Tenant(s) in Building NM State Court

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 12/19/2013, at approximately 1:00PM, a county employee damage the large roll-up door at the entrance of the basement parking garage. The door is off track and heavily damaged. This door must be repaired immediately in order to fully secure the facility. A vendor, Overhead Door Inc., is standing by and available to access and begin repairs to the door as soon as a purchase order is delivered.

DOE Request Continued

