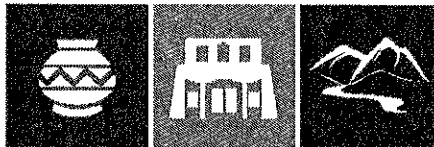


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



SANTA FE COUNTY

Anna T. Hamilton
Commissioner, District 4

Hank Hughes
Commissioner, District 5

Gregory S. Shaffer
County Manager

DATE: July 29, 2022

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

Via: Yvonne S. Herrera, Finance Director

RE: **Declaration of Emergency – To Continue Month-to-Month Retail of Storage Space for County Clerk’s Documents, Pursuant to NMSA 1978, 13-1-127 Emergency Procurement**

Background:

Pursuant to State and Federal requirements regarding public records retention, the Santa Fe County Clerk’s Office is required additional storage capacity to store all public records. In 2019, the County issued a competitive procurement (IFB) No. 2019-0147-CLK to solicit bids for climate controlled and non-climate controlled storage units for the County Clerk’s Office. As a result of the IFB, the County entered into a lease agreement with La Guardia Self Storage located at 1439 Avenida de Las Americas in Santa Fe New Mexico.

In December 2021, La Guardia Self Storage was acquired by RightSpace Storage, and assumed all terms and conditions of the existing lease agreements, including Agreement No. 2019-0147-CLK.

Issue:

At the time of term extension for the Agreement to continue the services provided with RightSpace, the parties were unable to agree to the County’s standard provisions of the Agreement, but agreed to a month-to-month lease with the County and continue providing the lease space to the Clerk’s Office.

The County’s Youth Development Program was discontinued in 2021 and the facility located on Airport Road in Santa Fe, known as the “Old YDP” facility is vacant and has been identified to be utilized as a County storage location for all County public records to retention purposes. The County is currently making the needed improvements to the facility in order to achieve this goal.

The Clerk’s Office requests to continue on a month-to-month lease at the current location, until the upgrade to the Old YDP facility are completed.