

**Henry Roybal**  
Commissioner, District 1

**Anna Hansen**  
Commissioner, District 2

**Rudy N. Garcia**  
Commissioner, District 3



**Anna T. Hamilton**  
Commissioner, District 4

**Hank Hughes**  
Commissioner, District 5

**Katherine Miller**  
County Manager

DATE: February 18, 2022

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

Via: Yvonne S. Herrera, Finance Director

RE: **Declaration of Emergency – Procure Services for Repair of a Broken Water Line located in Los Suenos Subdivision in Santa Fe, New Mexico in the Amount of \$ 9,370.44, Exclusive of NM GRT**

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**Issue:**

On Thursday, February 10, 2022, the Utilities Division received a call at approximately 10:30 Am regarding water seeping out of the road on Los Suenos Trail, between Sky Show and Desert Rain, within the Los Suenos Subdivision in Santa Fe County. Utility Staff arrived on sited to investigate the situations and confirmed that the water seeping from the ground was due to the main water line along the ROW in at the location. Staff determined that a contractor would be needed to dig and locate the leak and to make the necessary repairs.

After contacting the County command chain to report the situation, they were instructed to contact the County Chief Procurement Officer that they were contacting Sub Surface Contracting, Inc. to further investigate and repair the water line leak.

Due to staffing levels, and the number of residents that were without water, it was necessary for the repairs to be made by an underground professional plumbing company quickly. Sub Surface Contracting was able to mobilize to the site the same day and complete the repairs by midnight the same day.

Once the water line was exposed, it was discovered that the water line had a significant crack due to bad material used to backfill when the water line was installed. Asphalt was removed and the road will be reestablished with base course and asphalt.

**Determination:**

Due to the lack of water supply to County residents to repair the waterline resulted in a possible threat to the health and safety of the public.

It is therefore the determination of the County Procurement Manager, CPO that the services needed for the repairs located on Los Suenos Trail, within the Los Suenos Subdivision met the requirements of an emergency procurement, pursuant to NMSA 1978, 13-1-127.

All work and costs associated with this determination is limited to the services required for the repairs located at Los Suenos Trail in Santa Fe, New Mexico.

**Emergency Project Deliverables:**

Contractor: Subsurface Contracting, Inc.  
27A Paseo De River  
Santa Fe, NM 87507  
(505) 473-1000

**Scope of Work:**

Location(s)- Los Suenos Trail, Los Suenos Subdivision:

|  |             |
|--|-------------|
| Excavated 4.5 ft and replaced 9' of 12" water main line. | \$ 434.94   |
| Labor –  | \$ 4,825.00 |
| Equipment  | \$ 4,110.50 |

**Subtotal** **\$ 9,370.44 Exc. Tax**

Date of Request 2/15/2022

Person Making Request & Title Adam Salazar – Utilities Operations Foreman

Department & Agency Public Works / Utilities

Ph. (505) 992-9870

Cell (505) 699-0465

Fax \_\_\_\_\_

Location Los Suenos Subdivision

Physical Address Between Sky Show and Desert Rain

City & Zip Code Santa Fe, NM 87506

Residents or tenants affected by the emergency situation:

30 Residents

**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*)**

At approximately 10:30am on February 10, 2022, the Utilities department received a call of water seeping out of the road on Los Suenos Trail, between Sky Show and Desert Rain. Once on site, it was determined that repairs needed to be conducted to rectify this water leak. Due to staffing levels Santa Fe County Utilities was not able to complete repairs. A contractor was contacted and assistance was requested to determine the root cause of the failure and complete repairs. Sub Surface Contracting mobilized a crew to complete repairs. Once the waterline was exposed about 10ft of 12" C-900 waterline had a significant crack due to bad material used to backfill when waterline was installed. The Utilities crew began to isolate the section of line. Approximately 30 residents were affected.

**Describe the emergency condition that exists as it relates to the health, safety and welfare of the public; protection of property; or function of government:**

Due to the loss of pressure and the underground exposure of the breaks the waterline is considered compromised and is considered an extreme health hazard and because of the road conditions as of the results of the line break. The road is considered an extreme safety hazard.

**Explain what effort, if any was made to compete the work needed:**

Subsurface was contacted at 1:00pm and was on site at 3:00pm to repair water line. The repair was complete at 1:00am. On 2/11/2022. Asphalt was removed and the road will be reestablished with base course and asphalt.

**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 Adam Salazar

Signature *Adam Salazar*  
Adam Salazar (Feb 16, 2022 14:35 MST)

Date 2/15/2022

Title Utilities Operations Foreman

Cell (505) 699-0465

Ph. (505) 992-9835

Department Director or Division Manager: Brian Snyder

Signature Brian K. Snyder

Date: 2/15/2022

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

# SUB SURFACE CONTRACTING, INC.

27A PASEO DE RIVER  
 SANTA FE, NM 87507  
 Phone (505) 473-1000  
 Fax (505) 473-1307

## Daily-Weekly Time and Material Report

|   |   |   |                               |                |        |             |            |            |
|---|---|---|-------------------------------|----------------|--------|-------------|------------|------------|
| Company: Subsurface Contracting         |   | Requested by: Santa Fe County             |                               | 2/10 thru 2/11 |        | 22          |            |            |
| Location: Los Suenos Trail              |   | Emergency Call out for leaking water main |                               |                |        |             |            |            |
| Date and time of request if emergency:  |   |   |                               |                |        |             |            |            |
| Description:                            |   | <b>MATERIAL</b>                           |                               |                |        |             |            |            |
|   |   | Qty.                                      | Description                   |                |        | Rate        | Total Cost |            |
| 12" Water Main break / County provided  |   | 4   | loads each mud and debris out |                |        | \$0.00      | \$0.00     |            |
| all parts needed for repairs. Excavated |   | 13  | 13 yds clean fill dirt        |                |        | \$24.00     | \$312.00   |            |
| 22' X 12' hole to a depth of 4.5 feet   |   | 6   | Base Coarse / per ton         |                |        | \$20.49     | \$122.94   |            |
| replaced 9' of 12" water main           |   |   |                               |                |        |             | \$0.00     |            |
| 264 SQ ft replace Pavement              |   |   | Price per SQ FT               |                |        | \$12.00     | \$0.00     |            |
| Weather Permitting                      |   |   |                               |                |        |             | \$0.00     |            |
|   |   |   |                               |                |        |             | \$0.00     |            |
|   |   |   |                               |                |        |             | \$434.94   |            |
| <b>LABOR</b>                            |   |   |                               |                |        |             |            |            |
|   | S | M   | T                             | W              | T      | F           | S          |            |
| Date                                    |   |   |                               |                | 10-Feb | 11-Feb      |            |            |
|   |   |   |                               |                |        |             | Rate       |            |
|   |   |   |                               |                |        |             | Total Cost |            |
| FS                                      |   |   |                               |                |        | 11          | \$70.00    | \$770.00   |
| F                                       |   |   |                               |                |        | 10          | \$70.00    | \$700.00   |
| O                                       |   |   |                               |                |        | 11          | \$58.00    | \$638.00   |
| DR                                      |   |   |                               |                |        | 11          | \$58.00    | \$638.00   |
| L                                       |   |   |                               |                |        | 11          | \$43.00    | \$473.00   |
| P                                       |   |   |                               |                |        | 11          | \$45.00    | \$495.00   |
| L                                       |   |   |                               |                |        | 11          | \$43.00    | \$473.00   |
| DR                                      |   |   |                               |                |        | 11          | \$58.00    | \$638.00   |
|   |   |   |                               |                |        |             |            | \$4,825.00 |
| <b>EQUIPMENT</b>                        |   |   |                               |                |        |             |            |            |
| Unit #                                  | S | M   | T                             | W              | T      | F           | S          |            |
| Date                                    |   |   |                               |                | 10-Feb | 11-Feb      |            |            |
|   |   |   |                               |                |        |             | Rate       |            |
|   |   |   |                               |                |        |             | Total Cost |            |
| 703                                     |   |   |                               |                |        | 11          | \$35.00    | \$0.00     |
| 724                                     |   |   |                               |                |        | 11          | \$60.00    | \$660.00   |
| 700                                     |   |   |                               |                |        | 11          | \$35.00    | \$385.00   |
| 107                                     |   |   |                               |                |        | 11          | \$58.00    | \$638.00   |
| 113                                     |   |   |                               |                |        | 4           | \$105.00   | \$420.00   |
| 23                                      |   |   |                               |                |        | 11          | \$60.00    | \$660.00   |
| 22                                      |   |   |                               |                |        | 11          | \$60.00    | \$660.00   |
|   |   |   |                               |                |        | 11          | \$62.50    | \$687.50   |
|   |   |   |                               |                |        |             |            | \$4,110.50 |
| Contractor Rep. <u>Jeremy Sanderson</u> |   | SUB Total                                 |                               |                |        | \$9,370.44  |            |            |
| Company Rep. _____                      |   | Overhead, Profit, Ins.                    |                               | 0%             |        | \$0.00      |            |            |
| Title _____                             |   | Sub Total                                 |                               |                |        | \$9,370.44  |            |            |
|   |   |   |                               | 7.125          |        | \$667.64    |            |            |
|   |   | Grand Total                               |                               |                |        | \$10,038.08 |            |            |

**SUB SURFACE CONTRACTING, INC.**  
**27A PASEO DE RIVER**  
**SANTA FE, NM 87507**

Email/Copy replaces original

**Invoice**

Phone (505) 473-1000  
 Fax (505) 473-1307

| Date      | Invoice # |
|-----------|-----------|
| 2/14/2022 | 5768      |

|   |
|---|
| Bill To   |
| Santa Fe County Utilities<br>424 NM SR 599 Frontage<br>P.O. Box 276<br>Santa Fe, NM 87504 |

| Terms | Project |
|-------|---------|
|       |         |

| Description   | Amount             |  |                    |               |    |              |                    |  |  |                                       |  |                |  |
|---|--------------------|--|--------------------|---------------|----|--------------|--------------------|--|--|---------------------------------------|--|----------------|--|
| <b>LOS SUENOS TRAIL - EMERGENCY CALL</b><br><br>Time and Materials - 2/10-2/11/2022 (Please See Attached)   | 9,370.44T          |  |                    |               |    |              |                    |  |  |                                       |  |                |  |
| <table border="1" data-bbox="477 1144 927 1507"> <tr> <td colspan="2" style="text-align: center;">                             SANTA FE COUNTY<br/>                             ADMINISTRATIVE<br/>                             INVOICE APPROVAL FOR PAYMENT<br/>                             Date Received / Rendered:                         </td> </tr> <tr> <td style="width: 70%;">Amount to Pay</td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="2">Misc:</td> </tr> <tr> <td colspan="2" style="text-align: center;">CERTIFIES GOODS RECEIVED / SERVICES RENDERED</td> </tr> <tr> <td colspan="2" style="text-align: center;">Authorized Signature Approves Payment</td> </tr> <tr> <td colspan="2">Date Approved:</td> </tr> </table> |                    | SANTA FE COUNTY<br>ADMINISTRATIVE<br>INVOICE APPROVAL FOR PAYMENT<br>Date Received / Rendered: |                    | Amount to Pay | \$ | Misc:        |                    | CERTIFIES GOODS RECEIVED / SERVICES RENDERED |  | Authorized Signature Approves Payment |  | Date Approved: |  |
| SANTA FE COUNTY<br>ADMINISTRATIVE<br>INVOICE APPROVAL FOR PAYMENT<br>Date Received / Rendered:  |                    |  |                    |               |    |              |                    |  |  |                                       |  |                |  |
| Amount to Pay   | \$                 |  |                    |               |    |              |                    |  |  |                                       |  |                |  |
| Misc:   |                    |  |                    |               |    |              |                    |  |  |                                       |  |                |  |
| CERTIFIES GOODS RECEIVED / SERVICES RENDERED  |                    |  |                    |               |    |              |                    |  |  |                                       |  |                |  |
| Authorized Signature Approves Payment   |                    |  |                    |               |    |              |                    |  |  |                                       |  |                |  |
| Date Approved:  |                    |  |                    |               |    |              |                    |  |  |                                       |  |                |  |
| <table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right;">Sales Tax (7.125%)</td> <td style="text-align: right;">\$667.64</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$10,038.08</b></td> </tr> </table>  |                    |  | Sales Tax (7.125%) | \$667.64      |    | <b>Total</b> | <b>\$10,038.08</b> |  |  |                                       |  |                |  |
|   | Sales Tax (7.125%) | \$667.64   |                    |               |    |              |                    |  |  |                                       |  |                |  |
|   | <b>Total</b>       | <b>\$10,038.08</b>   |                    |               |    |              |                    |  |  |                                       |  |                |  |