





City of Santa Fe, New Mexico

Memorandum



DATE: August 24, 2023

TO: John Blair, City Manager

VIA: 
Regina Wheeler, Public Works Department Director
 Melissa A. McDonald, Parks and Open Space Director 
MMC

FROM: Scott A. Overlie, Parks and Open Space Project Administrator *SAO*

CC: Travis Dutton-Leyda, Chief Procurement Officer
 Erin McSherry, City Attorney
 Emily Oster, Finance Department Director

ACTION:
 Request for approval of a Purchase Order in the amount of \$97,045 issued to Facility Pump Repairs, LLC. (Scott Overlie, saoverlie@santafenm.gov, 505-231-6194)

BACKGROUND AND SUMMARY:
 The rebuilding, repair and installation of these pumps are needed as an immediate and necessary infrastructure component for backup to the water delivery pump system for the golf course and athletic fields at the MRC. This immediate need request is part of the proposed Effluent Reuse System improvement at the MRC. It is critical that repair of these pumps can be made as we currently do not have a backup pump.


PROCUREMENT METHOD:
 Emergency Purchase Order Request

FUNDING SOURCE:
 We currently have \$46,028 available in CIP funds allocated to pump work. The remaining total of \$51,017, which includes a 10% contingency of \$8,822, will be available in our MRC Capital Projects ORG 5300279.

Fund Name/Number: PARKSTRLS/355
Munis Org Name/Number: PrksTrails/3559980
Munis Object Name/Number: WIP Construction/572970
Project Ledger ID: PTW22355R1-Construct

Fund Name/Number: MUNRECCMP/530
Munis Org Name/Number: MRC CapPrj/5300279
Munis Object Name/Number: WIP Construction/572970
Project Ledger ID: PTW22355R1-Construct

ATTACHMENTS:
 Emergency Determination Form
 Proposal/Quotes

Reviewed By:


 Halona Crowe
 Business Operations Manager

**City of Santa Fe
Emergency Determination Form**



The emergency procurement method may only be used as described in NMSA 1978, § 13-1-127 and in the City's Procurement Manual XII.

NOTE:

Notify all signatories as soon as you are made aware of the emergency. Give them a brief synopsis of the emergency, answer their questions, and let them know this document and all supporting documents will be sent to them for signatures. They should know about the request prior to obtaining signatures.

The Department that makes an emergency procurement to plan or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event shall account for the money spent in making the procurement and report on that accounting to the City's Finance Department Director within ninety days after the end of the contract or fiscal year in which the procurement was made, whichever comes first.

I. Department: Parks and Open Space Division, City of Santa Fe

Department Director: Melissa A. McDonald

Department Contact: Scott A. Overlie

Department Telephone Number: 505-231-6194

City of SF Chief Procurement Officer: **Travis Dutton-Leyda, CPO**

Telephone Number: **(505) 629-8351**

II. Name of Contractor: Facility Pump Repair Solutions, LLC

Address of Contractor: 3600 Osuna Blvd. NE Unit 318, Albuquerque, NM 87109

Amount of prospective contract: \$97,045

Term of prospective contract: 4 months

Location of Services: Municipal Recreation Complex (MRC) - Marty Sanchez Golfcourse

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: Rebuild, repair and installation of existing failed 100hp backup pump and Rebuild, repair and installation of existing failed 40 hp Low Flow Pump used for water delivery to the MRC.

IV. Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, § 13-1-127. The rebuild, repair and installation of these pumps are needed as an immediate and necessary infrastructure component for backup to the water delivery pump system for the golf course and athletic fields at the MRC.

V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Currently there is one 100hp pump being used for water delivery to the irrigation system. If this pump is to fail, there is no reliable back-up available. The Low Flow Pump system has no pump now working and is being compensated with noted 100 hp listed above.

VI. Describe what measures the Department will take in the future to prevent/mitigate use of emergency procurement under similar circumstances. The department is working on procuring a new pump systems/skid. We will schedule replacement on the CIP lists.

Certified by:



City Chief Procurement Officer, Travis Dutton-Leyda

Sep 22, 2023

Date

City Approval by:



Department Director, Regina Wheeler, Public Works

Aug 30, 2023

Date



City Attorney, Erin McSherry

Sep 14, 2023

Date

John Blair

John Blair (Sep 21, 2023 13:13 CDT)

City Manager, John Blair

Sep 21, 2023

Date



Finance Director, Emily Oster

Sep 20, 2023

Date

Note: All emergencies must be posted to the SPD website:

<https://www.generalservices.state.nm.us/statepurchasing/submit-emergency.aspx>

and the City of Santa Fe's website:

<https://santafenm.gov/finance-2/purchasing-1/solicitations>

Signature: *Melissa McDonald*

Email: mamcdonald@ci.santa-fe.nm.us

Signature: *Scott A. Overlie*

Email: saoverlie@ci.santa-fe.nm.us