



**ACTION SHEET  
ITEM FROM FINANCE COMMITTEE MEETING OF 12/14/15  
FOR CITY COUNCIL MEETING OF 01/13/16**

**ISSUE:**

15. Request for Approval of Notification of Emergency Procurement – Rebuild Engine on Collection Unit for Environmental Services Division; Rocky Mountain Cummins. (Lawrence Garcia)

**FINANCE COMMITTEE ACTION:**

Approved as Consent item.

**FUNDING SOURCE: 52255.530900**

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

| <b>VOTE</b>           | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTAIN</b> |
|-----------------------|------------|----------------|----------------|
| COUNCILOR TRUJILLO    | X          |                |                |
| COUNCILOR RIVERA      | X          |                |                |
| COUNCILOR LINDELL     | X          |                |                |
| COUNCILOR MAESTAS     | X          |                |                |
| CHAIRPERSON DOMINGUEZ |            |                |                |

4-13-15

**ACTION SHEET  
PUBLIC UTILITIES COMMITTEE MEETING 12/2/15**

**ISSUE NO. 9**

Notification of Emergency Procurement with Rocky Mountain Cummins to rebuild motor on a Collection Unit. (Lawrence Garcia)

Public Utilities Committee – 12/2/15  
Finance Committee – 12/14/15  
City Council – 1/13/16

**PUBLIC UTILITIES COMMITTEE ACTION: Approved to forward to 12/14/15 Finance Committee.**

**SPECIAL CONDITIONS OR AMENDMENTS:**

**STAFF FOLLOW UP:**

| <b>VOTE:</b>            | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTAIN</b> |
|-------------------------|------------|----------------|----------------|
| COUNCILOR RIVERA, CHAIR | X          |                |                |
| COUNCILOR MAESTAS       | X          |                |                |
| COUNCILOR BUSHEE        | X          |                |                |
| COUNCILOR DIMAS         | Excused    |                |                |
| COUNCILOR IVES          | X          |                |                |

## CITY OF SANTA FE OTHER METHOD PROCUREMENT CHECKLIST

Contractor Name: Rocky Mountian Cummins

Procurement Title: Vehicle Maintenance Services Specifications (B2015000036)

Other Methods: State Price Agreement  Cooperative  Sole Source  Exempt  Other  Piggy Back

Department Requesting/Staff Member Public Utilities/Environmental Services Lawrence Garcia Project Administrator

**Procurement Requirements:**

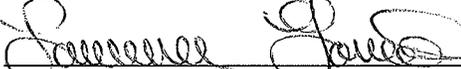
*A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees. .*

**REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING\***

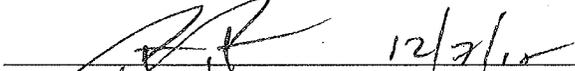
| YES                                 | N/A                                 |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Approved Procurement Checklist (by Purchasing)                           |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Departments Recommendation of Award Memo addressed to Finance            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | State Price Agreement  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Cooperative Agreement  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Sole Source Request and Determination Form                               |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Contractors Exempt Letter  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Purchasing Officers approval for exempt procurement                      |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | BAR  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | FIR  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Contract, Agreement or Amendment   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Current Business Registration and CRS numbers on contract or agreement   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Summary of Contracts and Agreements form                                 |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Certificate of Insurance   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Other: <u>Emergency Procurement Notification Addressed to Committees</u> |

Lawrence Garcia, Project Administrator

Department Rep Printed Name and Title



Department Rep Signature attesting that all information included

 12/2/10

Purchasing Officer attesting that all information is reviewed

**REQUIRED DOCUMENTS FOR OTHER METHOD FILE\***

| YES                                 | N/A                                 |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | State Price Agreement                              |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Cooperative Agreement                              |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Sole source Request and Determination Form         |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Contractors Exempt Letter                          |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Purchasing Officers approval of exempt procurement |

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- Copies of all Sole Source submittals
- Other: \_\_\_\_\_

**AWARD\***

YES    N/A

- Fully executed Memo to Committees from the Department with recommendation of award
- Other: \_\_\_\_\_

**CONTRACT\***

YES    N/A

- Copy of Executed Contract
- Copy of all documentation presented to the Committees
- Finalized Council Committee Minutes
- Other: \_\_\_\_\_

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.

**Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.**

Lawrence Garcia, Project Administrator  
 Department Rep Printed Name and Title

\_\_\_\_\_  
 Department Rep Signature attesting that all information included

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# City of Santa Fe, New Mexico

# memo

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December 2, 2015

To: Public Utilities Committee

Via: *ES* Shirlene E. Sitton, Environmental Service Division Director  
Nick Schiavo, Public Utilities Department Director *NSA*

From: Lawrence Garcia, Environmental Service Project Administrator *LG*

RE: Notification of emergency procurement as required by City of Santa Fe Purchasing Manual.

On November 9, 2015 the Environmental Service Division (Division) requested authorization from the City of Santa Fe Purchasing Director for emergency procurement with Rocky Mountain Cummins to rebuild an engine on one of our collection units. The total cost of the rebuild was twenty six thousand three hundred fifty five dollars (\$26,355.31).

This request was based on a shortage of operable side-loading collection vehicles which could affect the residential solid waste collection services. The Division is required by state statute to provide collection of solid waste within the City.

Based on the City of Santa Fe Purchasing Manual the purchasing director may authorize an emergency procurement when an emergency condition arises. The Division is required to inform City Council of the emergency procurement over fifty thousand (\$50,000) at the next scheduled City Council meeting. The purchase was under fifty thousand (\$50,000), but the Division has spent over fifty thousand (\$50,000) within fiscal year 15/16 with this vendor.

Attached: Approval memo dated November 9, 2015

City of Santa Fe, New Mexico

memo

November 9, 2015

To: Robert Rodarte, Purchasing Director

*RR 11/10/15*

Via: Nick Schiavo, Acting ESD Division Director  
Manuel Sanchez, ESD Administrative Manager

*NSA*

From: Lawrence Garcia, ESD Project Administrator

*LG*

RE: Approval request for emergency procurement

The Environmental Services Division (Division) is respectfully requesting authorization for emergency procurement to repair asset 54543 (unit 567).

Unit 567 is a front line residential side-loading collection unit. The Division fleet has experienced some major breakdowns which has affected the ability to collect solid waste within the City.

The shortage of operable side-loading collection vehicle creates a potential for public health, safety and welfare. The Division is required by state statute to provide means for collection of solid waste within the City limits.

The Division is requesting emergency procurement for repairs at Rocky Mountain Cummins; the cost of repair is twenty six thousand three hundred fifty-five dollars (\$26,355.31), accumulative the City of Santa Fe has spent over fifty thousand (\$50,000) with Rocky Mountain Cummins. The Division will inform the City Council of the procurement as required by the City of Santa Fe purchasing manual.

**ACTION REQUESTED:**

The Division is requesting authorization for emergency procurement with Rocky Mountain Cummins for a total amount not to exceed is twenty six thousand three hundred fifty-five dollars (\$26,355.31) plus applicable gross receipt taxes. The funding for this procurement is available in business 52255.530900 (Repair of Machinery and Equipment).

Approved:

*RR 11/10/15*  
Approval Signature

Disapproved:

Denial Signature