| ACTION SHEET<br>PUBLIC UTILITES COMMITTEE MEETING 12/2/15 |
|---|

| **ISSUE NO. 9**<br><br>Notification of Emergency Procurement with Rocky Mountain Cummins to rebuild motor on a Collection Unit. (Lawrence Garcia)<br><br>Public Utilities Committee – 12/2/15<br>Finance Committee – 12/14/15<br>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:** |

| VOTE: | FOR | AGAINST | ABSTAIN |
|---|---|---|---|
| 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 | |
|---|---|---|
| ☒ | ☐ | Approved Procurement Checklist (by Purchasing) |
| ☐ | ☒ | Departments Recommendation of Award Memo addressed to Finance |
| ☐ | ☒ | State Price Agreement |
| ☐ | ☒ | Cooperative Agreement |
| ☐ | ☒ | Sole Source Request and Determination Form |
| ☐ | ☒ | Contractors Exempt Letter |
| ☐ | ☒ | Purchasing Officers approval for exempt procurement |
| ☐ | ☒ | BAR |
| ☐ | ☒ | FIR |
| ☐ | ☒ | Contract, Agreement or Amendment |
| ☐ | ☒ | Current Business Registration and CRS numbers on contract or agreement |
| ☐ | ☒ | Summary of Contracts and Agreements form |
| ☐ | ☒ | Certificate of Insurance |
| ☒ | ☐ | Other: Emergency Procurement Notification Addressed to Committees |

Lawrence Garcia, Project Administrator
Department Rep Printed Name and Title

Lawrence Garcia
Department Rep Signature attesting that all information included

12/2/15
Purchasing Officer attesting that all information is reviewed

## REQUIRED DOCUMENTS FOR OTHER METHOD FILE*

| YES | N/A | |
|---|---|---|
| ☐ | ☒ | State Price Agreement |
| ☐ | ☒ | Cooperative Agreement |
| ☐ | ☒ | Sole source Request and Determination Form |
| ☐ | ☒ | Contractors Exempt Letter |
| ☒ | ☐ | Purchasing Officers approval of exempt procurement |

*

| | | |
|---|---|---|
| ☐ | ☒ | 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

*

# City of Santa Fe, New Mexico

# memo

December 2, 2015

To: Public Utilities Committee

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

From: Lawrence Garcia, Environmental Service Project Administrator

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

On November 9, 2015 the Environmental Service Division (Division) requested authorization from the City of Santa Fe Purchasing Director for emergency procurement with Rocky Mountian 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 statue to provide collection of solid waste within the City.

Based on the City of Santa Fe Purchasing Manuel 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 11/10/15

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

From: Lawrence Garcia, ESD Project Administrator

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 statue to provide means for collection of solid waste within the City limits.

The Division is requesting emergency procurement for repairs at Rocky Mountian 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 Mountian 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 Mountian 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: ✓ 11/10/15
Approval Signature

Disapproved_____
Denial Signature