



City of Santa Fe, New Mexico



EMERGENCY REQUEST AND DETERMINATION FORM

This Form must be submitted to the Central Purchasing Division (CPD) (as described on [the intranet](#)) for authorization and processing by the CPD. The emergency procurement method may only be used as described in NMSA 1978, Section 13-1-127 and in the City's Procurement Manual.

NOTE:

Notify all signatories as soon as you are aware of the emergency. Please provide a brief synopsis of the emergency, address their questions, and inform them that this document, along with all supporting documents, will be sent to them for signatures. They must be aware of the request before obtaining signatures.

The Department that makes an emergency procurement to control, 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.

Complete this form in its entirety!

Date: 7/22/2025

Prepared By:

Brian Stinett

Email:

bjstinett@santafenm.gov

Phone #:

505-479-1470

Description of Goods/Service to be Procured (short title):

Ice Arena Repair and Replacement Parts and Items

Vendor Name:

Arena Products and Services

Address:

PO Box 2230

City:

Elizabeth

State:

CO

Zip Code:

80107

Justification (choose from the drop-down): Preservation or Protection of Property

Type of good/service (choose from the drop-down): Tangible Goods

*Estimated Cost: \$222,098

Term of Contract:

*Tax is subject to change. **Ensure the amount matches the amount to be invoiced. If the vendor must charge tax, they need to state that "tax will be added on the invoice" or include it in their quote.**

Quantity of the service:

8-10 weeks

example: 12 MONTHS, 15 LICENSES, ETC.

Conversion: To Requisition

Org / Object:

5500265.572500



City of Santa Fe, New Mexico



I. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

Procurement of the the desiccant wheels, rollers, gasket and sealants, cooling towers: replace the (2) EVAPCO Cooling Towers, Plate 7 Frame Heat Exchangers; Cleaning/New Gaskets & Cassettes, Condenser Brushing and Cleaning & Supervision of the Labor for installation.

II. 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, Section 13-1-127.

June 9, 2025 the Ice Rink Compressors Safety Controls Shut off due to High Head Pressure. Safety Regulations and Rink knowledge disallow the staff to continue to run equipment in a safe manner. Following investigation and contractor assessment determined that major systems of the Ice rink are in need of replacement and major repair. Cooling towers are properly sized and engineered for the compressor workload and pathways for treated water are also expected to need maintenance and cleaning to operate and remove particulate before operations. Dehumidifier is damaged and in need of major parts rebuild. Arena Products is the only company that has been able to provide a full list and timeline of parts and items needed to get the Arena back up and running.

III. 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.).

The emergency is necessary due to the limited resources and availability of Arena products being the only company that could complete the entire scope of the work. We have worked with multiple vendors that can either partially complete aspects of the project, or who do not have the industry knowledge or expertise or timeframe to complete the needs of the rink repairs.

IV. Describe what measures the Department will take in the future to prevent/mitigate use of emergency procurement under similar circumstances.

We currently have a maintenance contract in place with Arena Products. We have completed major repairs to other sections of the ice rink. The replacement cooling towers and systems, and the dehumidifier repair will essentially create a new plant from bottom to top. Additionally, the new repairs set us on a set schedule for scheduled maintenance and machinery run time to accurately plan, budget and prepare for major repairs and maintenance that will mitigate the possibility of shutdown.



City of Santa Fe, New Mexico



Certified by:

City Chief Procurement Officer, Travis Dutton-Leyda

07/29/2025

Date

City Approval by:

Maria Tucker (Jul 29, 2025 09:14:30 MDT)

Department Director, Maria Sanchez-Tucker

07/29/2025

Date

Erin McSherry (Jul 29, 2025 09:11:35 MDT)

City Attorney, Erin McSherry

07/29/2025

Date

Finance Director, Emily Oster

07/31/2025

Date

ANDREA PHILLIPS (Aug 1, 2025 18:18:49 MDT)

City Manager, Mark Scott

08/01/2025

Date

Note: 1) All emergencies must be posted to the SPD website:
<https://www.generalservices.state.nm.us/statepurchasing/submit-emergency.aspx>
and 2) the City's current eProcurement system.



Genoveva Chavez Community Center Ice
Rodeo Rd
Santa Fe, NM 87507

July 21, 2025

Attn: Brian Stinett

Re: Ice Rink Refrigeration Repairs

Thank you for the opportunity to quote you on replacing the ice rink refrigeration system Cooling Towers, supplying a new desiccant wheel and associated components for the Munters Dehumidifier, new Cassettes and Gaskets for both Heat Floor Plate & Frame heat exchangers and end cover gaskets for the (4) shell and tube condensers. Prices listed below are for the material listed in the "INCLUDED" sections but does allow for supervision ONLY of B&D service crew. Arena Products and Services will not be providing any hands-on labor due to licensing restrictions.

1. Dehumidifier: Supply ONLY a new desiccant wheel, rollers, gasket and sealants \$68,807.00

Included:

- (1) Munters Desiccant Wheel
- New Belt
- Set of Rollers
- Gasket and sealant
- Supervision of B&D Labor Only
- Freight
- Inspection of system once wheel has been replaced
- Travel related expenses

2. Cooling Towers: Supply ONLY (2) EVAPCO Cooling Towers \$126,438.00

Included:

- (2) BAC Model VTO-116-M
- Supervision of B&D Labor Only
- Freight
- Travel related expenses

*The cooling towers will require new breakers, contactors, disconnects and wire since the new fan motors are 20 hp and the old fan motors are 10 hp.

** Pipe modifications will need to be made at the cooling towers to adapt to the new cooling towers. Bottom drains will be sized for 8" flanges.

***Cooling towers have an 8-10-week lead time from time of order**

3. Plate & Frame Heat Exchangers: Supply ONLY New Cassettes/Gaskets

\$24,495.00

Included:

- (2) Gasket sets
- Disassembly and cleaning of Plate & Frames
- Supervision of B&D Labor Only
- Freight
- Travel related expenses

4. Condenser Gaskets: Supply ONLY

\$2358.00

Included:

- Gaskets for (2) Standard Condensers (Recip skid)
- Gaskets for (2) HT Condensers (Screw Skid)
- Supervision of B&D Labor Only
- Freight
- Travel related expenses

Not Included:

- Price does not include any related tax(s), permit(s) or license(s) or special insurance that may be required for the described work to be completed.
- Disposal of old EVAPCO Cooling Towers
- Crane service
- Welding
- Any electrical
- Pipe and or pipe fittings
- Any Refrigerant/Glycol
- Engineering
- Labor to install any components
- Anything not specifically included

This quote is good for 30 days from the date stated above.

If you have any questions, please contact me directly at (720) 480-1941 or email at greg@rinkservice.com.

Accepted By: _____ Date: _____

Thank you

Greg Toy

Greg Toy
Arena Products and Services
(720) 480-1941
greg@rinkservice.com