

Date: January 15, 2025

To: Governing Body, Finance Committee, and Quality of Life Committee

From: Manuel Sanchez, Senior Services Division Director 
Manuel Sanchez (Jan 30, 2025 17:20 MST)

Via: Maria Sanchez Tucker, Community Services Department Director 
Maria Tucker (Jan 31, 2025 08:27 MST)

Subject: Grant A20E5290 Agreement Amendment

Vendor Name: State of New Mexico Aging and Long-Term Services Department

Munis Vendor Number: 6170

ITEM AND ISSUE:

Request for Approval of Contract Amendment No. 1 to Item #22-0514 with State of New Mexico Aging and Long-Term Services Department Capital Appropriation Project Grant Agreement #A20E5290 Mary Esther Gonzales Senior Center – Vehicles to Extend the Term through 06/30/2025. (Manuel Sanchez, Senior Services Division Director, mnsanchez@santafenm.gov)

CONTRACT NUMBER:

The FY24 Munis contract number is 3203689

BACKGROUND AND SUMMARY:

On October 29, 2022, the City of Santa Fe entered into a Grant agreement with the State of New Mexico Aging and Long-Term Services Department Capital Appropriation Project Grant, Agreement #A20E5290 in the Total amount of \$827,000 to purchase and equip Mary Esther Gonzales Senior Center Vehicles. In August 2024, the Governing Body approved Amendment 1 to this agreement to extend the term of the grant. ALTSD did not execute that Amendment 1 and has asked for this form of Amendment 1 to be approved by Governing Body. The Vehicles ordered will be delivered and upfitted before the new expiration date of June 30, 2025.

Prior Approvals and Supporting Information:

PROCUREMENT METHOD:

The procurement method used was Choose a Procurement Vehicle

Chief Procurement Officer (CPO) / Designee: _____ **Date:** _____
CPO Comment/Exceptions: _____

FUNDING SOURCE:

Fund Name/Number: SENCITZGRT/241

Munis Org Name/Number: Senior Center Programs/2410111

Munis Object Name/Number: Vehicles <1.5/570950

Budget Officer / Designee: _____ **Date:** _____
Budget Officer Comment/Exceptions: _____

ASSOCIATED APPROVALS:

Does this purchase require any of the following associated approvals: Yes | No
(ITT, Vehicles/Fleet, Facilities, Asset, Grant Review)

IT Components included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____
Comment/Exceptions: _____

Vehicles included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____
Comment/Exceptions: _____

Construction, Facilities, Furniture, Fixtures, Equipment included? Yes | No

Approval: _____ **Title:** _____ **Date:** _____
Comment/Exceptions: _____

Capital Asset* or Project** Yes | No

Project Ledger #: _____

(*will this procurement result in a tangible item that costs more than \$5,000?)

(**Capital Projects are new and improvement projects that are going to cost \$10,000 or more)

Approval: _____ **Title:** _____ **Date:** _____
Comment/Exceptions: _____

Is this a Grant Funded Purchase? Yes | No

Approval: _____ **Title:** _____ **Date:** _____
Comment/Exceptions: _____

ATTACHMENTS:

Procurement Document: Choose an item.

Vendor's Proposal

Select Contract Type

ALTSD Grant Agreement Amendment #1

Approved Grant Agreement Item 22-0514 (Approved 10/29/22)