



The Purchasing Memo

Date: May 19, 2025

To: Mark Scott, City Manager (for purchase)
Governing Body, Finance Committee, and Public Works & Utilities Committee (for Bar)

From: Michael Dozier, Wastewater Division Director [Signature]

Subject: Hire Quest (Temp Staffing) FY26

Vendor Name: HireQuest dba Snelling

Munis Vendor Number: 9692

ITEM AND ISSUE:

The Public Utility Department respectfully requests your review and approval of a purchase using the SWPA SPA 40-00000-24-00087 to employ staff to support Contracts/Grants/Documentation, Procurement & Emergency. The total amount will not exceed \$175,759.20 starting July 1, 2026, for 6 months with HireQuest.

Request approval of a Budget Adjustment Request (BAR) in the amount of \$175,760.

CONTRACT NUMBER: n/a

BACKGROUND AND SUMMARY: n/a

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Wastewater Management/500

Munis Org Name/Number: Wastewater Capital Projects/5000375

Munis Object Name/Number: Professional Contracts/510300

Budget Officer / Designee: Andy Hopkins Date: 05/23/2025

Budget Officer Comment/Exceptions:

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-129, Statewide Price Agreement SWPA 40-00000-24-00087 ends June 30, 2026

Chief Procurement Officer (CPO)/Designee: JoAnn Lovato Montano Date: 05/27/2025

CPO Comment/Exceptions:

ASSOCIATED APPROVALS:

IT Components included? Yes | No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? Yes | No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Vehicles included? Yes | No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? Yes | No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Is this an externally funded purchase? Yes | No

If yes, what is the issuing agency: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? Yes | No

Project Ledger Number: _____

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

ATTACHMENTS:

Procurement document: Statewide Price Agreement

Vendor's Quote

Bar

Certificate of Liability Insurance (COI)



State of New Mexico General Services Department Statewide Price Agreement

Awarded Vendor:
0000170237
HireQuest LLC, dba Snelling
111 Springhall Dr.
Goose Creek, SC 29445

Contact: Stephanie Gerdts
Email: sgerdts@snelling.com
Telephone No.: 505-262-1871 x305; 505-453-7586

Price Agreement Number: **40-00000-24-00087**

Payment Terms: **Net 30**

F.O.B.: **Destination**

Delivery: **As Requested**

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public
bodies allowed by law.

Procurement Specialist: **Kimberly A Hunt-Brown**

Telephone No.: **(505) 490-3152** **KAHB**

Email: **Kimberly.Hunt-Brown@gsd.nm.gov**

Invoice:
As Requested

Title: Temporary Administrative and Professional Staffing Services (GS-07F-0536V)

Term: May 31, 2024 – May 30, 2026

This Price Agreement is made subject to the “terms and conditions” shown on subsequent pages, and as indicated in the GSA Contract Award.

Every state agency, unless exempted from the authority of the State Purchasing Agent pursuant to Section 13-1-99 NMSA 1978, that utilizes this Statewide Price Agreement for professional services over \$5,000 must process the professional services agreement template and accompanying documents through GSD’s Contracts Review Bureau.

Accepted for the State of New Mexico

Natalie Martinez

Date: 6/7/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

× **This Agreement was signed on behalf of the State Purchasing Agent**

State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement #: 40-00000-24-00087

Terms and Conditions

(Unless otherwise specified)

1. **General:** When the State Purchasing Agent or his/her designee issues a purchase document in response to the Vendor's quote, a binding contract is created.
2. **Variation in Quantity:** No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process and then only to the extent, if any, specified in this order.
3. **Assignment:**
 - a. Neither the order, nor any interest therein, nor any claim thereunder, shall be assigned or transferred by the Vendor, except as set forth in Subparagraph 3b or as expressly authorized in writing by the State Purchasing Agent or his/her designee. No such assignment or transfer shall relieve the Vendor from the obligations and liabilities under this order.
 - b. Vendor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this contract or procurement are hereby assigned to the State.
4. **State Furnished Property:** State furnished property shall be returned to the State upon request in the same condition as received except for ordinary wear, tear and modifications ordered hereunder.
5. **Inspection:**
 - a. Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with the terms and conditions of the agreement shall be removed at the Vendor's risk and expense, promptly after notice of rejection.
 - b. Final inspection and acceptance will be made at the destination. Services rejected for nonconformance with the terms and conditions of the agreement and/or requirements shall be corrected by the Vendor promptly after notice of rejection. Those services not corrected after notice shall not be paid for.
6. **Commercial Warranty:** The Vendor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Vendor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. **Vendor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.**
7. **Packing, Shipping and Invoicing:**
 - a. The State's purchasing document number and the Vendor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipments. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.
 - b. The Vendor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each and every complete shipment.
 - c. Invoices must be submitted to the using agency and NOT to the State Purchasing Agent.
8. **Default:** The State reserves the right to cancel all or any part of this order without cost to the State, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the State due to the Vendor's default. The Vendor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Vendor, such causes include but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by the subcontractor

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were obtainable from other sources in sufficient time to permit the Vendor to meet the required delivery scheduled. The rights of the State provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.

9. **Non-Collusion:** In accepting these terms and conditions the Vendor certifies that the Vendor has not, either directly or indirectly, entered into action in restraint of free competitive procurement in connection with this offer submitted to the State Purchasing Agent or his/her designee.

10. **Nondiscrimination:** Vendors doing business with the State of New Mexico must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act (Rev. 1979) and the Americans with Disabilities Act of 1990 (Public Law 101-336).

11. **The Procurement Code:** Sections 13-1-28 through 13-1-199 NMSA 1978, impose civil and criminal penalties for its violation. In addition the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

12. **Items:** All supplied items are to be NEW and of most current production, unless otherwise specified.

13. **Payment for Purchases:** Except as otherwise agreed to: late payment charges may be assessed against the user state agency in the amount and under the conditions set forth in Section 13-1-158 NMSA 1978.

14. **Workers' Compensation:** The Vendor agrees to comply with state laws and rules pertaining to Workers' Compensation benefits for its employees. If the Vendor fails to comply with Workers' Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the contracting agency.

15. **Subcontracting:** The Vendor shall not subcontract any portion of the Price Agreement without the prior written approval of the Procuring Agency. No such subcontracting shall relieve the Vendor from its obligations and liabilities under this Price Agreement, nor shall any subcontracting obligate payment from the Agency.

16. **Records and Audit:** The Vendor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Price Agreement's term and effect, and retain them for a period of six (6) years from the date of final payment under this Price Agreement. The records shall be subject to inspection by the Agency, State Purchasing Division, Department of Finance and Administration, and for Information Technology contracts, State Chief Information Officer. The Agency shall have the right to audit billings, both before and after payment. Payment for services under this Price Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

17. **Subcontracts:** The foregoing requirements shall be inserted into all subcontracts from the prime Vendor to the subcontractor, if such subcontracting has been approved in writing by the Procuring Agency.

New Mexico Employees Health Coverage

A. If Vendor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Vendor certifies, by signing this agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for its New Mexico Employees and offer that health insurance to its New Mexico Employees if the expected annual value in the aggregate of any and all contracts between Vendor and the State exceeds \$250,000 dollars.

B. Vendor agrees to maintain a record of the number of its New Mexico Employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Vendor agrees to advise all of its New Mexico Employees of the availability of State publicly financed health care coverage programs by providing each of its New Mexico Employees with, as a minimum, the following web site link to additional information: <https://bewellnm.com>.

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D. For purposes of this Paragraph, the following terms have the following meanings:

- (1) "New Mexico Employee" means any resident of the State of New Mexico employed by Vendor who performs the majority of the employee's work for Vendor within the State of New Mexico, regardless of the location of Vendor's office or offices; and
- (2) "offer" means to make available, without unreasonable restriction, enrollment in one or more health coverage plans and to actively seek and encourage participation in order to achieve the goals of Executive Order 2007-049. This could include State publicly financed public health coverage programs such as *Insure New Mexico!*

Statewide Price Agreement

Article I – Statement of Work

Under the terms and conditions of this Price Agreement and pursuant to the approval of the State Purchasing Agent (as can be found on the cover page of this agreement) either a particular entity or all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law may issue orders for items and/or services described herein. The terms and conditions of this Price Agreement shall form a part of each order issued hereunder.

The items and/or services to be ordered shall be as listed herein. All orders issued hereunder will bear both an order number and this Price Agreement number. It is understood that no guarantee or warranty is made or implied by the New Mexico State Purchasing Agent, his/her designee or the user that any order for any definite quantity will be issued under this Price Agreement. The Vendor is required to accept the order and furnish the items and/or services in accordance with the articles contained hereunder for the quantity of each order.

Article II – Term

The term of this Price Agreement, for issuance of orders, shall be as indicated in the Price Agreement.

Article III – Conformance With Terms and Conditions

Items and/or services furnished hereunder shall conform to the requirements, terms and conditions of the agreement and/or drawings applicable to items listed herein. Orders issued against this schedule will show the applicable Price Agreement item(s), number(s), and price(s); however they may not describe the item(s) fully.

Article IV – Shipping and Billing Instructions

Vendor shall ship in accordance with the following instructions: Shipment shall be made only against specific orders which the user may place with the Vendor during the term; The Vendor shall enclose a packing list with each shipment listing the order number, price agreement number and the commercial parts number (if any) for each item; Delivery shall be made as indicated on page 1. If vendor is unable to meet stated delivery the State Purchasing Agent or his/her designee must be notified.

Article V – Termination

The Agency may terminate this Agreement for convenience or cause. The Vendor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement. Vendor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Vendor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Vendor of its intent to cure and begin with due diligence to cure the material breach. Termination of this Contract, however, shall not affect any outstanding orders. This provision is not exclusive and shall not waive other rights and remedies afforded either party in the event of breach of contract or default. In such instances the contract may be cancelled effective immediately.

Article VI – Amendment

This Price Agreement may be amended by mutual agreement of the New Mexico State Purchasing Agent or his/her designee and the Vendor upon written notice by either party to the other. An amendment to this Price Agreement shall not affect any outstanding orders issued prior to the effective date of the amendment as mutually agreed upon, and as published by the New Mexico State Purchasing Agent or his/her designee. Amendments affecting price adjustments and/or the

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extension of a price agreement expiration date are not allowed unless specifically provided for in the bid, request for proposals and/or price agreement terms and conditions.

Article VII – Indemnity Clause

Vendor shall indemnify and hold harmless the State, its officers and employees, against liability, claims, damages, losses or expenses arising out of bodily injury to persons or damage to properties caused by, or resulting from Vendor's, and/or its employees, own negligent act or omission while Vendor, and/or its employees, perform or fails to perform its obligations and duties under the Terms and Conditions of this agreement. This save harmless and indemnification clause is subject to the immunities, provisions, and limitations of the Tort Claims Act (Section 41-4-1, et seq., N.M.S.A. 1978 comp. and Section 57-7-1 N.M.S.A. 1878 comp. and any amendments thereto.

It is specifically agreed between the parties executing this agreement that it is not intended by any of the provisions of any part of the agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to the agreement to maintain a suit(s) for wrongful death(s), bodily and/ or personal injury(s) to person(s), damage(s) to property(ies) and/or any other claim(s) whatsoever pursuant to the provisions of this agreement. Vendor shall provide all insurance necessary to employees on the work site, including but not limited to Worker's Compensation.

Article VIII – Issuance of Orders

Only written signed orders are valid under this Price Agreement.

Article IX – Packing (if applicable)

Packing shall be in conformance with standard commercial practices.

Article X – Price Schedule

Prices as listed in the agreements cannot be exceeded. Vendors and end users may negotiate lower prices where in agreement to do so.

Article XI -- Applicable Law

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, § 38-3-1 (G). By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

Article XII – Supremacy Clause

In the event of any conflict between the terms and conditions of this present agreement and the terms and conditions of any agreement made subsequent and related to this agreement or made pursuant to this agreement, including but not limited to any work orders, service agreements, orders, etc., this present agreement's terms and conditions shall govern.

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Establish a Statewide Price Agreement based on GSA Contract # **GS-07F-0536V** for **Temporary Administrative and Professional Staffing Services**.

This Statewide Price Agreement may be extended if the GSA Contract is extended, upon approval of all parties.

Contract orders shall be issued only to vendor(s) shown under this Price Agreement. Prices shall be equal to or less than the price stipulated under the above listed GSA Contract.

Agencies must verify that items being purchased, rented, etc., are listed on the above referenced GSA. Only those items listed may be placed on contract orders under this Price Agreement. A complete copy of the GSA catalog must be retained by the using agency for auditing purposes. Trade-ins are not allowed under this Price Agreement.

Vendors under this Price Agreement are required to furnish a complete copy of the GSA catalog to the using agency upon request. Vendors must certify upon request that only those products, supplies or services accepted by the federal government are included in GSA price list.

State and local government catalogs are not acceptable.

Note: all terms and conditions established in the referenced GSA and by the New Mexico State Purchasing Agent shall prevail.

The Contractor agrees to provide a utilization report to SPD for all sales and/or services, other revenues including commissions, and fees charged under this GSA, subtotaled by procuring agency name, in accordance with the following schedule:

Quarter:	Period Ending:	Report Due Date:
First	September 30	October 30
Second	December 31	January 31
Third	March 31	April 30
Fourth	June 30	July 31

Sample Reports can be found at:

<http://www.generalservices.state.nm.us/statepurchasing/resourcesandinformation.aspx#Vendors>

Email completed reports to: GSD.QuarterlyUsageR@gsd.nm.gov

The quarterly report shall include the gross total sales for the quarter; zero sales during the quarter shall be reported, and partial quarters at the beginning or end of the contract term shall also be reported. The report shall be accompanied with a check payable to the State Purchasing Division for an amount equal to three quarters of one percent (0.75%) of the total sales and other revenues derived from the New Mexico state agencies and local public bodies for the period. The Vendor shall indicate the contract number **SWPA #40-00000-24-00087 on the remittance**.

Send payment of fees through U.S. Mail or Courier Delivery:

New Mexico State Purchasing Division
 Joseph Montoya Building Rm. 2016,
 1100 St. Francis Drive, Santa Fe, New Mexico 87505
 or P.O. Box 6850, Santa Fe, New Mexico 87502

This agreement is not intended to be used to procure "Open Market" items.

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Item	Approx. Qty.	Unit	Article and Description	Unit Price
1	1	Ea.	Temporary Administrative or Professional Staffing Services	See online GSA Catalog (link below)

[GSA eLibrary: Excel Staffing dba:HireQuest/Snelling](#)

Certificate Of Completion

Envelope Id: 265027306322422882D4AF1811900E0C	Status: Completed
Subject: 40-00000-24-00087 Temp Admin-Profess Staffing Services FINAL	
Source Envelope:	
Document Pages: 7	Signatures: 1
Certificate Pages: 5	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kimberly A Hunt-Brown
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	1100 S Saint Francis Dr
	Santa Fe, NM 87502
	Kimberly.Hunt-Brown@gsd.nm.gov
	IP Address: 164.64.62.10

Record Tracking

Status: Original	Holder: Kimberly A Hunt-Brown	Location: DocuSign
6/6/2024 9:16:35 AM	Kimberly.Hunt-Brown@gsd.nm.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: GSD	Location: DocuSign

Signer Events

Signature	Timestamp
Vanessa LeBlanc	Sent: 6/6/2024 9:18:25 AM
Vanessa.LeBlanc@gsd.nm.gov	Viewed: 6/6/2024 10:48:56 AM
Bureau Chief	Signed: 6/7/2024 9:34:05 AM
New Mexico General Services	
Security Level: Email, Account Authentication (None)	
Signature Adoption: Pre-selected Style	
Using IP Address: 164.64.62.10	

Electronic Record and Signature Disclosure:

Accepted: 6/2/2020 7:02:26 AM
 ID: 174ce339-a45c-4eb9-8489-b3f5ced3d8e4

Kimberly A Hunt-Brown	<i>KAHB</i>	Sent: 6/7/2024 9:34:06 AM
kimberly.hunt-brown@gsd.nm.gov		Viewed: 6/7/2024 10:00:31 AM
New Mexico General Services		Signed: 6/7/2024 10:00:35 AM
Security Level: Email, Account Authentication (None)		
Signature Adoption: Pre-selected Style		
Using IP Address: 164.64.62.10		

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Natalie Martinez	<i>Natalie Martinez</i>	Sent: 6/7/2024 10:00:37 AM
natalie.martinez1@gsd.nm.gov		Viewed: 6/7/2024 10:34:32 AM
Deputy Director		Signed: 6/7/2024 10:34:57 AM
New Mexico General Services		
Signing Group: 35000 - State Purchasing Agent		
Security Level: Email, Account Authentication (None)		
Signature Adoption: Pre-selected Style		
Using IP Address: 164.64.62.10		

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	6/6/2024 9:18:25 AM
Certified Delivered	Security Checked	6/7/2024 10:34:32 AM
Signing Complete	Security Checked	6/7/2024 10:34:57 AM
Completed	Security Checked	6/7/2024 10:34:57 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

From time to time, New Mexico General Services Department (GSD), on behalf of the State of New Mexico (SONM), may be required by law to provide you with certain written notices or disclosures. Stated below are the terms and conditions for GSD's providing you such notices and disclosures electronically through the DocuSign system. Please read this information carefully. If you are able to access this information electronically and agree to **this Electronic Record and Signature Disclosure (ERSD)**, please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

B. Obtaining paper copies

At any time up to twenty (20) calendar days following your use of DocuSign to electronically sign a document, you may request a paper copy of any record provided or made available electronically to you by GSD. You will have the ability to download and print documents SONM sends you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a twenty (20) calendar day period after such documents are first sent to you. Following the twenty (20) day period, if you want GSD to send you paper copies of any such documents from GSD's office, you will be charged a \$1.00 per-page fee plus postage. You may request delivery of such paper copies from GSD by following the procedure stated in Section H, below.

C. Withdrawing your consent

If you decide to receive notices and disclosures from GSD electronically, you may at any time change your mind and inform GSD you want to receive required notices and disclosures only in paper format. The procedure concerning how you may inform GSD of your decision to receive future notices and disclosures in paper format as well as withdraw your consent to receive notices and disclosures electronically is stated in Section D, immediately below.

D. Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed with which GSD will be able to complete certain steps in specific transactions and deliver paper copies to you. GSD will need: (1) to send the required notices or disclosures to you in paper format; and (2) wait until GSD receives your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from SONM or to electronically sign documents generated and sent to you from SONM.

E. All notices and disclosures will be sent to you electronically

Unless you inform GSD otherwise according to these procedures, GSD will electronically provide you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements and other documents that are required to be provided or made available to you during the course of your electronic signature relationship with SONM. To reduce the possibility of inadvertent non-receipt, GSD prefers to provide all required notices and disclosures by the same method and to the same email or physical address that you furnish to GSD. Thus, you may receive the disclosures and notices electronically or in paper form. If you do not agree with this procedure, please inform GSD according to the procedures stated in Section I, below. Please also refer to Section D, immediately above, which states the consequences resulting from your declination of electronic delivery of notices and disclosures.

F. How to contact GSD:

You may inform General Services Department (GSD) of any changes you select regarding State Purchasing Division's (SPD) electronic communications with you, to request paper copies of certain information from SPD, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request(s) to SPD at: GSD.SPInfo@state.nm.us

G. To advise SPD of your new email address

To inform SPD of a change in the email address to which SPD sends you notices and disclosures electronically, you must send an email to SPD at GSD.SPInfo@state.nm.us and in the body of such request you must include your previous and new email addresses.

H. To request paper copies from SPD

To request delivery of paper copies of electronic notices and disclosures that DocuSign and/or SPD have previously provided to you, you must send an email to SPD at GSD.SPInfo@state.nm.us and in the body of your email request state your email address, full name, mailing address, and telephone number. SPD will charge you a \$1.00 per page copy fee plus postage.

I. To withdraw your consent with SPD

To inform SPD that you no longer wish to receive notices and disclosures in electronic format you may:

(1) Decline to sign a document from within a signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may:

(2) Send SPD an email to GSD.SPDinfo@state.nm.us and in the body of your request state your email address, full name, mailing address, and telephone number.

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:

<https://support.docusign.com/guides/signer-guide-signing-system-requirements>

K. Acknowledging your access and consent to receive and sign documents electronically

To confirm that you are able to electronically access the information contained in this Electronic Record and Signature Disclosure (ERSD), please confirm that you have: (1) read this ERSD, and either: (2) you are able to print on paper or electronically save this ERSD for your future reference and access; or (3) you are able to email this ERSD to an email address where you will be able to print this ERSD on paper and/or save this ERSD for your future reference and access. Further, if you consent to receiving notices and disclosures from DocuSign and/or SPD exclusively in electronic format, then select the check-box next to “I agree to use electronic records and signatures,” before you click “CONTINUE” within the DocuSign system.

By selecting the check-box next to “I agree to use electronic records and signatures,” you confirm that:

- You have read this Electronic Record and Signature Disclosure (ERSD); and
- You can print this ERSD on paper, or you can save and/ or send this ERSD to a location where you can print this ERSD, for your future reference and access; and
- Until or unless you notify SPD as stated in this ERSD, you consent to exclusively receive through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SPD during the course of your electronic signature relationship with SPD.



State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
0000170237
HireQuest LLC dba Snelling
111 Springhall Dr.
Goose Creek, SC 29445

Email: sgerdt@snelling.com
Telephone No.: 505-262-1871 ext. 305

Number: 00-00000-20-00101AA

Amendment No.: Three

Term: July 1, 2020 – June 30, 2024

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local
public bodies allowed by law.

Invoice:
As Requested at time of order

Procurement Specialist: Yulastuti Wulandari *yw*

Telephone No.: (505) 469-2248

Email: Yulastuti.Wulandari@gsd.nm.gov

Title: Temporary Administrative & Professional Staffing Services – (GS-07F-0536V)

This amendment is to be attached to the respective Price Agreement and become a part thereof.

This amendment is issued to reflect the following effective immediately:

Change of vendor's name and details:
From:
00-00000-20-00101
(0000046476) Excel Staffing Companies
2100 Osuna Road NE, Suite 100
Albuquerque, NM 87113
Email: stephanie.gerdt@excelstaff.com
Telephone No. (505) 262-1871

To:
00-00000-20-00101AA
(0000170237) HireQuest LLC dba Snelling
111 Springhall Dr.
Goose Creek, SC 29445
Email: sgerdt@snelling.com
Telephone No. (505) 262-1871 ext. 305

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

Valerie Paulk

Date: 12/2/2022

New Mexico State Purchasing Agent

x This Agreement was signed on behalf of the State Purchasing Agent

MM


Certificate Of Completion

Envelope Id: 804DA348494342B9A812FBCA35054F75	Status: Completed
Subject: 00-00000-20-00101 Temporary Administrative & Professional Staffing Services -- (GS-07F-0536V)	
Source Envelope:	
Document Pages: 1	Signatures: 1
Certificate Pages: 5	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Yuliasuti Wulandari
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	1100 S Saint Francis Dr
	Santa Fe, NM 87502
	Yuliasuti.Wulandari@gsd.nm.gov
	IP Address: 73.228.3.241


Record Tracking

Status: Original	Holder: Yuliasuti Wulandari	Location: DocuSign
12/2/2022 9:59:43 AM	Yuliasuti.Wulandari@gsd.nm.gov	
Security Appliance Status: Connected	Pool: StateLocal	
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Signer Events

Signer Events	Signature	Timestamp
Natalie Martinez		Sent: 12/2/2022 10:10:14 AM
Natalie.Martinez1@gsd.nm.gov		Viewed: 12/2/2022 4:00:03 PM
New Mexico General Services		Signed: 12/2/2022 4:00:07 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 174.205.37.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Yuliasuti Wulandari		Sent: 12/2/2022 4:00:08 PM
yuliasuti.wulandari@gsd.nm.gov		Viewed: 12/2/2022 4:26:24 PM
New Mexico General Services		Signed: 12/2/2022 4:26:28 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 73.228.3.241	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Valerie Paulk		Sent: 12/2/2022 4:26:29 PM
valerie.paulk@gsd.nm.gov		Viewed: 12/2/2022 4:29:58 PM
Signed of Behalf of State Purchasing Agent		Signed: 12/2/2022 4:31:11 PM
New Mexico General Services		
Signing Group: 35000 - State Purchasing Agent	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 174.205.101.164	
	Signed using mobile	

Electronic Record and Signature Disclosure:
Accepted: 5/29/2020 9:40:59 AM
ID: f12ca6d0-7cba-4de4-b58f-8180244887ff**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp**

Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/2/2022 10:10:14 AM
Certified Delivered	Security Checked	12/2/2022 4:29:58 PM
Signing Complete	Security Checked	12/2/2022 4:31:11 PM
Completed	Security Checked	12/2/2022 4:31:11 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

From time to time, New Mexico General Services Department (GSD), on behalf of the State of New Mexico (SONM), may be required by law to provide you with certain written notices or disclosures. Stated below are the terms and conditions for GSD's providing you such notices and disclosures electronically through the DocuSign system. Please read this information carefully. If you are able to access this information electronically and agree to **this Electronic Record and Signature Disclosure (ERSD)**, please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

B. Obtaining paper copies

At any time up to twenty (20) calendar days following your use of DocuSign to electronically sign a document, you may request a paper copy of any record provided or made available electronically to you by GSD. You will have the ability to download and print documents SONM sends you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a twenty (20) calendar day period after such documents are first sent to you. Following the twenty (20) day period, if you want GSD to send you paper copies of any such documents from GSD's office, you will be charged a \$1.00 per-page fee plus postage. You may request delivery of such paper copies from GSD by following the procedure stated in Section H, below.

C. Withdrawing your consent

If you decide to receive notices and disclosures from GSD electronically, you may at any time change your mind and inform GSD you want to receive required notices and disclosures only in paper format. The procedure concerning how you may inform GSD of your decision to receive future notices and disclosures in paper format as well as withdraw your consent to receive notices and disclosures electronically is stated in Section D, immediately below.

D. Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed with which GSD will be able to complete certain steps in specific transactions and deliver paper copies to you. GSD will need: (1) to send the required notices or disclosures to you in paper format; and (2) wait until GSD receives your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from SONM or to electronically sign documents generated and sent to you from SONM.

E. All notices and disclosures will be sent to you electronically

Unless you inform GSD otherwise according to these procedures, GSD will electronically provide you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements and other documents that are required to be provided or made available to you during the course of your electronic signature relationship with SONM. To reduce the possibility of inadvertent non-receipt, GSD prefers to provide all required notices and disclosures by the same method and to the same email or physical address that you furnish to GSD. Thus, you may receive the disclosures and notices electronically or in paper form. If you do not agree with this procedure, please inform GSD according to the procedures stated in Section I, below. Please also refer to Section D, immediately above, which states the consequences resulting from your declination of electronic delivery of notices and disclosures.

F. How to contact GSD:

You may inform General Services Department (GSD) of any changes you select regarding State Purchasing Division's (SPD) electronic communications with you, to request paper copies of certain information from SPD, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request(s) to SPD at: GSD.SPInfo@state.nm.us

G. To advise SPD of your new email address

To inform SPD of a change in the email address to which SPD sends you notices and disclosures electronically, you must send an email to SPD at GSD.SPInfo@state.nm.us and in the body of such request you must include your previous and new email addresses.

H. To request paper copies from SPD

To request delivery of paper copies of electronic notices and disclosures that DocuSign and/or SPD have previously provided to you, you must send an email to SPD at GSD.SPInfo@state.nm.us and in the body of your email request state your email address, full name, mailing address, and telephone number. SPD will charge you a \$1.00 per page copy fee plus postage.

I. To withdraw your consent with SPD

To inform SPD that you no longer wish to receive notices and disclosures in electronic format you may:

(1) Decline to sign a document from within a signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may:

(2) Send SPD an email to GSD.SPDinfo@state.nm.us and in the body of your request state your email address, full name, mailing address, and telephone number.

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:

<https://support.docusign.com/guides/signer-guide-signing-system-requirements>

K. Acknowledging your access and consent to receive and sign documents electronically

To confirm that you are able to electronically access the information contained in this Electronic Record and Signature Disclosure (ERSD), please confirm that you have: (1) read this ERSD, and either: (2) you are able to print on paper or electronically save this ERSD for your future reference and access; or (3) you are able to email this ERSD to an email address where you will be able to print this ERSD on paper and/or save this ERSD for your future reference and access. Further, if you consent to receiving notices and disclosures from DocuSign and/or SPD exclusively in electronic format, then select the check-box next to “I agree to use electronic records and signatures,” before you click “CONTINUE” within the DocuSign system.

By selecting the check-box next to “I agree to use electronic records and signatures,” you confirm that:

- You have read this Electronic Record and Signature Disclosure (ERSD); and
- You can print this ERSD on paper, or you can save and/ or send this ERSD to a location where you can print this ERSD, for your future reference and access; and
- Until or unless you notify SPD as stated in this ERSD, you consent to exclusively receive through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SPD during the course of your electronic signature relationship with SPD.



State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
0000046476
Excel Staffing Companies
2100 Osuna Road NE, Suite 100
Albuquerque, NM 87113

Email: stephanie.gerds@excelstaff.com
Telephone No. [\(505\) 262-1871](tel:5052621871)

Number: 00-00000-20-00101

Amendment No.: Two

Term: July 1, 2020 – June 30, 2024

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local
public bodies allowed by law.

Procurement Specialist: Yulastuti Wulandari *yw*

Telephone No.: 505-827-0485

Email: Yulastuti.Wulandari@state.nm.us

Invoice:
As Requested at time of order

Title: Temporary Administrative & Professional Staffing Services

This amendment is to be attached to the respective Price Agreement and become a part thereof.

This amendment is issued to reflect the following effective immediately:

- **Add the current price list as attached to the Agreement**
- **Change the vendor’s email address:**

From:	To:
Ginny@excelstaff.com	stephanie.gerds@excelstaff.com

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

Valerie Paulk

Date: 2/4/2021

Mark Hayden, New Mexico State Purchasing Agent

x **This Agreement was signed on behalf of the State Purchasing Agent**

EXCEL STAFFING COMPANIES, LLC



GENERAL SERVICES ADMINISTRATION (GSA) CATALOG
Multiple Award Schedule (MAS)

Contract Number: GS-07F-0536V

Contract Period: 23 Sep 2014- 22 Sep 2024

Points of Contact:

Program Manager:

Ms. Virginia Buckmelter

Excel Staffing Companies, LLC 2100 Osuna Rd. NE, Suite
100

Albuquerque, NM 87113

P: (505) 262-1871

F: (505) 268-4954

Ginny@excelstaff.com

Contract Manager:

Ms. Lynette Johnson

Excel Staffing Companies, LLC 2100 Osuna Rd. NE, Suite
100

Albuquerque, NM 87113

P: (505) 262-1871

F: (505) 268-4954

Lynette.Johnson@excelstaff.com

Excel Staffing Companies, LLC
Contract: GS-07F-0536V



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Excel Staffing Companies, LLC
Contract: GS-07F-0536V



INTRODUCTION

Excel Staffing Companies, LLC (Excel), a New Mexico woman-owned small business, has been providing services in New Mexico since 1971. Excel has offices in Albuquerque, Santa Fe, and Los Alamos, New Mexico. Excel has a long track record of providing hard-to-find, talented people to support the local, state, and federal organizations. In the pursuit of developing our quality of service, Excel was ISO 9000 Registered for over 19 years. In 2012, we participated in the Inavero Best of Staffing survey earning the Best of Staffing Client and were in the top of the field. In 2014, we earned both the Best of Staffing Client and the Best of Staffing Talent awards, once again coming out with one of the top scores

Excel's Capabilities and Advantages

- Excel has the financial resources necessary to meet the payroll and other direct cost (ODC) requirements of government contracts
 - Excel has the capability and experience to perform diverse Statement of Work (SOW) requirements in temporary service personnel staffing
 - Excel has the proven ability to complete project execution, on time and on schedule
 - Excel has been successfully staffing government and commercial entities in a wide variety of labor categories for over 49 years
-

Excel Staffing Companies, LLC
Contract: GS-07F-0536V



CONTRACTOR INFORMATION:

CONTRACTOR NAME: Excel Staffing Companies, LLC

2100 Osuna Rd. NE, Suite 100

Albuquerque, NM 87113-1040

Phone number: (505) 262-1871 E-Mail: sales@excelstaff.com

Web Site: <http://www.excelstaff.com>

CONTRACT NUMBER: GS-07F-0536V

BUSINESS SIZE: Small Business

SCHEDULE TITLE: Multiple Award Schedule (MAS)

CONTRACT PERIOD: 23 September 2014 through 22 September 2024

TERMS AND CONDITIONS: Clause I-FSS-600 CONTRACT PRICE LISTS (MAR 2020)

Excel Staffing Companies, LLC
Contract: GS-07F-0536V

CUSTOMER INFORMATION:

1. TABLE OF AWARDED LABOR CATEGORIES AND PRICING

2. Multiple Award Schedule (MAS)

3. LOWEST PRICED MODEL NUMBER AND PRICE: N/A

4.d. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION: All hourly rates shown are firm-fixed-price. See the following price list for hourly rates for our preponderance of work location and labor categories.

2. MAXIMUM ORDER*: \$100,000.

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100 unless the contractor agrees to accept a smaller order amount.

4. GEOGRAPHIC COVERAGE:

Excel Staffing Companies, LLC may perform work at any of the locations listed in the SCA Wage Index Matrix. Service in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, will have the prices for that Task Order discounted accordingly.

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: N/A

Excel Staffing Companies, LLC
Contract: GS-07F-0536V



7. QUANTITY DISCOUNT(S): 0%

8. PROMPT PAYMENT TERMS: Net 30.

9. a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b. Government Purchase Cards are accepted above the micro-purchase threshold

10. FOREIGN ITEMS: None

11.a. TIME OF DELIVERY: *N/A*

11.b. EXPEDITED DELIVERY: *N/A*

11.c. OVERNIGHT AND 2-DAY DELIVERY: *N/A*

11.d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: *N/A*

13.a. ORDERING ADDRESS: Same as contractor address. Customer should contact contractor for additional addresses.

13.b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS: Same as contractor address.

15. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: *N/A*

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (any thresholds above the micro-purchase level): None.

Excel Staffing Companies, LLC
Contract: GS-07F-0536V



18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (if applicable): N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (if applicable): N/A

20.a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (if applicable): N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS (if applicable): N/A

22. LIST OF PARTICIPATING DEALERS (if applicable): N/A

23. PREVENTIVE MAINTENANCE (if applicable): N/A

24. a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24.b. Section 508 Compliance for EIT: N/A

25. DUNS NUMBER: 085261048

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor has an Active Registration in the SAM database.

Excel Staffing Companies, LLC

Contract: GS-07F-0536V

PRICE LIST – SIN 561320SBSA Temporary Staffing (SBSA)

Service Proposed (e.g. Labor Category or Job Title/Task)	Price Offered to GSA (including IFF)
<i>Accounting Clerk I</i>	\$ 29.24
<i>Accounting Clerk II</i>	\$ 32.06
<i>Accounting Clerk III</i>	\$ 35.29
<i>Administrative Asst</i>	\$ 50.92
<i>Carpenter Maintenance</i>	\$ 36.72
<i>Certified Occupational Therapist Asst</i>	\$ 52.33
<i>Certified Physical Therapist Asst</i>	\$ 49.13
<i>Computer Based Training Specialist</i>	\$ 49.46
<i>Cook I</i>	\$ 26.93
<i>Cook II</i>	\$ 30.98
<i>Court Reporter</i>	\$ 47.33
<i>Customer Service Rep I</i>	\$ 25.17
<i>Customer Service Rep II</i>	\$ 27.45
<i>Customer Service Rep III</i>	\$ 29.38
<i>Data Entry Operator i</i>	\$ 27.39
<i>Data Entry Operator il</i>	\$ 28.99
<i>Dental Assistant</i>	\$ 33.59
<i>Dental Hygienist</i>	\$ 73.86
<i>Desk Clerk</i>	\$ 24.63
<i>Dishwasher</i>	\$ 23.50
<i>Dispatcher, Motor Vehicles</i>	\$ 32.64
<i>Document Prep Clerk</i>	\$ 31.57
<i>Duplicating Machine Operator</i>	\$ 31.57
<i>Fork Lift Operator</i>	\$ 37.08
<i>Gate Attendant/Gate Tender</i>	\$ 44.43
<i>General Clerk I</i>	\$ 26.54
<i>General Clerk II</i>	\$ 28.37
<i>General Clerk III</i>	\$ 30.98
<i>Heavy Equipment Mechanic</i>	\$ 43.74
<i>Heavy Equipment Operator</i>	\$ 35.80
<i>Housing Referral Asst</i>	\$ 35.42
<i>Marketing Analyst</i>	\$ 49.78

Excel Staffing Companies, LLC

Contract: GS-07F-0536V

<i>Medical Assistant</i>	\$	33.30
<i>Medical Record Clerk</i>	\$	37.79
<i>Medical Record Technician</i>	\$	37.54
<i>Medical Transcriptionist</i>	\$	34.93
<i>Messenger Courier</i>	\$	27.52
<i>Optical Technician</i>	\$	33.46
<i>Order Clerk I</i>	\$	30.16
<i>Order Clerk II</i>	\$	32.32
<i>Painter Maintenance</i>	\$	34.80
<i>Park Attendant (Aide)</i>	\$	34.24
<i>Parking and Lot Attendant</i>	\$	26.11
<i>Personnel Assistant I</i>	\$	30.38
<i>Personnel Assistant II</i>	\$	33.39
<i>Personnel Assistant III</i>	\$	36.07
<i>Production Control Clerk</i>	\$	43.48
<i>Receptionist/Switchboard Operator</i>	\$	29.74
<i>Rental Clerk</i>	\$	26.47
<i>Sales Clerk</i>	\$	28.30
<i>Scheduler (Drug & Alcohol Testing)</i>	\$	46.45
<i>Scheduler, Maintenance</i>	\$	28.72
<i>School Crossing Guard</i>	\$	26.89
<i>Secretary I</i>	\$	29.71
<i>Secretary II</i>	\$	32.46
<i>Secretary III</i>	\$	35.42
<i>Service Order Dispatcher</i>	\$	29.72
<i>Supply Technician</i>	\$	50.18
<i>Survey Worker</i>	\$	32.49
<i>Technical Instructor</i>	\$	38.92
<i>Technical Instructor/Course Developer</i>	\$	46.14
<i>Test Proctor</i>	\$	32.74
<i>Travel Clerk I</i>	\$	30.03
<i>Travel Clerk II</i>	\$	31.85
<i>Travel Clerk III</i>	\$	33.47
<i>Word Processor I</i>	\$	28.76
<i>Word Processor II</i>	\$	31.46
<i>Word Processor III</i>	\$	34.47
<i>Certified Public Acct Level I</i>	\$	141.02
<i>Certified Public Acct Level II</i>	\$	170.40
<i>Certified Public Acct Level III</i>	\$	192.63
<i>Acct Analyst level I</i>	\$	77.69
<i>Acct Analyst Level II</i>	\$	95.11

Excel Staffing Companies, LLC

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<i>Acct Analyst Level III</i>	\$ 108.41
<i>Financial Analyst Level I</i>	\$ 51.80
<i>Financial Analyst Level II</i>	\$ 62.17
<i>Financial Analyst III</i>	\$ 79.92
<i>Computer Operator I</i>	\$ 31.13
<i>Computer Operator II</i>	\$ 34.05
<i>Computer Operator III</i>	\$ 37.84
<i>Computer Operator IV</i>	\$ 41.36
<i>Computer Operator V</i>	\$ 46.35
<i>Computer Programmer I (1)</i>	\$ 33.17
<i>Computer Programmer III (1)</i>	\$ 38.70
<i>Computer Programmer III (1)</i>	\$ 56.61
<i>Computer Programmer IV (1)</i>	\$ 66.59
<i>Computer Systems Analyst I (1)</i>	\$ 41.23
<i>Computer Systems Analyst II (1)</i>	\$ 47.01
<i>Computer Systems Analyst III (1)</i>	\$ 59.07
<i>Peripheral Equipment Operator</i>	\$ 24.42
<i>Personal Computer Support Tech</i>	\$ 35.06
<i>System Support Specialist</i>	\$ 41.56
<i>Data Conversion Specialist</i>	\$ 74.77
<i>IT Security Administrator I</i>	\$ 65.46
<i>IT Security Administrator II</i>	\$ 70.08
<i>IT Security Administrator III</i>	\$ 75.52
<i>Network Support Specialist I</i>	\$ 65.49
<i>Network Support Specialist II</i>	\$ 66.17
<i>Network Support Specialist III</i>	\$ 75.24
<i>System Admin Support Tech I</i>	\$ 51.24
<i>System Admin Support Tech II</i>	\$ 58.34
<i>System Admin Support Tech III</i>	\$ 65.49
<i>Help Desk Support Specialist I</i>	\$ 31.61
<i>Help Desk Support Specialist II</i>	\$ 38.91
<i>Help Desk Support Specialist III</i>	\$ 49.06
<i>Database Management Specialist I</i>	\$ 64.05
<i>Database Management Specialist II</i>	\$ 68.30
<i>Database Management Specialist III</i>	\$ 78.83
<i>IT Project Manager</i>	\$ 92.71
<i>IP Project Manager</i>	\$ 73.28
<i>IT Project Analyst</i>	\$ 55.85
<i>Application Developer I</i>	\$ 71.34
<i>Application Developer II</i>	\$ 78.44
<i>Application Developer III</i>	\$ 85.41

Excel Staffing Companies, LLC

Contract: GS-07F-0536V

<i>IV&V Analyst</i>	\$ 165.76
<i>Aerospace Structural Welder</i>	\$ 52.70
<i>Alarm Monitor</i>	\$ 36.46
<i>Baggage Inspector</i>	\$ 27.69
<i>Driver, Courier</i>	\$ 29.10
<i>Electrician, Maintenance</i>	\$ 45.27
<i>Electronics Technician Maintenance I</i>	\$ 43.96
<i>Electronics Technician Maintenance II</i>	\$ 47.15
<i>Electronics Technician Maintenance III</i>	\$ 50.33
<i>Fork Lift Operator</i>	\$ 37.08
<i>Gardener</i>	\$ 39.50
<i>Gen Maintenance Worker</i>	\$ 32.40
<i>Guard I</i>	\$ 27.70
<i>Guard II</i>	\$ 30.19
<i>Housekeeping Aide</i>	\$ 27.37
<i>Janitor</i>	\$ 27.34
<i>Laborer</i>	\$ 24.48
<i>Laborer, Grounds Maintenance</i>	\$ 24.48
<i>Machine Tool Operator (Tool Rm)</i>	\$ 41.69
<i>Machinery Maintenance. Mechanic</i>	\$ 42.14
<i>Machinist, Maintenance</i>	\$ 40.74
<i>Maintenance Trades Helper</i>	\$ 28.30
<i>Material Coordinator</i>	\$ 43.48
<i>Material Expediter</i>	\$ 43.48
<i>Material Handling Laborer</i>	\$ 29.67
<i>Metrology Technician I</i>	\$ 54.89
<i>Metrology Technician II</i>	\$ 58.18
<i>Metrology Technician III</i>	\$ 60.97
<i>Order Filler</i>	\$ 27.10
<i>Plumber, Maintenance</i>	\$ 44.97
<i>Production Line Worker</i>	\$ 28.16
<i>Shipping Packer</i>	\$ 31.34
<i>Shipping/Receiving Clerk</i>	\$ 31.34
<i>Stationary Engineer</i>	\$ 45.70
<i>Stock Clerk</i>	\$ 29.94
<i>Store Worker I</i>	\$ 23.60
<i>Telecommunications Mechanic I</i>	\$ 49.24
<i>Telecommunications Mechanic II</i>	\$ 52.14
<i>Tool & Die Maker</i>	\$ 51.58
<i>Tools & Parts Attendant</i>	\$ 37.08
<i>Warehouse Specialist</i>	\$ 37.08

Excel Staffing Companies, LLC

Contract: GS-07F-0536V

<i>Desk Clerk</i>	\$	24.61
<i>Illustrator I</i>	\$	32.93
<i>Illustrator II</i>	\$	39.17
<i>Illustrator III</i>	\$	46.43
<i>Librarian</i>	\$	42.68
<i>Library Aide/Clerk</i>	\$	27.58
<i>Library Info Technical Systems Admin</i>	\$	39.17
<i>Survey Party Chief</i>	\$	44.59
<i>Surveying Aide</i>	\$	41.18
<i>Surveying Technician</i>	\$	41.45
<i>Archeological Technician I</i>	\$	33.43
<i>Archeological Technician II</i>	\$	36.62
<i>Archeological Technician III</i>	\$	43.74
<i>Cartographic Technician</i>	\$	43.73
<i>Civil Engineering Technician</i>	\$	43.38
<i>Drafter/CAD Operator I</i>	\$	33.43
<i>Drafter/CAD Operator II</i>	\$	36.62
<i>Drafter/CAD Operator III</i>	\$	40.03
<i>Drafter/CAD Operator IV</i>	\$	47.70
<i>Engineering Technician I</i>	\$	30.50
<i>Engineering Technician II</i>	\$	33.43
<i>Engineering Technician III</i>	\$	36.62
<i>Engineering Technician IV</i>	\$	43.73
<i>Engineering Technician V</i>	\$	51.99
<i>Engineering Technician VI</i>	\$	61.49
<i>Environmental Technician</i>	\$	43.73
<i>Library Technician</i>	\$	31.78
<i>Laboratory Technician</i>	\$	42.46
<i>Mathematical Technician</i>	\$	43.73
<i>Paralegal/Legal Assistant I</i>	\$	34.66
<i>Paralegal/Legal Assistant II</i>	\$	41.34
<i>Paralegal/Legal Assistant III</i>	\$	49.06
<i>Paralegal/Legal Assistant IV</i>	\$	57.96
<i>Photo-Optics Technician</i>	\$	43.73
<i>Technical Writer I</i>	\$	43.73
<i>Technical Writer II</i>	\$	51.99
<i>Technical Writer III</i>	\$	61.49
<i>Weather Observer, Combined</i>	\$	40.03
<i>Weather Observer, Senior (2)</i>	\$	43.73



State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
0000046476
Excel Staffing Companies
2100 Osuna Road NE, Suite 100
Albuquerque, NM 87113

Email: Ginny@excelstaff.com
Telephone No.: (505) 262-1871

Price Agreement Number: 00-00000-20-00101

Price Agreement Amendment No.: One

Term: July 1, 2020-June 30, 2024

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local
public bodies allowed by law.

Procurement Specialist: **Yulastuti Wulandari**

Telephone No.: (505) 827-0485

Email: Yulastuti.Wulandari@state.nm.us

Invoice:
As Requested at time of order

Title: Temporary Administrative & Professional Staffing Services

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.


This amendment is issued to reflect the following effective immediately:

Every state agency, unless exempted from the authority of the State Purchasing Agent pursuant to Section 13-1-99 NMSA 1978, that utilizes this statewide price agreement for professional services over \$5,000 must process the professional services agreement template and accompanying documents through GSD's Contracts Review Bureau.

NOTE: a determination from GSD/SPD must be obtained for all services being used based on this statewide price agreement.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accel}ted for the State of New Mexico


New Mexico State Purchasing Agent

Date: 03/19/2020



State of New Mexico
General Services Department
Statewide Price Agreement

Awarded Vendor:
0000046476
Excel Staffing Companies, LLC
2100 Osuna Road NE, Suite 100
Albuquerque, NM 87113

Email: Ginny@excelstaff.com
Telephone No.: [\(505\) 262-1871](tel:(505)262-1871)

Price Agreement Number: **00-00000-20-00101**

Payment Terms: **See Contract**

F.O.B.: **See Contract**

Delivery: **See Contract**

Ship To:
AU State of New Mexico agencies, commissions,
institutions, political subdivisions and local public
bodies allowed by law.

Procurement Specialist: **Yulastuti Wulandari**

Telephone No.: **(505) 827-0485**

Email: **Yulastuti.Wulandari@state.nm.us**

Invoice:
As Requested

Title: **Temporary Administrative & Professional Staffing Services**

Term: **July 1, 2020 thru June 30, 2024**

This Price Agreement is made subject to the "terms and conditions" shown on subsequent pages, and as indicated in this Price Agreement.

Accepted for the State of New Mexico

Mark Hayden, New Mexico State Purchasing Agent

Date: 03/17/2020

nm

Terms and Conditions

(Unless otherwise specified)

1. **General:** When the State Purchasing Agent or his/her designee issues a purchase document in response to the Vendor's quote, a binding contract is created.
2. **Variation in Quantity:** No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process and then only to the extent, if any, specified in this order.
3. **Assignment:**
 - a. Neither the order, nor any interest therein, nor any claim thereunder, shall be assigned or transferred by the Vendor, except as set forth in Subparagraph 3b or as expressly authorized in writing by the State Purchasing Agent or his/her designee. No such assignment or transfer shall relieve the Vendor from the obligations and liabilities under this order.
 - b. Vendor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this contract or procurement are hereby assigned to the State.
4. **State Furnished Property:** State furnished property shall be returned to the State upon request in the same condition as received except for ordinary wear, tear and modifications ordered hereunder.
5. **Inspection:**
 - a. Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with the terms and conditions of the agreement shall be removed at the Vendor's risk and expense, promptly after notice of rejection.
 - b. Final inspection and acceptance will be made at the destination. Services rejected for nonconformance with the terms and conditions of the agreement and/or requirements shall be corrected by the Vendor promptly after notice of rejection. Those services not corrected after notice shall not be paid for.
6. **Commercial Warranty:** The Vendor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Vendor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. **Vendor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.**
7. **Packing, Shipping and Invoicing:**
 - a. The State's purchasing document number and the Vendor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipments. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.
 - b. The Vendor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each and every complete shipment.
 - c. Invoices must be submitted to the using agency and NOT to the State Purchasing Agent.
8. **Default:** The State reserves the right to cancel all or any part of this order without cost to the State, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the State due to the Vendor's default. The Vendor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Vendor, such causes include but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Vendor to meet the required delivery scheduled.

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Statewide Price Agreement#: 00-00000-20-00101

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The rights of the State provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.

9. **Non-Collusion:** In accepting these terms and conditions the Vendor certifies that the Vendor has not, either directly or indirectly, entered into action in restraint of free competitive procurement in connection with this offer submitted to the State Purchasing Agent or his/her designee.

10. **Nondiscrimination:** Vendors doing business with the State of New Mexico must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act (Rev. 1979) and the Americans with Disabilities Act of 1990 (Public Law 101-336).

11. **The Procurement Code:** Sections 13-1-28 through 13-1-199 NMSA 1978, impose civil and criminal penalties for its violation. In addition the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

12. **Items:** All supplied items are to be NEW and of most current production, unless otherwise specified.

13. **Payment for Purchases:** Except as otherwise agreed to: late payment charges may be assessed against the user state agency in the amount and under the conditions set forth in Section 13-1-158 NMSA 1978.

14. **Workers' Compensation:** The Vendor agrees to comply with state laws and rules pertaining to Workers' Compensation benefits for its employees. If the Vendor fails to comply with Workers' Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the contracting agency.

15. **Subcontracting:** The Vendor shall not subcontract any portion of the Price Agreement without the prior written approval of the Procuring Agency. No such subcontracting shall relieve the Vendor from its obligations and liabilities under this Price Agreement, nor shall any subcontracting obligate payment from the Agency.

16. **Records and Audit:** The Vendor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Price Agreement's term and effect, and retain them for a period of six (6) years from the date of final payment under this Price Agreement. The records shall be subject to inspection by the Agency, State Purchasing Division, Department of Finance and Administration, and for Information Technology contracts, State Chief Information Officer. The Agency shall have the right to audit billings, both before and after payment. Payment for services under this Price Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

17. **Subcontracts:** The foregoing requirements shall be inserted into all subcontracts from the prime Vendor to the subcontractor, if such subcontracting has been approved in writing by the Procuring Agency.

New Mexico Employees Health Coverage

A. If Vendor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Vendor certifies, by signing this agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for its New Mexico Employees and offer that health insurance to its New Mexico Employees if the expected annual value in the aggregate of any and all contracts between Vendor and the State exceeds \$250,000 dollars.

B. Vendor agrees to maintain a record of the number of its New Mexico Employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Vendor agrees to advise all of its New Mexico Employees of the availability of State publicly financed health care coverage programs by providing each of its New Mexico Employees with, as a minimum, the following web site link to additional information: <http://www.insurenwnewmexico.state.nm.us/>.

D. For purposes of this Paragraph, the following terms have the following meanings:

- (1) "New Mexico Employee" means any resident of the State of New Mexico employed by Vendor who performs the majority of the employee's work for Vendor within the State of New Mexico, regardless of

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General Services Department
Purchasing Division
Statewide Price Agreement#: 00-00000-20-00101

the location of Vendor's office or offices; and

- (2) "offer" means to make available, without unreasonable restriction, enrollment in one or more health coverage plans and to actively seek and encourage participation in order to achieve the goals of Executive Order 2007-049. This could include State publicly financed public health coverage programs such as *Insure New Mexico!*

Statewide Price Agreement

Article I - Statement of Work

Under the terms and conditions of this Price Agreement and pursuant to the approval of the State Purchasing Agent (as can be found on the cover page of this agreement) either a particular entity or all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law may issue orders for items and/or services described herein. The terms and conditions of this Price Agreement shall form a part of each order issued hereunder.

The items and/or services to be ordered shall be as listed herein. All orders issued hereunder will bear both an order number and this Price Agreement number. It is understood that no guarantee or warranty is made or implied by the New Mexico State Purchasing Agent, his/her designee or the user that any order for any definite quantity will be issued under this Price Agreement. The Vendor is required to accept the order and furnish the items and/or services in accordance with the articles contained hereunder for the quantity of each order.

Article II - Term

The term of this Price Agreement, for issuance of orders, shall be as indicated in the Price Agreement.

Article III - Conformance With Terms and Conditions

Items and/or services furnished hereunder shall conform to the requirements, terms and conditions of the agreement and/or drawings applicable to items listed herein. Orders issued against this schedule will show the applicable Price Agreement item(s), number(s), and price(s); however they may not describe the item(s) fully.

Article IV - Shipping and Billing Instructions

Vendor shall ship in accordance with the following instructions: Shipment shall be made only against specific orders which the user may place with the Vendor during the term; The Vendor shall enclose a packing list with each shipment listing the order number, price agreement number and the commercial parts number (if any) for each item; Delivery shall be made as indicated on page. If vendor is unable to meet stated delivery the State Purchasing Agent or his/her designee must be notified.

Article V - Termination

The Agency may terminate this Agreement for convenience or cause. The Vendor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement. Vendor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Vendor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Vendor of its intent to cure and begin with due diligence to cure the material breach. Termination of this Contract, however, shall not affect any outstanding orders. This provision is not exclusive and shall not waive other rights and remedies afforded either party in the event of breach of contract or default. In such instances the contract may be cancelled effective immediately.

Article VI - Amendment

This Price Agreement may be amended by mutual agreement of the New Mexico State Purchasing Agent or his/her designee and the Vendor upon written notice by either party to the other. An amendment to this Price Agreement shall not affect any outstanding orders issued prior to the effective date of the amendment as mutually agreed upon, and as published by the New Mexico State Purchasing Agent or his/her designee. Amendments affecting price adjustments and/or the extension of a price agreement expiration date are not allowed unless specifically provided for in the bid, request for proposals and/or price agreement terms and conditions.

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Statewide Price Agreement#: 00-00000-20-00101

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Article VII - Indemnity Clause

Vendor shall indemnify and hold harmless the State, its officers and employees, against liability, claims, damages, losses or expenses arising out of bodily injury to persons or damage to properties caused by, or resulting from Vendor's, and/or its employees, own negligent act or omission while Vendor, and/or its employees, perform or fails to perform its obligations and duties under the Terms and Conditions of this agreement. This save harmless and indemnification clause is subject to the immunities, provisions, and limitations of the Tort Claims Act (Section 41-4-1, et seq., N.M.S.A. 1978 comp. and Section 57-7-1 N.M.S.A. 1878 comp. and any amendments thereto.

It is specifically agreed between the parties executing this agreement that it is not intended by any of the provisions of any part of the agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to the agreement to maintain a suit(s) for wrongful death(s), bodily and/ or personal injury(s) to person(s), damage(s) to property(ies) and/or any other claim(s) whatsoever pursuant to the provisions of this agreement.
Vendor shall provide all insurance necessary to employees on the work site, including but not limited to Worker's Compensation.

Article VIII - Issuance or Orders

Only written signed orders are valid under this Price Agreement.

Article IX - Packing (if applicable)

Packing shall be in conformance with standard commercial practices.

Article X - Price Schedule

Prices as listed in the agreements cannot be exceeded. Vendors and end users may negotiate lower prices where in agreement to do so.

State of New Mexico
 General Services Department
 Purchasing Division
 Statewide Price Agreement#: 00-00000-20-00101

Establish a Statewide Price Agreement based on GSA Contract# **GS-07F-0536V** for **Temporary Administrative and Professional Staffing Services**.

This Statewide Price Agreement may be extended if the GSA Contract is extended, upon approval of all parties.

Contract orders shall be issued only to vendor(s) shown under this Price Agreement. Prices shall be equal to or less than the price stipulated under the above listed GSA Contract.

Agencies must verify that items being purchased, rented, etc., are listed on the above referenced GSA. Only those items listed may be placed on contract orders under this Price Agreement. A complete copy of the GSA catalog must be retained by the using agency for auditing purposes. Trade-ins are not allowed under this Price Agreement.

Vendors under this Price Agreement are required to furnish a complete copy of the GSA catalog to the using agency upon request. Vendors must certify upon request that only those products, supplies or services accepted by the federal government are included in GSA price list.

State and local government catalogs are not acceptable.

Note: all terms and conditions established in the referenced GSA and by the New Mexico State Purchasing Agent shall prevail.

The Contractor agrees to provide a utilization report to the agreement administrator in accordance with the following schedule:

<u>Period End</u>	<u>Report Due</u>
September 30	October 31
December 31	January 31
March 31	April 30
June 30	July 31

Sample Reports can be found at: <http://www.gcnernalservices.state.nm.us/statepurchasing/resourcesandinformation.aspx#Vendors>

Email completed reports to: [GSD.QuarterlyUsageR\(iv.state.nm.us](mailto:GSD.QuarterlyUsageR(iv.state.nm.us)

The periodic report shall include the gross total sales for the period subtotaled by procuring agency name. The report shall be accompanied with a check payable to the State Purchasing Division for an amount equal to three quarters of one percent (0.75%) of the total sales for the period.

NOTE TO STATE AGENCIES ONLY:

Every state agency, unless exempted from the authority of the State Purchasing Agent pursuant to Section 13-1-99 NMSA 1978, that utilizes this statewide price agreement for professional services over \$5,000 must process the professional services agreement template and accompanying documents through GSD's Contracts Review Bureau. NOTE: a determination from GSD/SPD must be obtained for all services being used based on this statewide price agreement.

This agreement is not intended to be used to procure "Open Market" items.

Item	Approx	Unit	Article and Description	Unit Price
001	Q	Ea.	Temporary Administrative and Professional Staffing Services	

***** 1 Item Total *****

Log # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME Public Utilities/Wastewater					DATE 8/28/2024	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
<u>EXPENDITURES</u>				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}	
WW Treatment Plant/Professional Contract	5000375	510300		\$ 175,760		
<u>REVENUES</u>				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}	
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				\$ 175,760	\$ -	

To increase 510300 for Temp Staffing for FY26- HIREQUEST. Please see memo for detail.

{Complete section below if BAR results in a net change to ANY Fund}	
Fund(s) Affected	Fund Balance Increase/(Decrease)
500	(175,760)
TOTAL:	(175,760)

Linda MacAllister	5/19/2025	{Use this form for Finance Committee/ City Council agenda items ONLY}	<i>Andy Hopkins</i>
Prepared By {print name}	Date	CITY COUNCIL APPROVAL	Budget Officer
			
Division Director Signature {optional}	Date		Finance Director {≤ \$5,000}
		City Council Approval Date	Date
Department Director Signature	Date	Agenda Item #:	City Manager {≤ \$60,000}
		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Jackson Agency Inc DBA Allied Risk Partners Corp 6971 W Sunrise Blvd #206 Sunrise FL 33313	CONTACT NAME: Maria Benitez PHONE (A/C, No, Ext): (305) 824-3464 E-MAIL: mbenitez@jacksonagency.com ADDRESS:	FAX (A/C, No): (954) 473-3705
	INSURER(S) AFFORDING COVERAGE	
INSURED Hire Quest LLC dba Trojan Labor and Acrux, HireQuest and HireQuest Direct, Snelling and Link; HQ LTS Corporation; HireQuest, Inc; Tradecorp 111 Springhall Drive Goose Creek SC 29445	INSURER A: Philadelphia Insurance Company	NAIC # 18058
	INSURER B: Berkley Assurance Company	34962
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 25-26 Basic COI **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			PPK2662154-02	03/02/2025	03/02/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 20,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Employee Benefits	\$ 1000000/2000000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PPK2662154-02	03/02/2025	03/02/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PUB902902-02	03/02/2025	03/02/2026	EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
							Products Comp/Ops	\$ 10,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
B	Professional Liability			PPK2662154-02	03/02/2025	03/02/2026	Cyber Aggregate	5,000,000
							Crime	1,000,000
							Professional Liability	1000000/2000000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate is solely for the use as "Evidence of Insurance"

CERTIFICATE HOLDER**CANCELLATION**

SWPA - City of Santa Fe Waste Water
73 PASEO REAL

SANTA FE

NM 87507

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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