

## **CHANDLER, JOSHUA L. (Contractor)**

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**From:** SCOTT, MARK A.  
**Sent:** Wednesday, August 20, 2025 10:11 AM  
**To:** CHANDLER, JOSHUA L. (Contractor)  
**Cc:** CANDELARIA, ERIC D.; CONNER, KAYLA M.; GOMEZ, ERIN A.; EDWARDS, JAMES W.; VIGIL, XAVIER I.  
**Subject:** Re: Emergency Approval Request - Document Solutions, Inc Exhibit A to Master Lease Agreement

OK with me.

Mark Scott  
City Manager  
mscott@santafenm.gov  
(505) 946-7915

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**From:** CHANDLER, JOSHUA L. (Contractor) <jlchandler@santafenm.gov>  
**Sent:** Friday, August 15, 2025 9:12 AM  
**To:** SCOTT, MARK A. <mscott@santafenm.gov>  
**Cc:** CANDELARIA, ERIC D. <edcandelaria@santafenm.gov>; CONNER, KAYLA M. <kmconner@santafenm.gov>; GOMEZ, ERIN A. <eagomez@santafenm.gov>; EDWARDS, JAMES W. <jwedwards@santafenm.gov>; VIGIL, XAVIER I. <xivigil@santafenm.gov>  
**Subject:** Emergency Approval Request - Document Solutions, Inc Exhibit A to Master Lease Agreement

The ITT Department respectfully requests your approval to expedite Document Solutions, Inc Exhibit A to Master Lease Agreement through an abbreviated committee review process.

**REQUEST:** We are seeking approval to present Document Solutions, Inc Exhibit A to Master Lease Agreement to only two committees next week:

- Finance Committee (08/25/2025)
- Governing Body (08/27/2025)

**JUSTIFICATION:** This request requires expedited processing due to the urgent nature of the citywide printer equipment leasing contract.

We appreciate your consideration of this time-sensitive matter and are available to provide any additional information you may require.

**Requested Action:** Please approve the abbreviated committee review process for Document Solutions, Inc Exhibit A to Master Lease Agreement. This agreement packet is currently in the review process with the Purchasing Department.

Emergency Approval Request - Document Solutions, Inc Exhibit A to Master Lease Agreement

**Thank you,**  
**Joshua Love Chandler**  
**Contract Administrator**

**ITT Department/Mouton Hall**  
**OFFICE: 505-955-5519**  
**WORK CELL: 505-629-7314**  
**Email: [jlchandler@santafenm.gov](mailto:jlchandler@santafenm.gov)**



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