


The Purchasing Memo

Date: November 24, 2025

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

Via: Paul Joye, Chief of Police 
Paul Joye (Nov 24, 2025 12:37:18 MST)

From: Ben Valdez, Deputy Chief of Police 
B. Valdez, DC (Nov 24, 2025 12:27:40 MST)

Subject: BAR to fund Animal Services Emergency Contract and RFP Award

Vendor Name: Santa Fe Animal Shelter

Munis Vendor Number: 1521

ITEM AND ISSUE:

Request for Approval of a Budget Amendment Resolution (BAR) to Allocate \$500,000 from prior year Gross Receipts Tax Revenue to Fund Animal Services Emergency Contract and the RFP Award for The Santa Fe Animal Shelter for this Fiscal Year (FY26) Only.

BACKGROUND AND SUMMARY:

The original contract, City Clerk's #25-0011, was executed on January 14, 2025, as an emergency agreement. During the contract term, a Request for Proposals (RFP) was issued and remains under evaluation. Amendment #1, executed on August 8, 2025, increased the contract compensation by \$150,000 and extended the term by six months, establishing a new expiration date of February 5, 2026. At this time, negotiations between the City of Santa Fe and the Animal Shelter are still ongoing, and a final agreement has not yet been reached

ATTACHMENTS:

BAR