



## The Purchasing Memo

**Date:** March 31, 2026

**To:** Governing Body and Finance Committee

**From:** Denise Gabaldon, Contracts Supervisor, Finance *R. Denise Gabaldon*

**Via:** Travis Dutton-Leyda, Chief Procurement Officer *[Signature]*

**Subject:** Amendment 3 to Aarrowhead DbA Vet-Sec Protection Agency Security Guard Contract

**Vendor Name:** Aarrowhead Security

**Munis Vendor Number:** 9485

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### ITEM AND ISSUE:

Finance respectfully requests your review and approval of Amendment No. 3 to contract 3203369 with Aarrowhead Security dba Vet-Sec Protection Agency for Security Guard Services. Amendment No. 3 increases the amount of compensation by \$2,200,000 for a total compensation not to exceed of \$8,800,000 and extends the term for two years for an expiration date of June 30, 2028.

### CONTRACT NUMBER:

The Munis contract number is 3203369

### BACKGROUND AND SUMMARY:

In accordance with RFP for Citywide, On-Call Security Guard Services (RFP # 22/17/P) issued February 17, 2022, two contracts are now entered with 2 companies: 1. Condor New Age Logistics, LLC, 2. Aarrowhead Security dba Vet-Sec Protection Agency.

The City requires security at many facilities including, but not limited to: City Hall, Water Division, Parks, Libraries, Municipal Court, the Railyard, Genoveva Chavez Community Center, Santa Fe Trails, and parking garages.

This amendment will extend the term of Aarrowhead Security dba Vet-Sec Protection Agency agreement from June 30, 2026 to June 30, 2028 and insert a new rate sheet with a 3% increase in guard wages as allowed in the contract. The compensation will also increase by \$2,200,000 as security guard needs have increased in the recent past.

### PRIOR APPROVALS AND SUPPORTING INFORMATION:

**FUNDING SOURCE:** This contract is set up as a Citywide, meaning all city departments can connect POs to it as they need the services.

**Fund Name/Number:** Various

**Munis Org Name/Number:** Various

**Munis Object Name/Number:** Various

**Budget Officer / Designee:** Andy Hopkins **Date:** 04/07/2026

**Budget Officer Comment/Exceptions:** \_\_\_\_\_

**PROCUREMENT METHOD:**

The procurement method used was NMSA 1978, Section 13-1-111, RFP

This contract was procured through RFP # 22/17/P.

**Chief Procurement Officer (CPO)/Designee:** JoAnn Lovato Montano **Date:** 04/21/2026

**CPO Comment/Exceptions:** \_\_\_\_\_

**ASSOCIATED APPROVALS:**

**IT Components included?**  Yes |  No

**Treasury/Point of Sale Components included?**  Yes |  No

**Vehicles included?**  Yes |  No

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

**Is this an externally funded purchase?**  Yes |  No

**Is this a Capital Asset or Project?**  Yes |  No

**ATTACHMENTS:**

Original contract packet (with previous contract amendments)

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**CITY OF SANTA FE**  
**AMENDMENT No. 3 TO**

**Contract # 3203369**

**Original City Clerk Item Number: 22-0303**

Citywide, On-Call Security Services RFP 22-17-P

This AMENDMENT No. 3 amends the CITY OF SANTA FE CONTRACT, dated July 3, 2022 (the "Contract"), between the City of Santa Fe (the "City") and Arrowhead Security dba Vet-Sec Protection Agency. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City.

**1. RECITALS**

A. Under the terms of the Contract, Contractor has agreed to provide the City with Security Guard Services.

B. Pursuant to the Amendment Article of the original Contract, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

Updated sections below to modify or replace the corresponding sections listed in the contract.

**2. COMPENSATION**

Article 3, paragraph A of the Contract is amended to increase the amount of compensation by a total of Two Million, two-hundred thousand dollars (\$2,200,000) so that Article 3, paragraph A reads in its entirety as follows:

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed Eight-million, eight-hundred thousand dollars (\$8,800,000), including applicable gross receipts taxes. Payment shall be made for the services actually rendered at a rate identified in Exhibit B- Unit Rate Schedule, as per retro-approved price schedule.

In the event of a product cost increase an escalation request will be reviewed by the City six weeks before the end of the fiscal year, June 30<sup>th</sup>. . The increase may not exceed a 3% increase. Please be aware this measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase. To facilitate prompt consideration, all requests for price increases must include all information listed below:

1. Contract Item
2. Current Price Item
3. Proposed New Price
4. Percentage of Increase

5. Reason for Increase

**3. TERM**

The original Contract became effective on July 3, 2022. This Amendment shall not become effective unless and until approved in writing by all authorized parties. The Contract, as amended, shall terminate on June 30, 2028).

**4. NOTIFICATION**

Either party may give written notice to the other party in accordance with the terms of this Paragraph. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three (3) business days after being mailed.

<p><b><u>To the City:</u></b>  Chief Procurement Officer  <a href="mailto:purchasing@santafenm.gov">purchasing@santafenm.gov</a>  PO Box 909  Santa Fe, NM 87504-0909</p>	<p><b><u>Finance Admin</u></b>  Purchasing Division  200 Lincoln Avenue  Santa Fe, NM 87501  <a href="mailto:purchasing@santafenm.gov">purchasing@santafenm.gov</a></p>	<p><b><u>To the Contractor:</u></b>  Aarrowhead Security dba Vet-Sec  Protection Agency  Chris Silva  6301 Indian School Rd NE, Suite 215  Albuquerque, NM  <a href="mailto:csilva@vetsec.com">csilva@vetsec.com</a>  505-373-1995</p>
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Either party may change its representative or address above by written notice to the other in accordance with the terms of this Paragraph. The carrier for mail delivery and notices shall be the agent of the sender.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date of the signature by the required approval authority below.

CITY OF SANTA FE:

CONTRACTOR:

\_\_\_\_\_  
MICHAEL J. GARCIA, CITY MAYOR

DATE: \_\_\_\_\_

  
\_\_\_\_\_  
CHRIS SILVA, NM DISTRICT BRANCH MANAGER

DATE: Mar 10, 2026

NMBTIN: 03-293-809008

ATTEST:


\_\_\_\_\_  
GERALYN CARDENAS, INTERIM CITY CLERK

CITY ATTORNEY'S OFFICE:

  
\_\_\_\_\_  
Marcos Martínez (Mar 10, 2026 14:26:15 MDT)

MARCOS MARTÍNEZ, INTERIM CITY ATTORNEY

APPROVED FOR FINANCES:

  
\_\_\_\_\_  
ANDREA PHILLIPS (Apr 21, 2026 16:50:26 MDT)

ANDREA PHILLIPS, INTERIM FINANCE DIRECTOR

# Exhibit B

## APPENDIX D COST RESPONSE FORM

Item	Unit Price	Total
Level 1 Guard	Hour	\$26.27
Level 2 Guard	Hour	\$29.71
Level 3 Guard	Hour	\$35.26
Supervisor	Hour	\$37.67
Account Manager	Hour	\$39.12
Sedan	Hour	\$2.62
SUV	Hour	\$4.67
Level 1 Guard Overtime / Holiday	Hour	\$39.40
Level 2 Guard Overtime / Holiday	Hour	\$44.56
Level 3 Guard Overtime / Holiday	Hour	\$52.89
Supervisor Overtime/ Holiday	Hour	\$56.51
Account Manager Overtime/ Holiday	Hour	\$58.68

All hourly rates for security guards are structured in such a manner that they include all management, supervisor, administrative and overhead costs (firm, fixed and fully loaded). The Department will pay the Contractor hourly rates rounded to the nearest 1/4 for services described in Section IV.A, (as amended by any current RFP amendments for the period specified).

NM Gross Receipt Taxes (NMGRT) or local option(s) tax shall not be included in any of the provided rates. If applicable, NMGRT will be added and itemized separately at time of invoicing.

The total yearly amount as per the hourly rates above, the locations and hours indicated for those locations in Section IV.A.II. will be used to calculate the cost score.

Total yearly amount as per the locations and hours indicated for those locations

\$.....

In the event of a product cost increase an escalation request will be reviewed by the City at the time of renewal. The increase may not to exceed a 3% increase. Please be aware this measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase. To facilitate prompt consideration, all requests for price increase must include all information listed below:

1. Contract item
2. Current item price
3. Proposed new price
4. Percentage of increase
5. Reason for the increase









# Amendment 3\_Aarrowhead DBA VetSec

Final Audit Report

2026-03-10

Created:	2026-03-10
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAASI64J1Y16SJgEh3jgG6ZFfutt35lvF

## "Amendment 3\_Aarrowhead DBA VetSec" History

-  Document created by MATTHEW HARDING (mrharding@santafenm.gov)  
2026-03-10 - 7:23:47 PM GMT- IP address: 63.232.20.2
-  Document emailed to Chris Silva (csilva@vetsec.com) for signature  
2026-03-10 - 7:24:26 PM GMT
-  Email viewed by Chris Silva (csilva@vetsec.com)  
2026-03-10 - 7:24:44 PM GMT- IP address: 70.90.203.101
-  Document e-signed by Chris Silva (csilva@vetsec.com)  
Signature Date: 2026-03-10 - 8:08:07 PM GMT - Time Source: server- IP address: 70.90.203.101
-  Document emailed to Marcos Martínez (mdmartinez@santafenm.gov) for signature  
2026-03-10 - 8:08:09 PM GMT
-  Email viewed by Marcos Martínez (mdmartinez@santafenm.gov)  
2026-03-10 - 8:25:57 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Marcos Martínez (mdmartinez@santafenm.gov)  
Signature Date: 2026-03-10 - 8:26:15 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2026-03-10 - 8:26:15 PM GMT



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/30/2026

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).

<b>PRODUCER</b> Crest Insurance Group, LLC 100 S Mill Avenue, Ste 930 Tempe AZ 85281	<b>CONTACT NAME:</b> Jill Boller <b>PHONE (A/C, No, Ext):</b> 480-689-5278 <b>E-MAIL ADDRESS:</b> jboller@crestins.com	<b>FAX (A/C, No):</b> 480-839-2272
	<b>INSURER(S) AFFORDING COVERAGE</b>	
License#: 967026 AARRSEC-02	<b>INSURER A:</b> Redwood Fire & Casualty <b>INSURER B:</b> Navigators Insurance Co. <b>INSURER C:</b> Berkley Regional Insurance Company <b>INSURER D:</b> Golden Bear Insurance Co. <b>INSURER E:</b> Trisura Specialty Insurance Company <b>INSURER F:</b>	<b>NAIC #</b> 11673 42307 29580 39861 16188
<b>INSURED</b> Aarrowhead Security Inc VetSec Protection Agency 7206 N 55th Ave Glendale AZ 85301-1975		

**COVERAGES**

CERTIFICATE NUMBER: 995555326

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
E	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Prof Liab \$1M GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	LBCU-0000028-00	8/1/2025	8/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	GA23BAP022567-02	9/1/2025	9/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y		AZ25EXCZ0LZ8GIC	8/1/2025	8/1/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	AAWC764382	4/1/2026	4/1/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D C	Excess Liability (XS of 2M) Crime	Y		GBX13001602-00 BMP-1041073-02	8/1/2025 4/1/2026	8/1/2026 4/1/2027	Aggregate Limit 3,000,000 1,000,000

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

Certificate holder and others when required in a written contract or agreement are Additional Insured (General Liability & Automobile Liability) including Products Completed. Coverage is Primary & Non-Contributory (General Liability & Automobile Liability). Waiver of Subrogation applies (General Liability, Automobile Liability & Workers Compensation). Insured Contract Aggregate Limit capped at \$5,000,000. Excess Liability follows form. John Brandon, Chad Benham & Ennio Canziani are excluded from Workers Compensation coverage. This form is subject to all policy forms, terms, endorsements, conditions definitions & exclusions.

**CERTIFICATE HOLDER****CANCELLATION 30 Days Notice of Cancellation**

City of Santa Fe  
 PO Box 909  
 Santa Fe, NM 875040909

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

*Cody Ritchie*

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**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

**Blanket Waiver**

<b>Person/Organization:</b>	Blanket Waiver - Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver.
<b>Job Description</b>	<b>Waiver Premium</b>
All AZ Operations	3,671.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement Effective: 04/01/2026	Policy No.: AAWC764382	Endorsement No.:
Insured:		Premium \$
Insurance Company: Redwood Fire and Casualty Ins Co		

**WC 00 03 13**

Countersigned by \_\_\_\_\_

(Ed. 4-84)

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DESIGNATED INSURED FOR  
COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

- AUTO DEALERS COVERAGE FORM
- BUSINESS AUTO COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<p><b>Named Insured:</b></p> <p><b>Endorsement Effective Date:</b></p>
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**SCHEDULE**

<p><b>Name Of Person(s) Or Organization(s):</b></p> <p>ANY PARTY WITH WHICH THE INSURED DOES BUSINESS WHEN REQUIRED BY A WRITTEN AGREEMENT EXECUTED PRIOR TO A LOSS.</p>
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Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM  
BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<b>Named Insured:</b>  <b>Endorsement Effective Date:</b>
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### **SCHEDULE**

<b>Name Of Person(s) Or Organization(s):</b> ANY PERSON OR ORGANIZATION TO WHOM OR WHICH YOU ARE REQUIRED TO PROVIDE ADDITIONAL INSURED STATUS OR ADDITIONAL INSURED ON A PRIMARY, NON-CONTRIBUTORY BASIS, IN A WRITTEN CONTRACT OR WRITTEN AGREEMENT EXECUTED PRIOR TO LOSS, EXCEPT WHERE SUCH CONTRACT OR AGREEMENT IS PROHIBITED BY LAW.
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Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF TRANSFER RIGHTS OF RECOVERY AGAINST OTHERS**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

The following is added to **SECTION IV - BUSINESS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer Of Rights Of Recovery Against Others To Us** of the **BUSINESS AUTO COVERAGE FORM** and **SECTION V – MOTOR CARRIER CONDITIONS, A. Loss Conditions, 5. Transfer Of Rights Of Recovery Against Others To Us** of the **MOTOR CARRIER COVERAGE FORM**:

However, we will waive any right of recovery we have against any person or organization with whom you have entered into a contract or agreement because of payments we make under this Coverage Form arising out of an “accident” or “loss” if:

- (1) The “accident” or “loss” is due to operations undertaken in accordance with a written contract existing between you and such person or organization; and
- (2) The contract or agreement was entered into prior to any “accident” or “loss”.

No waiver of the right of recovery will directly or indirectly apply to your employees or employees of the person or organization, and we reserve our rights of lien to be reimbursed for any recovery funds obtained by any injured employee.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
1) Blanket where required by written contract or agreement	1) Per Declarations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### **SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s)</b>	<b>Location And Description Of Completed Operations</b>
1) Blanket where required by written contract or agreement	1) Per Declarations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable limits of insurance;
- whichever is less

This endorsement shall not increase the applicable limits of insurance.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

### **Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY  
AGAINST OTHERS TO US (WAIVER OF SUBROGATION) –  
AUTOMATIC**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
ELECTRONIC DATA LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE PART  
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES  
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART  
RAILROAD PROTECTIVE LIABILITY COVERAGE PART  
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions**:

We waive any right of recovery against any person or organization, because of any payment we make under this Coverage Part, to whom the insured has waived its right of recovery in a written contract or agreement. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person or organization prior to loss.



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** April 24, 2024

**TO:** Public Works and Utilities Committee/Finance Committee/Governing Body

**VIA:** Regina Wheeler, Public Works Director *RW*  
RW (Apr 24, 2024 19:33 MDT)  
Sam Burnett, Facilities Division Director *J Samuel Burnett*  
J Samuel Burnett (Apr 24, 2024 19:19 MDT)

**FROM:** Joshua Bohlman, Facilities Project Administrator *Joshua Bohlman*

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### **ACTION:**

Approval of Amendment #2 to Item # 22-0302 with Aarrowhead Security DBA Vet-Sec Protection Agency to Increase the Not to Exceed Amount by \$2,200,00 for a New Total of \$6,600,000 Including NMGR, and to Extend the Term to June 30, 2026. (Joshua Bohlman, Facilities Project Administrator, [jbohlman@santafenm.gov](mailto:jbohlman@santafenm.gov), 505-955-5932)

### **BACKGROUND AND SUMMARY:**

In accordance with Request for Proposals for City-Wide, On-Call Security Guard Services (RFP #22/17/P) issued February 17, 2022, three contracts are now entered with three companies 1. Condor New Age-Logistics LLC, 2. Servexo Protective Services, 3. Vet-Sec Protection Agency.

The City requires security at a large number of Facilities including but limited to: Water Division, parks, libraries, Municipal Court, the Railyard, Genoveva Chavez Community Center, Santa Fe Trails, and parking garages.

This amendment will extend the term of Aarrowhead Security DBA Vet-Sec Protection Agency agreement from 6/30/2024 to 6/30/2026 and insert the new rate sheet with a 3% increase in guard wages as allowed in the contract. This increase in cost does not require a corresponding increase in the not to exceed amount as the services required for the year are projected to be covered by the annual \$2,200,000 not to exceed amount.

### **PROCUREMENT METHOD:**

Request for Proposal # 22-17-P.

### **CONTRACT NUMBER:**

Munis Contract #3203369

### **FUNDING SOURCE:**

**Fund Name/Number:** Various

**Munis Org Name/Number:** Various

**Munis Object Name/Number:** Various

### **ATTACHMENTS:**

Vet-Sec Protection Agency's Amendment #1  
Vet-Sec Protection Contract  
Vet-Sec Protection Procurement Documents (SWPA, CES, GSA, ITB/RFP, etc)  
Vet-Sec Protection Certificate of Insurance  
Vet-Sec Protection Business License  
Vet-Sec Protection Summary of Contracts  
Vet-Sec Protection Procurement Checklist

Item# 24-0343  
Munis Contract#3203369  
Original Contract Item # 22-0303  
RFP #: 22/17/P

**CITY OF SANTA FE  
AMENDMENT No. 2 TO  
On-Call City-Wide Security Services Contract  
ITEM#23-0303**

This AMENDMENT No. 2 (the "Amendment") amends the CITY OF SANTA FE On-Call City-Wide Security Services CONTRACT, dated July 3, 2022 (the "Contract"), between the City of Santa Fe (the "City") and Arrowhead Security DBA Vet-Sec Protection Agency. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor whichever occurs last.

**RECITALS:**

A. Under the terms of the Contract, Contractor has agreed to provide On-Call City-Wide Security Services for the City of Santa Fe.

B. Pursuant to Article 8 of the Contract, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

Exhibit B to the contract shall be replaced with the Exhibit B attached to this Amendment.

2. COMPENSATION.

Article 3, paragraph A of the Contract is amended to increase the compensation by two million two hundred thousand dollars (\$2,200,000.00) so that Article 3, paragraph A reads in its entirety as follows:

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed six million six hundred thousand dollars (\$6,600,000.00), including applicable gross receipts taxes. Payment shall be made for services actually rendered at a rate identified in Amended Exhibit B- Unit Rate Schedule.

In the event of a product cost increase an escalation request will be reviewed by the City at the time of renewal. The increase may not exceed a 3% increase. Please be aware this measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase. To facilitate prompt consideration, all requests for price increases must include all information listed below:

1. Contract Item
2. Current Item Price
3. Proposed New Price
4. Percentage of Increase
5. Reason for Increase

3. TERM:

Article 5 of the Contract is hereby deleted in its entirety and substitute the following Article 5 in its place:

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This Agreement shall begin on date approved by the City, and end on June 30, 2026. The City reserves the right to renew the contract on an annual basis by mutual Agreement not exceed a total of four years in accordance with NMSA 1978, §§ 13-1-150 through 152.

4. CONTRACT IN FULL FORCE.

Except as specifically provided in this Amendment, the Contract remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 2 to the Contract  
as of the dates set forth below.

CITY OF SANTA FE:  
Protection Agency

  
Alan Webber (May 30, 2024 13:51 MDT)  
ALAN WEBBER, CITY MAYOR

DATE: May 30, 2024

CONTRACTOR:  
Aarrowhead Security DBA Vet-Sec

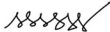
  
AMY NACCARI, MANAGING

DATE: 4/9/24

CRS # 03-293809008

Registration # 232942

ATTEST:

  
GERALYN CARDENAS, INTERIM CITY CLERK  
GB MTG 05/29/2024 XIV

CITY ATTORNEY'S OFFICE:

  
Kevin L. Nault (Apr 9, 2024 11:01 MDT)

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

  
EMILY OSTER, FINANCE DIRECTOR

## APPENDIX D COST RESPONSE FORM

This is a sample form, expand or detail as needed.

Item	Unit Price	Total
Level 1 Guard	Hour	\$25.50
Level 2 Guard	Hour	\$28.84
Level 3 Guard	Hour	\$34.23
Supervisor	Hour	\$36.57
Account Manager	Hour	\$37.98
Sedan	Hour	\$2.54
SUV	Hour	\$4.53
Level 1 Guard Overtime / Holiday	Hour	\$38.25
Level 2 Guard Overtime / Holiday	Hour	\$43.26
Level 3 Guard Overtime / Holiday	Hour	\$51.35
Supervisor Overtime / Holiday	Hour	\$54.86
Account Manager Overtime / Holiday	Hour	\$56.97

All hourly rates for security guards are structured in such a manner that they include all management, supervisor, administrative and overhead costs (firm, fixed and fully loaded). The Department will pay the Contractor hourly rates rounded to the nearest 1/4 for services described in Section IV.A, (as amended by any current RFP amendments for the period specified).

NM Gross Receipt Taxes (NMGRT) or local option(s) tax shall not be included in any of the provided rates. If applicable, NMGRT will be added and itemized separately at time of invoicing.

The total yearly amount as per the hourly rates above, the locations and hours indicated for those locations in Section IV.A.II. will be used to calculate the cost score.

Total yearly amount as per the locations and hours indicated for those locations

\$ \_\_\_\_\_

In the event of a product cost increase an escalation request will be reviewed by the City at the time of renewal. The increase may not to exceed a 3% increase. Please be aware this measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase. To facilitate prompt consideration, all requests for price increase must include all information listed below:

1. Contract item
2. Current item price
3. Proposed new price
4. Percentage of increase
5. Reason for the increase



# City of Santa Fe

## Summary of Contract, Agreement, Amendment & Lease

All applicable fields to be completed by department (complete 1.b only if you are processing an amendment):

1.a Munis Contract: 3203369 Procurement # (RFP/ITB# If any):

Contractor: Aarrowhead Security DBA Vet-Sec Protectio Agency

Procurement Method/Vehicle: Small Purchase  RFP  ITB  Sole Source  GSA  Cooperative  Exempt  SWPA/Existing

Description/Title: City-Wide Security Services

Contract:  Agreement:  Lease/Rent:  Amendment:

Term Start Date: 06/29/2022 Term End Date: 06/30/2026 Total Contract Amount: \$6,600,000.00

Approved by Council (If over the City Manager's approval threshold, you must go through GB) \_\_\_\_\_

Contract / Lease: 3203369

1.b Amendment #: 2 to the Original Contract/Lease # 3203369

Increase/(Decrease) Amount \$: 2,200,000.00

Extend Expiration Date to: June 30, 2026

Approved by Council (If the original went through GB, all amendments must go through GB regardless of the amendment reason) Date: \_\_\_\_\_

Amendment is for: \_\_\_\_\_

### 2. HISTORY of Contract, Amendments & Lease / Rent - Please Elaborate (option: attach spreadsheet if multiple amendments)

Original Contract approved July 3, 2022 through RFP 22/17/P.

Amendment #1 approved June 18, 2023- included extending term to June 30, 2024, and an updated Rate Schedule.

### 3. Procurement History: RFP 22/17/P

*JosAnn Lovato Montano*

Purchasing Officer Review: \_\_\_\_\_

Apr 25, 2024

Date: \_\_\_\_\_

Comment & Exceptions: add funding & extend term

### 4. Funding Source: Various Org / Object: Various/Various

*Andy Hopkins*

Budget Officer Approval: \_\_\_\_\_

Apr 25, 2024

Date: \_\_\_\_\_

Comment & Exceptions: \_\_\_\_\_

### 5. Grant History (if applicable): \_\_\_\_\_

Grants Administrator Approval: \_\_\_\_\_ Date \_\_\_\_\_

Staff Contact who Completed This Form: Josh Bohlman Phone #: 505-955-5932

To be recorded by City Clerk: \_\_\_\_\_ Email: jbohlman@santafenm.gov

Clerk #: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

ITT Representative (attesting that all information is reviewed)

Title

Date

# CITY OF SANTA FE PROCUREMENT CHECKLIST



**Contractor Name:** Arrowhead Security DBA Vet-Sec Protection Agency

**Procurement/contract Title:** City-Wide Security Services

**Procurement Method/Vehicle:**  Sole Source  State Price Agreement/Existing  Cooperative  Request For Proposals(RFP)  Invitation To Bid (ITB)  Exempt: 13-1-98  
 Small Purchase (Contract Under \$60,000)  Other: \_\_\_\_\_

**Requesting Department:** Public Works/Facilities Div      **Staff Name:** Josh Bohlman

**Procurement Requirements:**

Procurement files shall be maintained for all purchases and contracts, regardless of the method of procurement. The procurement files shall contain the basis on which the awards are made, all submitted bids/proposals, all evaluation materials (bid tabs or Evaluation Committee Reports), scoresheets, quotations, and all other documentation related to or prepared in conjunction with evaluations, negotiations, and the award processes. The procurements shall contain written determinations from the Requesting Departments, signed by the Chief Procurement Officers (this document), setting forth the reasoning for the contract award decisions before submitting them to the Committees.

**REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING (CPD)**

YES	N/A		YES	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Written Determination (srvs)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Quote(s) (3 Valid &amp; Current for Over 20k)</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>RFP - Confidential info to be provided to GB by CPD Buyer</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>BAR</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>ITB (include bid tab)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>FIR</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Other: _____</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Certificate of Insurance (srvs)</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Cooperative Agreements and GSAs and Statewide Price Agreements (include the cover page to show valid date, s page, and items to be purchased)</b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Horizon Declination or Screenshot of horizonsofnewmexico.org/services.html (srvs)</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Summary of Contract (only on contracts)</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Current Santa Fe Business Registration (or Exemption if no tax)</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Executed Contract or Price Agreement (legal and contractor must sign before purchasing approves)</b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Chief Procurement Officer (or designee) Approval for Exempt from Procurement (use memo on our site)</b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Evaluation Committee Report (RFPs only)</b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Signed Sole Source Determination, Vendor Written Quote, SS Letter from Contractors, and 30 Days Email</b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>&gt;20k = Memo addressed to City Manager (Under 150K) Committees/City Council (Over 150K)</b>			

Josh Bohlman  
Department Point of Contact

Project Administrator      4/9/2024  
Title      Date

Regina Wheeler RW  
RW (Apr 24, 2024 19:33 MDT)  
Department Director

\_\_\_\_\_  
Date

JoAnn Lovato Montano  
Chief Procurement Officer

Apr 25, 2024  
Date

N/A  
ITT Representative

\_\_\_\_\_  
Title      Date

**CITY OF SANTA FE  
AMENDMENT No. 1 TO  
SERVICES AGREEMENT  
ITEM#22-0303**

This AMENDMENT No. 1 (the "Amendment") amends the CITY OF SANTA FE SERVICES AGREEMENT, dated June 29, 2022 (the "Agreement"), between the City of Santa Fe (the "City") and Arrowhead Security DBA Vet-Sec Protection Agency (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, Contractor has agreed to provide On-Call City-Wide Security Services for the City of Santa Fe.

B. Pursuant to Article 8 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

1. SCOPE OF SERVICES

Article 2, paragraph A of the Agreement is amended to add an updated Exhibit B which includes a 3% security guard rate increase, so that Article 2, paragraph A reads as follows:

A. The Contractor shall perform On-Call City-Wide Security Services in accordance with Request for Proposal 22/17/P, as stipulated in the attached Scope of Services (Exhibit A) and replace Contractor's Unit Rate Schedule Exhibit B with the amended Exhibit B.

2. COMPENSATION.

Article 3 of the Agreement is amended to increase the amounts included in the Unit Rate Schedule by a total of 3% so that Article 3 reads in its entirety as follows:

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed four million four hundred thousand dollars (\$4,400,000.00), including applicable gross receipts taxes. Payment shall be made for services actually rendered at a rate identified in Amended Exhibit B- Unit Rate Schedule.

In the event of a product cost increase an escalation request will be reviewed by the City at the time of renewal. The increase may not to exceed a 3% increase. Please be aware this measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase. To facilitate prompt consideration, all requests for price increases must include all information listed below:

1. Contract item
2. Current item price
3. Proposed new price
4. Percentage of increase
5. Reason for the increase

3. TERM:

Article 5 of the Agreement is hereby deleted in its entirety and substitute the following Article 5 in its place:

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This Agreement shall begin on date approved by the City, and end on June 30, 2024. The City reserves the right to renew the contract on an annual basis by mutual Agreement not exceed a total of four years in accordance with NMSA 1978, §§ 13-1-150 through 152.

4. AGREEMENT IN FULL FORCE.

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 to the Agreement as of the dates set forth below.

CITY OF SANTA FE:

CONTRACTOR: Aarrowhead Security  
DBA Vet-Sec Protection Agency

*Alan Webber*  
ALAN WEBBER, CITY MAYOR

*Amy Naccari*  
AMY NACCARI, MANAGING DIRECTOR

DATE: Jun 18, 2023 . . . . .

DATE: 5/19/23

CRS# 03-293809008  
Registration# 232942

ATTEST:

*Kristine Bustos Mihelcic*  
KRISTINE BUSTOS MIHELICIC, CITY CLERK  
GB MTG 06/14/2023 XIV

CITY ATTORNEY'S OFFICE:

*Marcos Martinez*  
Marcos Martinez (May 19, 2023 13:25 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

*Emily K. Oster*  
Emily K. Oster (Jun 16, 2023 22:48 MDT)  
EMILY OSTER, FINANCE DIRECTOR

Various/Various  
Org. Name/Org #

## APPENDIX D COST RESPONSE FORM

This is a sample form, expand or detail as needed.

Item	Unit Price	Total
Level 1 Guard	Hour	\$24.76
Level 2 Guard	Hour	\$28.00
Level 3 Guard	Hour	\$33.23
Supervisor	Hour	\$35.50
Account Manager	Hour	\$36.87
Sedan	Hour	\$2.47
SUV	Hour	\$4.40
Level 1 Guard Overtime / Holiday	Hour	\$37.03
Level 2 Guard Overtime / Holiday	Hour	\$41.99
Level 3 Guard Overtime / Holiday	Hour	\$49.84
Supervisor Overtime / Holiday	Hour	\$53.25
Account Manager Overtime / Holiday	Hour	\$55.31

All hourly rates for security guards are structured in such a manner that they include all management, supervisor, administrative and overhead costs (firm, fixed and fully loaded). The Department will pay the Contractor hourly rates rounded to the nearest 1/4 for services described in Section IV.A, (as amended by any current RFP amendments for the period specified).

NM Gross Receipt Taxes (NMGRT) or local option(s) tax shall not be included in any of the provided rates. If applicable, NMGRT will be added and itemized separately at time of invoicing.

The total yearly amount as per the hourly rates above, the locations and hours indicated for those locations in Section IV.A.II. will be used to calculate the cost score.

Total yearly amount as per the locations and hours indicated for those locations

\$ \_\_\_\_\_

In the event of a product cost increase an escalation request will be reviewed by the City at the time of renewal. The increase may not to exceed a 3% increase. Please be aware this measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase. To facilitate prompt consideration, all requests for price increase must include all information listed below:

1. Contract item
2. Current item price
3. Proposed new price
4. Percentage of increase
5. Reason for the increase



# City of Santa Fe

## Real Estate Summary of Contracts, Agreements, Amendments & Leases

### Section to be completed by department

1. Munis Contract # 3203369

Contractor: Aarrowhead Security DBA Vet-Sec Protection Agency

Description: Amendment #1 Extending the Term of the Contract with No Corresponding Change in Compensation.

Contract  Agreement  Lease / Rent  Amendment

Term Start Date: 6/30/2023 Term End Date: 6/30/2024

Approved by Council Date: \_\_\_\_\_

**Contract / Lease:** 3203369

Amendment # 1 to the Original Contract / Lease # 3203369

Increase/(Decrease) Amount \$ \_\_\_\_\_

Extend Termination Date to: June 30, 2024

Approved by Council Date: \_\_\_\_\_

**Amendment is for:** Extending Term of Contract

### 2. HISTORY of Contract, Amendments & Lease / Rent - Please Elaborate (option: attach spreadsheet if multiple amendments)

### 3. Procurement History: RFP 22/17/P

Travis Dutton-Leyda

Purchasing Officer Review: \_\_\_\_\_

May 23, 2023

Date: \_\_\_\_\_

Comment & Exceptions: \_\_\_\_\_

### 4. Funding Source: Various

Andy Hopkins

Andy Hopkins (May 23, 2023 11:46 MDT)

Budget Officer Approval: \_\_\_\_\_

Org / Object: Various/Various

May 23, 2023

Date: \_\_\_\_\_

Comment & Exceptions: \_\_\_\_\_

Staff Contact who completed this form: Josh Bohlman Phone # 505-955-5932

Email: jbohlman@santafenm.gov

### To be recorded by City Clerk:

Clerk # \_\_\_\_\_

Date of Execution: \_\_\_\_\_

ITT Representative (attesting that all information is reviewed)

Title

Date



# CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Aarrowhead Security DBA Vet-Sec Protection Agency

Procurement Title: City-Wide Security Services Amendment #1

Procurement Method: State Price Agreement  Cooperative  Sole Source  Other

Exempt  Request For Proposal (RFP)  Invitation To Bid (ITB)  Contract under 60K  Contract over 60K

Department Requesting Public Works/Facilities Div Staff Name Josh Bohlman

### Procurement Requirements:

A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees.

### REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING\*

YES N/A

- Approved Procurement Checklist (by Purchasing)
- Memo addressed to City Manager (under 60K) Committees/City Council (over 60K)
- State Price Agreement
- RFP
- Evaluation Committee Report
- ITB
- Bib Tab
- Quotes (3 valid current quotes)
- Cooperative Agreement
- Sole Source Request and Determination Form
- Contractors Exempt Letter
- Purchasing Officers approval for exempt procurement
- BAR
- FIR
- Executed Contract, Agreement or Amendment
- Current Business Registration and CRS numbers on contract or agreement
- Summary of Contracts and Agreements form
- Certificate of Insurance
- All documentation presented to Committees
- Other:

Josh Bohlman Project Administrator 4/6/2023

Department Rep Printed Name (attesting that all information included) Title Date

*Travis Dutton-Leyda* Chief Procurement Officer May 23, 2023

Purchasing Officer (attesting that all information is reviewed) Title Date

Include all other substantive documents and records of communication that pertain to the procurement and contract.

City of Santa Fe Contract  
On-Call City-Wide Security Services

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, herein after referred to as the "City", and **Aarrowhead Security DBA Vet-Sec Protection Agency**, herein after referred to as the "Contractor."

**IT IS MUTUALLY AGREED BETWEEN THE PARTIES:**

1. **Definitions**

A. "Products and Services Schedule" refers to the complete list of products and services offered under this Agreement and the price for each. Product and service descriptions may be amended with the prior approval of the Agreement Administrator. New products and services shall not be added to the Products and Services Schedule.

B. "Business Hours" means 8:00 a.m. to 5:00 p.m. Mountain Time.

C. "You" and "your" refers to **Aarrowhead Security DBA Vet-Sec Protection Agency**. "We," "us" or "our" refers to the City and whose accounts are created under this Agreement.

2. **Scope of Work**

A. The Contractor shall perform On-Call City-Wide Security Services in accordance with Request for Proposal 22/17/P, as stipulated in the attached Scope of Services (Exhibit A) and Contractor's Unit Rate Schedule (Exhibit B) and as stipulated herein. Security Services includes but is not limited to the locations listed in Exhibit A.

B. All work shall be carried out by means of an approved Task Order utilizing the attached Task Order format (Exhibit C) together with the associated Contractor's price proposal and an approved Purchase Order issued to the Contractor.

3. **Compensation**

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed four million four hundred thousand dollars (\$4,400,000.00), including applicable gross receipts taxes. Payment shall be made for services actually rendered at a rate identified in Exhibit B - Unit Rate Schedule.

In the event of a product cost increase an escalation request will be reviewed by the City at the time of renewal. The increase may not to exceed a 3% increase. Please be aware this measure is not intended to allow any increase in profit margin, only to compensate for an actual cost

increase. To facilitate prompt consideration, all requests for price increases must include all information listed below:

1. Contract item
2. Current item price
3. Proposed new price
4. Percentage of increase
5. Reason for the increase

4. **Payment Provisions**

All payments under this Agreement are subject to the following provisions.

- A. **Acceptance** - In accordance with Section 13-1-158 NMSA 1978, the City shall determine if the product or services provided meet specifications. Until the products or services have been accepted in writing by the City, the City shall not pay for any products or services. Unless otherwise agreed upon between the City and the Contractor, within thirty (30) days from the date the City receives written notice from the Contractor that payment is requested for services or within thirty (30) days from the receipt of products, the City shall issue a written certification (by letter or email) of complete or partial acceptance or rejection of the products or services. Unless the City gives notice of rejection within the specified time period, the products or services will be deemed to have been accepted.
- B. **Payment of Invoice** - Upon acceptance that the products or services have been received and accepted, payment shall be tendered to the Contractor within thirty (30) days after the date of invoice. After the thirtieth day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the Contractor at the rate of 1.5 % per month. Contractor may submit invoices for payment no more frequently than monthly. Payment will be made to the Contractor's designated mailing address. Payment on each invoice shall be due within 30 days from the date of the acceptance of the invoice. The City agrees to pay in full the balance shown on each account's statement, by the due date shown on said statement.

5. **Term**

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This Agreement shall begin on date approved by the City, and end on JUNE 30, 2023. The City reserves the right to renew the contract on an annual basis by mutual Agreement not exceed a total of four years in accordance with NMSA 1978, §§ 13-1-150 through 152.

6. **Default and Force Majeure**

The City reserves the right to cancel all or any part of any orders placed under this contract without cost to the City, if the Contractor fails to meet the provisions of this contract and, except as otherwise provided herein, to hold the Contractor liable for any excess cost

occasioned by the City due to the Contractor's default. The Contractor 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 Contractor; 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 sub-contractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the sub-contractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this contract.

## 7. **Termination**

A. **Grounds.** The City may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the City's uncured, material breach of this Agreement.

B. **Notice; City Opportunity to Cure.**

1) Except as otherwise provided in Paragraphs 7.A and 17, the City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2) Contractor shall give City written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the City's material breaches of this Agreement upon which the termination is based and (ii) state what the City must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the City 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 City does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3) Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the City; or (iii) the Agreement is terminated pursuant to Paragraph 17, "Appropriations", of this Agreement.

C. **Liability.** Except as otherwise expressly allowed or provided under this Agreement, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; **provided, however,** that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. **THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE CITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.**

## 8. **Amendment**

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Paragraph 7 herein, or to agree to the reduced funding.

9. **Status of Contractor**

The Contractor, and Contractor's agents and employees, are independent Contractors for the City and are not employees of the City. The Contractor, and Contractor's agents and employees, shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are personally reportable by the Contractor for income tax purposes, including without limitation, self-employment tax and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has written authority to do so, and then only within the strict limits of that authority.

10. **Assignment**

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the City.

11. **Subcontracting**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the City.

12. **Non-Collusion**

In signing this Agreement, the Contractor/Contractor certifies the Contractor/Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City.

13. **Inspection of Plant**

The City may inspect, at any reasonable time during Contractor's regular business hours and upon prior written notice, the Contractor's plant or place of business, or any subcontractor's plant or place of business, which is related to the performance of this contract.

14. **Commercial Warranty**

The Contractor agrees that the tangible personal property or services furnished under this Agreement shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such tangible personal property or services, and that the rights and remedies provided herein shall extend to the City and are in addition to and do not limit any rights

afforded to the City by any other clause of this order. Contractor agrees not to disclaim warranties of fitness for a particular purpose or merchantability.

15. **Condition of Proposed Items**

Where tangible personal property is a part of this Agreement, all proposed items are to be NEW and of most current production, unless otherwise specified.

16. **Records and Audit**

During the term of this Agreement and for three years thereafter, the Contractor shall maintain detailed records pertaining to the services rendered and products delivered. These records shall be subject to inspection by the City, the State Auditor and other appropriate state and federal authorities. The City shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

17. **Appropriations**

The terms of this Agreement, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the City Council for the performance of this Agreement. If sufficient appropriations and authorization are not made by the legislature, this Agreement, and any orders placed under it, shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

18. **Release**

The Contractor, upon final payment of the amount due under this Agreement, releases the City, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the City, unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

19. **Confidentiality**

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval by the City.

20. **Conflict of Interest**

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict

in any manner or degree with the performance or services required under the Agreement. The Contractor shall comply with any applicable provisions of the New Mexico Governmental Conduct Act and the New Mexico Financial Disclosures Act.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Contractor's representations and warranties in Paragraphs A and B of this Paragraph are material representations of fact upon which the City relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Paragraph 20 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Paragraph 20 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Agreement to the contrary, the City may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

21. **Approval of Contractor Representative(s)**

The City reserves the right to require a change in Contractor representative(s) if the assigned representative(s) are not, in the opinion of the City, adequately serving the needs of the City.

22. **Scope of Agreement; Merger**

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No prior agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

23. **Notice**

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

24. **Equal Opportunity Compliance**

The Contractor agrees to abide by all federal and state laws, and local Ordinances,

pertaining to equal employment opportunity. In accordance with all such laws, rules, and regulations, the Contractor agrees to assure that no person in the United States shall on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

25. **Indemnification**

The Contractor shall hold the City and its employees harmless and shall indemnify the City and its employees against any and all claims, suits, actions, liabilities and costs of any kind, including attorney's fees for personal injury or damage to property arising from the acts or omissions of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall not be liable for any injury or damage as a result of any negligent act or omission committed by the City, its officers or employees.

26. **New Mexico Tort Claims Act**

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

27. **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.

28. **Limitation of Liability**

The Contractor's liability to the City, for any cause whatsoever shall be limited to the purchase price paid to the Contractor for the products and services that are the subject of the City's, claim. The foregoing limitation does not apply to paragraph 25 of this Agreement or to damages resulting from personal injury caused by the Contractor's negligence.

29. **Incorporation by Reference and Precedence**

If this Agreement has been procured pursuant to a request for proposals, this Agreement is derived from (1) the request for proposal, (including any written clarifications to the request for proposals and any City response to questions); (2) the Contractor's best and final offer; and (3) the Contractor's response to the request for proposals.

In the event of a dispute under this Agreement, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) amendments to the Agreement in reverse chronological order; (2) the Agreement, including the scope of work and all terms and conditions thereof; (3) the request for proposals, including attachments thereto and written responses to questions and written clarifications; (4) the Contractor's best and final offer if such has been made and accepted by the City; and (5) the Contractor's response to the request for proposals.

30. **Workers' Compensation**

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the City.

31. **Inspection**

If this contract is for the purchase of tangible personal property (goods), final inspection and acceptance shall be made at Destination. Tangible personal property rejected at Destination for non-conformance to specifications shall be removed at Contractor's risk and expense promptly after notice of rejection and shall not be allowable as billable items for payment.

32. **Inspection of Services**

If this contract is for the purchase of services, the following terms shall apply.

A. Services, as used in this Article, include services performed, workmanship, and material furnished or utilized in the performance of services.

B. The Contractor shall provide and maintain an inspection system acceptable to the City covering the services under this Agreement. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the City and for as long thereafter as the Agreement requires. The City has the right to inspect and test all services contemplated under this Agreement to the extent practicable at all times and places during the term of the Agreement. The City shall perform inspections and tests in a manner that will not unduly delay or interfere with Contractor's performance.

C. If the City performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.

D. If any part of the services do not conform with the requirements of this Agreement, the City may require the Contractor to re-perform the services in conformity with the requirements of this Agreement at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the City may:

- (1) require the Contractor to take necessary action(s) to ensure that future performance conforms to the requirements of this Agreement; and
- (2) reduce the contract price to reflect the reduced value of the services performed.

E. If the Contractor fails to promptly re-perform the services or to take the necessary action(s) to ensure future performance in conformity with the requirements of this Agreement, the City may:

- (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the City that is directly related to the performance of such service; or
- (2) terminate the contract for default.

### 33. **Insurance**

Prior to the commencement of services, and during the entire term of this Agreement, Contractor shall procure and maintain the following insurance coverage(s), naming the City as additional insured as set forth herein below.

**A. Commercial General Liability** insurance shall be written on an occurrence basis and be as broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds. The policy shall not exclude coverage for bodily injury, personal injury, or property damage arising out of the use of weapons or other equipment, including but not limited to, firearms, batons, stun guns, and pepper spray, used by Contractor and/or its subcontractors in the performance of services under this Agreement. Additional insured coverage may be provided by way of a designated or blanket endorsement where required by written contract or agreement. **Business Automobile Liability** insurance for all owned, non-owned, and hired automobiles, with a combined single limit not less than \$1,000,000 per accident. Said policy shall include the City of Santa Fe, their officials, officers, employees, and agents as additional insureds. Additional insured coverage may be provided by way of a designated or blanket endorsement where required by a written contract or agreement.

**B. Broader Coverage and Limits.** The insurance requirements under this Agreement shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Contractor hereunder.

**C. Professional Liability (errors and omissions)** insurance with limits not less than \$1,000,000 per claim and \$2,000,000 in the aggregate.

**D. Workers' Compensation and Employer's Liability.** Contractor shall maintain Workers' Compensation insurance in accordance with the laws of the State of New Mexico with statutory limits, and Employer's Liability insurance with limits not less than \$1,000,000 per accident or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation for the benefit of the City of Santa Fe their officials, officers, employees, and agents.

**E.** Contractor shall maintain the above insurance for the term of this Agreement and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy

is primary over any other valid and collectible insurance and provide a waiver of subrogation.

**F. Additional Insurance Requirements.**

1. **Verification of Insurance.** Contractor shall furnish the City with Certificates of Insurance and applicable endorsements affecting coverage required by this Agreement on forms satisfactory to the City. All Certificates and endorsements must be received by the City before work commences. Acceptance of Contractor's Certificates of Insurance does not relieve Contractor of the insurance requirements, nor decrease the liability of Contractor under this Agreement. It is Contractor's responsibility to ensure its compliance with these insurance requirements. Any actual or alleged failure on the part of the City to obtain proof of insurance required herein shall not in any way be construed to be a waiver of any right or remedy of the City, in this or any regard.
2. **Primary and Noncontributory.** The insurance required to be maintained by Contractor hereunder shall be primary and any insurance or self-insurance maintained by the City shall be excess only, and not be required to contribute with it.
3. **Umbrella or Excess Insurance.** Any umbrella or excess insurance shall also apply on a primary and noncontributory basis for the benefit of the City, before the City's own primary insurance or self-insurance shall be called upon to protect it as a Named Insured.
4. **Severability of Interest.** A severability of interest provision must apply for the additional insureds, ensuring that Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the policies' limits.
5. **Claims-Made Coverage.** Except for Commercial General Liability insurance which shall be written on an occurrence form, any coverage maintained on a claims-made basis shall comply with the following:
  - The retroactive date must be shown, and must be before the date of this Agreement or the beginning of services contemplated herein;
  - Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract services;
  - If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the date of this Agreement, Contractor must purchase an extended reporting period for a minimum period of three (3) years after completion of the contract services.

34. **Impracticality of Performance**

A party shall be excused from performance under this Agreement for any period that the

party is prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the party has prudently and promptly acted to take any and all steps that are within the party's control to ensure performance. Subject to this provision, such non-performance shall not be deemed a default or a ground for termination.

35. **Invalid Term or Condition**

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

36. **Enforcement of Agreement**

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

37. **Patent, Copyright and Trade Secret Indemnification**

A. The Contractor shall defend, at its own expense, the City against any claim that any product or service provided under this Agreement infringes any patent, copyright to trademark in the United States or Puerto Rico, and shall pay all costs, damages and attorneys' fees that a court finally awards as a result of any such claim. In addition, if any third party obtains a judgment against the City based upon Contractor's trade secret infringement relating to any product or services provided under this Agreement, the Contractor agrees to reimburse the City for all costs, attorneys' fees and amount of the judgment. To qualify for such defense and orpayment, the City shall:

- 1) give the Contractor prompt written notice within 48 hours of any claim;
- 2) allow the Contractor to control the defense of settlement of the claim; and
- 3) cooperate with the Contractor in a reasonable way to facilitate the defense or settlement of the claim.

B. If any product or service becomes, or in the Contractor's opinion is likely to become the subject of a claim of infringement, the Contractor shall at its option and expense:

- 1) provide the City the right to continue using the product or service and fully indemnify the City against all claims that may arise out of the City's use of the product or service;
  - 2) replace or modify the product or service so that it becomes non-infringing;
- or,
- 3) accept the return of the product or service and refund an amount equal to

the value of the returned product or service, less the unpaid portion of the purchase price and any other amounts, which are due to the Contractor. The Contractor's obligation will be void as to any product or service modified by the City to the extent such modification is the cause of the claim.

38. **Survival**

The Agreement paragraphs titled "Patent, Copyright, Trademark, and Trade Secret Indemnification; Indemnification; and Limit of Liability" shall survive the expiration of this Agreement. Software licenses, leases, maintenance and any other unexpired Agreements that were entered into under the terms and conditions of this Agreement shall survive this Agreement.

39. **Disclosure Regarding Responsibility**

A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any City for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.

B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

C. The Contractor shall provide immediate written notice to the City if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.

D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement.

Failure of the Contractor to furnish a disclosure or provide additional information as requested will be grounds for immediate termination of this Agreement pursuant to the conditions set forth in Paragraph 7 of this Agreement.

E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.

F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor

must provide immediate written notice to the City. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the City may terminate the involved contract for cause. Still further the City may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the City.

40. **Suspension, Delay or Interruption of Work**

The City may, without cause, order the Contractor, in writing, to suspend, delay or interrupt the work in whole or in part for such period of time as the City may determine. The contract sum and contract time shall be adjusted for increases in cost and/or time associated with Contractor's compliance therewith. Upon receipt of such notice, Contractor shall leave the jobsite and any equipment in a safe condition prior to departing. Contractor must assert rights to additional compensation within thirty (30) days after suspension of work is lifted and return to work is authorized. Any compensation requested for which entitlement is granted and the contract sum adjusted, shall have profit included (for work completed) and for cost only (not profit) for Contractor costs incurred directly tied to the suspension itself and not otherwise covered by Contract remedy. Any change in Total Compensation must be reflected in an Amendment executed pursuant to Section 8 of this Agreement.

41. **Notification**

Either party may give written notice to the other party in accordance with the terms of this Paragraph. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three (3) business days after being mailed.

To the City:  
Manuel Sanchez, Business Operations Manager  
Community Health and Safety Department  
City of Santa Fe  
PO Box 909  
Santa Fe, NM 87504-0909  
505-955-6568  
[mnsanchez@santafenm.gov](mailto:mnsanchez@santafenm.gov)

To the Contractor:  
Adam Rufenacht, Branch Manager  
Aarrowhead Security DBA Vet-Sec Protection Agency  
4010 Carlisle Blvd, Suite A  
Albuquerque, NM 87110  
505-208-2507  
[arufenacht@vetsec.com](mailto:arufenacht@vetsec.com)

Either party may change its representative or address above by written notice to the other in accordance with the terms of this Paragraph. The carrier for mail delivery and notices shall be the agent of the sender.

42. **Succession**

This Agreement shall extend to and be binding upon the successors and assigns of the parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

CONTRACTOR:



ALAN WEBBER, CITY MAYOR



ADAM RUFENACHT,  
BRANCH MANAGER

DATE: Jul 3, 2022

DATE: 24 May 2022  
CRS# 03-293809008  
Registration # \_\_\_\_\_

ATTEST:



KRISTINE BUSTOS MIHELIC, CITY CLERK   
GB MTG 06/29/2022

CITY ATTORNEY'S OFFICE:



Marcos Martinez (May 20, 2022 10:54 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



Alexis Lotero (Jul 1, 2022 13:00 MDT)

ALEXIS LOTERO, ACTING FINANCE DIRECTOR

VARIOUS  
Org.Name/Org.#

## **Exhibit A – Scope of Services**

### **I. Minimum Qualifications/Requirements**

- 1) The Contractor shall have at least three (3) years of consecutive experience in the professional security services industry under the current company name, and shall have experience in governmental/public facilities.
- 2) The Contractor shall be licensed/registered, and shall maintain such licensing/registration, to perform security services pursuant to the New Mexico Private Investigations Act Section, 61-278-1 et seq- NMSA 1978, and the rules promulgated pursuant to the Private Investigations Act, 16.48.2 NMAC.
- 3) The Contractor shall be registered and current with the New Mexico Taxation and Revenue Department, New Mexico Workman's Compensation, The New Mexico Department of Workforce Solutions (Unemployment Insurance), and the United States Social Security Administration.
- 4) The Contractor shall ensure all security personnel assigned shall be in compliance with the Level I, Level II and Level III security personnel licensing/registration and training requirements pursuant to the New Mexico Private Investigations Act Section, 61-278-1 et seq- NMSA 1978, and the rules promulgated pursuant to the Private Investigations Act, 16.48.2 NMAC.
- 5) The Contractor shall provide the City of Santa Fe with copies of all security personnel license(s)/registration(s) prior to security personnel assuming duties at City locations(s).
- 6) The Contractor shall maintain a current license throughout the term of this agreement, and shall report the potential for license suspension, revocation, or limitation to the City within ten (10) days' notice from the State, County, or City licensing boards.
- 7) In accordance with the provisions of Section 33 (“Insurance”) of this Agreement, the Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement, comprehensive general liability insurance covering bodily injury, personal injury, and property damage liability, automobile liability, professional liability, and workers’ compensation and employer’s liability insurance with the required coverage and limits, in a form and with an insurance company or companies acceptable to the City. . Where required, The commercial general liability policy shall not exclude coverage for bodily injury, personal injury, or property damage arising out of the use of weapons or other equipment, including but not limited to, firearms, batons, stun guns, and pepper spray, used by Contractor and/or its subcontractors in the performance of services under this Agreement. Where required, applicable insurance policies shall provide that the City, its officials, officers, employees, and agents are named as an additional insured by way of a designated or blanket endorsement, and that the City is notified no less than 30 days written notice in advance of cancellation or nonrenewal for any reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance evidencing the coverage and limits required in this Agreement as a condition prior to performing series under this Agreement.

Unless otherwise stated in this Scope of Work, the Contractor shall follow the best practices established by the Department of Homeland Security.

8) All security personnel assigned must communicate fluently with verbal commands, as well as write reports and complete logs, in English. All hires must follow guidelines of equal employment opportunity and hiring of U.S. citizens.

9) The City of Santa Fe reserves the right to alter the days and/or hours of the Contractor. The City of Santa Fe also has the discretion to change the security personnel duties and schedules if the City determines it is in tile best interest to do so.

10) The Contractor shall provide the City of Santa Fe detailed invoices for hourly reimbursements of security services provided. The hourly costs will be based upon the Contractors successful bid which included all related costs and applicable taxes for each level of guards required. Unless otherwise required by the City of Santa Fe, Contractor shall provide invoices on a bi-weekly basis, City of Santa Fe will provide payment on a monthly basis.

11) All security personnel will be on time and are to be at their duty stations at the scheduled start and close of their shift.

12) Contractor Vehicle: Contractor shall provide a vehicle for the Municipal Parking Facilities (Mobile Patrol). Vehicle must be sufficient to meet all safety requirements and passenger limitations. Contractor provided vehicles must be clearly marked and have a light bar. Only clearly marked contractor owned or leased vehicles, not "Privately Owned Vehicles" (POVs) owned by individual employees, will be used to perform any services. Vehicle markings must be reviewed by the City of Santa Fe.

13) Weapons (as required):

- a) The Contractor will furnish all pistols, 9mm or larger, for on-duty use by security personnel (Level III security personnel) at the City Hall / Santa Fe Convention Center, Santa Fe Regional Airport, and Municipal Court locations. Individuals at these locations must have completed a firearm handling and safety training course. The use of privately-owned firearms and or ammunition by contract security personnel is strictly prohibited. Contract security personnel shall not carry a concealed weapon onto any facility even if they are licensed to do so off of the installation. Weapons training, with qualification, shall be conducted semi-annually and follow the State of New Mexico Licensing requirements. Contractor will furnish all duty and training ammunition.

14) Special Provisions:

- a) Temporary Removal of Security Personnel Posing an Imminent Threat. Supervision and/or the City of Santa Fe, or designated representative at locations where security personnel are performing, may direct the Contractor to immediately and temporarily remove any individual(s) from duty who poses an

imminent threat to safety of the general public, personnel, or government resources. The temporary removal will remain in effect until the incident prompting removal has been investigated and resolved to the satisfaction of the City of Santa Fe. Once the incident has been resolved, the individual(s) will either be allowed to return to work on the contract or permanently removed from performance on the contract, in accordance with paragraph below as the City of Santa Fe deems appropriate. Temporary removal of security personnel does not relieve the contractor of any performance obligations/requirements or create an entitlement to an equitable adjustment.

- b) Permanent Removal of Guard Personnel. The City of Santa Fe reserves the right to permanently exclude any individual(s) from performance under this contract whose performance does not meet contract and/or City of Santa Fe standards. Such failure includes, but is not limited to, falsifying reports or statements; mishandling weapons; loss, destruction, or irresponsible use of City equipment; character/actions incompatible with courteous public interaction or other criteria identified. When so instructed, the Contractor shall immediately remove such individual(s) in accordance with City of Santa Fe instructions. Permanent removal of guard personnel does not relieve the contractor of any performance obligations/requirements or create an entitlement to an equitable adjustment. The Contractor shall not, without consent, reinstate any employee who has been permanently removed.
- c) The City has the right to approve/disapprove any security personnel. Contractor shall immediately transfer/remove security personnel from the account at the City's request. This includes the assigned Account Manager representing the Contractor. No such request shall be made for reasons that would violate applicable law.

15) Personnel Records: These records shall be available for inspection by the City of Santa Fe to ensure compliance with the state regulations. Records include, but are not limited to, state training completion, verification of license application state weapons and state training licenses/certifications, proof of medical and drug clearance for each employee, documented proof of completed local background investigation and other training documents.

16) Security personnel shall not perform duty at any location in excess of 12 hours and must have at least 8 hours rest between shifts. The consumption/intake of alcoholic beverages or other substances that would impair/alter judgment or performance during the 8 hour period prior to a scheduled shift is strictly prohibited.

17) Security personnel will be expected to maintain a clean work area, including facilities that they use. Security personnel will maintain cleanliness throughout their shift.

18) Contractor will be required to replace or repair, at its own expense, any equipment owned by the City of Santa Fe (such as, but not limited to, communication equipment; fire equipment; safety equipment; locks; keys; access control systems; etc.) damaged or lost through abuse or

neglect by the Contractor or its employees. Use of the City's telephone system for personal use is prohibited, and the cost of such usage will either be billed to the Contractor, or deducted from the monthly payment, at the discretion of the City.

19) Security personnel shall have the ability to pass annual drug and alcohol testing. Additionally, physical examination of security personnel shall be conducted by a licensed physician whenever the Contractor has reasonable belief, based on observed behavior, that the officer cannot perform essential job functions and/or such officer may pose a direct threat due to a medical condition.

**II. Facility Profiles includes but is not limited to the following locations:**

**I. Genoveva Chavez Community Center**

A. Unarmed Guard – Level 1

1. Monday – Thursday: 2:30pm – 10:30pm
2. Friday and Saturday: 12:00pm – 8:30pm
3. Sunday: 10:00am – 6:30pm

**II. La Farge Library**

A. Unarmed Guard – Level 2

1. Monday – Wednesday: 10:00am – 8:00pm
2. Thursday – Saturday: 10:00am – 6:00pm
3. Sunday: 1:00pm – 5:00pm

**III. South Side Library**

A. Unarmed Guard – Level 2

1. Monday – Wednesday: 10:00am – 8:00pm
2. Thursday – Saturday: 10:00am – 6:00pm
3. Sunday: 1:00pm – 5:00pm

**IV. La Farge Library**

A. Unarmed Guard – Level 2

1. Monday – Wednesday: 10:00am – 8:00pm
2. Thursday – Saturday: 10:00am – 6:00pm
3. Sunday: 1:00pm – 5:00pm

**V. Midtown Santa Fe**

A. Unarmed Mobile Guard – Level 2

1. 7-Days per Week: 24-Hours per Day

B. Armed Guard – Level 3

1. 7-Days per Week: 4:00pm – 8:00am

- VI. **Parking Mobile Patrol**
  - A. Unarmed Mobile Guard – Level 1
    - 1. 7-Days per Week: 9:30pm – 1:30am
  
- VII. **Municipal Court**
  - A. Armed Guard – Level 3
    - 1. Monday – Friday: 7:30am – 5:00pm
  
- VIII. **Santa Fe Regional Airport**
  - A. Unarmed Guard – Level 1
    - 1. 7-Days per Week: 7:00pm – 12:00am
  - B. Armed Guard – Level 3
    - 1. 7-Days per Week: 4:30am – 7:00pm
  
- IX. **Santa Fe Trails**
  - A. Unarmed Guard – Level 1
    - 1. Monday – Friday: 5:30 am – 9:30am
  
- X. **Santa Fe Railyard**
  - A. Armed Mobile Guard – Level 3
    - 1. 7-Days per Week: 4:00pm – 12:00am
  
- XI. **Santa Fe Plaza**
  - A. Armed Mobile Guard – Level 3
    - 1. 7-Days per Week: 24-Hours per Day

**III. Services**

- 1. Contractor shall provide unarmed and armed security services, as specified by each location, in and around City of Santa Fe facilities. Contract security personnel will provide a variety of services, implementing the City of Santa Fe's security objectives according to policies and procedures which may include but is not limited to the following general tasks:
  - a. Entry and egress access control;
  - b. Roving patrols of interior and exterior building areas, including parking facilities as applicable;
  - c. Perform roving patrols of all mobile patrol facilities, each hour, from a marked security unit furnished with flashing lights;
  - d. Provide initial response to security incidents;
  - e. Assist with fire drills/evacuation drills;
  - f. Notify the Santa Fe Regional Emergency Communications Center of a need for police, fire, or medical assistance;
  - g. Visitor and building employee identification verification;

- h. Incident and daily operating reports;
  - i. Monitoring and responding to building intrusion detection systems;
  - j. Monitoring alarms and fire detection equipment;
  - k. Responding as necessary to support other life safety duties as identified in post orders and standard operating procedures;
  - l. Other specific tasks as required, as specified in post orders or by site-location manager.
2. Contractor shall provide an Automated Electronic Guard Tour System, as is mutually agreed upon between the City of Santa Fe and Contractor. A GPS-based monitoring system is strongly preferred. Security personnel shall be required to activate all electronic guard tour key stations within each facility as designated by the City and in accordance with the patrol times specified as agreed to within post orders. Contractor will be required to provide access to City site managers to review incident reports, activity logs, time-reports, etc. Contractor shall also provide training on the system to City site managers.
3. Contractor shall provide appropriate and necessary management and supervision for all Contractor's employees by designating an Account Manager who shall coordinate all issues relating to this contract, staffing, performance, etc., and will be the point of contact for the City. The Account Manager shall:
- a. Cover City of Santa Fe Security Management responsibilities as needed.
  - b. Provide on call services 24/7 for City of Santa Fe; be able to respond 24/7 to handle any security problems that should arise; and be able to work varied shifts and split shifts.
  - c. Coordinate the security coverage for all City of Santa Fe security requests.
  - d. Develop a training program and coordinate all training requirements for security personnel assigned to this account-and update the program on a regular basis.
  - e. The Account Manager must be able to effectively deal with a variety of personality types in public situations.
  - f. Maintain security records for access logs, incident reports (along with police reports) for a minimum of three (3) years after the end of the calendar year. Daily logs shall be held for a minimum of one (1) year after the end of the calendar year.
  - g. Submit reports with appropriate documentation of all situations which are considered security breaches, incidents, and/or system failures.
  - h. Review all safety issues and security documentation prepared and/or provided by security personnel.
  - i. Know how to perform every position and provide training for these positions to subordinates.
  - j. Perform other duties as assigned.
4. Contractor shall develop a comprehensive set of Post Orders documenting both general procedures as well as site-specific responsibilities. Preliminary Post Orders shall be

prepared in cooperation with the City of Santa Fe prior to the commencement of the contract. Final Post Orders shall be provided to the City of Santa Fe for review and approval 30 calendar days after first date of service. All security personnel will be required to read and verify they understand the Post Orders and at minimum, shall be tested during the on-the-job training (OJT) period, annually or more frequently during site inspections. Contractor shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both Contractor's and the City of Santa Fe's standards. Post Orders should be updated as changes necessitate, and shall be reviewed by both the Contractor and City of Santa Fe annually.

5. Contractor may be required to work special events, such as Spanish Market, Indian Market, Fiestas, etc. on the date(s) and time(s) specified by the City. The City shall provide the Contractor with two weeks' notice for regularly scheduled events. However, this does not preclude the need for emergency service with less than two weeks' notice in the event of an emergency or special event not regularly scheduled.

#### **IV. Training**

All training costs must be included in the billing rate. Contractor shall cross train all positions. Contractor shall:

1. Develop a training manual specifically for security personnel assigned to the City of Santa Fe.
2. Meet the minimum training requirements for the State of New Mexico requirements pursuant to the New Mexico Private Investigations Act Section, 61-278-1 et seq-NMSA 1978, and the rules promulgated pursuant to the Private Investigations Act, 16.48.2 NMAC, and a minimum of 24 hours of on-the-job training per position. All training costs are the responsibility of the Contractor and must be included in the billing rate.
3. Design a specific course of training for each position based on written post orders.
4. Provide training that includes the following:
  - a. Safety
  - b. Building/facility familiarization including a detailed tour of all sites, functions, and facilities
  - c. Knowledge of a security personnel's limit of authority
  - d. Knowledge of job duties
  - e. Access control
  - f. Public relations
  - g. Patrol techniques
  - h. Responding to bomb threat situations
  - i. Fire prevention and control and the use of fire extinguishers
  - j. Communication training including verbal judo
  - k. Employee rights, responsibilities, and expectations

- l. Workplace violence and conflict resolution
  - m. Reporting procedures for incidents, personal injury, and property damage
  - n. Dealing effectively with the homeless and mentally ill
  - o. Exclusion policies
  - p. Lost and found procedures
  - q. CPR certified (including defibrillation) and First Aid certified by the American Heart Association or equivalent (as approved by the City of Santa Fe) within four (4) months of hire
  - r. ADA training
  - s. Radio procedures and protocols
  - t. Grooming and uniform appearance
  - u. Defense tactics, handcuff procedures
  - a. De-escalation training
5. Contractor is "encouraged" (but not required) to provide training that includes the following:
- a. Crowd psychology, control, and management;
  - b. Limited force ejection techniques;
  - c. Drug and alcohol awareness training.
6. Any security personnel who is assigned to the Santa Fe Regional Airport must complete the following prior to assignment:
- a. Security Identification Display Area (SIDA)/Secured Area Badge Application;
  - b. Complete and pass a Criminal History Records Check and Security Threat Assessment;
  - c. Complete online and in-person SIDA/Secured Area Training;
  - d. Complete Santa Fe Regional Airport Security personnel Orientation with an Airport Law Enforcement Officer or Airport Security Coordinator.
7. Contractor must certify that training, as outlined herein, has been provided to each employee. The Contractor must also supply the City with a roster of trained personnel, listing employees by name, and the dates and frequency of training.
8. Whenever a new security personnel is assigned to a post, Contractor shall arrange for the new personnel to be trained for a minimum of 24-hours with an experienced security personnel prior to the new individual taking over the post alone. The Contractor shall bear the cost of this training and the City shall be billed for the services of only the experienced security personnel.

**V. Uniforms and Equipment**

- 1. All security personnel shall wear the registration card on the outside of the guard's uniform so that the card is visible to others, as specified in 61-278-22(0) NMSA 1978.
- 2. All security personnel will maintain a high standard of dress and professional appearance at all times. All uniforms will be clean, serviceable, pressed, and will conform with

NMSA 1978 61-278-1 through 61-278-36, section 16.48.3.12.

3. Uniforms will be of consistent color, appearance, and in good condition. Uniforms should only be worn when the security personnel is on official duty or in transit between their residence and post location.
4. Contractor will not require employees assigned under the terms of this Agreement to purchase supplied uniforms.
5. Equipment to be utilized by security personnel shall be provided by the contractor, unless agreed to by the City.

## APPENDIX D COST RESPONSE FORM

This is a sample form, expand or detail as needed.

Item	Unit Price	Total
Level 1 Guard	Hour	\$24.76
Level 2 Guard	Hour	\$28.00
Level 3 Guard	Hour	\$33.23
Supervisor	Hour	\$35.50
Account Manager	Hour	\$36.87
Sedan	Hour	\$2.47
SUV	Hour	\$4.40
Level 1 Guard Overtime / Holiday	Hour	\$37.03
Level 2 Guard Overtime / Holiday	Hour	\$41.99
Level 3 Guard Overtime / Holiday	Hour	\$49.84
Supervisor Overtime / Holiday	Hour	\$53.25
Account Manager Overtime / Holiday	Hour	\$55.31

All hourly rates for security guards are structured in such a manner that they include all management, supervisor, administrative and overhead costs (firm, fixed and fully loaded). The Department will pay the Contractor hourly rates rounded to the nearest 1/4 for services described in Section IV.A, (as amended by any current RFP amendments for the period specified).

NM Gross Receipt Taxes (NMGRT) or local option(s) tax shall not be included in any of the provided rates. If applicable, NMGRT will be added and itemized separately at time of invoicing.

The total yearly amount as per the hourly rates above, the locations and hours indicated for those locations in Section IV.A.II. will be used to calculate the cost score.

Total yearly amount as per the locations and hours indicated for those locations

\$ \_\_\_\_\_

In the event of a product cost increase an escalation request will be reviewed by the City at the time of renewal. The increase may not to exceed a 3% increase. Please be aware this measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase. To facilitate prompt consideration, all requests for price increase must include all information listed below:

1. Contract item
2. Current item price
3. Proposed new price
4. Percentage of increase
5. Reason for the increase

Exhibit C – Task Order Template

# CITY OF SANTA FE



**TASK ORDER # TBD**

**RFP 22/17/P, ON-CALL CITY-WIDE SECURITY SERVICES**

# STATEMENT OF WORK

## 1. PURPOSE

*(Indicate project title and very brief service description.)*

### A. 2. BACKGROUND

*(Provide background for the Task Order.)*

## 3. PROJECT SCOPE NARRATIVE

*(Provide scope of work for Task Order in general terms)*

### Scope Statement

*“The scope of this task order is for the Design Professional to provide...”*

## 4. APPROVAL SIGNATURES

CONTRACTOR:

\_\_\_\_\_  
TBD NAME & TITLE

\_\_\_\_\_  
DATE

CITY SITE / ACCOUNT MANAGER:

\_\_\_\_\_  
TBD NAME & TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ORG/OBJECT



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/1/2024

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).

<b>PRODUCER</b> Crest Insurance Group, LLC 7272 E. Indian School Rd. Suite 375 Scottsdale AZ 85251	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 888-881-5765		<b>FAX (A/C, No):</b> 480-839-2272
	<b>E-MAIL ADDRESS:</b> info@crestins.com		
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
License#: 967026		<b>INSURER A :</b> Redwood Fire & Casualty	11673
AARRSEC-02		<b>INSURER B :</b> Navigators Insurance Co.	42307
		<b>INSURER C :</b> Aspen Specialty Insurance Co.	10717
		<b>INSURER D :</b> Indian Harbor Insurance Co.	36940
		<b>INSURER E :</b> Endurance American Specialty	41718
		<b>INSURER F :</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 1457237882 **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
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	CR00VQC2	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 SIR Prem/Prod \$ 100,000
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		GA23BAP022567-00	8/1/2023	9/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			71246838	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	AAWC555868	4/1/2024	4/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Excess Liability XS of 3M			71246839	4/1/2024	4/1/2025	Each Occurrence 2,000,000 Per Aggregate 2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Blanket Additional Insured, Primary Non-Contributory when required by written contract (General Liability, Auto Liability); Waiver of Subrogation when required by written contract (General Liability and Workers Compensation). XS policies are following form.

<b>CERTIFICATE HOLDER</b>  City of Santa Fe PO Box 909 Santa Fe, NM 875040909	<b>CANCELLATION</b>  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 <i>Cody Ritchie</i>
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**City of Santa Fe**  
Treasury Department  
200 Lincoln Ave.  
Santa Fe, New Mexico 87504-0909  
505-955-6551

## BUSINESS REGISTRATION

**Business Name:** AAROWHEAD SECURITY  
DBA: VETSEC PROTECTION AGENCY

**Business Location:** 4010 CARLISLE BLVD NE  
ALBUQUERQUE, NM 87108

**Owner:** AAROWHEAD SECURITY

**License Number:** 232942

**Issued Date:** June 26, 2023

**Expiration Date:** June 26, 2024

**CRS Number:** 03293809008

**License Type:** Business License - Renewable

**Classification:** Out of Jurisdiction Business License

**Fees Paid:** \$10.00

AAROWHEAD SECURITY  
4010 CARLISLE BLVD NE  
ALBUQUERQUE, NM 87108

THIS IS NOT A CONSTRUCTION PERMIT OR SIGN PERMIT.  
APPROPRIATE PERMITS MUST BE OBTAINED FROM THE CITY  
OF SANTA FE BUILDING PERMIT DIVISION PRIOR TO  
COMMENCEMENT OF ANY CONSTRUCTION OR THE  
INSTALLATION OF ANY EXTERIOR SIGN.

THIS REGISTRATION/LICENSE IS NOT TRANSFERRABLE TO  
OTHER BUSINESSES OR PREMISES.

**TO BE POSTED IN A CONSPICUOUS PLACE**










# 5. Amendment\_2\_Aarrowhead-VetSec\_CW\_Security - SIGNED Packet 4 25 24

Final Audit Report

2024-04-25

Created:	2024-04-25
By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_LIhRDEQkrz2op3xZ7NVRTRuAhFTjjNp

## "5. Amendment\_2\_Aarrowhead-VetSec\_CW\_Security - SIGNED Packet 4 25 24" History

-  Document created by Kristy Miera (kamiera@santafenm.gov)  
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-  Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature  
2024-04-25 - 8:28:40 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
2024-04-25 - 8:31:06 PM GMT
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
Signature Date: 2024-04-25 - 8:31:29 PM GMT - Time Source: server
-  Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign  
2024-04-25 - 8:31:32 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
2024-04-25 - 8:33:45 PM GMT
-  Email viewed by JoAnn Lovato (jdlovato@santafenm.gov)  
2024-04-25 - 8:39:39 PM GMT
-  Document e-signed by JoAnn Lovato (jdlovato@santafenm.gov)  
Signature Date: 2024-04-25 - 9:24:09 PM GMT - Time Source: server
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature  
2024-04-25 - 9:24:13 PM GMT




 Email viewed by EMILY OSTER (ekoster@santafenm.gov)

2024-04-25 - 9:41:05 PM GMT

 Document e-signed by EMILY OSTER (ekoster@santafenm.gov)

Signature Date: 2024-04-25 - 9:44:16 PM GMT - Time Source: server

 Agreement completed.

2024-04-25 - 9:44:16 PM GMT


# Purchasing\_Memo\_AarrowheadDBAVetSec\_Amend 3

Final Audit Report

2026-04-07

Created:	2026-04-07
By:	RACHEL GABALDON (rdgabaldon@santafenm.gov)
Status:	Accepted
Transaction ID:	CBJCHBCAABAAplagJmQ6vnM2kI5tmS7y1A9sPVhFyVwc

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Acceptance Date: 2026-04-07 - 3:30:05 PM GMT - Time Source: server- IP address: 63.232.20.2
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