Agenda

Regular Meeting of the Governing Body
August 13, 2025 at 5:00 PM
City Council Chambers, City Hall
200 Lincoln Avenue

Procedures for Governing Body Meeting

THIS MEETING WILL BE HELD IN PERSON ONLY WITH NO VIRTUAL OPTIONS DUE TO TECHNICAL DIFFICULTIES IN COUNCIL CHAMBERS.

Written Public Comment: Members of the public may submit written comments on legislation by clicking this link: https://santafenm.gov/city-clerk-community-engagement/city-clerk-1/governing-body-public-comment

Live Public Comment: Members of the public may provide public comment in person during Petitions from the Floor, Public Comment, Final Action on Legislation, or Public Hearings.

1. Call to Order
2. Pledge of Allegiance
    a. Councilor Lee Garcia
3. Salute to the New Mexico Flag
    a. Councilor Chavez
4. Invocation and Rememberances
    a. Councilor Castro
5. Roll Call
6. Approval of Agenda
7. Approval of Consent Agenda
8. Presentations
    a. Update on Las Estrellas Tract 6A Donation. (Johanna Nelson, Interim Office of Affordable Housing Director; jcnelson@santafenm.gov)

9. Action Items: Consent Agenda

a. Request for Approval of the July 30, 2025, Regular Governing Body Meeting Minutes. (Geralyn Cardenas, Deputy City Clerk; gfcardenas@santafenm.gov)

Committee Review:
Governing Body: 08/13/2025

b. Request for Liquor Hearing Officer's Recommendation to Approve the Request from Gatsby's, LLC for a Transfer of Ownership and Change of Location of Dispenser Liquor License No. DIS-001057 with On-Premises Consumption Only and Patio Service from The Range Café, 740 Main Street, Los Lunas, New Mexico to Gatsby's, 1607 Alcaldesa Street, Suite B, Santa Fe, New Mexico. (Geralyn Cardenas, Deputy City Clerk; gfcardenas@santafenm.gov)

Committee Review:
Liquor Hearing: 08/07/2025
Governing Body: 08/13/2025

c. Request for Approval of a Construction Contract with Sub Surface Contracting, Inc. for On-Call Equipment Replacement in the Total Amount of $8,655,000 for a Four-Year Term. (P. Fred Heerbrandt, P.E.; pfheerbrandt@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $2,163,750 from the Wastewater Enterprise Fund to WIP Construction.

Committee Review:
Public Works and Utilities Committee: 08/04/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

d. Request for Approval of a Construction Contract with Advanced Environmental Solutions, Inc. for the Siler Complex Fuel Station Remediation in the Total Amount of $224,205 through December 28, 2025. (Marlisa B. Wilson, Public Works Project Manager, mbwilson@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/04/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

e. Request for Approval to Purchase Six Electric Paratransit Buses from Creative Bus Sales in the Total Amount of $563,868 Excluding NMGRT. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/04/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

f. Request for Approval to Purchase Replacement Camera Security Systems for Fifteen Transit Buses and Vans from Model 1 Commercial Vehicles in the Total Amount $310,315 Including NMGRT. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/04/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

g. Request for Approval of a Construction Contract with AnchorBuilt, Inc. for Design-Build Construction Services of a Fire Apparatus Storage and Training Facility at Fire Station No. 5 in the Total Amount of $2,500,000 Including NMGRT through June 30, 2026. (Sam Burnett, Facilities Division Director, jsburnett@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/04/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

h. Request for Approval of General Service Contract with Vertosoft, LLC for the Purchase of OpenGov and Implementation Services in the Total Amount Not to Exceed $800,576.77, Including NMGRT, for a Five-Year Term. (Heather Lamboy, Planning and Land Use Director, hllamboy@santafenm.gov)

Committee Review:
Public Works and Utilities Committee: 08/04/2025
Quality of Life: 08/06/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

i. Request for Approval of a General Services Agreement with Skymark Refuelers for the Purchase of a 1,400 Gallon Tank Diesel and Gasoline Fuel Truck in the Amount of $254,541. (Allan Mantle, Airport Operations Manager, apmantle@santafenm.gov)

Committee Review:
Public Works & Utilities Committee: 08/04/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

j. Request for Approval of a General Services Agreement with Southwest Water Works LLC, for Operation and Maintenance Services in the Total Amount of $432,750 for a Term of One Year. (Leroy Alavardo, Operations Supervisor, @lmalvarado@santafenm.gov or Michael Dozier, Wastewater Division Director, @mldozier@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $432,750 from the Wastewater Enterprise Fund to Professional Contracts.

Committee Review:
Finance Committee: 07/28/2025
Governing Body: 07/30/2025 ***POSTPONED TO THE AUGUST 12, 2025, REGULAR GOVERNING BODY MEETING***
Public Works and Utilities Committee: 08/04/2025
Governing Body: 08/13/2025

k. Request for Approval to Enter into a Memorandum of Agreement with New Mexico Highland University for the Purpose of Providing Internships for University Students in the Field of Social Work. (Sten Johnson, Assistant Fire Chief, sajohnson@santafenm.gov and Nicole Ault, Behavioral Health Manager, nlault@santafenm.gov)

Committee Review:
Quality of Life Committee: 08/06/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

l. Request for Approval of a Professional Services Contract with Life Extension Clinics, Inc. DBA Life Scan Wellness Centers in the Total Amount of $601,453 for Firefighter Physicals for a Term of Four Years. (Sten Johnson, Assistant Fire Chief; sajohnson@santafenm.gov)

Committee Review:
Quality of Life Committee: 08/06/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

m. Request for Approval of Recovery Fund Sub-Recipient Contract with Santa Fe Civic Housing Authority for Casa Connection Project to Construct and Renovate Property Located at 5999 Airport Road in the Total Amount of $2,000,000 through June 30, 2026. (Rocio Gosende, Project Manager, Office of Affordable Housing; rmgosende@santafenm.gov)

Committee Review:
Quality of Life Committee: 08/06/2025
Finance Committee: 08/11/2025

Governing Body: 08/13/2025

n. Request for Approval of a Public Fireworks Display Permit Submitted by the Kiwanis Club of Santa Fe for the Burning of Zozobra August 29, 2025, at Fort Marcy Park. (Geronimo Griego, Fire Marshal; gggriego@santafenm.gov)

Committee Review:
Quality of Life Committee: 08/06/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

o. Request for Approval of Amendment No. 1 to Item #25-0176 Intergovernmental Agreement No. 25-665-2011-0000100 with the New Mexico Department of Health to Increase Compensation by $460,000 for a New Total amount of $1,278,387.10 and to Extend the Term to June 30, 2026 for a Coordinated Community Response to Community Violence to Include but not Limited to Youth Violence and Gun Violence. (Sandra Emory, Youth and Family Services Program Manager; sxemory@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate Grant Proceeds of an Additional $460,000 into FY26 Revenue and Expenses for a Coordinated Community Response to Community Violence.

Committee Review:
Quality of Life Committee: 08/06/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

p. Request for Approval of Written Findings of Fact and Conclusions of Law Reflecting the July 30, 2025, Decision by the Governing Body to Deny Appeal # 2025-9812-APPL of the Historic District Review Board's Denial of a Non-Compliant Fence at 614 Paseo de Peralta in Case # 2024-9478-HDRB and Find that the Exception Criteria Have Not Been Conclusively Demonstrated. (Frank Ruybalid, Assistant City Attorney; feruybalid@santafenm.gov)

Committee Review:
Governing Body: 08/13/2025

q. CONSIDERATION OF RESOLUTION NO. 2025-___. (Councilor Lee Garcia) A Resolution Accepting a Grant from the Local Government Road Fund Program Administered by New Mexico Department of Transportation and Entering into Cooperative Agreement Control Number L500618. (Romella Glorioso-Moss, Projects Administrator; rsglorioso-moss@santafenm.gov)

Committee Review:
Governing Body (Introduced): 07/30/2025

Public Works and Utilities Committee: 08/04/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

r. CONSIDERATION OF RESOLUTION NO. 2025-____. (Councilor Alma Castro, Councilor Michael Garcia, Councilor Pilar Faulkner)
A Resolution Proposing a Ballot Question to be Submitted to the City's Voters During the November 4, 2025, Regular Local Election Regarding Amending the City's Charter to Limit the Mayor's Authority to Vote when there is a Tie. (Marci Eannarino, Legislation and Policy Innovation Manager; maeannarino@santafenm.gov)

Committee Review:
Governing Body (Introduced): 07/30/2025
Public Works and Utilities Committee: 08/04/2025
Quality of Life Committee: 08/06/2025
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

10. Action Items: Discussion Agenda

a. Request for Approval of a Budget Amendment Resolution (BAR) to Fund an Emergency Procurement with Arena Products and Services for the Purchase of Equipment to Repair the Ice Arena at the Genoveva Chavez Community Center (GCCC) in the Total Amount of $222,098 Excluding NMGRT from the Capital GRT Fund to Equipment & Machinery Over $5,000 in the GCCC Fund. (Brian Stinett, Recreation Division Director, bjstinett@santafenm.gov)

Committee Review:
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

11. Matters from the City Manager

12. Matters from the City Attorney

a. **EXECUTIVE SESSION**

In Accordance with the New Mexico Open Meetings Act, NMSA 1978, Section 10-15-1, Subpart (H)(7), Attorney-Client Privileged Discussion of Pending and Threatened Litigation, in Particular, *Mark Thomas Lopez v. City et al.*, D-101-CV-2023-02458. (Erin K. McSherry, City Attorney; ekmcsherry@santafenm.gov)

13. Executive Session Action Items

14. Matters from the City Clerk

15. Communications from the Governing Body

16. Introduction of Legislation

    a. CONSIDERATION OF RESOLUTION NO. 2025-____. (Mayor Alan Webber) Calling on the New Mexico Congressional Delegation to Advocate for the Preservation and Management of New Mexico's Public Lands. (Marci Eannarino, Legislation and Policy Innovation Manager; maeannarino@santafenm.gov and Christine Spiers, Legislative Assistant; cmspiers@santafenm.gov)

    Committee Review:
    Governing Body (Introduced): 08/13/2025
    Quality of Life Committee: 08/20/2025
    Governing Body: 08/27/2025

    b. CONSIDERATION OF BILL NO.2025-18. ADOPTION OF ORDINANCE NO. 2025-____. (Mayor Alan Webber and Councilor Carol Romero-Wirth)
    A Bill Amending Chapter 22, Exhibit A by Removing Location of Service as a Criterion for Determining Sewer Service Charges. (Jesse Roach, Water Division Director; jdroach@santafenm.gov, Mike Dozier, Waste Water Division Director; mldozier@santafenm.gov, and Marcos Martinez, Senior Assistant City Attorney; mdmartinez@santafenm.gov)

    Committee Review:
    Governing Body (Introduced): 08/13/2025
    Governing Body (Public Comment): 08/27/2025
    Public Works and Utilities Committee:09/02/2025
    Governing Body: 09/24/2025

    c. CONSIDERATION OF RESOLUTION NO.2025-_____. (Councilor Carol Romero-Wirth)
    A Resolution Directing the City Manager to Work with the Santa Fe River Commission and Relevant City of Santa Fe Staff to Analyze and, if Feasible, Re-establish River Flows Through the Predevelopment Path of the Santa Fe River from below Nichols Reservoir to Cerro Gordo Road; Contract for a Comprehensive Engineering Analysis of the Two Mile Pond Complex; Design and Establish New Infrastructure as Needed; Collaborate with Stakeholders to Determine the Most Appropriate Long-Term Condition for the River Corridor; and Provide Public Education about the Santa Fe River Target Flow Ordinance. (Jesse Roach , Interim Public Utilities Department Director; jdroach@santafenm.gov)

    Committee Review:
    Governing Body (Introduced): 08/13/2025
    Public Works and Utilities Committee:08/18/2025

Finance Committee: 08/25/2025
Governing Body: 08/27/2025

d. CONSIDERATION OF RESOLUTION NO.2025-_____. (Councilor Carol Romero-Wirth, Councilor Jamie Cassutt, Councilor Pilar Faulkner, and Mayor Alan Webber)
A Resolution Adopting Improvements to the Budget Process for the Fiscal Year 2026/2027 Annual Operating Budget. (Rod Gould, Senior Advisor and Public Engagement Coordinator; rsgould@santafenm.gov, Emily K. Oster, Finance Director; ekoster@santafenm.gov)

Committee Review:
Governing Body (Introduced): 08/13/2025
Quality of Life Committee:08/20/2025
Finance Committee: 08/25/2025
Governing Body: 08/27/2025

17. Petitions from the Floor

18. Public Comment on Bills (First Public Comment, No Action)

19. Final Action on Legislation (Public Hearing)

a. CONSIDERATION OF BILL NO. 2025-15. ADOPTION OF ORDINANCE NO. 2025-____. (Councilor Amanda Chavez and Councilor Carol Romero-Wirth)
A Bill Authorizing the Execution and Delivery of a Water Project Fund Loan/Grant Agreement By and Between the New Mexico Finance Authority and the City of Santa Fe, New Mexico (The “Borrower/Grantee”), in the Total Amount of $2,000,000, Including a Loan in the Amount of $800,000 Evidencing an Obligation of the Borrower/Grantee to Utilize the Loan/Grant Amount Solely for the Purpose of Financing the Costs of Designing a New Pipeline and Pump to Return San Juan- Chama Project Source Effluent Water for Reuse Via Return Flow Credits and Increased Diversions, Including Related Work and Revisions, and Solely in the Manner Described in the Loan/Grant Agreement; Providing for the Pledge and Payment of the Loan Amount and an Administrative Fee Solely from the Net Revenues of the Water Utility System of the Borrower/Grantee; Certifying that the Loan/Grant Amount, Together with Other Funds Available to the Borrower/Grantee, is Sufficient to Complete the Project; Approving the Form of and Other Details Concerning the Loan/Grant Agreement; Ratifying Actions Heretofore Taken; Repealing All Action Inconsistent with this Ordinance; and Authorizing the Taking of Other Actions in Connection with the Execution and Delivery of the Loan/Grant Agreement. (Alan Hook, Water Resources Coordinator; aghook@santafenm.gov)

Committee Review:
Governing Body (Introduction): 06/25/2025

Governing Body (Public Comment): 07/09/2025
Public Works Committee: 07/21/2025
Finance Committee: 07/28/2025
Governing Body: 08/13/2025

20. Public Hearings (Land Use Cases, Appeals and Other Items Required to Have a Public Hearing)

    a. **Appeal # 2025-9702-APPL of Case # 2024-9370-HDRB.** Property Owner Francesca M. Banci Appeals the Historic Districts Review Board's November 26, 2024, Decision Upgrading the Status of a Main Residence to Contributing and Designating the Status of an Accessory Structure as Contributing at 1030½ W. Houghton St. in the Don Gaspar Area Historic District. (Frank Ruybalid, Assistant City Attorney; feruybalid@santafenm.gov)

21. Appointments

    a. Water Conservation Committee

        - Amanda Hatherly - Appointment - Term Ending 07/2027
        - Sharllyn Pimente - Appointment - Term Ending 07/2027
        - Brandon Vella - Reappointment - Term Ending 07/2027
        - Navona Gallegos - Reappointment - Term Ending 07/2027

    b. Bicycle and Pedestrian Advisory Committee

        - Beatrice Garrell - Appointment as County Resident - Term Ending

    c. Santa Fe Women's Commission

        - Kelli Barela - Appointment (District 1) - Term Ending 11/2027

    d. Capital Improvements Advisory Committee

        - Dennis Brandon - Appointment - Term Ending 12/2027
        - Miles Conway - Appointment - Term Ending 12/2027
        - Oralynn Guerrerortiz - Appointment - Term Ending 12/2027
        - Mark Mitchell - Appointment - Term Ending 12/2027
        - Jennifer Salimbene - Appointment - Term Ending 12/2027
        - Bob Schaevitz - Appointment - Term Ending 12/2027

- Russell Stowers - Appointment - Term Ending 12/2027
- Daniel Strongwater - Appointment - Term Ending 12/2027

e. Veterans Advisory Board

- Larry Hinkle - Appointment - Term Ending 05/2027

f. Planning Commission

- Matt Embry - Appointment - Term Ending
- Janet Clow - Reappointment - Term Ending

22. Adjourn

Persons with disabilities in need of additional accommodations, contact the City Clerk's office at 505-955-6521, five (5) working days prior to the meeting date.

Las Estrellas Tract 6A Overview and Update

Supporting Housing Affordability in Santa Fe

August 13, 2025

CITY OF SANTA FE

Mission and Purpose-

Office of Affordable Housing Mission:

- To increase and preserve the supply of **affordable housing options** in the City of Santa Fe.
- The Office works to ensure that **residents of all incomes**—especially low- and moderate-income households—have access to **safe, stable, and affordable housing** through policy, funding, and partnerships.

Presentation Purpose:

- Provide background on City ownership and disposition of Tract 6A.
- Share updates on the RFQ process.
- Clarify misunderstandings, outline next steps and commitment to public transparency and community input.

CITY OF SANTA FE

Las Estrellas 6A RFQ: Purpose & Background

Purpose of the RFQ

- Identify a **qualified development partner** to build **permanently affordable housing** on City-owned land (Tract 6A), aligned with Santa Fe's housing goals.
- Ensure a **transparent, competitive process** to select a partner who can deliver **high-quality, income-restricted housing** that meets community needs.

Background

- **2019**: City **reacquired 248 acres** in Las Estrellas by ending a 90-year-old development agreement with Santa Fe Estates, Inc.
  - Includes **nine tracts** governed by the Las Estrellas Master Plan and City/State residential development regulations.
- **January 25, 2023**: Governing Body adopted **Resolution 2023-4** (sponsored by Councilors Garcia & Villarreal, and Mayor Webber).
  - Called for a strategy to **sell or donate Tract 6A (19.736 acres)** for **affordable housing**.
  - Directed staff to pursue a **donation or sale aligned with affordability goals**

CITY OF SANTA FE

Tract 6A RFQ and Donation Agreement Timeline

Jan 2023: Governing Body adopts Resolution 2023-4, directing the City to:

- Remove Tract 6A from the residential covenants *or*
- Request the HOA/MA to limit assessments on Tract 6A

Dec 2023: City issues Request for Qualifications (RFQ)

Feb 2024: Two proposals received and evaluated

Mar 2024: Successful proposer selected

Apr 2024: Office of Affordable Housing begins donation agreement negotiations

Jan 2025: City enters into PSA with Attorney Garrison as Declarant

Apr 2025: Draft donation terms finalized:

- **At least 40%** of homes for low- to moderate-income households
- **Minimum 45-year** affordability restriction recorded in deeds
- RFQ and proposal incorporated into donation agreement

July 2025: COSF hosted a community meeting to facilitate feedback from community

CITY OF SANTA FE

Community Engagement

- **Feb 13, 2025:** City staff, representing the Office of Economic Development, City Attorneys Office, the Office of Affordable Housing, and Land Use, met with Las Estrellas residents at City Hall to discuss concerns raised by the public.
- **Apr 17, 2025:** Johanna Nelson, Director of the Office of Economic Development and Interim Director of the Office of Affordable Housing met with the HOA via Zoom.
- **May 2025:** Johanna Nelson, Director of the Office of Economic Development and Interim Director of the Office of Affordable Housing met with HOA President David Mordhorst. They agreed to begin monthly check-ins.
- **Jun 18, 2025:** Residents are emailed an update, which summarized non-confidential information from the June 12 Governing Body executive session.
- **Jul 2, 2025:** Residents emailed a notice of the packet submission to the City Clerk's Office, which includes upcoming committee and Governing Body meeting dates.
- **Jul 3, 2025:** Residents emailed the packet of materials submitted to the City Clerk's Office. Although not posted online until July 25, the packet was made available early via authorization from the City Attorneys Office.
    - Note: Until July 3, 2025, the City was unable to release specific details about the RFQ, Homewise's submission, and the agreement due to confidentiality requirements.

CITY OF SANTA FE

What Happens After the RFQ Process?

- Respondent was selected through a public RFQ process.
- Next steps unfold in two distinct phases:
  - **Disposition Consideration**
  - **Development Planning and Engagement**
- Each phase includes separate approvals and opportunities for public input.

CITY OF SANTA FE

Two-Phase Disposition and Development Framework

Phase 1: Consideration of Disposition

- City evaluates and approves potential donation of land.
- Donation agreement includes affordability, development, and legal conditions.
- No development approvals at this stage.

Phase 2: Development Planning and Public Engagement

- If donation is approved, Respondent begins detailed planning.
- Includes full Planning Commission review and neighborhood engagement.
- All standard City approval processes apply.

CITY OF SANTA FE

Tract 6A – Residential Covenant Removal Request

- Tract 6A is currently subject to the Las Estrellas Residential and Master Covenants.
- **Jan 2020**: City terminated a 1930 agreement with Santa Fe Estates, regained 248.03 acres, and became the **Declarant** (authorized to enforce/amend covenants).
- As Declarant, the City oversees both **Master (non-residential)** and **Residential Covenants**.
- **Jan 2025**: Attorney Jake Garrison contracted to act as Declarant and draft amendments.
- **Respondent requests removal** of Tract 6A from Residential Covenants to:
  - Meet a **40% affordability** requirement
  - Allow **smaller, more affordable homes** (<2,000 sq ft)
  - Offer **below-median market-rate prices**
- Draft agreement includes:
  - **45-year affordability restriction** recorded via land use/deeds

CITY OF SANTA FE

Next Steps

- August 2025: The Office of Affordable Housing and Asset Development will present the draft donation agreement for Tract 6A to the Quality of Life Committee, Finance Committee, and ultimately the Governing Body for approval.
- *Ongoing*: Policy review will continue in parallel to ensure alignment with procurement and land use requirements.
- *If approved*: Respondent will begin Phase 2, which includes community engagement, detailed site planning, design work, and permitting.
- *Throughout* Phase 2: The City will ensure transparency, accountability, and multiple opportunities for meaningful public input.

CITY OF SANTA FE

Stay Involved & Informed

- **Questions or Feedback?**
  - Email: contactoah@santafenm.gov

- **Stay Updated:**
  - Sign up for project updates and our newsletter: https://santafenm.gov/housing

- Quarterly Housing Community meet-up: Save-the-date: September 16, 2025

We value your input.
Your voice helps shape the future of housing in Santa Fe.

CITY OF SANTA FE

Regulatory Framework

1974 Santa Fe Urban General Plan

Recommended development of the Northwest Sector

1977 Resolution in Support of Goals for Redevelopment of a New Community on City-Owned Land:

"That the City Council of the City of Santa Fe supports development of the City's northwest quadrant land so as to provide new opportunities for Santa Feans now unable to afford adequate housing"

1979 Master Plan

Regulatory Framework

Plan 83

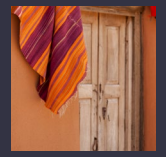
Recommended development of the Northwest Sector

1977 Resolution in Support of Goals for Redevelopment of a New Community on City-Owned Land:

"That the City Council of the City of Santa Fe supports development of the City's northwest quadrant land so as to provide new opportunities for Santa Feans now unable to afford adequate housing"

1996 Master Plan, 2005 Master Plan Amendment

Regulatory Framework



General Plan Update - 1999

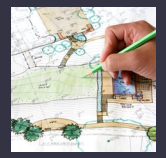
Guiding Policies

Financial and Management Structures to improve availability of affordable housing

Expand interjurisdictional activities to cooperate in public and private efforts to achieve affordable housing

2003-2009

Feasibility Studies and Master Planning for Affordable Housing in the Northwest Quadrant

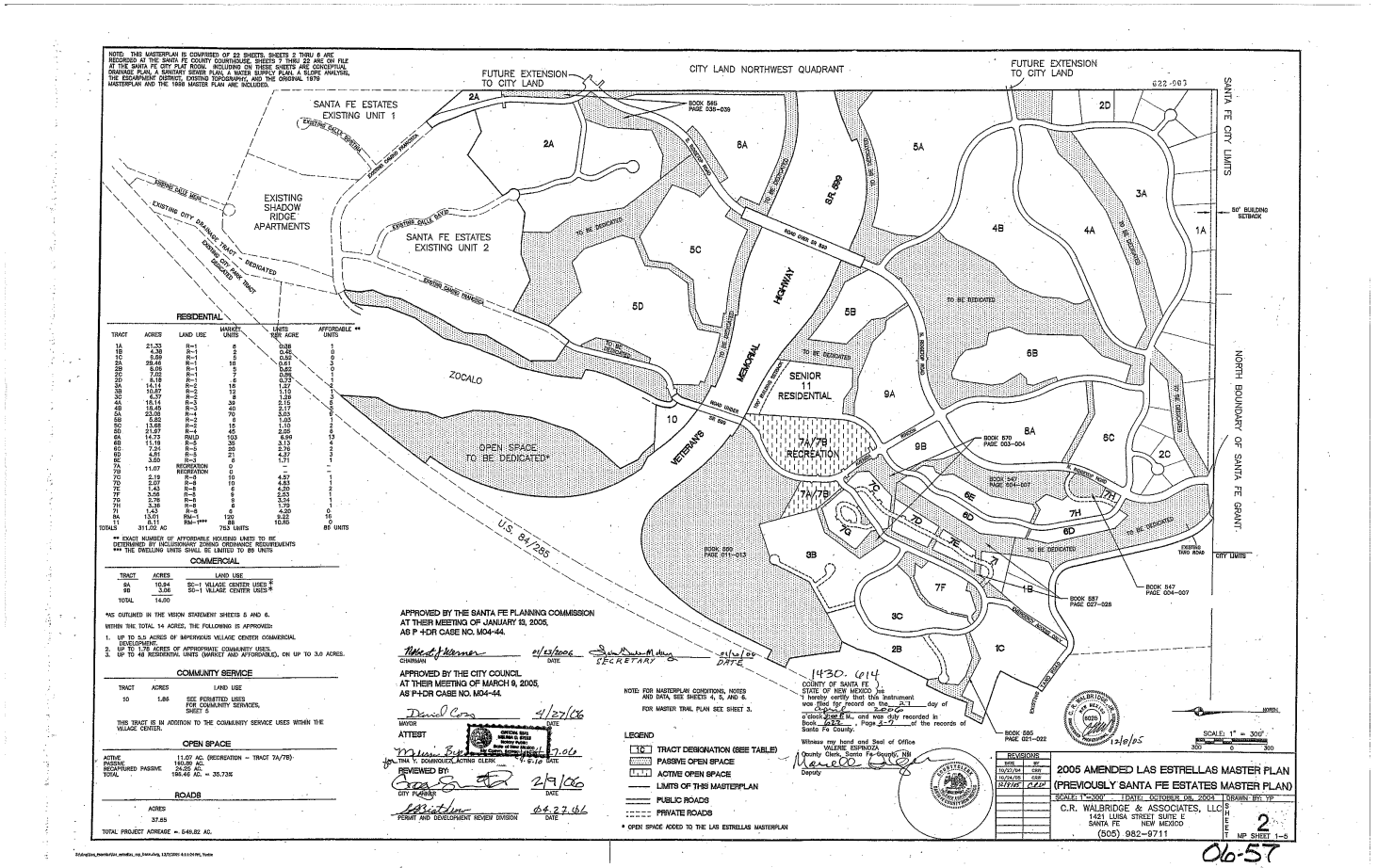


1996 Las Estrellas Master Plan, 2005 Master Plan Amendment

2006 Master Plan

Entitled Number of Units for Tract 6A

- 103 Units/6.99 du per acre



Development Review Process

ENN

Public Meeting

Feedback

Publicly Noticed

Application Submittal

Complete?

Development Review Team Introduction

Technical Review

Planning

Transportation

Civil Engineering

Outside Agencies

Commission Meeting

Presentation of Application

Staff Report & Analysis

Recommendation

Publicly Noticed

homewise®

Homewise Proposal for Las Estrellas

Homewise Mission

Our mission is to help create successful homeowners and strengthen neighborhoods so that individuals and families can improve their long-term financial wellbeing and quality of life.

FY2025 Key Results

FINANCIAL & HOMEBUYER COACHING:

2,422
clients who received free 1:1 coaching in English and Spanish

HOME PURCHASE:

458
homeowners created who are building wealth and improving their financial wellbeing

HOMEWISE HOMES:

38 energy-efficient homes sold

6 homes renovated

ENERGYWISE:

82 clients who received grants to make energy efficiency upgrades

HOME IMPROVEMENT:

54 clients who were able to invest in their homes with upgrades

Miraflores

- 56 homes
  - 22 are deeply affordable for homebuyers under income thresholds
  - 34 market rate homes priced below the area median home prices
- 6 models ranging from 1 – 4 bedrooms
- Community open space complete with a pergola, picnic tables, and a native plant garden to support pollinators
- Within walking distance of SWAN Park

Desert Sage

- 82 homes
  - 33 are affordable to households under certain income thresholds
  - 49 are priced below area median home prices
- 7 models ranging from 2 – 4 bedrooms
- Mountain views, open space, trails
- Near Santa Fe Community College

Las Estrellas Overview

- Approximately 58 homes
  - 40% deeply affordable to households under certain income thresholds
  - 60% market rate priced below the median home sales price

- Partnership with Habitat for Humanity

Affordability

Affordability Tier	Income Range for Household of 4 by Affordability Tier (approximate)	Affordable Price for a 3 Bedroom Home by Affordability Tier*	Who can afford this?
50-65% AMI	$45,000-$60,000	$181,500	Wait Staff
65-80% AMI	$60,000-$73,000	$236,000	Entry Level Teacher
80-100% AMI	$73,000-$92,000	$290,250	Police Officer
100-120% AMI	$92,000-$110,000	$363,000	Nurse

*Based on 2025 Santa Fe Home Program pricing

Next Steps After Land is Conveyed to Homewise

- Assemble a development team, including civil engineer
- Develop and submit a plat application to the City of Santa Fe Land Use Department, per City of Santa Fe requirements
- Follow the City of Santa Fe Land Use Department process for review, revision and approval of plat application

Community Feedback Session Questions

1. As we work toward a more community-centered approach to expanding affordable housing, what ideas or recommendations do you have that could help this project succeed for everyone involved?
2. If this development moves forward, what would you like to see from the developer to ensure they are a respectful and responsive partner to your neighborhood?
3. What hopes do you have for this project—and how can success reflect the values of this community?
4. If you think that we missed any questions, please fill out these forms to let us know what we missed.

CITY OF SANTA FE

CITY OF SANTA FE
AFFORDABLE HOUSING

Tract 6A Donation Proposal: Summary of Community Engagement and City Answers

The following sections (A, B) provide a comprehensive overview of the questions raised and feedback shared by the community regarding the proposed donation of Tract 6A to Homewise. This input has been gathered through both written correspondence and the July 17, 2025, community meeting hosted at the Santa Fe Main Library.

To support transparency and clarity, this content is organized into two major parts:

A. Community Questions & Answers:

The questions in this section reflect community input received through meetings and correspondence. Responses are provided by the City of Santa Fe, with some questions deferred to Homewise as the potential developer. Answers are organized according to the three categories:

1. **Questions for the City of Santa Fe** about the potential donation of Tract 6A to Homewise.
2. **Questions that cannot be answered in detail at this stage**, because the answers depend on Governing Body approval of the donation agreement and Homewise's future, proposed submissions to Land Use and, potentially, review and approval by the Planning Commission and/or other City oversight entities.
3. **Questions more appropriately directed to Homewise**, the potential developer of the site.

B. Community Feedback and Comments:

This section summarizes public concerns, ideas, and recommendations shared during the engagement process. Feedback is grouped into two categories aligned with the project's phased approach:

- **Phase 1:** Concerns related to the donation;
- **Phase 2:** Comments focused on planning, development, infrastructure, and neighborhood integration.

- In addition, detailed input gathered at the July 17 meeting is organized by four prompts used to guide discussion.
- **Emailed Concerns and Comments**

Community Questions and Answers

Section 1: Questions for the City of Santa Fe about the potential donation tract 6A to Homewise

1. **Q: Why exactly was Tract 6A selected?**
   A: Councilor Michael Garcia, Councilor Renee Villarreal, and Mayor Alan Webber sponsored Resolution 2023-4, identifying Tract 6A as a tract of land the City should sell or donate for affordable housing.

2. **Q: Will the City provide infrastructure for the development?**
   A: The donation agreement does not contemplate the City providing infrastructure.

3. **Q: Does the City plan to connect the proposed development with the development technically known as the Northwest Quadrant Project**?
   A: There are currently no plans to do so.

4. **Q: Why is this being rushed through?**
   A: The donation is not being rushed through. The Governing Body adopted Resolution 2023-4 in early 2023. The Resolution directed the donation. It is now 2.5 years later.

   City of Santa Fe has spent several years preparing for the potential donation of Tract 6A to support the development of affordable housing. The overall effort has followed City processes and legal requirements. Once the donation agreement was prepared, it was scheduled for consideration by committees and the Governing Body in the normal course of business. When the City Councilors and Mayor meet to conduct the City's business that body is collectively referred to as the "Governing Body."

   The City has made a consistent effort to engage the community and to share information as it becomes available. If the Governing Body approves the donation, Homewise will still be required to complete all standard City planning and

development steps—including submission of a Plat Application, participation in the Early Neighborhood Notification (ENN) process, and a public hearing before the Planning Commission. These steps ensure continued opportunities for public input and review.

5. **Q: Why aren't the City and Homewise considering the largest [225 acres] Tract NPR1 (across Highway 599 from Tract 6A, and opposite from Thornburg on North Ridgetop Road) for affordable housing development?**
   A: The donation agreement is the result of a solicitation for developers of affordable housing on Tract 6A; the resulting agreement cannot be for land that was not part of the solicitation.

   Resolution 2023-4 provided for an invitation to bid to sell the 7-Tracts with no special affordable housing component.

6. **Q: How does the City justify a transfer price of $0 when fully 60% of the proposed residences will be sold at market price compared to 80% in a standard, SFHP-compliant single-family development? All prior public discussions indicated a possible transfer price reduction reflecting a higher percentage of affordable housing, but not a donation when over half the units were at market price.**
   A: In the proposed agreement Homewise would build 40% affordable homes on Tract 6A—double the 20% required under the Santa Fe Homes Program (SFHP). This represents a significantly deeper public benefit than a typical SFHP-compliant project.

   The City of Santa Fe publicly offered the land for a reduced price or no cost/donation in exchange for offers to construct affordable housing. Using the criteria established by the Governing Body, the City identified the best offer to maximize the production of affordable housing on the parcel.

   A no-cost transfer supports the City's policy objective to leverage public land for the greatest affordable housing impact.

7. **Q: Why is the city unable to remove 6A from the Las Estrellas Master Association?**

A: The City of Santa Fe is not seeking any actions related to the Non-Residential Covenants. Furthermore, the terms of the Non-Residential Covenants do not provide for the Declarant to remove Tract 6A.

8. **Q: Can you provide specific reasons for Homewise' request that 6A be removed from the Residential HOA?**
   A: In **Resolution 2023-4**, the Governing Body anticipated that an affordable housing developer would want to remove Tract 6A from the Residential Declaration of Covenants, Conditions, and Restrictions ("Residential Covenants"),in order to facilitate the flexibility that might be needed to build affordable housing. The Resolution provided that, if the selected Qualifying Entity (in this case, Homewise) deems it is necessary to remove Tract 6A from the Residential Covenants to provide affordable housing, then the City would remove the Tract from the Residential Covenants.

   Important clarification: The City of Santa Fe is not taking any action in relation to the Non-Residential ("Master") Declaration of Covenants, Conditions and Restrictions (aka Non-Residential Covenants). The Non-Residential Covenants is a separate governing document and its modification would involve a different process. Mr. Garrison, acting as the City's agent, would process the removal from the Residential Covenants only.

9. **Q: Why does the subordinate mortgage repayment provision as described in Exhibit D, section II-iii-d of the Donation Agreement Packet call for lien repayment to Homewise instead of the City, as is the case with standard SFHP-compliant single-family developments?**
   A: The Homes Program ordinance contemplates that City agents will administer key components of the City's affordable housing programs. See SFCC 1987, Section 26-1.18(D) ("Upon resale of an SFHP home or manufactured home lot, the affordability lien may be assumed by another SFHP buyer as approved by the city or its agent, or the seller must repay the SFHP lien to the city or its agent."). Homewise acts as an agent for the administration and delivery of the City's affordable housing programs. In addition, because the affordable units above and beyond 20 percent exceed the percentage of affordable homes required by the Santa Fe Homes Program (SFHP), they are subject to the affordability requirements in the SFHP

pursuant to the restrictive covenants in the donation agreement rather than pursuant to the ordinance.

10. **Q: How will the sale of affordable units be regulated such that they cannot be purchased and used as rental properties, especially not vacation rentals, but also not for long-term rentals (6+ month leases).**
    A: The Santa Fe Homes Program is governed by Chapter 26 of the City of Santa Fe Code of Ordinances.

Section 2: Questions that cannot be answered in detail at this stage, as they depend on Governing Body approval of the donation agreement and submission of a development plan and plat application by Homewise.

1. **Q: The Las Estrellas CCRs were created for good reasons and served Las Estrellas well for years.**
   A: If Tract 6A is no longer governed by the Residential Covenants, development on the property will be regulated by City ordinances, zoning, and any applicable Master Plan requirements—not the CCRs. The following are related questions/answers:

   c) **If the Tract 6A development abandons them, what are the height restrictions?**

   A: Height will be governed by the property's zoning designation and any specific limitations in the Las Estrellas Master Plan, if applicable.

   c) **What are the setback restrictions from South Ridgetop Road?**

   A: Setback restrictions will be regulated by the underlying zoning district and further regulated by the Master Plan, if applicable.

   c) **What are the parking restrictions, the restrictions on unused vehicles and trailers on streets, driveways and yards, any noise/nuisance restrictions, any restrictions on outbuildings, etc.?**

   A: These issues will be subject to existing City ordinances. For example:

   - The **City's noise ordinance** applies to all neighborhoods.
   - The **junk vehicle ordinance** governs the presence of inoperable vehicles.
   - The **Land Development Code (SFCC Chapter 14)** addresses the placement of **accessory structures** like sheds, fences, and garages.
   - Parking and street use are regulated under the **City's traffic and code enforcement rules**.

2. **Q: What assurances are there for the maintenance and upkeep of the Units and landscaping in the development?**
   A: Homewise and or the future property owner will be responsible for abiding by all city codes relevant to Chapter 14 and Chapter 10.

3. **Q: How will this increase in traffic affect the intersection of South Ridgetop Road and Highway 599?**
   A**:** Subject to City review and approval, Homewise will be required to submit a traffic impact analysis which will be part of a development plan application
   .
4. **Q: Are the ramps at that intersection compliant with State Highway standards?**
   A: Homewise will submit a development plan application which will be subject to City review and approval.

5. **Q: Will a northside fire station be created; will additional policing be provided in light of the increase in population?**
   A: As part of the development review process, Homewise will be required to submit a development plan and plat application, which includes analysis of public infrastructure and services, and they will also need to abide by other process requirements including the Early Neighborhood Notification proceses. The City evaluates each proposed development to ensure it aligns with public safety standards and that fire, police, and other essential services can be adequately provided.

   The City remains committed to ensuring that emergency services are responsive and appropriately scaled as the community grows.

   If Governing Body approves the Donation Agreement and Homewise submits a development plan and plat application, then City review of the proposal will begin.

Section 3: Questions more appropriately directed to Homewise, the potential developer of the site.

1. **Q: Will Homewise be establishing a separate HOA or similar association with CC&Rs for the residents in 6A?**

A: This question is best directed to Homewise.

2. **Q: Will residents of Tract 6A be members of the Las Estrellas Master Association and subject to the association fees?**
   A: This is a question for Homewise, not the City of Santa Fe. The City's understanding is that Tract 6A will be subject to the provisions of the Las Estrellas Non-Residential Covenants, which apply to non-residential parcels.

3. **Q: What services will the Las Estrellas Residential and Master Association be obligated to provide to 6A?**
   A: This is a question better directed to Homewise, not the City of Santa Fe.

4. **Q: To date, all new development projects in Las Estrellas have included a contribution to the Master Association Traffic Improvement Reserve Account. Will Homewise be required to continue this practice?**
   A: This is a question for Homewise, not the City of Santa Fe.

5. **Q: Will Homewise detail the makeup and procedures for its HOA and its CCRs for the development?**
   A: This is a question for Homewise, not the City of Santa Fe.

6. **Q: How will rules of the new HOA and its CCRs be enforced?**
   A: This question is best directed to Homewise, not the City of Santa Fe.

7. **Q: Will the new HOA be autonomous from the current Las Estrellas HOA?**
   A: This is a question for Homewise, not the City of Santa Fe.

8. **Q: Has Homewise conferred with all stakeholders, including Zocalo, The Tano Road Association, Thornburg, besides Las Estrellas and The Santa Fe Estates Neighborhood Association?**
   A: This question is best directed to Homewise.

9. **Q: Where will worker and construction vehicles and equipment be parked, on South Ridgetop Road?**
   A: This question is best directed to Homewise, not the City of Santa Fe. That said, Homewise will be required to comply with all applicable City requirements for construction, permitting, and development.

10. **Q: Why are respondents not looking at condominiums, patio homes or townhomes as good solution to provide housing in the Santa Fe area?**
    A: This question is best directed to Homewise, not the City of Santa Fe, as Homewise will determine the type of housing product proposed for the site.

11. **Q: Why are respondents not looking at where new jobs are being offered in the Santa Fe area?**
    A: This question is best directed to Homewise, not the City of Santa Fe. Housing proposals are developed by respondents based on their own market analysis, site suitability, and development goals.

Community Feedback and Comments

Below is a preliminary summary of community feedback and comments shared by Las Estrellas residents and other stakeholders. This input includes comments received during the July 17, 2025, community meeting at the Main Library. Community engagement is essential to this process, and we are committed to accurately reflecting the concerns, questions, and ideas raised.

This document is still a work in progress as we continue to determine the most effective and transparent way to share public input. It will remain a living document and be updated as additional feedback is received and reviewed.

To help clarify the process, community input has been grouped around the two major phases of the project's disposition framework:

- **Phase 1:** Donation consideration, legal parameters, and affordability commitments.
- **Phase 2:** If the donation is approved, full planning, neighborhood engagement, and public review through Planning Commission and other standard City processes.

Phase 1 Concerns – Donation & Legal Conditions

- Concern about only one week's notice for community input
- Requests for Facebook Live or meeting livestream options
- Discomfort with exemption from the anti-donation clause
- Loss of trust due to limited early engagement
- Objections to removing CCRs or HOA exemptions
- Requests for guarantees on long-term affordability

- Criticism of what has been perceived as a “closed” or unclear process

Phase 2 Concerns – Planning & Development Review (Post-Donation)

- Traffic and environmental impact concerns, especially near Hwy 599
- No nearby transit access; development assumes car ownership
- Alleged transparency failures since early 2023
- General support for affordable housing, but frustration with the current process
- Requests to delay the July 30 vote for more engagement
- Allegations of efforts to remove CCRs without public input
- Concerns about unsafe roads and insufficient parking
- Challenging site topography seen as unsuitable for dense development
- Emergency access concerns
- Lack of public amenities, trails, or mixed-use planning
- No apparent soil or erosion study
- Worries that HOA exemptions could financially burden current residents
- Architectural designs seen as inconsistent with surrounding neighborhood
- Requests for enforceable affordability covenants
- Strong calls for collaboration and respect for community voices

Community Input (Organized by Prompt)

In addition to the concerns summarized above, the July 17, 2025, community meeting included discussions guided by four open-ended prompts. The following input reflects ideas, questions, and perspectives shared by residents and stakeholders in response to these prompts.

This feedback provides valuable insight into what community members feel is needed for the project to be successful, inclusive, and responsive. All feedback was recorded and is summarized here by prompt to help inform next steps and raise awareness of the community’s concerns.

Prompt 1: How can this project succeed for everyone involved?

Participants emphasized that project success depends on both transparency and thoughtful planning. Key suggestions and concerns included:

- Relocate the project due to concerns about unstable soil conditions.

- Address traffic impacts, particularly at the Highway 599 exit.
- Clearly explain any proposed changes to existing covenants.
- Account for roof design and terrain challenges in site planning.
- Conduct traffic, school capacity, and habitat impact studies.
- Clarify which entities control final development approvals.
- Accurately assess the amount of truly buildable land on the site.
- Implement safeguards to prevent speculative real estate investment.
- Integrate job support and workforce development into project planning.
- Engage directly with workforce groups (e.g., teachers, service workers) to assess housing needs based on real income levels.
- Prioritize transparency with adequate lead time and full disclosure at each stage.
- Consider alternate sites, such as Tract 5A, Camino de la Montoya, or the NW Quadrant.
- Visit the site during peak hours (e.g., 5 PM) to observe traffic conditions firsthand.

Prompt 2: What should the developer do to be a good partner?

Community members offered recommendations for how the developer can demonstrate good faith and long-term commitment to the area. Suggestions included:

- Prioritize the use of local builders, contractors, and businesses.
- Integrate the new development into the existing HOA rather than creating a separate community.
- Plan for and acknowledge long-term slope stability and associated maintenance costs.
- Implement comprehensive erosion control strategies.
- Explore innovative homeownership models, such as equity share or community land trust programs.
- Establish protections to deter speculative purchasing and promote lasting affordability.

Prompt 3: What are your hopes for the project?

Community members expressed the following hopes for the future of the project:

- Inclusion of open space and parks that serve both new and existing residents.
- Direct, transparent answers to community questions.
- Development that respects the area's natural topography and character.

- A project located and designed to give affordable housing the greatest chance of long-term success.

Prompt 4: Did we miss anything?

Participants raised several additional points they felt were missing from the conversation:

- A guarantee that the land reverts to the City if not developed as intended.
- Requests for future meetings to be held in larger, more accessible public venues.
- Clarification on the difference between a land sale and a donation.
- Completion of erosion control and traffic impact studies prior to project approval.
- A reminder that the project should prioritize the needs and wellbeing of residents—not just financial considerations.

Comments/Concerns submitted via Email

PHASE 1 RESIDENT COMMENTS (~13 comments):

1. Now I want to support this project. But NOT LIKE THIS. You have given us one week to get to ONE community meeting before the City council vote on July 30th. Just bad optics.
2. Asking that you add a Facebook Live or some kind of streaming component that homeowners and key stakeholders can see, hear and ask questions.
3. We ask that you include with a longer lead time AT LEAST ONE MORE community meeting PRIOR to the City Council vote.
4. I am writing to express my concern about Track 6A and its appropriateness for low income housing as well as other concerns that have arisen since our neighborhood association which was first informed about this project and asked for our input and support.
5. Gifting Tract 6A to a private developer planning low-income housing, as a claimed exemption to the NM Anti-Donation Clause [Article IX, Section 14 of the NM Constitution], appears to discriminate against other private developers [meeting the same exemption criteria] who would have to purchase Tract 6A if planning merely affordable housing development.
6. The Mayor and others from the City were met with an open mind when you approached us with this project, and instead of encouraging our participation you seem to be planting seeds of distrust.
7. Some residents of Las Estrellas have opened the door for collaboration and cooperation even though this project seems to make no sense to most of us.

8. Removal of CC&Rs and HOA Exemptions Concerns.
9. Given that the land is proposed to be transferred at no cost, the public deserves clearer assurances of long-term affordability and return on public investment.
10. I appreciate the City's commitment to addressing the housing crisis, but this must not come at the expense of sound planning, community cohesion, and environmental stewardship. I urge you to slow the process down, carefully evaluate and revise this proposal before proceeding further.
11. That project, which has been completely "closed to the public," has progressed to the point that the City Council will be discussing and voting on the donation/disposition of 6A to the non-profit developer Homewise, for the development of Affordable Housing at various levels.
12. I am forwarding, is the "packet" of documents that is being sent to the City Council. Unfortunately, it contains only a modicum of the information we all, including the City Councilors!, need to fully appreciate the consequences of developing 6A in this manner—consequences for the quality of life in our neighborhood, the integrity of our landscape, and the value of our properties.
13. Thank you for providing the materials regarding the proposed donation of Las Estrellas 6A. We appreciate the opportunity to review them earlier in the process than is normally the case.

PHASE 2 RESIDENT COMMENTS (~72 comments):

1. We have seen the plan and are just so surprised that you all think 58 large units with two-car garages and two to four unit bedrooms will not completely destroy the area called 6A and one can only imagine the environmental damage, traffic issues and potential for flooding with this particular development proposal.
2. We already have problems with the Ridgetop's entrance and exit ramps. And, with the short ramp between the two merging of the highways from Santa Fe. No way can the existing system — which is already difficult to navigate — work without an ADDITIONAL ramp off the freeway in a different spot. Also, there is no public transportation up here — so, it is all about the car and given the importance of transit-oriented development and the need to reduce pollution this seems like a bad fit. Unless, you have a new public transportation plan which we would also be very interested in seeing.
3. Of course we need affordable housing in the community of Las Estrellas and throughout Santa Fe. THE ISSUE is NOT affordable housing, It is not about WHO lives there. The issue is the complete lack of transparency since that first meeting with the Mayor last year and you all were completely unprepared and without answers to our questions. Never heard from you all again.

4. We know Homewise is a good, reputable and responsible developer — Frankly, the table of distrust that has been set for them is unfortunate.
5. We ask that the vote be taken off the July 30 agenda to a later date so that Homewise can meet directly with the homeowners and hear in advance what the community's concerns are about the current proposal and we can work TOGETHER to create something that will be welcomed by the community.
6. I understand that an attorney was hired for the sole purpose of stripping 6A of its CC&Rs. This does not indicate you have any desire to work with our association or that there is any transparency involved in this process or how it might affect the surrounding established developments.
7. 6A has insufficient space is available for the larger parking requirement.
8. Adjacent streets cannot accommodate substantially increased traffic.
9. The remote location requires all adult residents to own a reliable car and have a driver's license.
10. The remote location is distant from employment, schools, groceries, healthcare, community services, etc.
11. No public transportation serves this remote location.
12. No continuous sidewalks or bike trails connect Tract 6A to city services.
13. I'm a member of the Las Estrellas architectural board. We have extensive community experience with new home projects, Los Arbolitos development. We are not in the business of impeding the development of affordable housing in the area but we would like some design input into the project. It has been my experience that we help to improve the final design, consider water runoff issues, aesthetics etc.
14. First, I am a supporter of the proposed Homewise project. I'm not writing to you as an angry NIMBY!
15. I participated in the Las Estrellas RFQ pre-proposal Zoom call at the end of 2023.
16. I've been subscribed to the newsletters available from the sfpublicassets.org webpage since fall of 2023, but I've never seen any additional detailed updates or documents regarding 6A development.
17. I am forwarding a diagram from the Santa Fe County Website that further illustrates the severity of the slopes on 6A and how inappropriate scraping it would be in order to execute the Homewise proposal. What is Homewise and the City thinking!
18. The points of access to South Ridgetop Road are too restrictive. One proposed intersection with South Ridgetop Road is at a rather blind intersection due to a curve. The effects on traffic and traffic safety have not been studied at all.
19. This destruction of the landscape would be required not only for housing and streets on 6A but also for parking spaces that the proposed 58 units [generally assigned only one space per unit] would actually require, along with guest parking. The latter

is not even mentioned in the proposal nor is the fact that residents would often own two vehicles.

20. The overall conclusion to be drawn is that the adoption of the Homewise Proposal should be abandoned or at the very least paused for thorough consideration and significant revision.
21. The Proposal has been “closed to the public’ since the Request For Qualifications first went out. But the Homewise Proposal was submitted Jan. 29, 2024 and selected in March—one month later. And yet the Office of Economic Development has kept it from the public until we received it on July 9, 2025–14 months later! And now we are invited to a discussion of it on July 19. Only 10 days later! And the Governing Body is taking it up on July 30 already. This is the antithesis of the transparency promised by the City.
22. The public still knows virtually nothing about this project and its many problems.
23. Especially vexing is the fact that those citizens most affected by the project, namely those in Las Estrella’s, Zocalo, and Santa Fe Estates Neighborhood Association, have not been adequately informed.
24. The entirety of Tract 6A is designated by the City as "Difficult Terrain.” To impose the density of housing Homewise proposes on Tract 6A would require scraping flat the vast majority of the Tract, including arroyos with slopes greater than 30%. This destruction of landscape is exactly what the Mayor and the Office of Economic Development promised the Santa Fe Estates Neighborhood Association (in 2023) would not happen.
25. Key Concerns: Environmental Sensitivity and Grading Conflicts.
26. The site likely includes natural arroyos and steep terrain, which are protected under the City’s Land Development Code (Chapter 14). These features limit grading and disturbance, except under narrow exceptions.
27. The Homewise proposal provides no detail on the extent of land alteration or how arroyo crossings and drainage will be managed. Inadequate grading or drainage planning could lead to flood risks, erosion, and violation of City codes.
28. Traffic and Emergency Access Concerns.
29. With 58 homes proposed, this project likely triggers the threshold for a Level 1 Transportation Impact Analysis. However, the proposal makes no mention of completed traffic analysis.
30. Emergency egress in a fire-prone area like Las Estrellas is critical. A single access point could pose serious public safety risks, especially under wildfire evacuation scenarios.
31. The developer requests modification or elimination of subdivision CC&Rs, which may undermine the governance and standards of the Las Estrellas community.

32. The proposal suggests exempting affordable units from HOA assessments, creating fairness concerns for existing residents who would be left subsidizing shared infrastructure.
33. Property values: Lack of design and maintenance standards on one tract can reduce perceived value across the subdivision.
34. Infrastructure burden: If Tract 6A bypasses assessments, neighbors may bear higher costs for roads, drainage, and trails.
35. Community character: Exemptions can lead to predictable "outsider" development that clashes with Las Estrellas' planned aesthetic and quality.
36. The proposal includes no public amenities—no trails, parks, or mixed-use components—despite the original Las Estrellas Master Plan encouraging walkable, integrated communities.
37. Architectural renderings and product descriptions suggest uniform building types, which may conflict with the subdivision's existing diversity in style and scale.
38. While Homewise pledges that 40% of homes will serve those earning ≤120% AMI, the proposal does not disclose pricing, resale controls, or long-term deed restrictions to preserve affordability.
39. We are urged to send our questions so they can be addressed "all at once." This is hugely problematic for many reasons: For example, 1) the packet fails to include the detailed plan Homewise proposes to execute, including any maps; so it is impossible to form a full array of relevant questions and raise the relevant issues. (And certainly, Homewise has detailed plans to share, if it can calculate costs so exactly.) 2) Putting a filter like this in between residents and Homewise's proposal is inappropriate.
40. The little we are told in the packet's memo is startling: Homewise proposes to build 58 Units—24 Single Family detached houses and 39 Single Family Attached Townhouses—all requiring parking spaces for owners and for guests. We need a map to see how this is possible on 6A's City-designated "Difficult Terrain." Even if the Feasibility Study on 6A (2023) is correct, and there are 12.33 acres of buildable land, 58 units would require drastically scraping the arroyo-ladened landscape flat—exactly what the Mayor and the Office of Economic Development promised the Association (in 2023) would not happen.
41. For a comparable project to Homewise's mentioned plan, examine the website of Pulte's Dos Acequias, which is on Agua Fria, close to St. Francis. It will have 74 units on 12.5 acres of naturally flat land.
42. No land should be donated to Homewise until we all know more exactly what Homewise plans to do and how it is likely to affect the neighborhood's safety, access, quality, and values.

43. The City Council should table the proposed Donation Agreement until Homewise is much more forthcoming.
44. We met with the Mayor and the Office of Economic Development and were assured that if 6A were developed it would not be scraped flat and the neighborhood would not be affected. That assurance seems wilted now. Alex Ladd even said at a Zoom meeting that 6A was unusable for multi-unit buildings.
45. We were told that Jake Garrison was hired to strip 6A of its CCRs and potentially to replace the Las Estrellas Board if it did not cooperate.
46. I emailed councilors with qualms regarding the Garrison Agreement. But when I tried to contact the committee in charge of judging the RFQs, I was barred by City Legal.
47. The Homewise Proposal was finally announced to a very few of us, but 14 months after it was selected. It was "closed to the public." Valuable time to bring it to the neighborhoods for feedback and discussions was lost. If it had not been recently brought to attention of a few of us, it would have probably just been buried in the agendas of the two Committees and the Governing Body.
48. I would say that the City has not been a model of transparency, nor has it been eager to work with stakeholders. And the usual reply about Early Neighborhood Notification constituting sufficient public notice is unsatisfactory: The sunk cost fallacy is too strong, i.e., people tend to dig in on plans they have been working on, even if those plans are terrible. The City even admits this in their survey/study on how to improve affordable housing efforts: ENN is too late—working with the neighborhoods should be the very first step, not the penultimate step a few weeks before a vote.
49. It should be no surprise that so many area residents who have heard about the Homewise Proposal are very upset about it and are expressing their objections.
50. We are not a bunch of NIMBYs. Affordable housing is a priority and a part of every development around here. We just insist that it's done right and not just "any available projects as soon as possible." And the Homewise Proposal is not right.
51. When the Homewise Proposal was finally announced to a very few of us, but 14 months after it was selected. It was "closed to the public." Valuable time to bring it to the neighborhoods for feedback and discussions was lost. If it had not been recently brought to attention of a few of us who have been in contact with Johanna Nelson, it would have probably just been buried in the agendas of the two Committees and the Governing Body, and we would likely not be having the Community Meeting on July 16.
52. The site plan is extremely dense in comparison to other developments within the neighborhood.

53. The site plan does not provide adequate minimum turning radii for emergency vehicles, such as fire trucks, in the Central Park area.
54. The site plan does not account for existing steep grades that exceed 30% and necessary handicapped accessibility required on the site.
55. There are no provisions for the control of stormwater runoff on the land indicated.
56. There are no sound barrier walls shown.
57. There is no Wildlife Study consultant noted for protection of wildlife habitats and endangered species found in the area, including Prairie Dogs and Kangaroo Rats.
58. There is no Traffic Study indicated to ensure that maximum slopes and vehicle speeds in the residential neighborhood are controlled.
59. Previous studies in the NW Quadrant in 2009 indicated Native American artifacts are present in this area.
60. The soils in the neighborhood are sandy and require stabilization with the removal of the existing pinon and juniper trees. A comprehensive Soils Study should be performed and soil stabilization plan provided.
61. The City of Santa Fe recognizes an equal need for both low income housing and affordable housing. These two housing types have much different configurations and serve different constituencies.
62. Several “affordable” houses or townhouses may be feasible on Tract 6A’s difficult topography. “Affordable housing” residents are more prepared to live in a remote location like 6A.
63. 6A's difficult topography cannot accommodate larger buildings.
64. Insufficient space is available for the larger parking requirement.
65. Adjacent streets cannot accommodate substantially increased traffic.
66. The remote location requires all adult residents to own a reliable car and have a valid driver’s license.
67. The remote location is distant from employment, schools, groceries, healthcare, community services, etc.
68. No public transportation serves this remote location.
69. No continuous sidewalks or bike trails connect Tract 6A to city services.
70. I appreciate the City's commitment to addressing the housing crisis, but this must not come at the expense of sound planning, community cohesion, and environmental stewardship.
71. I urge you to slow the process down, carefully evaluate and revise this proposal before proceeding further.
72. Requests for City Action:

- Require a completed grading and drainage plan showing full compliance with arroyo and slope disturbance regulations.

- Mandate a Traffic Impact Analysis (TIA) to ensure roadway capacity and fire/emergency access adequacy.
- Engage the HOA and affected property owners before approving any CC&R modifications or exemption of assessments.
- Ensure affordability covenants are legally binding and extend over a minimum of 45 years, with transparent pricing standards.
- Encourage inclusion of public open space, trails, or transit connectivity to align with the City's sustainable development goals.

NMRLD
NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

STATE OF NEW MEXICO
MICHELLE LUJAN GRISHAM, GOVERNOR
Clay Bailey, Superintendent
Phillip Sanchez, Director

June 20, 2025

Certified Mail No.: 7021 2720 0001 2204 5623

City of Santa Fe
Attn: Andrea Salazar
City Clerk and Director of Community
PO Box 909
Santa Fe, NM 87504-0909

CITY CLERK'S OFFICE
DATE: 6/24/25 TIME: 11:22 am
SERVED BY: mail
RECEIVED BY: JULIE RASMUSSEN

Lic. No. /Appl. No.: **License No. DIS-001057**
Name of Applicant: Gatsby's, LLC
Doing Business As: Gatsby
Proposed Location: 1607 Alcaldesa Street, Suite B, Santa Fe, New Mexico 87501

The Director of the Alcoholic Beverage Control Division (ABC) has reviewed the referenced Application and granted **Preliminary Approval.** It is being forwarded to you for Local Option District approval or disapproval of the Liquor License Application.

Notice of the Public Hearing required by the Liquor Control Act **shall be given by the governing body by publishing a notice** of the date, time, and place of the hearing **twice during the 30 days prior to the hearing** in a newspaper of general circulation within the territorial limits of the governing body. **The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted.** The notice shall include:

(A) Name and address of the Applicant/Licensee;
(B) The action proposed to be taken;
(C) The location of the licensed premises.

In addition, if the Local Option District has a website, **the Notice shall also be published on the website.**

While the law states that "within forty-five (45) days after receipt of a Notice from the Alcoholic Beverage Control, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer", we recognize the potential for conflict between the requirement for publication of 30 day notice and the 45 day hearing requirement.

With that in mind, when a local governing body receives a liquor license application from ABC, that governing body has a couple of options:

1) Hold a hearing on the license application within the statutory time frame of forty-five (45) days, as required by the Liquor Control Act, and comply with all other statutory and regulatory procedures and notify ABC of your decision within thirty (30) days of the hearing;
2) Request from ABC an extension of time, past the forty-five (45) days, designating how much additional time will be needed to conduct the hearing in compliance with all statutory and regulatory procedures. After the extension is granted and the hearing is held, notify ABC of your decision within thirty (30) days of the hearing;

ABC has no preference in the option you choose.

The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. **A record shall be made** of the hearing.

THE APPLICANT IS SEEKING A TRANSFER OF OWNERSHIP AND CHANGE OF LOCATION OF DISPENSER LIQUOR LICENSE NO. DIS-001057 WITH ON PREMISES CONSUMPTION ONLY WITH PATIO SERVICE.

Within thirty (30) days after the Public Hearing, the governing body shall notify ABC of their decision to approve or disapprove the issuance or transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notices of publication. **If the Governing Body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may issue the license.**

If the Governing Body disapproves the issuance or transfer of the license, it shall notify ABC within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to ABC with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Respectfully,

Charmaine Martinez
Admin Law Judge | Hearing Officer
NM Regulation & Licensing Department
Alcoholic Beverage Control Division
Phone: (505) 795-4942 Fax: (505) 476-4595
Email: Charmaine.Martinez2@rld.nm.gov

Enclosures:

1. Page 1 – Business Information (*must be signed and returned w/notices of publication*)
2. Page 2 and 3 – Premises Information
3. Copy of the Zoning Statement
4. Copy of the Floor Plan

Alcoholic Beverage Control Division

Dispenser Intake Application

Application Number: BLA-0000007296

NMRLD
NEW MEXICO REGULATION & LICENSING DEPARTMENT

Business Information

Business Information

Business Name: Gatsby's LLC
Type of Business: Alcohol
Business Structure: Limited Liability Company
FEIN: XX-XXX0801
State Tax ID Number: XX-XXXXX6-00-3
Business Email: gatsbysnm@gmail.com
Business Phone: 5054707253

Contact Person Information

Contact Person Name: New Mexico Liquor Licenses, LLC C/O KYLA STOKER
Contact Person Phone: 5059805614
Contact Person Email: kyla@newmexicoliquorlicense.com

Business Mailing Address

Mailing Street: 8720 Sevano Circle NE
Mailing City: Albuquerque
Mailing State: NM
Mailing Zip Code: 87113
Mailing Country: US

Ownership Transfer Type

Specify the appropriate reason for filing this ownership transfer application?
☑ Applicant Business is buying/acquiring licenses from other business
☐ Applicant Business has a Change in Ownership
If there are new shareholders holding 10% or more ownership interest OR If stock is transferred among existing shareholders and there is a person/business who previously held less than 10% and is now holding 10% or more ownership interest, select "Applicant Business has a Change in Ownership."
Once you navigate to the next screen, you will not be able to change response of this question.

Local Option District Use Only: Local Governing Body of _____ City, County, Village

Public Hearing held on _____ 20_____ Please check one: ☐ Approved ☐ Disapproved

Signature of City/County Official: _____ Title: _____

Alcoholic Beverage Control Division Use Only: ☐ Approved ☐ Disapproved _____

Signed by Director: _____ Date: _____

NMRLD
NEW MEXICO REGULATION & LICENSING DEPARTMENT

Alcoholic Beverage Control Division

Dispenser Intake Application

Application Number: BLA-0000007296

NMRLD
NEW MEXICO REGULATION & LICENSING DEPARTMENT

Premises Information

License Information

Specify the type of transfer you are applying for?
☑ Transfer of Ownership and Location
☐ Transfer of Ownership

License Number: DIS-001057
License Type: Dispenser
License Expiration Date: 6/30/25
Current License Owner: RANGE SEVEN LICENSE, LLC
Current DBA Name: THE RANGE CAFE
Current Lessee: RANGE SEVEN, LLC
Dispenser Type: Inter-Local Dispenser

Current Premises Address

Physical Street: 740 MAIN STREET
Physical City: Los Lunas
Physical State: NM
Physical Zip Code: 87031
Physical County: Valencia
Local Option District: Los Lunas

Proposed DBA Name

Do you want to change the license DBA Name? Yes
Requested DBA Name: Gatsby's

Proposed Premises Physical Address

Is the license moving out of current Local Option District (LOD)? Yes

Physical Street: 1607 Alcaldesa Street Suite B
Physical City: Santa Fe
Physical Zip Code: 87501
Physical State: New Mexico
Physical County: Santa Fe
Local Option District: Santa Fe City

"Local Option District" means a county that has voted to approve the sale, serving or public consumption of alcoholic beverages, OR an incorporated municipality that falls within a county that has voted to approve the sale, serving or public consumption of alcoholic beverages, OR an incorporated municipality of over five thousand population that has independently voted to approve the sale, serving or public consumption of alcoholic beverages under the terms of the Liquor Control Act or any former act.

Ownership

The land and building which is proposed to be the licensed premises is: Leased by Applicant
The following information is required to ensure the issuance of a license to this location will not result in the violation of a county or municipal ordinance.
Specify Owner(s) of the land and building: State Properties of New Mexico LLC
Specify Date and Terms of Lease/Operating Agreement: 1/27/2025 60 months

Zoning

Is the proposed premises location zoned? Yes
You will be required to upload "Copy of Zoning Statement" issued by the local municipality or county. If not applicable, you will be required to upload "Copy of Zoning Statement" or Letter from local government to indicate that there is no zoning for the proposed location.
Specify the zone for proposed premises location (example C-1).: BCD

Distance from nearest School

Name of School: Gonzales Community School
School Street: 851 W Alameda St
School City: Santa Fe
School State: New Mexico
School Zip Code: 87501
School Country: United States
School Distance (in feet): More than 1000
Specify the shortest direct line distance from the nearest point of the proposed premises to the nearest point of the property line of the school.

Distance from nearest Church

Name of Church: Our Lady of Guadalupe
Church Street: 100 S Guadalupe St
Church City: Santa Fe
Church State: New Mexico
Church Zip Code: 87501
Church Country: United States
Church Distance (in feet): More than 1000
Specify the shortest direct line distance from the nearest point of the proposed premises to the nearest point of the property line of the church.

Premises Information 2

Please specify the appropriate option for the premises that you have specified in the application?
☐A license has never been issued to the location of the proposed premises.
☑A license was once issued to the location of the proposed premises but is no longer being operated at the location.
☐Alcohol operations are currently being performed at the proposed premises by the applicant business.
☐Alcohol operations are currently being performed at the proposed premises by a business other than the applicant business.

Please provide more details for the option selected in above question?
You can specify more details such as license has become expired non-renewable, business ownership has changed, planning to extend operations of existing premises or planning to buy premises etc.
There was a previous operation at this location that is unrelated to this applicant.

Licenses at Proposed Premises
Please specify the active New Mexico licenses currently held by the proposed premises.
If you need to view, edit, or delete any records, click the down arrow under action for that specific record.
No records to display.

Questions

Has the applicant business ever had a liquor license denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing agency in another state or jurisdiction?	No
Has the structure and/or ownership disclosure for the applicant business changed since last reported to the department?	No
Does the applicant business own any (direct/indirect) interest in a liquor license?	No

Alcoholic Beverage Control Division

Dispenser Intake Application

Application Number: BLA-0000007296

NMRLD
NEW MEXICO
REGULATION &
LICENSING DEPARTMENT

Payment

Fee Name	Fee Amount
Transfer of Loc/Own	200.00
Resident Agent Fee	50.00
Total Fee Amount:	**250.00**

Attestation/Oath

Under penalty of perjury, I hereby depose and state that I am the person identified in this application and the information given by me is true and complete to the best of my knowledge and belief. I understand that any information contained in this application may be investigated and any false or dishonest answer to any question in this application may be grounds for denial or revocation of my license.

Attestation Signature: Gatsby's, LLC

Date: 03/21/2025

City of Santa Fe, New Mexico
200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909
www.santafenm.gov

Alan Webber, Mayor

Councilors:
Signe I. Lindell, Mayor Pro Tem, District 1
Alma G. Castro, District 1
Michael J. Garcia, District 2
Carol Romero-Wirth, District 2
Lee Garcia, District 3
Pilar F.H. Faulkner, District 3
Jamie Cassutt, District 4
Amanda Chavez, District 4

March 11, 2025

Kyla Stoker
New Mexico Liquor Licenses, LLC
2539 Wyoming Blvd
Albuquerque, NM 87112

Subject: Zoning Verification for the property located at 1607 Alcaldesa St, Suite B, Santa Fe, NM

Dear Ms. Stoker,

This letter provides zoning verification on the above referenced property. According to the Official Zoning Map, this property is zoned BCD Business-Capitol District and is within the Railyard Township Sub-district.

14-4.3 (E) BCD BUSINESS-CAPITOL DISTRICT
(1) Purpose
In recognition of the fact that the economic health of the city depends on the economic viability of the BCD, the purpose of the BCD is to provide for a mixture of land uses, including residential uses, designed to promote the district's economic wellbeing while preserving the unique architecture, townscape and aesthetics that foster a strong tourist industry and sustain the quality of life, sense of community and historical identity in the district and the city.
(3) Townscape Subdistricts
(a) The existing townscape subdistricts include: Alameda Street, Barrio de Analco, Cerrillos Road, Don Gaspar, East Marcy/East Palace, Loretto, Marcy, McKenzie Street, Old Santa Fe Trail, Plaza/San Francisco, Rosario Boulevard/NW Paseo de Peralta, Sandoval/Montezuma, State Capitol and Westside.
(b) The townscape subdistricts are intended to:
(i) preserve the overall aesthetic quality of the BCD;
(ii) maintain diversity among the various subdistricts; and
(iii) protect the unique features, recognizable historic character and other common identifying characteristics of each subdistrict.
(c) Property is eligible for rezoning to a townscape sub district if the land is located within or adjacent to the BCD and meets all other requirements of Chapter 14.

14-7.4 - BUSINESS-CAPITOL DISTRICT
(1) Standards for Entire District
(B) Additional Regulations
(c) Drive-in or Drive-through Facilities

Drive-in or drive-through facilities are permitted as principal or accessory uses and structures in the Rosario Boulevard/Northwest Paseo de Peralta, Sandoval/Montezuma and Cerrillos Road Subdistricts, where traffic generated by the use will not substantially interfere with existing vehicular and pedestrian traffic. Drive-in or drive-through facilities are prohibited in the other subdistricts of the BCD.
(3) Design Objectives for Individual Townscape Subdistricts
The best existing qualities of the individual townscape subdistricts should be preserved, while encouraging diversity of design in the individual townscape subdistricts. New development should be harmonious with the specific physical characteristics and development and design objectives listed below:

Development standards for the Townscape Subdistricts may be found within Santa Fe City Code, Chapter 14, Table 14-7.4(A)-1, and development standards for the Historic Districts may be found within Santa Fe City Code, Chapter 14-5.2.

BCD Zoning permits bars, restaurants, lounges, retail sales of alcoholic beverages, wholesaling, distribution, and manufacturing. Permitted liquor licenses include but are not limited to: Restaurant, Club, Wholesaler (all), Manufacturer (all), Winegrower, Small Brewer, and Craft Distiller licenses. Full-service restaurants which may or may not have patio services, with incidental alcohol service for on-site consumption are permitted uses in the BCD district.

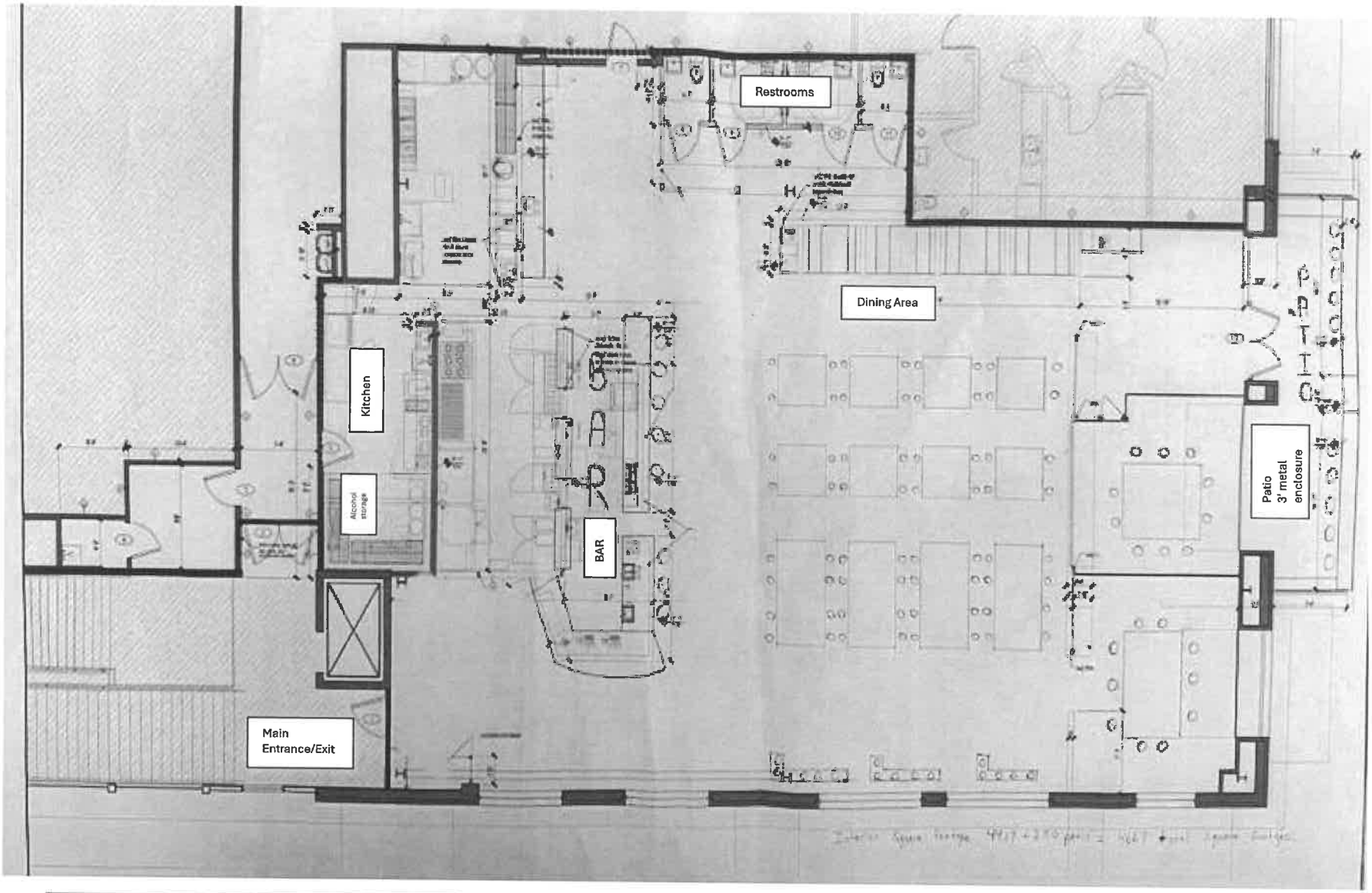
For additional information, please reference City of Santa Fe Chapter 14 SFCC regarding these districts (Chapter 14- 4 – Zoning Districts/14-6 Permitted Uses) https://library.municode.com/nm/santa_fe/codes/code_of_ordinances?nodeId=CH14LADE. All uses are subject to compliance with applicable development standards such as parking, lot coverage, etc.

Note: The information provided in this letter is solely derived from the Official Zoning Map and the minimum requirements set forth in Chapter 14, SFCC 1987. This letter intends to provide advice regarding zoning regulations. It is not the intent to state that the subject property complies with zoning requirements. Occupancy is determined based on zoning compliance at the time of building permit or certificate of occupancy, whichever applies. Additionally, it is not the intent to interfere with or to abrogate or annul any official document including conditions or safeguards made a part of the subject property at the time of any public hearings. Applicants are advised to pursue an independent search of official documents.

If you have any further questions, please contact me at sjperea@santafenm.gov.

Stephanie Perea

Stephanie Perea
Land Use Planner
City of Santa Fe, New Mexico



Gatsby's, LLC
1607 Alcaldesa St, Santa Fe, NM
Total Square Footage= 4,667sf

SANTA FE NEW MEXICAN

150 Washington Ave., Ste 105
Mail Payments To:
PO Box 2048
Santa Fe, NM 87504
Phone: 505-983-3303
FAX: 505-984-1785

Ad Proof/ Order Confirmation/ Receipt Invoice

NEW MEXICO LIQUOR LICENSES, LLC
2539 Wyoming Blvd NE Ste A
Albuquerque NM, 87112-1036

505-980-5614

Tagline: LEGAL #94060

Account Number: S17566

Ad ID: 99132

Sales Rep: Nathaniel Martinez

Ordered By:

Order Taken By: Nathaniel Martinez

Ad Cost: $90.60

Tax Amount: $7.42

Payment $98.02 Credit Card - Mastercard:2414

Total Amount: $98.02

Tagline: LEGAL #94060

Amount Due: $0.00

PO Number:

Payment: $98.02 Credit Card - Mastercard:2414

Major Class: LEGALS

Product:

Classification: Legals

Placement:

Ad Size: 1.22" x 4.490"

Ad Type Legal (wrapper)

Modular Size:

# of Words 123

Color:

Run Dates:

07/09/25, 07/16/25

LEGAL #94060

CITY OF SANTA FE NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Santa Fe Liquor Hearing Officer will hold a public hearing at 4:00 p.m. on Thursday, August 7, 2025.

The purpose of this hearing is to discuss a request from Gatsby's, LLC for a Transfer of Ownership and Change of Location of Dispenser Liquor License No. DIS-001057 with On-Premises Consumption Only with Patio Service from The Range Café, 740 Main Street, Los Lunas, New Mexico to Gatsby's, 1607 Alcaldesa Street, Suite B, Santa Fe, New Mexico.

Virtual meeting information will be posted on the City of Santa Fe's Weekly Meeting List at least seventy-two (72) hours before the meeting at https://santafenm.portal.civicclerk.com/.

PUB.: July 9, 16, 2025

CITY OF SANTA FE

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City of Santa Fe Liquor Hearing Officer will hold a public hearing at 4:00 p.m. on Thursday, August 7, 2025.

The purpose of this hearing is to discuss a request from Gatsby's, LLC for a Transfer of Ownership and Change of Location of Dispenser Liquor License No. DIS-001057 with On-Premises Consumption Only with Patio Service from The Range Café, 740 Main Street, Los Lunas, New Mexico to Gatsby's, 1607 Alcaldesa Street, Suite B, Santa Fe, New Mexico.

Virtual meeting information will be posted on the City of Santa Fe's Weekly Meeting List at least seventy-two (72) hours before the meeting at https://santafenm.portal.civicclerk.com/.

ANDREA SALAZAR (Jun 25, 2025 11:04 MDT)

Andréa Salazar
City Clerk/Director of Community Engagement

Received by The Santa Fe New Mexican
Date: _____

To Be Published: July 9, 2025
AND
July 16, 2025

By _____
The Santa Fe New Mexican (Signature)

Applicant Supplemental Information Form

1. **Name of Applicant:** Gatsby's LLC
   D/B/A Name to be used: Gatsby's
   Proposed License Location: 1607 Alcaldesa Street, Suite B
   Telephone number: 505-470-7253
   Email: gatsbysnm@gmail.com

2. **Type of liquor license request:**
   - [ ] New License (indicate type: _____)
   - [ ] Transfer of location (indicate type: _____)
   - [ ] Transfer of ownership (indicate type: _____)
   - [X] Transfer of ownership and location (indicate type: Dispenser (by drink) only)

3. **Are alcoholic beverages currently being dispensed at the proposed location?**
   - [ ] Yes (If yes, License # and Type: _____)
   - [X] No

4. **Were alcoholic beverages previously dispensed by the requesting business?**
   - [X] Yes (If yes, License # and address where alcohol was being dispensed: Res-000758 1607 Alcaldesa Street, Suite B)
   - [ ] No

5. **Does this business have any record of violation?**
   - [ ] Yes (If yes, please explain: _____.)
   - [X] No

6. **What are the current/previous and proposed hours of operation of this business?**
   Current/Previous Hours of Operation: N/A
   Proposed Hours of Operation: Mon - closed Tues - Thurs 4pm-12Am Fri-Sat 4pm-2Am Sun 4pm-12Am

7. **Is an outdoor seating/patio area included in the licenses premise?**
   - [X] Yes (If yes, is the area fully enclosed? [X] Yes [ ] No)
   - [ ] No

8. **What, if any, are the anticipated peak days and times at the proposed business location?**

What days? Friday and Saturday.

What times? 7pm - 1am.

9. **Do you have a business license with the City of Santa Fe?**

☐ Yes (If yes, what is your License #? _____) * In process

☒ No (*Please contact the Business Licensing Department at 505-955-6551 to obtain a business license.*)

10. **Do you have a posted occupant load issued by the City of Santa Fe Fire Department?**

☐ Yes (If yes, what is your occupant load issued for your business? _____)

☒ No (*Please contact the City of Santa Fe Fire Department - 505-955-3310 to schedule your inspection*) under construction

11. **Have you been issued a Certificate of Compliance from the City of Santa Fe Fire Department?**

☐ Yes (If yes, what is the date the Certificate was issued? _____)

☒ No (*Please contact the City of Santa Fe Fire Department - 505-955-3310 to schedule your inspection*) under construction

12. **Please indicate the anticipated daily occupant load due to the sale of alcohol at this location:**

100 - 125 on peak days.

13. **Please indicate the anticipated change in business volume due to the sale of alcohol and explain:**

☐ Business is expected to increase (additional number of customers per day: _____).

☐ Business is expected to decrease (loss of customers per day: _____).

☒ Business is expected to remain the same.

* Please explain your answer: Operation has not commenced until license is issued and construction is complete.

14. **Indicate which of the following statements best reflects your opinion regarding traffic impacts if this request is approved and explain:**

☒ Traffic can be expected to increase on adjacent streets.

☐ Traffic will not increase on adjacent streets.

* Please explain your answer: We expect/hope for additional traffic to the location based on a new restaurant, however, we do not expect any issues with traffic.

Name of person completing this form: Kyla Stoker - with information from applicant

Telephone number: 505 980 5614

Date: 7/10/25

CITY OF SANTA FE

The Purchasing Memo

Date: July 15, 2025

To: Governing Body, Finance Committee, and Public Works & Utilities Committee

From: P. Fred Heerbrandt, P.E. P. Fred Heerbrandt, P.E.

Via: Jesse Roach, Interim Public Utilities Director

Via: Michael Dozier, Wastewater Division Director

Subject: ITB 25159 On-Call Equipment Replacement Construction Contract FY26

Vendor Name: Sub Surface Contracting, Inc.

Munis Vendor Number: 7991

ITEM AND ISSUE:

The Public Utilities Department respectfully requests your review and approval of a construction contract in the total amount of $2,163,750 per year for a total of $8,655.000 including NMGRT over the four-year term for On-Call Construction Services with Sub Surface Contracting, Inc.

Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of $2,163,750 from the Wastewater Enterprise Fund to WIP Construction.

CONTRACT NUMBER:

The FY26 Munis contract number is 3260011

BACKGROUND AND SUMMARY:

The City of Santa Fe, Public Utilities Department, Wastewater Management Division (Division) wishes to establish a Price Agreement for On-Call Equipment Replacement, Repair, and Installation services by New Mexico licensed contractors to provide miscellaneous repairs, upgrades, improvements, replacements, new construction services and material for facilities and processes throughout the Paseo Real Wastewater Reclamation Facility, the Sanitary Sewer Collection System, and other remote locations.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Wastewater Enterprise Fund/Fund 500

Munis Org Name/Number: Wastewater Capital Projects/5000375

Munis Object Name/Number: WIP Construction/572970

Budget Officer / Designee: Andy Hopkins **Date:** 07/21/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-102, ITB

ITB 25159 – On Call Equipment Replacement, Repair, and Installation Services, three awards.

Chief Procurement Officer (CPO)/Designee: _____ **Date:** 07/21/2025

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this an externally funded purchase? ☐ Yes | ☒ No

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? ☐ Yes | ☒ No

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:

CPO Service Determination Email

Certificate of Liability Insurance (COI)
Construction Contract
Rate sheet
BAR

Item #: _____
Munis Contract #: ___3260011____
ITB #: 25159

CITY OF SANTA FE

CONSTRUCTION CONTRACT

ON-CALL EQUIPMENT REPLACEMENT CONSTRUCTION SERVICES

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the "City," and **Sub Surface Contracting, Inc.** hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the City, through its Governing Body, is authorized to enter into a construction Contract for the project; and

WHEREAS, the City has procured this Contract according to the established State and Local Purchasing procedures for contracts of the type and amount; and

The City and the Contractor hereby agree as follows:

1. Scope of Work

A.

The City of Santa Fe, Public Utilities Department, Wastewater Management Division (Division) wishes to establish a Price Agreement for On-Call Equipment Replacement, Repair, and Installation services by New Mexico licensed contractors to provide miscellaneous repairs, upgrades, improvements, replacements, new construction services and material for facilities and processes throughout the Paseo Real Wastewater Reclamation Facility, the Sanitary Sewer Collection System, and other remote pumping facilities.

The Division shall provide, at a minimum, a detailed scope of work and/or drawings, generally defining the construction work required for the project. The Contractor shall be responsible for verifications of all existing conditions, measurements, and dimensions for bidding.

The award of this Price Agreement is without assurance of quantity or dollar amount of work to be performed.

Contractors shall have the technical staff to perform diagnostic services and provide professionally prepared, stamped drawings, if needed, to obtain installation or construction permits. The Contractor is responsible for obtaining all required licenses, fees and permits required to perform the work. Contractor shall be responsible for any applicable Local, County, State and Federal requirements and permits including, but not limited to, the City of Santa Fe's Stormwater Pollution Prevention Program and Stormwater BMPs.

The City of Santa Fe Wastewater Management Division shall be able to utilize this On-Call Contract as needed and as funding is available.

Term:
The term of this Price Agreement shall be for four (4) years from date of award. This Price Agreement shall not exceed four (4) years.

Insurance:
The Contractor shall provide all insurance necessary for its employees on the project, including, but not limited to, Workman's Compensation Insurance. The Contractor agrees to comply with City and State laws and rules pertaining to Worker's Compensation Insurance coverage for its employees. If the Contractor fails to comply with the Worker's Compensation Act and applicable rules, when required to do so, this Price Agreement will be cancelled immediately.
This Price Agreement is not intended to create a third party beneficiary or to authorize anyone not a party to the Price Agreement to maintain a suit for wrongful death, bodily and/or personal injury to persons, damage to properties and/or other claims whatsoever pursuant to the provisions of this Price Agreement.

Wage Rates:
All work covered by this Invitation to Bid shall be in accordance with applicable City and State laws and is subject to the minimum wage rate determination issued by the Department of Workforce Solutions (DWS), if applicable.

A wage rate decision is required by the Public Works minimum Wage Act for construction, demolition or renovation purposes on projects costing sixty thousand dollars ($60,000) or more. The Contractor agrees to comply with the current prevailing wage rate schedule when applicable. For current wage rates or for additional information, visit: http://www.dws.state.nm.us . The Division will request a wage rate determination from the DWS for each project that is $60,000 or more.

When submitting a quote for a specific project valued at more than sixty thousand dollars ($60,000) for any portion of a public works project that is subject to the New Mexico Public Works Act, the Contractor is required to be registered with the Labor and Industrial Division of the Department of Workforce Solutions prior to submitting its quote. The Division may reject any quote that fails to provide a Public Works registration number for the prime Contractor and all other listed Contractors or subcontractors.

Bonding:
A one hundred percent (100%) performance bond and a one hundred percent (100%) payment and material bond executed by a surety company authorized to do business in the State of New Mexico will be required of the Contractor prior to each project over twenty-five thousand dollars ($25,000). Said bonds must be provided to the Division. Failure to comply shall result in the order being issued to another vendor and the difference in the cost being charged back to the awarded Contractor.

Other:
All work shall be in accordance with applicable City and state laws, the International Building Code (IBC) and the New Mexico building codes. The Contractor shall be responsible for all permits associated with this work as required by the governmental Authority Having Jurisdiction (AHJ).

All work shall be in strict compliance with the national and state building mechanical, plumbing and electrical codes including Sheet Metal and Air Conditioning Contractor's National Association(SMACNA), and the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) standards.

Contractors shall be capable of providing all coordination, supervision and services required for comprehensive general construction, equipment replacement, upgrade and improvement projects and to provide new construction services including incidental design. The scope of an individual project may include equipment and fixtures whether attached or not to the building. It can include, but not be limited to, site and utility work, mechanical work, pavement restoration, building repair, renovation, painting, stucco, backfill services, digging, ditching, rock stabilization, concrete, and pour in place and form place finish. The utility work shall include building power systems such as solar panels, piping, pumping systems, and waste treatment systems. It may also include demolition and abatement projects.

All material shall be new and of the highest quality available for the type of work being performed. The purchase of major equipment or material must be preceded by submission of submittal data on the proposed equipment or material and shall be reviewed and approved by the Division. If the Contractor is requesting reimbursement for materials used on the work, copies of the invoices for the materials must be included when submitting invoices/pay applications. The Contractor may NOT add markups for the materials purchased.

The requesting entity reserves the right to purchase materials or specialty services directly from existing Statewide Price Agreements and other sources, and to provide these materials to the Contractor. The Contractor shall provide an itemized, quantifiable list of materials required for the project. Specialty services provided from Statewide Price Agreements and other sources shall be coordinated by the Contractor.

If the Contractor is requesting reimbursement for materials used on the work, copies of the invoices for the materials must be included when submitting invoices/pay applications. The Contractor may NOT add markups for the materials purchased.

The Division reserves the right to obtain quotes from multiple vendors covered under this Price Agreement and award a project to a contractor based on the quotes.

The Division reserves the right to provide an escort and/or full-time supervision of the Contractor and its employees during any or all phases of a project, should the Division feel it is in its best interest to provide these extraordinary security services.

The Division reserves the right to escort any or all employees of the Contractor off its property, for any inappropriate conduct or actions that jeopardize the safety, security, or wellbeing of the facility or any individual. Inappropriate behavior by the Contractor, its employees or subcontractors may be grounds for immediate removal from this Price Agreement. Any employee of the Contractor found in violation of any law, while on City property, will be prosecuted.

Contractor:

No person shall act as a Contractor without a license issued by the Construction Industries Division (CID), classified to cover the type of work to be performed. No bid on a contract shall be submitted unless

the Contractor has a valid Contractor's license issued by the CID to bid and to perform the type of work to be undertaken, as set forth in NMSA 1978, §60-13-12.

Safety shall be of main concern and enforced by the Contractor on site. The Contractor shall comply with all local, state and federal laws governing safety, health and sanitation. The on-site superintendent shall always have a minimum OSHA 10 and preferably OSHA 30 card with them when on the jobsite. The Division shall not in any way be responsible for any fines set forth for such violations of codes, OSHA standards or any other governing agency having jurisdiction at the work site. The Contractor shall provide all needed safeguards, safety devices, protective equipment and take any actions necessary to protect the life and health of employees on the job; the safety of the public and to protect the property of the Division in connection with the performance of the work covered by this price Agreement.

All personnel working on the project and providing these services shall be experienced and certified in all areas related to this work and required by this Price Agreement. Journeymen level personnel shall have the ability and necessary skills to diagnose problems and to make the appropriate decisions needed to provide these services.

The Contractor shall follow the Occupational Safety and Health Act (OSHA) 29 CFR 1910.147 Standard pertaining to "Lockout/Tagout" procedures for hazardous energy.

The Contractor shall agree to provide required labor within 24 hours for emergency situations.

Contractor's price shall include labor costs, permits, overhead, profit, insurance, equipment, tools and any other fees required to successfully complete the work requested. The Contractor shall be capable of providing a work force with supervision, adequate to perform work for a forty (40) hour work week during normal working hours with the option of working non normal or overtime hours if required. The Contractor shall be responsible for all permits, fees, and State and/or City inspections associated with their work.

Replacement systems and related equipment shall meet current minimum "Energy Star" energy conservation standards.

Subcontracting of work is allowed and shall have prior approval by the Division. Subcontractors shall have the appropriate current valid Contractor's licenses for their work. Proof of licenses shall be furnished upon request.

There will be NO markups allowed for adding subcontractor costs or to cover general conditions (administrative costs and other related expenses) allowed on any of the quotes issued pursuant to this Price Agreement. If a subcontractor is hired for the project the reimbursement must be at actual cost of the subcontractor's cost. The cost of the subcontractor will be added at time of invoicing as a separate item to be paid by the Department.

Furnishing of submittal data for any/all new equipment and materials as well as Operation & Maintenance Manuals' s is required. Training of site personnel for the proper operation of newly installed equipment/systems and its related controls will be required for completion. This training will be acceptable to the person in charge of the facility and/or the City's Project manager in charge of the project.

The Contractor shall provide all protective coverings necessary to protect existing, adjacent finishes while performing its work. If any damage is encountered during the contractor's work, the contractor will be held responsible for repairing any damage done by his employees, subcontractors, and vendors. The Contractor shall restore any damage to existing and/or adjacent finishes damaged while performing work and to make new work inconspicuous with the existing adjacent finishes.

The Contractor and its employees agree to cooperate with and to abide by the rules and requirements of the Division to not interfere with the daily operations of the Division or to jeopardize the health, safety or welfare of the employees or general public conducting business with the Division.

Clean Up and Storage:

A. The Contractor will provide off-site legal disposal of all waste products, trash, and debris. Division's trash receptacles will not be used by the Contractor. Sanitary facilities will "not" be available at the job site. Contractor shall be responsible for the provision and maintenance of portable toilets.
B. The Contractor, on a daily basis, shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement. At completion of the Work, the Contractor shall remove the Project waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials and shall then thoroughly clean the premises and the site to the Division's satisfaction.
C. Materials or equipment shall be delivered to the project in the manufacturer's original sealed, labeled containers and shall be adequately protected against moisture, dust, tampering or damage from improper handling or storage. Materials shall not be delivered to the site before they are needed.
D. Storage of materials and construction equipment shall be coordinated with the Division.

Task Order:

The Contractor shall be required to provide On-Call Equipment Replacement, Repair, and Installation Services for any number of the activities listed under the Scope of Work upon the request of the Division. When a service is identified, the Division shall provide, at a minimum, a detailed scope of work and/or drawings defining work required. Each project will be individually described in a "Task Order". The Task Order will describe the scope of work, the duration of the project with the date of Substantial Completion and if there are liquidated damages for not meeting the date of substantial completion. The date of Substantial Completion is the date when the space can be occupied or the Work used/operated and is turned over to the User Agency. Final completion is the date when the project is totally complete, the punch list work complete and the Contractor's final pay application/invoice is approved. The terms and conditions of the Contractor's Price Agreement will apply to all Task Orders.

Upon receiving the City's Task Order, the Contractor shall promptly visit the site and compare the Division's scope of work and/or drawings to the existing conditions and provide all services called for in addition to the requirements set forth in this Price Agreement. The Contractor will be required to provide a written quote (based upon the rates submitted in the Bid Form) sub-contractors list (including subcontractor’s CID licenses) and cost summary to include the work to be performed, sub-contractors costs and the amount of time required for the completion of the project and submit to the Division at no cost to the Division. Project schedules, negotiated price, and completion dates shall be determined on a project-by-project basis and dependent upon the urgency of that task.

If any equipment or system cannot be economically repaired or has reached the end of its life cycle, the Contractor shall justify with costs and other information they need for replacement. If replacement is recommended, the Contractor will provide written justification for system and/or the model, size, and type of unit recommended along with any applicable efficiency data. The Division's standards will be discussed and taken into consideration when proposing replacement units or systems. Any replacement unit shall be reviewed and approved by the requesting entity.

Change Orders:

Any change orders to the project scope will require an additional Task Order with backup materials and labor costs and shall be substantiated that there was no way of knowing the additional services were needed when the original quote was provided. Change orders shall be managed closely by the Division. Preventative measures shall be taken by both the contractor and the Division prior to issuing the Notice to

Proceed. Such measures may include, but are not limited to, soil tests (soil boring); clarification of ambiguity in the project plan, the scope of work, the Task Order, the drawings, etc.; the project scope should be completely defined and agreed upon before any work begins.

Other Construction Related Terms and Conditions:

Mediation:

Any controversy or claim arising between the parties shall be settled by mediation if the parties cannot reach a mutually agreeable solution. The parties shall endeavor to resolve their disagreement by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the procedures of the New Mexico Public Works Mediation Act (NMSA §13-4C-1 et seq.)

Inspection of Work:

If a Purchase Order is issued for the purchase of services, the following terms shall apply when applicable:

A. Services 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 Division covering the services under the Purchase Order. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Division during the term of performance of the Work and for as long thereafter as required.
C. The Division has the right to inspect and test all services contemplated to the extent practicable at all times and places during the term of the Project. The Division shall perform inspections and tests in a manner that will not unduly delay or interfere with the Contractor's performance.
D. If the Division 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 Purchase Order price, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.
E. If any part of the services does not conform with the requirements, the Division may require the Contractor to re-perform the services in conformity with the requirements at no increase in Purchase Order amount. When the defects in services cannot be corrected by re-performance, the Division may:
   (1) require the Contractor to take necessary action(s) to ensure that future performance conforms to the requirements; and
   (2) reduce the Purchase Order price to reflect the reduced value of the services performed.
F. 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, the Division may:
   (1) by Agreement or otherwise, perform the services and charge to the Contractor any cost incurred by the Division that is directly related to the performance of such service; or
   (2) cancel the Purchase Order for default.

THE PROVISIONS OF THIS ARTICLE ARE NOT EXCLUSIVE AND DO NOT WAIVE THE REQUESTING ENTITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THE PURCHASE ORDER/PRICE AGREEMENT.

Suspension, Delay or Interruption of Work:

The Division may, without cause, order the Contractor, in writing, to suspend, delay or interrupt the Work in whole or in part for such period as the Division may determine. 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.

If at any time there is a delay in the critical path of the Work due to postponement, due to the Contractor's efforts to justify an extension of the time or an increase in the Agreement Price beyond the deadlines or due to the Contractor's refusal to proceed with any of the approved Work, such delay and any Contractor costs resulting from it shall not serve as the basis for the extension of the Time for Completion or Agreement Completion Date or for an increase in the Contract Price.

Permits and Fees:

A. IF APPLICABLE- The Contractor shall secure and pay for the Building Permit and other permits and governmental fees, licenses and inspections and Certificate of Occupancy necessary for proper execution and completion of the Work. Changes or modifications to the Work shall include all requirements of this paragraph.
B. The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations, and lawful orders of public authorities applicable to performance of the Work.
C. IF APPLICABLE- Certificates of Inspection, use and occupancy will be delivered to the Division upon completion of the Work in sufficient time for occupation of the facility in accordance with the approved schedule for the Work. Contractor shall deliver a photocopy of the Building Permit to the Design Professional and requesting entity as soon as it is obtained.

Schedule, Progress Meetings and Reports:

A. The Contractor, promptly after being awarded a Project and before the first payment application, shall prepare and submit for the Division's information a Critical Path Construction Schedule for the Work that indicates the intended start and completion of the various construction activities, which shall be implemented and adhered to by the Contractor, Subcontractors, material suppliers and equipment suppliers. At a minimum, the schedule shall be a Gantt type schedule and shall not exceed time limits allowed by the Task Order or Notice to Proceed with no fewer work breakdown events than line items of the Schedule of Values.
B. The Contractor shall perform the Work in general accordance with the most recent schedule submitted to the Division.
C. Progress meetings shall be scheduled on a regular basis. The purpose will be to review the upcoming activities, any open issues and current progress. The Contractor shall keep any meeting minutes as needed. Progress schedules shall be updated regularly. A three-week look-ahead schedule should be presented at every project meeting. A new schedule shall be presented with any change orders.
D. The Contractor shall prepare a daily report each day the Contractor, subcontractors or any other entity are on the project. The daily reports shall be maintained at the site and be well organized. The Division may request copies at any time. The reports may include:
   1. report date and who prepared the report;
   2. weather conditions - low temp, visibility, humidity, wind, wind direction, cloud conditions, precipitation amount, other notes;
   3. companies present by name and their number of workers, work location, total man hours that day for each company;
   4. equipment-type, source, units of work done, location of work, hour meter reading;
   5. material brought to site-description, units, quantity, quality, location, time;
   6. visitors to site -name, company, time;
   7. safety concerns-company, contact, noticed by, work activity, safety issue, requirement, outcome: and
   8. quality assurance and control -company, description of issue, specification section, issued by.

Close-out Requirements:

The Contractor shall submit to the Division a separate and detailed Closeout Schedule indicating the date of Final Completion and all work to be completed before Final Completion including Close-Out requirements. The punch list of incomplete or inadequate work shall also be submitted when the work is substantially complete. Failure to include any item on the punch list does not alter the responsibility of the Contractor to complete all work in accordance with the Contract Documents.

Before final completion can be achieved, all Work must be complete and accepted including the following as applicable:

Work associated with Punch List(s);

a. testing, balance or performance operations complete and in agreement that associated work is in compliance with the Contract Documents;
b. one hard copy and one electronic copy in .pdf format of final approved test, balance or performance report(s) complete with directory of contents submitted to the Division;
c. as-Built drawings delivered in AutoCAD or electronic format;
d. written certification signed by the Division of delivery and stocking of extra material, equipment or components required by the Purchase Order at a location established by the Division;
e. delivery of all warranties required by the Work;
f. all keys, passes, codes, software or other methods or components of control or security which have been correctly and adequately accounted for and closed-out;
g. Start-up of any new equipment and training of staff on all new equipment;
h. Operations and Maintenance Manuals;
i. a certified statement of Release of Liens (American Institute of Architects AlA Document G706A or approved form) and Consent of Surety.

Warranty:

The Contractor shall warrant its work (non-roofing and equipment), for materials and for workmanship furnished and performed under this Price Agreement for a period of one (1) year minimum from the date of acceptance or Substantial Completion. The Contractor shall warrant its work for repairs or restoration of existing systems and work for ninety (90) days from the date of acceptance or Substantial Completion. It is understood that some equipment is far beyond its normal life and a warranty cannot be extended/supplied. Contractor must pass on to the Division warranties of replaced roofs and equipment offered by the manufacturer.

Bid Information:

Hourly rates are requested for the three (3) levels of personnel.

Superintendent: a person with supervisory experience who maintains control of the work and work site. This person may or may not actually perform work on the project.

Journeyman or Experienced Worker: a person licensed by the State for work required and being performed or a person with many years of experience with a high rate of pay.

Laborer: a person with minimal experience, performing minor forms of labor.

The City of Santa Fe reserves the right to award this Price Agreement to multiple vendors. Bidders must include pricing for all items starting from item 001 through item 016 in order to allow for accurate comparisons. If a Bidder fails to include one or more of those items his Bid may be rejected.

2. **Compensation**

A. The total amount payable to the Contractor under this Contract, excluding gross receipts tax and expenses, shall not exceed two million dollars ($2,163,750.00) per fiscal year, including NMGRT, for a total of four million dollars ($8,655,000.00) for the four (4) year term of this Contract. The applicable gross receipts tax shall be shown as a separate amount on each billing or request for payment made under the contract, consistent with NMSA 1978, Section 13-1-108.

B. Payment in future fiscal years is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the City. All invoices MUST BE received by the City no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the City finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the City that the services have been received and accepted, payment shall be tendered to the Contractor within twenty-one days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked.

D. If the City fails to pay the contractor within twenty-one days after receipt of an undisputed request for payment, the City shall pay interest to the contractor beginning on the twenty-second day after payment was due, computed at one and one-half percent of the undisputed amount per month or fraction of a month until the payment is issued. If the City receives an improperly completed invoice, the City shall notify the sender of the invoice within seven days of receipt in what way the invoice is improperly completed, and the owner has no further duty to pay on the improperly completed invoice until it is resubmitted as complete.

E. **Notice of Extended Payment Provision for Grant Funded Contracts**. This contract allows the City to make payment within 45 days after submission of an undisputed request for payment for contracts funded by grant money consistent with NMSA 1978, sec. 57-28-5(B).

3. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This contract shall terminate **four (4) years from the date of final signature**.

4. Termination

A. Grounds. The City may terminate this Contract for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Contractor may only terminate this Contract based upon the City's uncured, material breach of this Contract.

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 Contract 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 Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 5, "Appropriations," of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT.*

5. Appropriations

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately 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 Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor

The Contractor and its agents and employees are independent contractors performing construction services for the City and are not employees of the City. The Contractor and its 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 Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. 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.

7. Construction Contract Performance and Payment Bond

A. When a construction Task Order is approved in excess of twenty-five thousand dollars ($25,000), the following bonds or security shall be delivered to the City and shall become binding on the parties upon the approval of the Task Order. If the Contractor fails to deliver the required performance and payment bonds, the Contractor's bid shall be rejected, its bid security shall be enforced to the extent of actual

damages. Approval of a task order shall be made pursuant to the Procurement Code in the following manner:

(1) a performance bond satisfactory to the City, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the Task Order; and
(2) a payment bond satisfactory to the City, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the Task Order, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the Task Order.

B. A subcontractor shall provide a performance and payment bond on a public works building project if the subcontractor's contract for work to be performed on a project is one hundred twenty-five thousand dollars ($125,000) or more.

8. Assignment

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

9. Subcontracting

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

10. Release

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Contract.

11. Confidentiality

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

12. Product of Service -- Copyright

All materials developed or acquired by the Contractor under this Contract shall become the property of the City and shall be delivered to the City no later than the termination date of this Contract. Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

13. Conflict of Interest; Governmental Conduct Act

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract 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 Article 12 are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Contract 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 Article 12 were erroneous on the effective date of this Contract 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 Contract to the contrary, the City may immediately terminate the Contract.

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

14. <u>Amendment</u>

A. This Contract 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 Contract 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 Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

15. <u>Change Orders</u>

A. Changes. The Contractor may only make changes or revisions within the Task Order as defined by Article 1 and/or Exhibit 1 after receipt of written approval by the Project Manager, P. Fred Heerbrandt, P.E., or his/her designee. Such change may only be made to Tasks or Sub-Task as defined in the Scope of Work. Under no circumstance shall such change affect the:

1) Deliverable requirements, as outlined in the Task Order;
2) Due date of any Deliverable, as outlined in the Task Order;
3) Compensation of any Deliverable, as outlined in the Task Order;
4) Contract compensation, as outlined in Article 2; or
5) Contract termination, as outlined in Article 4.

B. Change Request Process. In the event that circumstances warrant a change to accomplish the Task Order as described above, a Change Request shall be submitted that meets the following criteria:

1) The Contractor shall draft a written Change Request for review and approval by the Project Manager to include:
   (a) the name of the person requesting the change;
   (b) a summary of the required change;
   (c) the start date for the change;
   (d) the reason and necessity for change;
   (e) the elements to be altered; and

(f) the impact of the change.

2. The Project Manager shall provide a written decision on the Change Request to the Contractor within a maximum of ten (10) Business Days of receipt of the Change Request. All decisions made by the Project Manager are final. Change Requests, once approved, become a part of the Task Order, and become binding as a part of the original Task Order.

16. Merger

This Contract 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 contract.

All terms and conditions of the **ITB #25159 – On-Call Equipment Replacement Construction Services,** and the Contractor's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

17. Penalties for violation of law

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

18. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures 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 Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

19. Applicable Law

The laws of the State of New Mexico shall govern this Contract, 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, section 38-3-2. By execution of this Contract, 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 Contract.

20. 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 Contract may be terminated by the City.

21. Other Insurance

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be a 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.

B. **Broader Coverage and Limits**. The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, 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 Contract are sufficient to cover the obligations of Contractor hereunder.

C. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured 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.

22. Records and Financial Audit

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments

23. Indemnification

The Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Contract, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Contract. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the City.

24. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Contract 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 Contract modifies or waives any provision of the New Mexico Tort Claims Act.

25. Invalid Term or Condition

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

26. Enforcement of Contract

A party's failure to require strict performance of any provision of this Contract 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 Contract 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.

27. Notices

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City: P. Fred Heerbrandt, P.E.
pfheerbrandt@santafenm.gov
73 Paseo Real
Santa Fe, NM 87507

To the Contractor: Neal Keiper
Sub Surfacing Contracting, Inc.
27 Paseo De River
Santa Fe, NM 87507

28. Authority

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

29. Progress Payments

Based upon Application for Payment submitted to the City by the Contractor and Certificates for Payment issued by the City, the City shall make progress payments on account of the Contract sum to the Contractor as provided in the Contract documents for the period ending the last day of the month as follows:

Not later than twenty-one (21) days following the end of the period covered by the Application for Payment, one hundred percent (100%) of the portion of the Contract Sum properly allocable to labor, materials, and equipment incorporated in the work and one hundred percent (100%) of the portion of the Contract sum properly allocable to materials and equipment suitably stored at the site or some other location agreed upon in writing for the period covered by the Application for Payment, less the aggregate of previous payments made by the City; and upon substantial completion of the entire work, a sum sufficient to increase the total payments to one hundred percent (100%) of the Contract sum, less such amounts as the City shall determine for all incomplete work and unsettled claims as provided in the Contract documents.

30. Final Payment

Final payment, constituting the entire unpaid balance of the Task Order sum, unless it is a disputed payment, shall be paid by the City to the Contractor within twenty-one (21) calendar days, after all deficiencies to the Contract document that were noted during the Substantial Completion Inspection and listed on the attachment to the Certificate of Substantial Completion have been corrected, and provided the Task Order has been fully performed and a final Certificate for Payment has been issued by the City. In addition, the Contractor shall provide to the City a certified statement of Release of Lien (AIA Document G706A or approved form), Consent of Surety, Warranty from Prime Contractor, Warranties from Suppliers and Manufacturers, training sessions, equipment/operating manuals, and as-built drawings.

31. General and Special Provisions

A. Terms used in this Contract which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

B. An enumeration of the Contractor's General Comprehensive Liability Insurance requirements appears in the General Conditions of the Contract for construction. Insurance requirements are also described in the Instructions to the Bidder section of the Project Manual. Contractor shall maintain adequate insurance in at least the maximum amounts, which the City could be liable under the New Mexico Tort Claims Act and shall provide proof of such insurance coverage to the City. It is the sole responsibility of the Contractor to comply with the law.

C. This Contract shall not become effective until: (1) approved by the Governing Body; and (2) signed by all parties required to sign this Contract.

D. The Contractor shall maintain detailed time records which indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration and the State Auditor. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive illegal payments.

E. The Contractor warrants that the Contractor presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under this Contract.

F. The Contractor hereby warrants that the Contractor complies with the Americans with Disabilities Act, 29 CFR 1630.

G. Gender, Singular/Plural. Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, unless the context otherwise requires.

H. Captions and Section Headings. The captions and section headings contained in this Contract are for convenience of reference only, and in no way limit, define, or enlarge the terms, scope, and conditions of this Contract.

I. Certificates and Documents Incorporated. All certificates and documentation required by the provisions of the Contract shall be attached to this Contract at the time of execution and are hereby incorporated by reference as though set forth in full in this Contract to the extent they are consistent with its conditions and terms.

J. Separability. If any clause or provision of this Contract is illegal, invalid or unenforceable under present or future laws effective during the term of this Contract, then and in that event, it is the intention of the parties hereto that the remainder of this Contract shall not be affected thereby.

K. Words and Phrases. Words, phrases, and abbreviations, which have well-known technical or trade meanings used in the Contract documents shall be used according to such recognized meaning. In the event of a conflict, the more stringent meaning shall govern.

L. Relationship of Contract Documents. The Contract Documents are complementary, and any requirement of one Contract Document shall be as binding as if required by all.

M. Pursuant to NMSA 1978, section 13-1-191, reference is hereby made to the Criminal Laws of New Mexico (including NMSA 1978, sections 30-14-1, 30-24-2, and 30-41-1 through 30-41-3) which prohibit bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further, the Procurement Code (NMSA 1978, sections 13-1-28 through 13-1-199) imposes civil and criminal penalties for its violation.

N. Pursuant to NMSA 1978, section 13-4-11. Reference is hereby made to the Minimum Wage on Public Works; weekly payments; posting wage scale; withholding funds.

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

CITY OF SANTA FE:

_____
Alan Webber, Mayor

DATE: _____

CONTRACTOR:

NEAL KEIPER (Jul 10, 2025 11:37 MDT)

_____
Neal J. Keiper, President

DATE: 07/10/2025

NMBTIN#: _____

ATTEST:

_____
ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Jul 10, 2025 11:38 MDT)

_____
SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
_____
EMILY OSTER, FINANCE DIRECTOR

EXHIBIT A

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Comments
			Wage Rates for Projects Under $60,000		
1	1	HR	Superintendent - Regular Hourly Rate	$ 75.00	
2	1	HR	Superintendant - Overtime Hourly Rate	$ 112.50	
3	1	HR	Journeyman or Experienced Worker - Regular Hourly Rate	$ 70.00	
4	1	HR	Journeyman or Experienced Worker - Overtime Hourly Rate	$ 105.00	
5	1	HR	Laborer - Regular Hourly Rate	$ 43.00	
6	1	HR	Laborer - Overtime Hourly Rate	$ 64.50	
			Wage Rates for Projects Over $60,000		
7	1	HR	Superintendent - Regular Hourly Rate	$ 75.00	
8	1	HR	Superintendant - Overtime Hourly Rate	$ 112.50	
9	1	HR	Journeyman or Experienced Worker - Regular Hourly Rate	$ 70.00	
10	1	HR	Journeyman or Experienced Worker - Overtime Hourly Rate	$ 105.00	
11	1	HR	Laborer - Regular Hourly Rate	$ 43.00	
12	1	HR	Laborer - Overtime Hourly Rate	$ 64.50	
			Misc. Rates		
13	1	Disc.	Discount off all materials. Enter zero if no discount is offered	$ -	
14	1	Daily	Temporary Site office trailer, rental rate	$ 200.00	
15	1	Daily	Temporary fencing, rental rate	$ 200.00	
16	1	Dialy	Sanitary/toilet facilities, rental rates	$ 50.00	

From: DUTTON-LEYDA, TRAVIS K.
To: GABALDON, RACHEL D.; HEERBRANDT, PAUL F.; MACALLISTER, LINDA M. (Contractor)
Subject: Fw: Contract Review Request Form - Denise Gabaldon
Date: Thursday, December 12, 2024 10:54:22 AM

Fred, please see below. Do you want to argue this or do you want to move forward with a construction ITB?

Thank you.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1

Internal Link: https://intranet.santafenm.gov/finance_1

Chart, text

From: MARTINEZ, MARCOS D. <mdmartinez@santafenm.gov>
Sent: Thursday, December 12, 2024 10:47 AM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Cc: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Subject: Re: Contract Review Request Form - Denise Gabaldon

Dear Travis:

I point to the scope of work:

The Contractor shall perform On-Call Equipment Replacement, Repair, and Installation services to provide miscellaneous repairs, upgrades, improvements, replacements, new construction services and materials for facilities and processes throughout the Paseo Real Wastewater Reclamation Facility, the Sanitary Sewer Collection System, and other remote locations.

The Division shall provide, at a minimum, a detailed scope of work and/or drawings, generally defining the construction work required for the project. The Contractor shall be responsible for verifications of all existing conditions, measurements, and dimensions for completing the work.

Contractors shall have the technical staff to perform diagnostic services and provide the correct agencies

with professionally prepared, stamped drawings in order to obtain installation or construction permits when needed. The Contractor is responsible for obtaining all required licenses, fees and permits required to perform the work. Contractor shall be responsible for any applicable Local, County, State and Federal requirements and permits including, but not limited to, the City of Santa Fe's Stormwater Pollution Prevention Program and Stormwater Best Management Practices.

Further, the definition of construction is quite broad in the procurement code:

A. "Construction" means building, altering, repairing, installing or demolishing in the ordinary course of business any:

...

(6) sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility;

(7) sewage, water, gas or other pipeline;

...

(10) water, oil or other storage tank;

...

(12) electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners;

NMSA 1978, sec. 13-1-40.

The services in the scope of work clearly fall into the definition of construction under the code.

Marcos Martínez

CITY OF SANTA FE

This message may be subject to the attorney client privilege. 11-503 NMRA. If you have received this message in error, please delete it and alert the sender. 16-404(B) NMRA.

From: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Sent: Thursday, December 12, 2024 10:30 AM
To: MARTINEZ, MARCOS D. <mdmartinez@santafenm.gov>
Cc: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Marcos, more and more I'm thinking this should be general services. The awarded vendors are just going to be replacing existing equipment and won't modify the buildings in any way.

Thank you.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501

505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1

Vendor Registration and Current Procurement Opportunities:
https://cityofsantafenmvendors.munisselfservice.com/Vendors/VBids/SearchResults.aspx

Internal Link: https://intranet.santafenm.gov/finance_1

More Procurement, less drama ~ John Blair

From: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Sent: Tuesday, December 10, 2024 2:19 PM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Subject: FW: Contract Review Request Form - Denise Gabaldon

Forwarding this for review! Per Amy's email below, Marcos thinks this should be a construction contract.

Thanks,

Denise Gabaldon, CPO

From: GABALDON, RACHEL D.
Sent: Monday, December 9, 2024 2:19 PM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Cc: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Subject: FW: Contract Review Request Form - Denise Gabaldon

Hey Travis,

One more thing to look at when you have a chance! This is the contract that will go with the On-Call Equipment replacement, repair and installation, it was originally determined to be General Services but Marcos is strongly leaning towards this being a construction contract. Can you review?

Thanks,

Denise Gabaldon, CPO

From: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Sent: Wednesday, December 4, 2024 9:30 AM
To: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Denise,

We do need Travis to look at this again for the determination. Marcos is still questioning the classification of “construction” (see his comments). Is there anyone who makes determinations while Travis is out? Or we may want to wait for him to return. Unless you heard back from him before he left last week.

Let’s stay in touch and sorry I don’t have a definitive answer.

Thanks!
Amy

From: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Sent: Monday, December 2, 2024 10:38 AM
To: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Thank you!

Thanks,

Denise Gabaldon, CPO

From: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Sent: Monday, December 2, 2024 10:35 AM
To: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Good morning! I will follow up on this one too.

Thank you!

From: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Sent: Monday, November 25, 2024 2:08 PM
To: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Good afternoon Amy,

I have attached the ITB contract for On-call equipment replacements with answers/comments from the department.
About it being a construction contract, the department has specified that this contract is to buy and install the equipment so there are construction components but it is not solely for construction. Travis has not commented on it in Teams yet.

Thanks,

Denise Gabaldon, CPO

From: GABALDON, RACHEL D.
Sent: Friday, November 22, 2024 3:55 PM
To: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Thank you, I will double check with Travis and let the department know!

Thanks,

Denise Gabaldon, CPO

From: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Sent: Friday, November 22, 2024 3:09 PM
To: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Hi Denise! I just got this back from Marcos and his biggest concern is this seems like a construction contract. Can you confirm with Travis this is correct and reply to the other comments as well.

Thank you,
Amy

From: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Sent: Thursday, November 21, 2024 3:06 PM
To: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Hello Amy!

Any word from Marcos on this?

Thanks,

Denise Gabaldon, CPO

From: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Sent: Wednesday, November 20, 2024 8:21 AM
To: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

You too, thank you!

From: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Sent: Wednesday, November 20, 2024 8:20 AM

To: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Awesome, thank you!

Have a good day,

Denise Gabaldon, CPO

From: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Sent: Wednesday, November 20, 2024 8:19 AM
To: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Morning! It is with Marcos for review. Let me follow up with him today about it.

From: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Sent: Wednesday, November 20, 2024 8:10 AM
To: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Subject: FW: Contract Review Request Form - Denise Gabaldon

Good morning Amy,

I hope all is well! Can I get an update on the review of this contract for an ITB when you get a chance?

Thanks,

Denise Gabaldon, CPO

From: GABALDON, RACHEL D.
Sent: Thursday, November 14, 2024 9:20 AM
To: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Good morning Amy,

I have attached the dept's edits.

Have a good day

Denise Gabaldon, CPO

From: CAWTHON, AMY M. <amcawthon@santafenm.gov>
Sent: Wednesday, November 13, 2024 11:49 AM
To: GABALDON, RACHEL D. <rdgabaldon@santafenm.gov>
Subject: RE: Contract Review Request Form - Denise Gabaldon

Morning Denise!

In beginning the review of this ITB, I noticed the SOW includes much more than the scope of work.

Can you remove all of the details in the SOW that aren't actually part of it. For example, compensation, term, insurance requirements as all of these are already in the body of the template. If there are details in each of those paragraphs that the department wants to edit from the template, please make the redlines in the actual paragraphs, not in the SOW.

Also, all of the ITB language that talks about the bidder, etc, should not also be in the SOW.

Please update and reply here with an updated version of the ITB with the directives above in mind.

Thank you much,
Amy

From: Jotform <noreply@jotform.com>
Sent: Thursday, November 7, 2024 9:10 AM
To: KENNY, JULIE C. <jckenny@santafenm.gov>; MARTINEZ, MARCOS D. <mdmartinez@santafenm.gov>; CAWTHON, AMY M. <amcawthon@santafenm.gov>
Subject: Re: Contract Review Request Form - Denise Gabaldon

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Contract Review Request Form

Vendor/Contractor Name	ITB 25066 On-Call Equip Repair & Installation
Your Name	Denise Gabaldon
Your Email	rdgabaldon@santafenm.gov
Your Phone Number	(505) 231-5003
City Department/Division	Finance

If this is a contract to procure goods or services, what is the procurement method?	Invitation to Bid (ITB)
Upload Purchasing Determination and Exhibits mentioned in the Contract or Amendment.	RE_ On-Call Equipment Replacement, Repair, and Installation Services (1).PDF Horizons Of New Mexico List (1).pdf
Is the Department proposing to use a City contract form, an external contract form, or is the Department requesting a custom contract or amendment?	City Contract Form
Please upload draft contract in Word. If this is an amendment, please also upload a pdf of the original approved contract and previous amendments if applicable.	GS Contract On-Call Equip Replace DG 11 6 24_3202.docx
The full name of the Vendor/Contractor's signatory. This will be added to the signature page.	Uknown
The Vendor/Contractor signatory's title.	Unknown
Are there special requests, or is this an emergency, such that a delay could harm the City's employees, the public, City property, or City finances?	Good morning, this is for an ITB so there is not any vendor information just yet. Thank you!

You can edit this submission and view all your submissions easily.

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE
Public Utilities/Wastewater	7/10/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
WW Capital Projects/WIP Construction	5000375	572970		$ 2,163,750	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
				$ 2,163,750	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

To increase account 572970 for **subsurface**. Please see memo for detail and please add **subsurface** for posting of BAR (FY26)

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
500	(2,163,750)
TOTAL:	**(2,163,750)**

Linda MacAllister 7/10/2025
Prepared By *{print name}* Date

Division Director Signature *{optional}* Date

Department Director Signature Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andy Hopkins 07/21/2025
Budget Officer Date

Finance Director *{≤ $5,000}* Date

City Manager *{≤ $60,000}* Date

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/25/2025

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

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

PRODUCER License # 0757776 HUB International Insurance Services (SOW) 2905 Rodeo Park Drive East Building 6, Suite 100 Santa Fe, NM 87505	CONTACT NAME: Michelle Vialpando PHONE (A/C, No, Ext): (505) 992-1873 FAX (A/C, No): (866) 487-3972 E-MAIL ADDRESS: michelle.vialpando@hubinternational.com
INSURED Sub Surface Contracting Inc 27A Paseo De River St Santa Fe, NM 87507	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : ACUITY, A Mutual Insurance Company 14184 INSURER B : Builders Trust of New Mexico INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X PD Ded: $500 GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:			Z75944	7/1/2025	7/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 250,000 $ 10,000 $ 1,000,000 $ 3,000,000 $ 3,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			Z75944	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			Z75944	7/1/2025	7/1/2026	EACH OCCURRENCE AGGREGATE $	$ 2,000,000 $ 2,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: Y If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		0692	1/1/2025	1/1/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 2,000,000 $ 2,000,000 $ 2,000,000
A	Leased/Rented Eqpt			Z75944	7/1/2025	7/1/2026	Ded: $500 / Limit:	200,000

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

CERTIFICATE HOLDER

City of Santa Fe
210 Lincoln Ave.
Santa Fe, NM 87501

CANCELLATION

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

© 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

CITY OF SANTA FE

Date: July 8, 2025

To: Governing Body

From: Marlisa B. Wilson, Public Works Project Manager Marlisa B. Wilson

Via: Regina Wheeler, Public Works Department Director RW
RW (Jul 10, 2025 12:13 MDT)
Sam Burnett, Facilities Management Division Director
JOHN BURNETT (Jul 9, 2025 10:12 MDT)

Subject: Siler Complex Fuel Station Remediation

Vendor Name: Advanced Environmental Solutions, Inc.

Vendor Number: 2079

ACTION:
Request for Approval of a Construction Contract with Advanced Environmental Solutions, Inc. in the Total Amount of $224,205 for Siler Complex Fuel Station Remediation with Term Ending December 28, 2025. (Marlisa B. Wilson, Public Works Project Manager, mbwilson@santafenm.gov)

CONTRACT NUMBER:
The FY25 Munis Contract Number is 3250578.

BACKGROUND AND SUMMARY:
The City has determined that the fuel station located at 1142 Siler Road is no longer a necessary municipal asset. Continued operation would require substantial capital investment to address aging infrastructure, outdated equipment, and ongoing maintenance and regulatory compliance costs. With the successful adoption of the City's Fleet Fuel Program utilizing WEX cards, the station has become functionally obsolete. Accordingly, the fueling system, including underground storage tanks, will be decommissioned and remediated.

The station has been in operation for over 36 years. Proactively decommissioning the facility will help the City avoid future risks associated with aging fuel infrastructure and unsupported systems. There is no data indicating whether the system leaked.

Staff has met with NMED to understand compliance and risks and is proceeding with recommended process for decommissioning and remediation. The underground tanks will be removed, and subsurface soil conditions are assessed to determine whether additional remediation is required.

The City submitted a 30-Day Notice of Temporary Closure to the State of New Mexico on February 18, 2025. This notice remains valid for one year.

Advanced Environmental Solutions (AES) has been contracted to perform the closure and remediation work. Their scope includes the excavation of asphalt and soil to expose and remove the three underground storage tanks. Soil samples will be collected from beneath the tanks and analyzed

to determine if leakage has occurred. If contamination is present, additional work will be required that may require a contract amendment.

The project is funded through FY25 one-time funding. The contract includes a 25% contingency to accommodate some unforeseen soil remediation needs identified during excavation.

Project completion is anticipated within six months of the notice to proceed.

ATTACHMENTS:
Construction Contract
Proposal
Statewide Price Agreement No. 40-00000-23-00034
Certificate of Insurance
Horizons Service List
CPO Determination

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:
Munis Org Name/Number: 3209980
Munis Object Name/Number: 572970

Budget Officer/Designee: Andy Hopkins Date: 07/14/2025
Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:
The procurement method used was NMSA 1978, Section 13-1-129, Statewide Price Agreement No. 40-00000-23-00034, which expires on December 28, 2025.

Chief Procurement Officer (CPO)/Designee: JoAnn Lovato Montaño Date: 07/14/2025
CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:
IT Components included? ☐ Yes | ☒ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Vehicles included? ☐ Yes | ☒ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures, included? ☒ Yes | ☐ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: JOHN BURNETT (Jul 9, 2025 10:12 MDT)

Is this an externally funded purchase? ☐ Yes | ☒ No
If yes, what is the issuing agency: _____
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Capital Asset or Project? ☐ Yes | ☒ No
Project Ledger Number _____
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Is this a Grant Funded Purchase? ☐ Yes | ☒ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Item #: _____
Munis Contract #: 3250578
SWPA #: 40-00000-23-00034

CITY OF SANTA FE

CONSTRUCTION CONTRACT

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the "City," and **Advanced Environmental Solutions, Inc.**, hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the City, through its Governing Body, is authorized to enter into a construction Contract for the project; and

WHEREAS, the City has procured this Contract according to the established State and Local Purchasing procedures for contracts of the type and amount; and

The City and the Contractor hereby agree as follows:

1. Scope of Work

A. The Contractor shall perform the following work:

1. Contractor will prepare and submit a 30-day notification of tanks removal to the NM Environmental Department for review and approval.
2. Contractor will notify New Mexico one Call and have the site spotted for all underground utilities which may require a private line locator sub-consultant to locate buried utilities in the excavation areas.
3. Provide and install temporary perimeter fencing.
4. Pump any remaining liquids from the tanks and place the fuel removed in UN Specification 55gl drums. The drums containing off-spec fuel will be marked and secured on-site pending profiling and disposal. An episodic EPA ID# will be required to properly dispose of the drums at a cost of $500 payable to NMED.
5. Demolish and remove the overhead canopy and transport for recycling/disposal.
6. Cut, remove and dispose of the removed concrete and asphalt from above the tanks, fuel lines and dispensers.
7. Excavate and expose the tanks, piping and dispensers. Remove the three UST's and disconnect all associate piping, drain and collect any residual fuel.
8. Remove the three UST's and disconnect all associate piping; drain and collect any residual fuel.
9. Rinse the interior of the tanks with fresh water. Pump the rinsate water from the tanks and place into UN Specification 55gl drums. The drums containing off-spec rinsate water will be marked and secured on-site pending profiling and disposal.

10. Inert the tanks utilizing CO2 or dry ice.
11. Cut a hole in each tank and inspect for residual sludge.
12. In the event there is waste present in the tanks, Contractor will collect any residual liquids/sludge from the tanks and collect into 55gl drums. Contractor will obtain representative samples of the sludge/fuel and relinquish to a certified Laboratory for BTEX/TPH/RCRA Metals analysis. Contractor will mark, secure and leave drums on site and provide the City of Santa Fe with pricing for subsequent disposal by Contractor.
13. Contractor will load, secure and transport tank shells on a Bill of Lading for recycling/disposal.
14. Remove the fuel dispensers, bollards and fuel island structures and transport for recycling/disposal.
15. Disconnect and remove the Veeder Root panel and associated conductor wire. Disconnect and remove any electrical conductor wires.
16. Contractor will collect the appropriate samples underneath and around the removed tanks, dispensers and related piping and relinquish the samples to a certified Laboratory for 8015B Total Petroleum Hydrocarbons analysis.
17. If the samples return confirming the excavation to be contaminated, Contractor will provide the City of Santa Fe with pricing for the proper removal and disposal of the contaminated soils.
18. If the results are confirmed to be Negative, Contractor will backfill and compact the site with clean backfill material.
19. Prepare the surface for re-paving.
20. Install 4" asphalt pavement over the fuel station footprint.

The Contractor shall be responsible for verifications of all conditions, measurements, and dimensions for bidding.

The Contractor shall be responsible for all permits, fees, and State inspections associated with the construction.

The Contractor shall comply with all applicable local, state, and federal laws and regulations.

B. Project: Siler Complex Fuel Station Remediation

C. City Department: Public Works Department – Facilities Management Division

D. Distribution:

City:
Marlisa Wilson
Project Manager
City of Santa Fe Public Works
2651 Siringo Road, Building E
PO Box 909
Santa Fe, NM 87504-0909
mbwilson@santafenm.gov

505-955-5937

Contractor:
Douglas Roshau
Project Manager
Advanced Environmental Solutions, Inc.
2318 Roldan Drive
Belen, NM 87002
droshau@aesnm.com
505-861-1700

2. Compensation

A. The City shall pay to the Contractor in full payment for services satisfactorily performed not to exceed two hundred twenty-four thousand two hundred four dollars and forty cents ($224,204.40), which includes a 25% contingency and New Mexico gross receipts tax of 8.1875%.

The Unit Bid Contract Total shall be paid as follows:

Base Quote	$165,789.50	
25% Contingency	$41,447.38	
Subtotal		$207,236.88
Gross Receipts Tax (8.1875%)		$16,967.52
Base Bid plus Contingency and NMGRT		$224,204.40

The total amount payable to the Contractor under this Contract shall not exceed two hundred twenty-four thousand two hundred four dollars and forty cents ($224,204.40). This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Contract shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the services provided under this Contract reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Contract being amended in writing prior to those services in excess of the total compensation amount being provided.

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the City. All invoices MUST BE received by the City no later than thirty 30) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the City finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the City that the services have been received and accepted, payment shall be tendered to the Contractor within twenty-one days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked.

D. If the City fails to pay the contractor within twenty-one days after receipt of an undisputed request for payment, the City shall pay interest to the contractor beginning on the twenty-second day after payment was due, computed at one and one-half percent of the undisputed amount per month or fraction of a month until the payment is issued. If the City receives an improperly completed invoice, the City shall notify the sender of the invoice within seven days of receipt in what way the invoice is improperly completed, and the owner has no further duty to pay on the improperly completed invoice until it is resubmitted as complete.

E. **Notice of Extended Payment Provision for Grant Funded Contracts**. This contract allows the City to make payment within 45 days after submission of an undisputed request for payment for contracts funded by grant money consistent with NMSA 1978, sec. 57-28-5(B).

3. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This contract shall terminate **December 28, 2025**. The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of ten (10) years in accordance with NMSA 1978, Sections 13-1-150 through 152.

4. Termination

A. Grounds. The City may terminate this Contract for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Contractor may only terminate this Contract based upon the City's uncured, material breach of this Contract.

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 Contract 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 Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 5, "Appropriations," of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT.*

5. Appropriations

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately 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 Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor

The Contractor and its agents and employees are independent contractors performing construction services for the City and are not employees of the City. The Contractor and its 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 Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. 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.

7. Construction Contract Performance and Payment Bond

A. When a construction contract is awarded in excess of twenty-five thousand dollars ($25,000), the following bonds or security shall be delivered to the City and shall become binding on the parties upon the execution of the contract. If the Contractor fails to deliver the required performance and payment bonds, the Contractor's bid shall be rejected, its bid security shall be enforced to the extent of actual damages. Award of the contract shall be made pursuant to the Procurement Code in the following manner:

1) a performance bond satisfactory to the City, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract; and

2) a payment bond satisfactory to the City, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract.

B. A subcontractor shall provide a performance and payment bond on a public works building project if the subcontractor's contract for work to be performed on a project is one hundred twenty-five thousand dollars ($125,000) or more.

8. Assignment

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

9. Subcontracting

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

10. Release

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Contract.

11. Confidentiality

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

12. Product of Service -- Copyright

All materials developed or acquired by the Contractor under this Contract shall become the property of the City and shall be delivered to the City no later than the termination date of this Contract. Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

13. Conflict of Interest; Governmental Conduct Act

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract 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 Article 12 are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Contract 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 Article 12 were erroneous on the effective date of this Contract 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 Contract to the contrary, the City may immediately terminate the Contract.

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

14. Amendment

A. This Contract 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 Contract 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 Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

15. Change Orders

A. Changes. The Contractor may only make changes or revisions within the Scope of Work as defined by Article 1 and/or Exhibit 1 after receipt of written approval by the City Manager or his/her designee. Such change may only be made to Tasks or Sub-Task as defined in the Scope of Work. Under no circumstance shall such change affect the:

1) Deliverable requirements, as outlined in the Scope of Work;
2) Due date of any Deliverable, as outlined in the Scope of Work;
3) Compensation of any Deliverable, as outlined in the Scope of Work;
4) Contract compensation, as outlined in Article 2; or
5) Contract termination, as outlined in Article 4.

B. Change Request Process. In the event that circumstances warrant a change to accomplish the Scope of Work as described above, a Change Request shall be submitted that meets the following criteria:

1) The Project Manager shall draft a written Change Request for review and approval by the City Manager to include:
   (a) the name of the person requesting the change;
   (b) a summary of the required change;
   (c) the start date for the change;
   (d) the reason and necessity for change;
   (e) the elements to be altered; and
   (f) the impact of the change.

2) The City Manager shall provide a written decision on the Change Request to the Contractor within a maximum of ten (10) Business Days of receipt of the Change Request. All decisions made by the City Manager are final. Change Requests, once approved, become a part of the Contract, and become binding as a part of the original Contract.

16. Merger

This Contract 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 contract.

This Contract is issued against the state or agency Master Agreement, established and maintained by the State of New Mexico General Services Department Purchasing Division, SWPA 40-00000-23-00034, Amendment No. 2, and through this language hereby incorporates this Contract by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

17. Penalties for Violation of Law

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

18. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures 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 Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

19. Applicable Law

The laws of the State of New Mexico shall govern this Contract, 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, section 38-3-2. By execution of this Contract, 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 Contract.

20. 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 Contract may be terminated by the City.

21. Other Insurance

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be a 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.

B. **Business Automobile Liability** insurance for all owned, non-owned automobiles, with a combined single limit not less than $1,000,000 per accident.

C. **Broader Coverage and Limits**. The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, 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 Contract are sufficient to cover the obligations of Contractor hereunder.

D. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured 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.

22. Records and Financial Audit

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

23. Indemnification

The Contractor shall indemnify, hold harmless, or insure the City, including its officers, employees or agents, against liability, claims, damages, losses or expenses, including attorney fees, only to the extent that the liability, damages, losses or costs are caused by, or arise out of, the acts or omissions of the indemnitor or its officers, employees or agents. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) business days after it receives notice thereof, notify the legal counsel of the City.

24. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Contract 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 Contract modifies or waives any provision of the New Mexico Tort Claims Act.

25. Invalid Term or Condition

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

26. Enforcement of Contract

A party's failure to require strict performance of any provision of this Contract 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 Contract 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.

27. Notices

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City:
Marlisa Wilson
Project Manager
City of Santa Fe Public Works
2651 Siringo Road, Building E
PO Box 909
Santa Fe, NM 87504-0909
mbwilson@santafenm.gov
505-955-5937

To the Contractor
Douglas Roshau
Project Manager
Advanced Environmental Solutions, Inc.
2318 Roldan Drive
Belen, NM 87002
droshau@aesnm.com
505-861-1700

28. Authority

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

29. Progress Payments

Based upon Application for Payment submitted to the City by the Contractor and Certificates for Payment issued by the City, the City shall make progress payments on account of the Contract sum to the Contractor as provided in the Contract documents for the period ending the last day of the month as follows:

Not later than twenty-one (21) days following the end of the period covered by the Application for Payment, one hundred percent (100%) of the portion of the Contract Sum properly allocable to labor, materials, and equipment incorporated in the work and one hundred percent (100%) of the portion of the Contract sum properly allocable to materials and equipment suitably stored at the site or some other location agreed upon in writing for the period covered by the Application for Payment, less the aggregate of previous payments made by the City; and upon substantial completion of the entire work, a sum sufficient to increase the total payments to one hundred percent (100%) of the Contract sum, less such amounts as the City shall determine for all incomplete work and unsettled claims as provided in the Contract documents.

30. Final Payment

Final payment, constituting the entire unpaid balance of the Contract sum, unless it is a disputed payment, shall be paid by the City to the Contractor within twenty-one (21) calendar days, after all deficiencies to the Contract document that were noted during the Substantial Completion Inspection and listed on the attachment to the Certificate of Substantial Completion have been corrected, and provided the Contract has been fully performed and a final Certificate for Payment has been issued by the City. In addition, the Contractor shall provide to the City a certified statement of Release of Lien (AIA Document G706A or approved form), Consent of Surety, Warranty from Prime Contractor, Warranties from Suppliers and Manufacturers, training sessions, equipment/operating manuals, and as-built drawings.

31. Schedule

The Contractor shall, within five (5) days after the effective date of Notice to Proceed, prepare and submit a progress schedule covering project operations for the 30-day Contract period. This progress schedule shall be of the type generally referred to as a Critical Path Method (CPM), Critical Path Schedule (CPS), and Critical Path Analysis (CPA), and other similar designations. The CPM shall be used to control the timing and sequences of the project. All work shall be done in accordance with the CPM Planning and Scheduling. A written statement of explanation shall be submitted with the progress schedule. All costs incurred by the contractor to implement the CPM shall be borne by the Contractor and are part of their Contract.

32. General and Special Provisions

A. Terms used in this Contract which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

B. An enumeration of the Contractor's General Comprehensive Liability Insurance requirements appears in the General Conditions of the Contract for construction. Insurance requirements are also described in the Instructions to the Bidder section of the Project Manual. Contractor shall maintain adequate insurance in at least the maximum amounts, which the City

could be liable under the New Mexico Tort Claims Act and shall provide proof of such insurance coverage to the City. It is the sole responsibility of the Contractor to comply with the law.

C. This Contract shall not become effective until: (1) approved by the Governing Body; and (2) signed by all parties required to sign this Contract.

D. The Contractor shall maintain detailed time records which indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration and the State Auditor. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive illegal payments.

E. The Contractor warrants that the Contractor presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under this Contract.

F. The Contractor hereby warrants that the Contractor complies with the Americans with Disabilities Act, 29 CFR 1630.

G. Gender, Singular/Plural. Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, unless the context otherwise requires.

H. Captions and Section Headings. The captions and section headings contained in this Contract are for convenience of reference only, and in no way limit, define, or enlarge the terms, scope, and conditions of this Contract.

I. Certificates and Documents Incorporated. All certificates and documentation required by the provisions of the Contract shall be attached to this Contract at the time of execution and are hereby incorporated by reference as though set forth in full in this Contract to the extent they are consistent with its conditions and terms.

J. Separability. If any clause or provision of this Contract is illegal, invalid or unenforceable under present or future laws effective during the term of this Contract, then and in that event, it is the intention of the parties hereto that the remainder of this Contract shall not be affected thereby.

K. Words and Phrases. Words, phrases, and abbreviations, which have well-known technical or trade meanings used in the Contract documents shall be used according to such recognized meaning. In the event of a conflict, the more stringent meaning shall govern.

L. Relationship of Contract Documents. The Contract Documents are complementary, and any requirement of one Contract Document shall be as binding as if required by all.

M. Pursuant to NMSA 1978, section 13-1-191, reference is hereby made to the Criminal Laws of New Mexico (including NMSA 1978, sections 30-14-1, 30-24-2, and 30-41-1 through 30-41-3) which prohibit bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further,

the Procurement Code (NMSA 1978, sections 13-1-28 through 13-1-199) imposes civil and criminal penalties for its violation.

N. Pursuant to NMSA 1978, section 13-4-11. Reference is hereby made to the Minimum Wage on Public Works; weekly payments; posting wage scale; withholding funds.

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

CITY OF SANTA FE:

_____
ALAN WEBBER, MAYOR

DATE: _____

CONTRACTOR:
Advanced Environmental Solutions, Inc.

Douglas Roshau
Douglas Roshau (May 19, 2025 09:57 MDT)

NAME:
TITLE:

DATE: _____

NMBTIN#: 02-425034-00-1

ATTEST:

_____
ANDREA SALAZAR/CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (May 19, 2025 08:53 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

EMILY OSTER/FINANCE DIRECTOR

Construction Contract_Advanced Environmental_Siler Fuel Station_FINAL

Final Audit Report 2025-05-19

Created:	2025-05-19
By:	JULIE KENNY (jckenny@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI0CKG_X_bGHVnpggBIVEvxuu9tlaFsQw

"Construction Contract_Advanced Environmental_Siler Fuel Station_FINAL" History

Document created by JULIE KENNY (jckenny@santafenm.gov)
2025-05-19 - 2:52:17 PM GMT- IP address: 63.232.20.2

Document emailed to Marcos Martinez (mdmartinez@santafenm.gov) for signature
2025-05-19 - 2:52:40 PM GMT

Email viewed by Marcos Martinez (mdmartinez@santafenm.gov)
2025-05-19 - 2:52:51 PM GMT- IP address: 76.127.1.192

Document e-signed by Marcos Martinez (mdmartinez@santafenm.gov)
Signature Date: 2025-05-19 - 2:53:04 PM GMT - Time Source: server- IP address: 76.127.1.192

Agreement completed.
2025-05-19 - 2:53:04 PM GMT

Powered by Adobe Acrobat Sign

Construction Contract_Advanced Environmental_Siler Fuel Station_FINAL CAO

Final Audit Report 2025-05-19

Created:	2025-05-19
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsIrnf8uZw6OWD7yIHcKwe4e3IqH64od9

"Construction Contract_Advanced Environmental_Siler Fuel Station_FINAL CAO" History

Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
2025-05-19 - 3:44:13 PM GMT- IP address: 63.232.20.2

Document emailed to droshau@aesnm.com for signature
2025-05-19 - 3:45:33 PM GMT

Email viewed by droshau@aesnm.com
2025-05-19 - 3:52:40 PM GMT- IP address: 70.90.202.109

Signer droshau@aesnm.com entered name at signing as Douglas Roshau
2025-05-19 - 3:57:53 PM GMT- IP address: 70.90.202.109

Document e-signed by Douglas Roshau (droshau@aesnm.com)
Signature Date: 2025-05-19 - 3:57:55 PM GMT - Time Source: server- IP address: 70.90.202.109

Agreement completed.
2025-05-19 - 3:57:55 PM GMT

Powered by Adobe Acrobat Sign

ADVANCED ENVIRONMENTAL SOLUTIONS

2318 Roldan Drive • Belen, New Mexico 87002
(505) 861-1700 • Fax (505) 864-1710
24 hr. Emergency #: (505) 861-1700, Ext #7
e-mail: droshau@aesnm.com

April 4, 2025

Marlisa Wilson
City of Santa Fe
Facilities Division
2651 Siringo Road
Santa Fe, NM 87504

Re: Closure of Siler Fuel Station **Proposal #: 250332DR**

Dear Ms. Wilson:

We understand this quotation is for providing tank removal notification to NMED to remove three underground fuel storage tanks at the Siler Fuel Station in Santa Fe, NM. Associated infrastructure will also be removed including underground piping, fuel islands, dispensers, Vender Root system, electrical conductors and the canopy. Also included is the fuel pumping, containment, transportation, and disposal, inerting the tanks' interior prior to tanks removal and transportation for recycling. This quote also includes soil sampling below the tanks and distribution pipelines. Following analytical results indicating the soil under the tanks is "clean", the excavation areas will be backfilled and wheel compacted and the entire fueling station "footprint" will be re-surfaced with 4" asphalt pavement.

The following general **Scope of Work** has been established for the safe and compliant completion of this project:

1. Advanced Environmental Solutions, Inc. (AES) will prepare and submit a 30-day notification of tanks removal to the NM Environmental Department for review and approval.
2. AES will notify New Mexico one Call and have the site spotted for buried utilities and possibly contact a private line locator to locate buried utilities in the excavation areas.
3. Provide and install temporary perimeter fencing.
4. Pump any remaining liquids from the tanks and place the fuel removed in UN Specification 55gl drums. The drums containing off-spec fuel will be marked and secured on-site pending profiling and disposal. An episodic EPA ID# will be required to properly dispose of the drums at a cost of $500 payable to NMED.
5. Demolish and remove the overhead canopy and transport for recycling/disposal.
6. Cut, remove and dispose of the removed concrete and asphalt from above the tanks, fuel lines and dispensers.
7. Excavate and expose the tanks, piping and dispensers. Remove the three UST's and disconnect all associate piping, drain and collect any residual fuel.
8. Remove the three UST's and disconnect all associate piping; drain and collect any residual fuel.
9. Rinse the interior of the tanks with fresh water. Pump the rinsate water from the tanks and place into UN Specification 55gl drums. The drums containing off-spec rinsate water will be marked and secured on-site pending profiling and disposal.
10. Inert the tanks utilizing CO2 or dry ice.
11. Cut a hole in each tank and inspect for residual sludge.
12. In the event there is waste present in the tanks, AES will collect any residual liquids/sludge from the tanks and collect into 55gl drums. AES will obtain representative samples of the sludge/fuel and relinquish to a certified Laboratory for BTEX/TPH/RCRA Metals analysis. AES will mark, secure and leave drums on site and provide the City of Santa Fe with pricing for subsequent disposal by AES.

13. AES will load, secure and transport tank shells on a Bill of Lading for recycling/disposal.
14. Remove the fuel dispensers, bollards and fuel island structures and transport for recycling/disposal.
15. Disconnect and remove the Veeder Root panel and associated conductor wire. Disconnect and remove any electrical conductor wires.
16. AES will collect the appropriate samples underneath and around the removed tanks, dispensers and related piping and relinquish the samples to a certified Laboratory for 8015B Total Petroleum Hydrocarbons analysis.
17. **If the samples return confirming the excavation to be contaminated, AES will provide the City of Santa Fe with pricing for the proper removal and disposal of the contaminated soils.**
18. If the results are confirmed to be Negative, AES will backfill and compact the site with clean backfill material.
19. Prepare the surface for re-paving.
20. Install 4" asphalt pavement over the fuel station footprint.

Thank you for the opportunity to submit this proposal. We appreciate your consideration and look forward to working with you.

Sincerely,

Douglas Roshau
Project Manager
Advanced Environmental Solutions, Inc.

April 4, 2025

QUOTATION

Re: Closure of Siler Fuel Station **Proposal #: 250332DR**

TERMS AND CONDITIONS/NOTES:

- Quote valid for 30 days.
- Payment Terms: Net 30 Days.
- Subject to weather and equipment availability, AES will mobilize within 10 days of written notice to proceed.
- City of Santa Fe will provide access and egress onto the site.
- AES will provide services at the direction of your field representative. We understand that he/she is authorized by you company to make changes to the above referenced Scope of Work unless otherwise noted.
- All AES staff will work using Level "D" personal protective equipment (PPE).

If this proposal is acceptable, please sign below and return a copy to us to complete execution. It is intended that all work performed on this project will be governed by terms, conditions, and pricing set forth in this Agreement. Any and all changes to the established Scope of Work and/or Quotation must be agreed to by both parties and accompanied by a signed Addendum.

Executed By **Advanced Env'l Solutions, Inc.:**	**Executed By** **City of Santa Fe:**
_____ **Signature – Authorized Representative**	_____ **Signature – Authorized Representative**
_____ **Name and Title**	_____ **Name and Title**
_____ **Date**	_____ **Date**

Attachment: Pricing Schedule

Closure of Siler Fuel Station

250332DR

DESCRIPTION	UNITS	QTY.	UNIT PRICE	EXTENDED PRICE
Tanks Removal per SOW:				
NMED Notification-Project Manager	hours	2	$ 90.00	$ 180.00
Subtotal				$ 180.00
Install Fence, Pump Remaining Fuel and Rinse Tank's Interior:				
Project Manager	hours	8	$ 90.00	$ 720.00
Supervisor	hours	18	$ 75.00	$ 1,350.00
Technician(2)	hours	36	$ 120.00	$ 4,320.00
HazMat Vehicle and Mileage	day	3	$ 425.00	$ 1,275.00
Equipment	day	2	$ 575.00	$ 1,150.00
55-gallon Drums	ea*	5	$ 120.00	$ 600.00
Transportation and Disposal-Off Spec Fuel	ea*	3	$ 450.00	$ 1,350.00
Transportation and Disposal-Rinsate Water	ea*	2	$ 575.00	$ 1,150.00
Install Temporary Fence -Need Price	lot	1	$ 2,250.00	$ 2,250.00
Subtotal				$ 13,445.00
Demolish Canopy and Fuel Island Dispensers and Structures, Remove Veeder Root And Conductors				
Supervisor	hours	36	$ 75.00	$ 2,700.00
Technician/Operator	hours	72	$ 120.00	$ 8,640.00
HazMat Vehicle and Mileage	day	4	$ 425.00	$ 1,700.00
Equipment Delivery and Pickup	each	2	$ 700.00	$ 1,400.00
Excavator	day	4	$ 1,150.00	$ 4,600.00
Manlift	day	4	$ 425.00	$ 1,700.00
Canopy Disposal	lot	1	$ 1,500.00	$ 1,500.00
Subtotal				$ 22,240.00
Cut, remove and dispose of concrete and asphalt surfaces				
Supervisor	hours	27	$ 75.00	$ 2,025.00
Technician/Operator	hours	54	$ 120.00	$ 6,480.00
HazMat Vehicle and Mileage	day	3	$ 425.00	$ 1,275.00
Equipment Delivery and Pickup	each	2	$ 700.00	$ 1,400.00
Skitsteer with Breaker	day	3	$ 750.00	$ 2,250.00
Backhoe	day	3	$ 525.00	$ 1,575.00
Concrete and asphalt disposal	yard*	120	$ 102.50	$ 12,300.00
Subtotal				$ 27,305.00
Expose and Remove Underground Tank and Piping and Sampling				
Project Manager	hours	8	$ 90.00	$ 720.00
Supervisor	hours	36	$ 75.00	$ 2,700.00
Technician/Operator	hours	72	$ 120.00	$ 8,640.00
HazMat Vehicle and Mileage	day	5	$ 425.00	$ 2,125.00
Equipment Delivery and Pickup	each	2	$ 700.00	$ 1,400.00
Excavator	day	4	$ 1,150.00	$ 4,600.00
Backhoe	day	4	$ 750.00	$ 3,000.00
Tank Transportation and recycling/disposal	each	3	$ 875.00	$ 2,625.00
Dry Ice(CO2)	lbs	600	$ 1.75	$ 1,050.00

Closure of Siler Fuel Station
250332DR

PID Meter	day	1	$ 250.00	$ 250.00
Total Petroleum Hydrocarbons Sampling and Analysis	set	18	$ 144.00	$ 2,592.00
Subtotal				$ 28,982.00
Backfill excavation area and prepare surface for asphalt				
Supervisor	hours	18	$ 75.00	$ 1,350.00
Technician/Operator	hours	36	$ 120.00	$ 4,320.00
Equipment Delivery and Pickup	each	1	$ 700.00	$ 700.00
Backhoe	day	2	$ 750.00	$ 1,500.00
Backfill with delivery	yd*	170	$ 57.50	$ 9,775.00
Subtotal				$ 17,645.00
Install Asphalt Pavement				
Supervisor	hours	27	$ 75.00	$ 2,025.00
HazMat Vehicle and Mileage	day	3	$ 425.00	$ 1,275.00
Asphalt Pavement Installation 9,000 ft^2	lot	1	$ 52,000.00	$ 52,000.00
Subtotal				$ 55,300.00
*Estimated Quantity				
			Subtotal	$ 165,097.00
18 days Duration			Tax 8.1875%	$ 13,517.32
			TOTAL	**$ 178,614.32**

Docusign Envelope ID: F7054613-D4F6-4F51-88B2-8AAEDECCAACE

State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
51 Vendors

Number**: 40-00000-23-00034**

Amendment No.**: Two**

Term**: December 29, 2023 – December 28, 2025**

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

Procurement Specialist**: Yvette Anaya** ya

Telephone No.**: (505) 500-9737**

Email: **Yvette.anaya@gsd.nm.gov**

Invoice:
As Requested at Time of Order

Title**: General Construction Services**

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

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from December 29, 2024 to December 28, 2025 at the same price, terms and conditions.

This amendment is issued to reflect the following effective immediately. See Attached pages for vendor information and pricing escalation for (BF) B & D Industries, Inc.

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

Accepted for the State of New Mexico

Dorothy Mendonca

Date: 12/26/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

B&D Industries, Inc. (AF)					
Column1	**Item**	**UOM**	**Description**	**Current Rate**	**New Rate**
Under $60,000	1	Hour	Superintendent, regular hours	$ 105.00	**$ 105.00**
Under $60,000	2	Hour	Superintendent, after hours	$ 120.00	**$ 120.00**
Under $60,000	3	Hour	Journeymen/Experienced Worker, regular hours worked	$ 90.00	**$ 95.77**
Under $60,000	4	Hour	Journeymen/Experienced Worker, after hours worked	$ 110.00	**$ 117.05**
Under $60,000	5	Hour	Laborer, regular hours worked	$ 75.00	**$ 78.81**
Under $60,000	6	Hour	Laborer, after hours worked	$ 95.00	**$ 99.83**
Over $60,000	7	Hour	Superintendent, regular hours	$ 105.00	**$ 100.00**
Over $60,000	8	Hour	Superintendent, after hours	$ 120.00	**$ 115.00**
Over $60,000	9	Hour	Journeymen/Experienced Worker, regular hours worked	$ 90.00	**$ 95.77**
Over $60,000	10	Hour	Journeymen/Experienced Worker, after hours worked	$ 110.00	**$ 117.05**
Over $60,000	11	Hour	Laborer, regular hours worked	$ 75.00	**$ 78.81**
Over $60,000	12	Hour	Laborer, after hours worked	$ 95.00	**$ 99.83**
All Projects	13	Hour	Diagnosis, project estimates, troubleshooting	$ 90.00	**$ 95.77**
All Projects	14	%	Discount of all parts	0%	**0%**
All Projects	15	Day	Daily per diem rate for overnight stay as needed including dinner & breakfast per person	$ 175.00	**$ 175.00**
All Projects	16	Mile	One way per mile cost, per vehicle	$ 0.66	**$ 0.66**

Certificate Of Completion

Envelope Id: F7054613-D4F6-4F51-88B2-8AAEDECCAACE
Status: Completed
Subject: Please DocuSign: SPD SPA 40-00000-23-00034 A002
Source Envelope:
Document Pages: 2
Signatures: 1
Envelope Originator:
Certificate Pages: 5
Initials: 2
Yvette Anaya
AutoNav: Enabled
1100 S Saint Francis Dr
EnvelopeId Stamping: Enabled
Santa Fe, NM 87502
Time Zone: (UTC-07:00) Mountain Time (US & Canada)
yvette.anaya@gsd.nm.gov
IP Address: 164.64.62.10

Record Tracking

Status: Original
12/26/2024 9:17:13 AM
Holder: Yvette Anaya
yvette.anaya@gsd.nm.gov
Location: DocuSign
Security Appliance Status: Connected
Pool: StateLocal
Storage Appliance Status: Connected
Pool: General Services Department
Location: DocuSign

Signer Events	Signature	Timestamp
Michael Saavedra michael.saavedra@gsd.nm.gov IT and Const. Bureau Chief New Mexico General Services Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 6/4/2020 11:04:51 AM ID: 9cac1b3e-4279-4c8f-b2b4-c607ea9821d8	MS Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 12/26/2024 9:18:36 AM Viewed: 12/26/2024 9:22:41 AM Signed: 12/26/2024 9:22:54 AM
Yvette Anaya yvette.anaya@gsd.nm.gov Executive Procurement Officer New Mexico General Services Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	ya Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 12/26/2024 9:22:55 AM Viewed: 12/26/2024 9:23:48 AM Signed: 12/26/2024 9:23:53 AM
Dorothy Mendonca dorothy.mendonca@gsd.nm.gov SPD Division Director / State Purchasing Agent General Services Department Signing Group: 35000 - State Purchasing Agent Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/14/2023 7:24:59 AM ID: 51f6380f-50f7-4227-afb5-572b373dfb7c	Dorothy Mendonca Signature Adoption: Pre-selected Style Using IP Address: 98.60.107.202 Signed using mobile	Sent: 12/26/2024 9:23:54 AM Resent: 12/26/2024 12:27:24 PM Resent: 12/26/2024 1:29:33 PM Viewed: 12/26/2024 2:08:42 PM Signed: 12/26/2024 2:08:49 PM

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/26/2024 9:18:36 AM
Certified Delivered	Security Checked	12/26/2024 2:08:42 PM
Signing Complete	Security Checked	12/26/2024 2:08:49 PM
Completed	Security Checked	12/26/2024 2:08:49 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

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

B. Obtaining paper copies

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

C. Withdrawing your consent

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

D. Consequences of changing your mind

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

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

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

F. How to contact GSD:

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

G. To advise SPD of your new email address

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

H. To request paper copies from SPD

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

I. To withdraw your consent with SPD

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

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

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

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:
https://support.docusign.com/guides/signer-guide-signing-system-requirements

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

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

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

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

DocuSign Envelope ID: E0365BB0-9F8D-4B71-AA3D-06C8EEDCCDE7

State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
2 Vendors

Number**: 40-00000-23-00034**

Amendment No.**: One**

Term**: December 29, 2023 – December 28, 2024**

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

Invoice:
As Requested at Time of Order

Procurement Specialist**: Tami Concha** JC

Telephone No.**: (505) 660-3671**

Email: **Tami.Concha@gsd.nm.gov**

Title**: General Construction Services**

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

To include Vendor ID Numbers for Vendors (BK) 0000177821 S&G Construction, LLC and (BP) 0000178262 Villalobos Builders, LLC.

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

Accepted for the State of New Mexico

Dorothy Mendonca

Date: 3/27/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

DocuSign

Certificate Of Completion

Envelope Id: E0365BB09F8D4B71AA3D06C8EEDCCDE7
Status: Completed
Subject: Please DocuSign: 40-00000-23-00034 General Construction A001
Source Envelope:
Document Pages: 1
Signatures: 1
Envelope Originator:
Certificate Pages: 5
Initials: 2
Tami Concha
AutoNav: Enabled
1100 S Saint Francis Dr
EnvelopeId Stamping: Enabled
Santa Fe, NM 87502
Time Zone: (UTC-07:00) Mountain Time (US & Canada)
Tami.Concha@gsd.nm.gov
IP Address: 164.64.62.10

Record Tracking

Status: Original
3/27/2024 1:49:34 PM
Holder: Tami Concha
Tami.Concha@gsd.nm.gov
Location: DocuSign
Security Appliance Status: Connected
Pool: StateLocal
Storage Appliance Status: Connected
Pool: GSD
Location: DocuSign

Signer Events	Signature	Timestamp
Michael Saavedra Michael.Saavedra@gsd.nm.gov IT and Const. Bureau Chief New Mexico General Services Security Level: Email, Account Authentication (None), Login with SSO **Electronic Record and Signature Disclosure:** Accepted: 6/4/2020 11:04:51 AM ID: 9cac1b3e-4279-4c8f-b2b4-c607ea9821d8	MS Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 3/27/2024 1:51:09 PM Viewed: 3/27/2024 1:51:34 PM Signed: 3/27/2024 1:51:46 PM
Tami Concha tami.concha@gsd.nm.gov Const. Supervisor New Mexico General Services, State Purchasing Division Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	JC Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 3/27/2024 1:51:47 PM Viewed: 3/27/2024 1:52:02 PM Signed: 3/27/2024 1:52:07 PM
Dorothy Mendonca dorothy.mendonca@gsd.nm.gov SPD Division Director / State Purchasing Agent General Services Department Signing Group: 35000 - State Purchasing Agent Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/14/2023 7:24:59 AM ID: 51f6380f-50f7-4227-afb5-572b373dfb7c	Dorothy Mendonca Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 3/27/2024 1:52:08 PM Viewed: 3/27/2024 1:54:18 PM Signed: 3/27/2024 1:54:22 PM

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/27/2024 1:51:09 PM
Certified Delivered	Security Checked	3/27/2024 1:54:18 PM
Signing Complete	Security Checked	3/27/2024 1:54:22 PM
Completed	Security Checked	3/27/2024 1:54:22 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

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

B. Obtaining paper copies

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

C. Withdrawing your consent

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

D. Consequences of changing your mind

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

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

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

F. How to contact GSD:

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

G. To advise SPD of your new email address

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

H. To request paper copies from SPD

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

I. To withdraw your consent with SPD

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

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

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

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:
https://support.docusign.com/guides/signer-guide-signing-system-requirements

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

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

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

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

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

State of New Mexico
General Services Department

Statewide Price Agreement

Awarded Vendor:
51 Awarded Vendors, See Pages 6-14 for Detail

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

Invoice:
As Requested at Time of Order

Price Agreement Number**:** **40-00000-23-00034**

Payment Terms**:** **Net 30**

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

Delivery**:** **As Requested**

JC

Procurement Specialist**:** **Tami Concha**

Telephone No.**:** **(505) 660-3671**

Email: **Tami.Concha@gsd.nm.gov**

Title**:** **General Construction Services**

Term**:** **December 29, 2023 thru December 28, 2024**

This Statewide Price Agreement is made subject to the "terms and conditions" as indicated on subsequent pages.

Accepted for the State of New Mexico

Natalie Martinez

Date: 12/29/2023

Dorothy Mendonca
New Mexico State Purchasing Agent

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

Purchasing Division: 1100 St. Francis Drive, Santa Fe, NM 87505; PO Box 6850, Santa Fe, NM 87502 (505) 827-0472

MS

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Terms and Conditions

(Unless otherwise specified)

1. **General:** When the State Purchasing Agent or his/her designee issues a purchase document in response to the Vendor's bid, a binding contract is created.

2. **Variation in Quantity:** No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process and then only to the extent, if any, specified in this order.

3. **Assignment:**

a. Neither the order, nor any interest therein, nor any claim thereunder, shall be assigned or transferred by the Vendor, except as set forth in Subparagraph 3b or as expressly authorized in writing by the State Purchasing Agent or his/her designee. No such assignment or transfer shall relieve the Vendor from the obligations and liabilities under this order.

b. Vendor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this bid are hereby assigned to the State.

4. **State Furnished Property:** State furnished property shall be returned to the State upon request in the same condition as received except for ordinary wear, tear and modifications ordered hereunder.

5. **Discounts:** Prompt payment discounts will not be considered in computing the low bid.

6. **Inspection:** Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with specifications shall be removed at the Vendor's risk and expense, promptly after notice of rejection.

7. **Inspection of Plant:** The State Purchasing Agent or his/her designee may inspect, at any reasonable time, the part of the Contractor's, or any subcontractor's plant or place of business, which is related to the performance of this contract.

8. **Commercial Warranty:** The Vendor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Vendor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. **Vendor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.**

9. **Taxes:** The unit price shall exclude all state taxes.

10. **Packing, Shipping and Invoicing:**

a. The State's purchasing document number and the Vendor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipments. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.

b. The Vendor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each and every complete shipment.

c. Invoices must be submitted to the using agency and NOT the State Purchasing Agent.

11. **Default:** The State reserves the right to cancel all or any part of this order without cost to the State, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the State due to the Vendor's default. The Vendor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Vendor, such causes include but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

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

12. **Non-Collusion:** In signing this bid the Vendor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the State Purchasing Agent or his/her designee.

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

14. **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.

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

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

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

18. **Submission of Bid:** Bids must be submitted in a sealed envelope with the bid number and opening date clearly indicated on the bottom left hand side of the front of the envelope. Failure to label bid envelope will necessitate the premature opening of the bid in order to identify the bid number.

19. **Contractor Personnel**: Personnel proposed in the Contractor's written bid to the Procuring Agency are considered material to any work performed under this Price Agreement. Once a Purchase Order or contract has been executed, no changes of personnel will be made by the Contractor without prior written consent of the Procuring Agency. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience, and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. The Procuring Agency shall retain the right to request the removal of any of the Contractor's personnel at any time.

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

21. **Records and Audit:** The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Price Agreement's term and effect, and retain them for a period of three (3) years from the date of final payment under this Price Agreement. The records shall be subject to inspection by the Agency, State Purchasing Division, Department of Finance and Administration, and for Information Technology contracts, State Chief Information Officer. The Agency shall have the right to audit billings, both before and after payment. Payment for services under this Price Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

22. **Subcontracts:** The foregoing requirements for Contractor Personnel, Subcontracting, and Audit shall be inserted into all subcontracts from the prime contractor to the subcontractor.

New Mexico Employees Health Coverage

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for its New Mexico

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Employees and offer that health insurance to its New Mexico Employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceeds $250,000 dollars.

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

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

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

(1) "New Mexico Employee" means any resident of the State of New Mexico employed by Contractor who performs the majority of the employee's work for Contractor within the State of New Mexico, regardless of the location of Contractor's office or offices; and

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

Statewide Price Agreement

Article I – Statement of Work
Under the terms and conditions of this Price Agreement all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law may issue orders for items and/or services described herein. The terms and conditions of this Price Agreement shall form a part of each order issued hereunder.

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

Article II – Term
The term of this Price Agreement, for issuance of orders, shall be as indicated in the specifications.

Article III – Specifications
Items and/or services furnished hereunder shall conform to the requirements of specifications and/or drawings applicable to items listed under Article IX-Price Schedule. Orders issued against this schedule will show the applicable Price Agreement item(s), number(s), and price(s); however they may not describe the item(s) fully.

Article IV – Shipping and Billing Instructions
Contractor shall ship in accordance with the following instructions: Shipment shall be made only against specific orders which the user may place with the Contractor during the term; The Contractor shall enclose a packing list with each shipment listing the order number, price agreement number and the commercial parts number (if any) for each item; Delivery shall be made as indicated on page1. If vendor is unable to meet stated delivery the State Purchasing Agent or his/her designee must be notified.

Article V – Termination
The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

due diligence to cure the material breach. Termination of this Contract, however, shall not affect any outstanding orders. This provision is not exclusive and shall not waive other rights and remedies afforded either party in the event of breach of contract or default. In such instances the contract may be cancelled effective immediately.

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

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

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

Article VIII – Issuance or Orders
Only written signed orders are valid under this Price Agreement.

Article IX – Packing (if applicable)
Packing shall be in conformance with standard commercial practices.

Article X – Price Schedule
Prices as listed in the price schedule hereto attached are firm.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Awarded Vendors:

(AA) 0000073450
3 B Builders, Inc.
1770 Hamilton Ln
Bosque Farms, NM 87068
Matthew Budagher (505) 553-0544
matt.3bbuilders@gmail.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 3039120140518
License: 352730

(AB) 0000053415
Advanced Environmental Solutions, Inc.
2318 Roldan Drive
Belen, New Mexico 87002
Andy Saiz (505) 450-8953
asaiz@aesnm.com

Payment Term: Net 30 Days
Delivery: Per Contract Specs
Public Works: 74620050716
License: 83422

(AC) 0000107401
All Rite Construction, Inc.
dba RiteCon
PO Box 67904
Albuquerque, NM 87193
Meshach Alvarado (505) 344-7663
meschach@ritecon.com

Payment Term: Net 30
Delivery: FOB
Public Works: 3057620140914
License: 82136

(AD) 0000009253
Allied Electric, Inc.
PO Box 28430
Santa Fe, NM 87592-8430
George Maestas (505) 660-1327
george@alliednm.com

Payment Term: Net 30
Delivery: As Requested by owner
Public Works: 1365320100416
License: 351269

(AE) 0000054601
AnchorBuilt, Inc.
PO Box 27688
Albuquerque, NM 87125
Raymond Zamora 505.342.2452
ray.zamora@anchorbuilt.com

Payment Term: Net 30
Delivery: Destination
Public Works: 2492520120713
License: 81458

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(AF) 0000046277
B & D Industries, Inc.
PO Box 561617
Denver, CO 80256
Jamie Westerfield 505-332-9841
jwesterfield@banddindustries.com

Payment Term: Net 30
Delivery: F.O.B. Destination
Public Works: 191702011629
License: 1426

(AG) 0000083208
Boyd Construction, LLC
1000 Cordova Pl. #987
Santa Fe, NM 87505
Lawrence Boyd 505 699-4787
Lboyd1888@aol.com

Payment Term: Net 30
Delivery: 1000 Cordova Pl 987 Santa Fe, NM 87505
Public Works: 26114334852023
License: 411057

(AH) 0000051994
Classic Industries, Inc.
P.O. Box 434
Dona Ana, NM 88032
Richard J. Lara 575-523-2053
office@classicindincnm.com

Payment Term: Net 30
Delivery: As requested per requirements per award
Public Works: 897720090125
License: 55595

(AI) 0000174779
Colt Builders, Inc.
5304 Raton HWY
Des Moines, New Mexico 88418
Lonnie Cruz 505-850-3312
lonnie@coltbuildersinc.com

Payment Term: Net 30
Delivery: Destination
Public Works: 28141371662017
License: 92919

(AJ) 0000138100
Consolidated Builders of NM, LLC
PO Box 26785
Albuquerque, NM 87125
Manuel Apodaca 505 873 6139
consolidatedbuilders@comcast.net

Payment Term: Net 30
Delivery: 116 Veranda Rd NW
Albuquerque, NM 87107
Public Works: 2548820121019
License: 59613

(AK) 0000170527
Cordova Contracting & Development, LLC
7411 Hancock Ct. NE
Albuquerque, NM 87109
Mark A. Cordova (505) 243-9675
purchasing@cordovallc.com

Payment Term: Net 30
Delivery: As requested.
Public Works: 25224592712018
License: 85391

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(AL) 0000116075
Davenport Construction Management LLC
141 Camino de las Crucitas
Santa Fe NM 87501
Mitchel Davenport 505-660-7105
mitch@dcmnm.com

Payment Term: Net 30
Delivery: 3201 Mercantile Court, Suite A
Santa Fe NM 87507
Public Works: 2901220130531
License: 369676

(AM) 0000170503
Elite Communications & Construction LLC
1950 Bosque Farms Blvd
Bosque Farms, NM 87068
Gabe Trujillo 505-295-8000
gabe@elitenm.com

Payment Term: Net 30
Delivery: As requested, job site, or yard location at
1950 Bosque Farms Blvd
Bosque Farms NM 87068
Public Works: 28148871042020
License: 391781

(AN) 0000049445
ESA Construction, Inc.
3435 Girard Blvd. NE
Albuquerque, NM 87107
Steven C. Pannell 505-884-2171 X102
spannell@esaconstruction.com

Payment Term: Net 30
Delivery: As required by contract or purchase order.
Public Works: 13420060701
License: 28493

(AO) 0000043596
First Mesa Construction, Inc.
PO Box 92258
Albuquerque, NM 87199-2258
Scott Butterbaugh (505) 250-1468
scott@firstmesa.net

Payment Term: Net 30
Delivery: As Requested
Public Works: 2545020121012
License: 59346

(AP) 0000086357
Four Winds Mechanical HTC/AC
8915 Adams ST NE, Suite B
Albuquerque, NM 87113
Chualing "Lynn" Armijo 505-908-0090
lynn@4windsmechanical.com

Payment Term: Net 30
Delivery: 24 hours
Public Works: 2885820130507
License: 82333

(AQ) 0000049692
Franken Construction Company, Inc.
1025 Douglas Avenue
Las Vegas, NM 87701
Brent Franken 505-429-1962
brentfranken@frankenconstruction.com

Payment Term: Net 30
Delivery: Contractors Yard or Jobsite Address
Public Works: 3045220140628
License: 7750

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(AR) 0000154826
Fulcrum Contracting LLC
5400 Sanban Drive
Las Cruces, NM 88005
Robert Macias 575-496-2802
robert@fulcrum-contracting.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28522410262020
License: 402807

(AS) 0000090285
GM Emulsion LLC
5935 Agua Fria Street,
Santa Fe, NM 87507
Fred Marquez 505-471-9981
fred@gmemulsion.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 2461320120530
License: 370602

(AT) 0000141388
GME General Building LLC
3225 Richard's Lane Unit A
Santa Fe, New Mexico 87507
Erik Trujillo 505-690-7438
erik@gmegeneralbuilding.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28325764732018
License: 396923

(AU) 0000125463
Global Maven Enterprises, LLC
Po Box 2016
Las Cruces, NM 88004
Azzam Askar 575-571-7417
customerservice@gmellcusa.com

Payment Term: Net 30
Delivery: 1065 S. Main St. Building D Suite E
Las Cruces, NM 88005
Public Works: 1761920150824
License: 389804

(AV) 0000052470
HEI, Inc.
PO Box 31310
Albuquerque, New Mexico 87190
Jesse Luna 505-880-1819
jluna@heinm.com

Payment Term: Net 30
Delivery: F.O.B. Destination
Public Works: 2495720120723
License: 61439

(AW) 0000046616
Highland Enterprises, Inc.
PO Box 2409
Las Cruces, NM 88004
Mark Hettinga 575-524-3551
hei@highlandnm.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 971920090606
License: 4460

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(AX) 0000127038
Illmatic Construction Inc.
520 Barela Lane
Santa Fe, NM 87505
Joann Sandoval 505-920-1951
illmatic505@gmail.com

Payment Term: Net 30
Delivery: as requested
Public Works: 21617625602016
License: 91673

(AY) 0000129254
JRM Construction Co, LLC
2620 Via Berrenda
Santa Fe, NM, 87505
Joe Robert Mendez Jr. 505-920-9768
jrmconstruction65@yahoo.com

Payment Term: Net 30
Delivery: FOB DESTINATION
Public Works: 28112303762022
License: 372261

(AZ) 0000167639
Jaypen Construction LLC
101 B Paseo Nopal
Santa Fe, NM 87507
Jeremy Martinez 505-920-0710
jeremy.jaypenconst@gmail.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28738509952022
License: 406984

(BA) 0000174921
L Martinez Construction LLC
P.O. Box 662
Santa Cruz, New Mexico 87567
Lionel Martinez (505) 614-6007
llmartinezconst@gmail.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 29214840592023
License: 410900

(BB) 0000111171
LLR Construction, LLC
2015 Wyoming Blvd. NE Suite I
Albuquerque NM 87112
Doug Langley 505-850-4533
doug@llrconstructionnm.com

Payment Term: Net 30
Delivery: 2015 Wyoming Blvd. NE Suite I
Albuquerque NM 87112
Public Works: 3009120130927
License: 371032

(BC) 0000138553
Nine Degrees Construction, LLC
101 Maguey Ct. Suite 2
Sunland Park, NM 88063
Cesar Molina 915-526-8739
cesarm@nine-degrees.com

Payment Term: Net 30
Delivery: Same as remit address
Public Works: 24651036262017
License: 381568

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(BD) 0000049258
Northern Mountain Constructors, Inc.
PO Box 348
El Prado, NM 87529
Claire Moore 575-758-4395
claire@nmconstructors.com

Payment Term: Net 30
Delivery: as requested
Public Works: 3046520140706
License: 27983

(BE) 0000114869
Pluma, LLC
6301 4th St. NW Suite 1
Albuquerque, NM 87107
Kodi (505) 345-0755
kodi@plucys.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 1755520150602
License: 387286

(BF) 0000148381
Prestigious Paving, LLC
2706 Chamisal Avenue
Gallup NM 87301
Zane Munoz 505-488-2333
prestigiouspaving@gmail.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28419195262022
License: 401665

(BG) 0000116761
Prime Builders, LLC
P.O. Box 91480
Albuquerque, NM 87199
Eric Peterson 505-924-0455
epeterson@primebuildersnm.com

Payment Term: Net 30
Delivery: As requested
Public Works: 2496820120723
License: 365323

(BH) 0000132517
R and M Construction, LLC
PO Box 1026
Alcalde, NM 87511
Robert Sanchez 505-927-2027
robert@rmconstructionnm.com

Payment Term: Net 30
Delivery: Email - robert@rmconstructionnm.com
Public Works: 2416920120330
License: 367912

(BI) 0000142264
Red Seven Electric LLC
PO Box 181
Jarales, NM 87023
Manuel Medina 505-859-5414
mmedina@redsevenelectric.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28211398962018
License: 391745

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(BJ) 0000135923
Road Runer Plaster & Drywall, LLC
3272 Ojos De Jo
Santa Fe, NM 87507
Alvaro Ivan Erives 505 670-3426
IvanRoadRunner@live.com

Payment Term: Net 30
Delivery: As requested
Public Works: 22733316402017
License: 367027

(BK) Not in SHARE
S&G Construction, LLC
21 Lumbre Del Sol
Espanola, NM 87532
Sukhwinder Singh 505-603-4969
swscfo@gmail.com

Payment Term: Net 30
Delivery: Job Order Contracting
Public Works: 29220605632023
License: 60248

(BL) 0000009789
SDV Construction, Inc.
8912 Adams St NE
Albuquerque, NM 87113
Paul Farless 505-883-3176
estimating@sdvconstruction.com

Payment Term: Net 30
Delivery: Destination
Public Works: 168920070104
License: 92744

(BM) 0000076453
Sanchez Demolition Inc.
PO Box 721
Bosque, NM 87006
Michael Lovato 505-864-7551
sanchezdemolition@gmail.com

Payment Term: Net 30 days from receipt of invoice
Delivery: 16 Miranda Rd. Veguita, NM 87062
Public Works: 1745120150208
License: 359736

(BN) 0000137030
Sweep Construction
4904 Jefferson St NE Suite E,
Albuquerque, New Mexico, 87109
Sara Petersen 505-881-1461
sweepconstruction@gmail.com

Payment Term: Net 30
Delivery: as requested
Public Works: 2255620110606
License: 369821

(BO) 0000170501
The Aisling Company, LLC
2327 State Rd. 1
Socorro, NM 87801
Casey A. Spurgin 505-871-1000
info@aislingco.com

Payment Term: 21 days after submission
Delivery: As Requested, Scheduled
Emergency response with 24-48 hrs.
Public Works: 28231792042019
License: 393602

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(BP) Not in SHARE
Villalobos Builders, LLC
4711 Grand Avenue NE
Albuquerque, NM 87108
Myra E Villalobos (505) 235-9293
villalobosbuildersllc@outlook.com

Payment Term: Net 30
Delivery: As requested
Public Works: 28632742872023
License: 405579

(BQ) 0000051414
WWRC, Inc.
1716 W. 7th
Clovis, NM 88101
Rocky Martin (575) 769-2618
Orders/Sales wwrc@wwrcinc.com

Payment Term: Net 30 days
Delivery: As Requested
Public Works: 100222009703
License: 54124

(BR) 0000009760
Weil Construction, Inc.
3344 Princeton Dr. NE,
Albuquerque, NM 87107
Orders/Sales: (505) 899-3535
c.mcmahan@weilconstruction.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 3027220140401
License: 92233

(BS) 0000052947
Western Mechanical Co.
dba Western Mechanical HVAC & Plumbing
3301 Girard Blvd NE
Albuquerque NM, 87107
Orders/Sales: (505) 341-4458
mike.westernmechanical@gmail.com

Payment Term: 30 Days
Delivery: Email
Public Works: 2888620130507
License: 82364

(BT) 0000050416
White Sands Construction, Inc.
1700 10th Street
Alamogordo, NM 88310
Catlin (575) 437-7816
catlin@whitesandsconstruction.com

Payment Term: Net 30
Delivery: 1700 10th Street Alamogordo, NM 88310
Public Works: 115042009091
License: 50235

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(BU) 0000150396
Justin Wilson
dba Wilson Construction Services, LLC
123 Buckboard Trl.
Nogal, NM 88341
Orders/Sales: Christina 303-242-2631
wilsonconstruction2020@gmail.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28442702582022
License: 401335

(BV) 0000091459
Rogers, Yei
dba Wizer Electric, LLC
6017 Del Carmen Rd NE
Rio Rancho, NM 87144
Gabriel Rodriguez 505-771-4973
gabe.wizerelectric@yahoo.com

Payment Term: Net 30
Delivery: 6017 Del Carmen Rd NE
Rio Rancho, NM 87144
Public Works: 2428320120413
License: 369333

(BW) 0000177783
Young Guns Construction, LLC
3485 Highway 47
Los Lunas, New Mexico 87031
John Trujillo (505) 415-0444
ygc.llc@yahoo.com

Payment Term: Net 30
Delivery: FOB: Destination Delivery: As Required
Public Works: 28508000422023
License: 408709

(BX) 0000012754
FacilityBUILD, Inc.
5904 Florence Ave, NE
Albuquerque, NM 87113
Cameron Kilcup (505) 828-0060
camkilcup@facilitybuild.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 187432011601
License: 88676

(BY) 0000082084
Munoz Corporation
PO Box 850
Gallup, NM 87301
George Munoz (505) 722-6570
munozcorp@yahoo.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28504398162023
License: 59907

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Specifications:
Establish a Statewide Price Agreement for on-call general construction services work by New Mexico licensed contractors to provide miscellaneous repairs, upgrades, improvements and new construction services for facilities and properties throughout the state of New Mexico. This Price Agreement may be utilized by all New Mexico State Agencies, commissions, political subdivisions and local public bodies applicable by law (using agency or local public body).

Term:
The term of this Price Agreement shall be for one (1) year from date of award with the option to extend for a period of two (2) additional years, on a year-to-year basis, by mutual agreement of all parties and approval of the New Mexico State Purchasing Agent at the same price, terms and conditions. This Price Agreement shall not exceed three (3) years.

Compensation Caps:
The total cost of each project, shall not exceed Four Million Dollars ($4,000,000.00). This cap includes all change orders associated with the project. Since NMSA 1978 Section 13-1-154.1 sets the cap thresholds, if modified during the term of this Agreement, any revisions to the NMSA will apply.

Legislation Affecting Price Agreement:
If future legislation affects any terms or conditions of the Price Agreement the Price Agreement may be amended to comply with the legislation.

Insurance:
The Contractor shall provide all insurance necessary for its employees on the project, including, but not limited to, Workman's Compensation Insurance. The Contractor agrees to comply with state laws and rules pertaining to Workers' Compensation Insurance coverage for its employees. If the Contractor fails to comply with the Workers' Compensation Act and applicable rules, when required to do so, this Price Agreement will be cancelled immediately.

Contractor shall indemnify and hold harmless the State and local public body, its officers, and employees, against liability, claims, damages, losses, or expenses arising out of bodily injury to persons or damage to properties caused by, or resulting from, Contractor's and/or its employees, own negligent acts or omissions while Contractor, and/or its employees perform or fail to perform its obligations and duties under the terms and conditions of this Price Agreement. This Save Harmless and Indemnification Clause is subject to the immunities, provisions, and limitations of the Tort Claims Act (Section 41-4-1, et seq., NMSA 1978 Comp. and Section 56-7-1 NMSA 1978 Comp.) and any amendments thereto.

It is specifically agreed between the parties executing this Price Agreement that it is not intended by any of the provisions of any part of the Price Agreement to create the public or any member hereof a third party beneficiary or to authorize anyone not a party to the Price Agreement to maintain a suit for wrongful death, bodily and/or personal injury to persons, damage to properties and/or other claims whatsoever pursuant to the provisions of this Price Agreement.

The Contractor shall provide public liability insurance for the minimum amount of one hundred thousand dollars ($100,000) for damage to or destruction of property arising out of each occurrence; the amount of three hundred thousand dollars ($300,000) to any person for any number of claims arising out of each occurrence for all damages other than property damage as permitted under the New Mexico Tort Claims Act; and the amount of five hundred thousand dollars ($500,000) for all claims arising out of each occurrence. Umbrella or excess liability coverage shall not be considered as any part of the primary coverage.

The vendor shall request from his insurer that the agency or local public body be named "Additional Insured" on an insurance certificate showing the vendor's insurance coverages.

All work covered by this Invitation to Bid shall be in accordance with applicable state laws, the International Building Code (IBC) and New Mexico building codes and is subject to the minimum wage rate determination issued by the New Mexico Department of Workforce Solutions, if applicable.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Wage Rates:
All work covered by this Invitation to Bid shall be in accordance with applicable state laws and is subject to the minimum wage rate determination issued by the Department of Workforce Solutions (DWS), if applicable.

A wage rate decision is required by the Public Works Minimum Wage Act for construction, demolition or renovation purposes on projects costing sixty thousand dollars ($60,000) or more and funded in part by state or local funding. The Contractor agrees to comply with the current prevailing wage rate schedule when applicable. For current wage rates or for additional information, visit: http://www.dws.state.nm.us. The agency or local public body will request a wage rate determination from the DWS.

Bonding:
A one hundred percent (100%) performance bond and a one hundred percent (100%) payment and material bond executed by a surety company authorized to do business in the state of New Mexico will be required of the successful bidder(s) prior to each project over twenty-five thousand dollars ($25,000). Said bonds must be provided to the requesting agency and are to be filed with the agencies purchasing office. Failure to comply shall result in the order being issued to another vendor and the difference being charged back to the awarded Contractor(s). The cost of the bonds may be passed on to the agency or local public body.

A Subcontractor shall provide a performance and payment bond on a public works building project if the subcontractor's contract (to the Contractor) for work to be performed on a project is one hundred and twenty-five thousand dollars ($125,000) or more. Failure of a Subcontractor to provide required bond shall not subject the Owner to any increase in cost due to any substitution of an approved Subcontractor.

Other:
The awarded Contractor shall be responsible for all permits associated with this work as required by the State of New Mexico Construction Industries Division (CID) or the local Authority Having Jurisdiction (AHJ). The CID will issue permits for work performed at state-owned buildings.

Escalation / Reduction Clause:
Contractor shall keep pricing fixed for each year of this Agreement. Thereafter, SPD and the Contractor may adjust pricing no more than once annually through an amendment to the Agreement at the time of Agreement renewal. Contractor shall submit all pricing increase requests to SPD directly or through the agency contact in writing and provide substantiating evidence that each request is based on demonstrable market changes impacting the cost of products. The request must show all proposed increases by line item and include supporting documentation acceptable to SPD (such as a letter from a manufacturer indicating price increases, etc.) SPD's decision on what is acceptable in this context is final and shall be accepted by all parties to the Agreement. ***Requested price increases that exceed 10% will not be accepted*.** **No** price increase may result in a higher profit margin for the Contractor than at the beginning of the initial term of this Agreement. Pricing changes will apply to Agreements and amendments to Agreements entered on and after the effective date of the price change. Price decreases as well as increases shall apply in the same manner. If vendor's prices are reduced for any reason, users shall receive the benefit of such reductions, immediately. Price increases will not be retroactive to orders already in house or backorders. Orders will be filled at the price in effect on the date of receipt of the order by the vendor. To facilitate prompt consideration, all requests for price increase must include all information listed below:

1. Agreement Item Number
2. Current Item Price
3. Proposed New Price
4. Percentage of Increase
5. Mill/Supplier Notification of price increase indicating percentage of increase including reason for increase.

Contractor Note:
No person shall act as a Contractor without a license issued by the Construction Industries Division, classified to cover the type of work to be performed. No bid on a contract shall be submitted unless the Contractor has a valid Contractor's

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

license issued by the CID to bid and to perform the type of work to be undertaken, as set forth in § 60-13-12, NMSA 1978.

Contractor shall provide the following information:

Contractor's New Mexico license no.: _____
Contractor's classification no.: _____
State tax identification no.: _____
Public Works Registration Number*: _____
*Pursuant to: 13-4-13.1 Public Works Contracts; Registration of Contractors and Subcontractors

When submitting a quote for a specific project valued at more than sixty thousand dollars ($60,000) for any portion of a public works project greater than sixty thousand dollars ($60,000) that is subject to the New Mexico Public Works Act, the Contractor is required to be registered with the Labor and Industrial Division of the Department of Workforce Solutions prior to submitting its quote. The using agency may reject any quote that fails to provide a Public Works Registration Number for the prime Contractor and all other listed Contractors or subcontractors. In order to submit a bid for this invitation to bid the bidder must have an Active registration for the Public Works Act.

The Contractor will be contacted on an as needed, on-call basis to perform work associated with this Price Agreement. A Price Agreement award is without assurance of quantity or dollar amount of work to be performed. Failure to respond to the Using Agency's requests may be grounds for termination of this Price Agreement. Awards for these services will be made on a statewide basis. If the awarded contractor does not wish to travel to other parts of the State, it is acceptable to decline work.

Scope of Work:
Contractors shall provide their cost for performing all the work called for in the Using Agency's scope of work for the project. Projects may be of short or long term duration, throughout the state.

Contractors shall have the technical staff to perform diagnostic services; provide incidental design services as needed; and to provide professionally prepared, stamped drawings, if needed, to obtain installation or construction permits. The Contractor is responsible for obtaining all required licenses, fees and permits required by government agencies to perform the work.

Contractors shall be 'licensed Contractors" capable of providing all coordination, supervision and services required for comprehensive general building construction, renovations, upgrade and improvement projects and to provide new construction services including incidental design. The scope of an individual project may include equipment, fixtures and furniture whether attached or not to the building. It can include site and utility work including landscaping and parking lot/ minor road/ minor bridge work. The utility work can include building power systems such as solar panels, geothermal systems, water sourcing systems, water treatment and waste disposal/treatment systems. It may also include demolition and abatement projects. Identification and abatement of asbestos containing materials (ACM) may be performed under separate contracts. It can also include security and other low voltage installations with related controls and equipment.

Contractors shall provide all materials, labor, equipment and tools required to successfully complete the work requested. The Contractors shall be capable of providing a work force with supervision, adequate to perform work for a forty (40) hour work week during normal working hours with the option of working non normal or overtime hours if required.

Replacement systems and related equipment shall meet current minimum state mandated "Energy Star" energy conservation standards.

Subcontracting of work is allowed and shall be prior approved by the Using Agency. Subcontractors shall have the appropriate current and valid Contractor's licenses for their work. And shall furnish proof upon request.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Furnishing of submittal data for any/all new equipment and materials as well as O&M's when either/or are required, and deemed necessary for the facility is required. Training of site personnel for the proper operation of newly installed equipment/systems and its related controls will be performed and required for completion. This training must be acceptable to the person in charge of the facility.

Replacement mechanical/electrical/plumbing systems and related equipment shall meet current minimum state mandated "Energy Star" energy conservation standards.

The Contractor shall provide all protective coverings necessary to protect existing, adjacent finishes while performing its work. If any damage is encountered during the contractor's work, to other areas, the contractor will be held responsible for repairing any damage done by his employees, subcontractors and vendors.

The Contractor shall, at his own cost, restore any damage to existing, adjacent finishes damaged as a result of performing its work and to make new work inconspicuous with the existing, adjacent finishes.

The Contractor shall provide all clean-up for its operations and control of all construction debris. All work areas shall be maintained in a neat and workmanlike manner. All construction debris shall be removed from the work areas and disposed of at an approved waste disposal site. The Using Agency's trash container for the building shall not be used for disposal of any construction debris.

All work shall be according to current applicable State and National codes. All work shall be in strict compliance with the national and state building mechanical, plumbing, fire and electrical codes including SMACNA, and ASHRAE standards.

Safety shall be of main concern and enforced by the contractor on site and will be periodically inspected by the State's qualified safety personnel. The Contractor shall comply with all local, state and federal laws governing safety, health and sanitation. The on-site Superintendent shall have a minimum OSHA 10 and preferably OSHA 30 card with them at all times when on the jobsite. The Using Agency shall not in any way be responsible for any fines set forth for such violations of codes, OSHA standards or any other governing agency having jurisdiction at the work site. The Contractor shall provide all needed safe guards, safety devices and protective equipment; take any actions necessary to protect the life and health of employees on the job; the safety of the public; and to protect the property of the Using Agency in connection with the performance of the work covered by this Price Agreement. Any work involving disconnect or switching of electrical service to a work area shall utilize LOCKOUT/TAGOUT identification practices.

All personnel working on the project and providing these services shall be experienced and certified in all areas related to this work and required by this Price Agreement. Journeymen level personnel shall have the ability and necessary skills to diagnosis problems and to make the appropriate decisions needed to provide these services.

Contractor's price shall cover all labor costs, tools, equipment, materials, permits, overhead, profit, insurance and any other fees necessary to perform the work called for in the Using Agency's scope of work and drawings for this project. Any equipment required to have licensed operators shall be the responsibility of the contractor before any equipment is turned on at the jobsite. The prices quoted for each project represent the total compensation to be paid by the Using Agency for the goods and/or services provided including any and all labor, equipment, tools, materials, taxes, permits, licenses, or other costs necessary to complete the service or goods provided.

Taxes shall be added by the Contractor to its quote (line item on schedule of values) at the current tax rate at the project's location. As a separate item, the Using Agency shall ensure the appropriate gross receipts tax is added to the Contractor's project proposal and that it is encumbered in the Purchase Order.

The Contractor shall provide all the services needed and called for in the Using Agency's scope of work, in addition to the requirements set forth in this Price Agreement.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Request for Quote (RFQ):
Each project under this Price Agreement will be individually described in a "Request for Quote (RFQ)". The RFQ will describe the scope of work, the duration of the project with the date of Substantial Completion and if there are liquidated damages for not meeting the date of substantial completion. The date of Substantial Completion is the date when the space can be occupied or the Work used/operated and is turned over to the User Agency. Final completion is the date when the project is totally complete, the punch list work complete and the Contractor's final pay application/invoice is approved. The terms and conditions of the Contractor's Statewide Price Agreement will apply to all Purchase Orders which result from the accepted quote in response to the RFQ. The Contractor's written quote will be valid for thirty (30) days, unless otherwise stipulated on the quote.

There will be NO markups allowed. A negotiated fixed fee may be added as a cost for compensation to cover the cost of overhead, profit and any other general expenses as it pertains to the project.

All subcontractor quotes shall be broken down by labor and materials costs and the Contractor shall be allowed a maximum of five percent markup for administrative costs.

The Contractor and its employees agree to cooperate with and to abide by the rules and requirements of the requesting Using Agency to not interfere with the daily operations of the Agency or to jeopardize the health, safety or welfare of the employees or general public conducting business with the Using Agency.

The Using Agency reserves the right to purchase materials directly from existing Statewide Price Agreements and other sources, and to provide these materials to the Contractor. To that end, the Contractor shall provide an itemized, quantifiable list of materials required for the project.

If the Contractor is requesting reimbursement for materials used on the work, copies of the invoices for the materials may be included when submitting invoices/pay applications. The Contractor may NOT add markups for the materials purchased. Contractor shall submit billings, based on actual Contractor costs for materials, less any applicable percentage for discounts. Contractor shall provide verification that materials purchased were used for the project if requested. Any unused, billed for materials shall be turned over to the Using Agency for which the work was provided.

The Using Agency reserves the right to procure specialty services directly from its other Statewide Price Agreements and other sources to the awarded Contractor. Specialty services provided from other Statewide Price Agreements and other sources shall be coordinated by the Contractor.

The Using Agency reserves the right to obtain quotes from multiple vendors covered under this Statewide Price Agreement and award a project to a Contractor based on the quotes.

When a service is needed, the Using Agency shall provide, at a minimum, a detailed scope of work and/or drawings defining work required.

If any equipment or building system cannot be economically repaired or has reached the end of its life cycle, the Contractor shall justify with costs and other information the need for replacement. If replacement is recommended, the Contractor will provide written justification for system and/or the model, size and type of unit recommended along with any applicable efficiency data. The Using Agency's and energy standards will be discussed and taken into consideration when proposing replacement units or systems.

The State of New Mexico requires that all materials shall be new and of the highest quality and at the best attainable price available for the type of work being performed.

No used materials shall be used on the project. Recycled materials specifically prepared for reuse to meet "LEED" certification may be permitted, with the User Agency's approval.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

The Contractor shall visit the site and compare the Using Agency's scope of work and/or drawings to the existing conditions and provide all services called for in addition to the requirements set forth in this Price Agreement.

The Contractor will be required to provide a written quote, to include the work to be performed and the amount of time required for the completion of the project and submit to the Using Agency at no cost to the Using Agency. The quote shall separate the cost of itemized materials (with any applicable discounts), labor, per diem and mileage, bonds, permits, insurance, subcontractor quote(s), itemized equipment costs, any design fees needed for stamped drawings, gross receipts tax, itemized direct site overhead costs such as portable toilets, dumpsters, temporary fencing, scaffolding, signage, traffic management, work area barriers and protective equipment, materials testing, job trailers, storage pods, etc. Job workers/project manager/superintendent's cost for vehicles or phones or gas is **not** permitted.

The Contractor's quote for mileage and per diem must be priced as follows:
"Per Diem Rate" means lodging, meals, and incidentals (excluding taxes). Reference the GSA rates in Section Lodging by month and Section Meals & Incidentals Breakdown link: https://www.gsa.gov/travel/plan-book/per-diem-rates
"Mileage Rate" for any mileage quoted for contracted work as defined below: "Mileage Rate" means "Only the mileage from the dispatch to the job site for each mile traveled by vehicle as referenced in IRS standard mileage rates using link https://www.irs.gov/taxprofessionals/standard-mileage-rates in excess of 50 miles one way". The mileage shall be calculated with https://tripmaker.randmcnally.com

Prior to commencement of any work performed the Using Agency will issue a notice to proceed for the work upon receipt of a purchase order, based on the prices set forth by Contractor's quote. The work on any project to be performed under this Contract shall commence no later than ten (10) consecutive calendar days after the date of written "Notice to Proceed." On smaller projects, an email will suffice.

The Contractor shall begin the work based on the priority identified by the Using Agency. Any delay beyond the stated completion date shall be upon agreement by the Using Agency and the Contractor.

Where work is to be conducted in a state or local correctional or secured facility, security clearances and background checks that may be required by the facility for the Contractor and its employees must be obtained prior to commencement of any work at that facility. The Using Agency reserves the right to deny any employee of the Contractor, access to the facility should the employee be in violation of any criteria required for the security clearance.

The User Agency reserves the right to provide an escort and/or full time supervision of the Contractor and its employees during any or all phases of a project, should the Using Agency feel it is in its best interest to provide these extraordinary security services.

The Using Agency reserves the right to escort any or all employees of the Contractor off its property, for any inappropriate conduct or actions that jeopardize the safety, security or wellbeing of the facility or any individual. Inappropriate behavior by the Contractor, its employees or subcontractors may be grounds for immediate removal from this Price Agreement. Any employee of the Contractor found in violation of any law, while on the User Agency's property, may be prosecuted.

Change Orders:
Any change orders to the project scope will require an additional RFQ requesting the backup materials and labor costs and shall be substantiated without a doubt there was no way of knowing the additional services were needed when the original quote was provided. The pricing shall conform to the SPA. Change orders shall be managed closely by the Using Agency. Change order abuse shall be reported to the Procurement Specialist listed on the cover page of this Price Agreement. Preventative measure shall be taken by both the contractor and the Using Agency prior to issuing the Notice to Proceed. Such measures may include: soil tests (soil boring); clarification of ambiguity in the project plan, the scope of work, the RFQ, the drawings, etc.; the project scope should be completely defined and agreed upon before any work begins.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Using Agency's obligations:

- Shall provide, at a minimum, a detailed scope of work and/or drawings defining work required.
- Allow the Contractor limited use of on-site utilities for projects at an existing building.
- Shall provide periodic and/or random inspections of its projects. Using Agencies shall be responsible for providing its inspections, photography of the project's progress, and preparation of field observation reports.
- Conduct weekly on-site meetings with the Contractor, or on an as-needed basis, to ensure compliance with the scope of work for the project; provide assistance and guidance; to resolve problems arising during the project; and to ensure quality of work and materials being incorporated into the project.
- Process requests for payment within twenty-one (21) days of time/date stamped receipt of proper invoice and/or G702 & G703 Schedule of Values, Application and Certificate for Payment, when more than a single invoice applies to the contracted amount.
- If applicable, procure independent special inspections, commissioning, structural, soils testing with geotechnical reports and/or topographical survey.

Other Construction Related Terms and Conditions:

Time Considerations:
The work on any project to be performed under this Agreement shall commence no later than ten (10) consecutive calendar days after the date of written "Notice to Proceed." On smaller projects, an email will suffice. The date of Substantial Completion shall be described in the RFQ or related construction contract. The date can be extended by the Using Agency by valid written Change Order.

Should the Contractor neglect, refuse, or otherwise fail to complete the Work on the project within the time specified in the RFQ or related construction contract, the Contractor agrees, in partial consideration for the award of the Purchase Order, to pay to the Using Agency the amount of dollars named in the RFQ or construction contract per consecutive calendar day, not as a penalty, but as liquidated damages for such breach of the Purchase Order or related construction contract under this Price Agreement.

Mediation:
Any controversy or claim arising between the parties shall be settled by mediation if the parties cannot reach a mutually agreeable solution. The parties shall endeavor to resolve their disagreement by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the procedures of the New Mexico Public Works Mediation Act (NMSA §13-4C-1 et seq.) except that before any party may select a mediator it must confer in good faith with the other party concerning the selection of a mutually acceptable mediator. Mediation shall proceed in advance of legal or equitable proceedings, which shall be stayed pending mediation for a period of **sixty (60) days** from the date of notice of mediation session, unless stayed for a longer period by agreement of the parties or court order.

Inspection of Work:
If a Purchase Order is issued for the purchase of services, the following terms shall apply when applicable:

A. Services 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 Using Agency covering the services under the Purchase Order. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Using Agency or other party to the Purchase Order during the term of performance of the Work and for as long thereafter as required.
C. The Using Agency has the right to inspect and test all services contemplated to the extent practicable at all times and places during the term of the Project. The Using Agency shall perform inspections and tests in a manner that will not unduly delay or interfere with Contractor's performance.
D. If the Using Agency 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 Purchase Order price, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

E. If any part of the services do not conform with the requirements, the Using Agency may require the Contractor to re-perform the services in conformity with the requirements at no increase in Purchase Order amount. When the defects in services cannot be corrected by re-performance, the Using Agency may:
   (1) Require the Contractor to take necessary action(s) to ensure that future performance conforms to the requirements;
   (2) Reduce the Purchase Order price to reflect the reduced value of the services performed.

F. 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, the Using Agency may:
   (1) By Agreement or otherwise, perform the services and charge to the Contractor any cost incurred by the Using Agency that is directly related to the performance of such service; or
   (2) Cancel the Purchase Order for default.

THE PROVISIONS OF THIS ARTICLE ARE NOT EXCLUSIVE AND DO NOT WAIVE THE USING AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THE PURCHASE ORDER/PRICE AGREEMENT.

Suspension, Delay or Interruption of Work:
The Using Agency 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 Using Agency may determine.. 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.

Time Extension Costs:
Agreed Compensation for Overhead "General Conditions" for Changes to Time for Completion or Contract Completion Date for Changes to the Work**:** If the change in the Work also changes the Time for Completion or the Agreement Completion Date by adding days to complete the Work, an itemized accounting of the following General Conditions costs for direct Site overhead set forth in the subparagraph below may be considered as allowable costs for compensation. Home office overhead and other indirect overhead expenses are not added into the General Conditions expenses.

Direct Site Overhead Expenses:
The Contractor's per diem expenses, as shown by the itemized accounting, for the following allowable, applicable, direct Site overhead expenses: The Site superintendent's pro-rata salary, temporary Site office trailer, temporary fencing, building utility costs, security, temporary storage and temporary Site utilities including electricity, heat, water, and sanitary/toilet facilities, etc. for each day added.

If at any time there is a delay in the critical path of the Work due to postponement, due to the Contractor's efforts to justify an extension of the time or an increase in the Agreement Price beyond the deadlines or due to the Contractor's refusal to proceed with any of the approved Work, such delay and any Contractor costs resulting from it shall not serve as the basis for the extension of the Time for Completion or Agreement Completion Date or for an increase in the Contract Price.

Clean Up and Storage:

A. The Contractor will provide off-site legal disposal of all waste products, trash, and debris. Using Agency's trash receptacles will not be used by the Contractor. Sanitary facilities will "not" be available at the job site. Contractor shall be responsible for the provision and maintenance of portable toilets.
B. The Contractor on a daily basis shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement. At completion of the Work, the Contractor shall remove from and about the Project waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials and shall then thoroughly clean the premises and the site to the Using Agency's satisfaction.
C. Materials or equipment shall be delivered to the project in the manufacturer's original sealed, labeled containers and shall be adequately protected against moisture, dust, tampering or damage from improper handling or storage. Materials shall not be delivered to the site before they are needed.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

D. Storage of materials and construction equipment shall be coordinated with the Using Agency.

Permits and Fees:

A. IF APPLICABLE- The Contractor shall secure and pay for the Building Permit and other permits and governmental fees, licenses and inspections and Certificate of Occupancy necessary for proper execution and completion of the Work. Changes or modifications to the Work shall include all requirements of this paragraph.

B. The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations and lawful orders of public authorities applicable to performance of the Work.

C. IF APPLICABLE- Certificates of Inspection, use and occupancy will be delivered to the Using Agency upon completion of the Work in sufficient time for occupation of the facility in accordance with the approved schedule for the Work. Contractor shall deliver a photocopy of the Building Permit to the Design Professional and Using Agency as soon as it is obtained.

Schedule, Progress Meetings and Reports:

A. The Contractor, promptly after being awarded a Project and before the first payment application, shall prepare and submit for the Using Agency's information a Critical Path Construction Schedule for the Work that indicates the intended start and completion of the various construction activities, which shall be implemented and adhered to by the Contractor, Subcontractors, material suppliers and equipment suppliers. At a minimum, the schedule shall be a GANTT type schedule and shall not exceed time limits allowed by the RFQ or Notice to Proceed with no fewer work breakdown events than line items of the Schedule of Values.

B. The Contractor shall perform the Work in general accordance with the most recent schedule submitted to the Using Agency.

C. Progress meetings shall be scheduled on a regular basis. The purpose will be to review the upcoming activities, any open issues and current progress. The Contractor shall keep any meeting minutes as needed. Progress schedules shall be updated regularly. A three week look-ahead schedule should be presented at every project meeting. An updated critical path schedule shall be presented with any change orders and with every pay application.

D. The Contractor shall prepare a Daily Report each day that Contractor, Subcontractors or any other entity are on the Project. The Daily Reports shall be maintained at the site and be well organized. The Using Agency may request copies at any time. The reports may include:
   1. Report date and who prepared the report;
   2. Weather conditions - low temp, high temp, visibility, humidity, wind, wind direction, cloud conditions, precipitation amount, other notes;
   3. Companies present by name and their number of workers, work location, total man hours that day for each company;
   4. Equipment - type, source, units of work done, location of work, hour meter reading;
   5. Material brought to site - description, units, quantity, quality, location, time;
   6. Visitors to site - name, company, time;
   7. Safety concerns - company, contact, noticed by, work activity, safety issue, requirement, outcome;
   8. Quality assurance and control - company, description of issue, specification section, issued by.

Close-out Requirements:

The Contractor shall submit to the Using Agency a separate and detailed Closeout Schedule indicating the date of Final Completion and all work to be completed before Final Completion including Close-Out requirements. The punch list of incomplete or inadequate work shall also be submitted when the work is substantially complete. Failure to include any item on the punch list does not alter the responsibility of the Contractor to complete all work in accordance with the Contract Documents.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Before final completion can be achieved, all Work must be complete and accepted including the following as applicable:

a. Work associated with Punch List(s);
b. Testing, balance or performance operations complete and in agreement that associated work is in compliance with the Contract Documents;
c. One hard copy and one electronic copy in .pdf format of final approved test, balance or performance report(s) complete with directory of contents submitted to Using Agency;
d. As-Built drawings delivered in autocad or electronic format;
e. Written certification signed by Using Agency of delivery and stocking of extra material, equipment or components required by the Purchase Order at a location established by the Using Agency;
f. Delivery of all warranties required by the Work;
g. All keys, passes, codes, software or other methods or components of control or security which have been correctly and adequately accounted for and closed-out;
h. Completed Operations Liability insurance policy certificate, if applicable;
i. Training of staff on all applicable building systems;
j. All Storm Water Pollution Prevention Permits (SWPPP) have been updated or closed;
k. Utility transfer to User/Using Agency;
l. Operations and Maintenance Manuals;
m. Certified statement of Release of Liens (AIA Document G706A or approved form) and Consent of Surety.

Warranty:
The Contractor shall warrant its work (non-roofing and equipment), for materials and for workmanship furnished and performed under this Price Agreement for a period of one (1) year minimum from the date of acceptance or Substantial Completion whichever is longest. The Contractor shall warrant its work for repairs or restoration of existing systems, appliances and work for ninety (90) days from the date of acceptance or Substantial Completion. It is understood that some equipment is far beyond its normal life and a warranty cannot be extended/supplied. Contractor must pass on to the User Agency warranties of replaced roofs and equipment offered by the manufacturer.

Payment Provisions:
Generally payments are made on a thirty (30) day billing cycle. Payment for projects of less than thirty (30) day duration shall be paid upon the Using Agency's acceptance of the work.

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

A. Acceptance - In accordance with Section 13-1-158 NMSA 1978, the Agency shall determine if the Construction Work provided meets specifications. No payment shall be made for any work until the Work has been accepted in writing by the Using Agency. Unless otherwise agreed upon between the Using Agency and the Contractor, within fifteen (15) days from the date the Using Agency receives written notice from the Contractor that payment is requested for work, the Using Agency shall issue a written certification of complete or partial acceptance or rejection of the Work. Unless the Using Agency gives notice of rejection within the specified time period, the Work will be deemed to have been accepted.

B. Payment of Invoice - Upon acceptance that the Work has been received and accepted, payment shall be tendered to the Contractor within twenty one (21) days after the date of acceptance of an undisputed invoice.

C. The Contractor, before final payment of the amount due under this Contract, shall provide requested Close-out documents including any release of liens.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

BID INFORMATION:
"Tax" The bid prices for this ITB shall **not** include New Mexico gross receipts tax or local option tax(es).

"Hourly Rate" means the proposed fully loaded maximum hourly rates that include fringe benefits and any overhead costs for contractor personnel, as well as subcontractor personnel, if appropriate. The Hourly Rate does not include mileage, per diem or lodging.

"Offeror" shall reference all work positions associated with this project, and each position's firm, fixed hourly rate. This hourly rate does not include billable reimbursable rates for mileage, meals or lodging. The State of New Mexico, at its discretion, may negotiate lower rates on a project by project basis, with the awarded Contractor.

Hourly rates are requested for the three (3) levels of personnel. ***All items for pricing must be filled in.*** If one of the personnel listed is not relevant to your company, fill in a rate for a comparable employee that is on staff or could be on staff at a future time. For example, if the Superintendent also functions as the Journeyman or Experienced worker or vice versa, enter his rate for both items. Any blank items will cause a possible rejection of the bid for non-compliance.

Labor Rates:
1. Superintendent: a person with supervisory experience who maintains control of the work and work site. This person may or may not actually perform work on the project.

2. Journeyman or Experienced Worker: a person licensed by the State of New Mexico as a journeyman in the specialized field of work required and being performed or a person with many years of experience with a high rate of pay.

3. Laborer: a person with minimal experience, performing minor forms of labor.

Hours Worked:

Regular Hours: Monday through Friday and 8 am through 5 pm.

After Hours: All hours not within the days and times listed for "Regular Hours".

Holidays: Holidays will be considered "After Hours" and paid at "After Hours" rates.

The State of New Mexico reserves the right to award this Price Agreement to multiple vendors. Bidders must include pricing for ALL items in order to allow for accurate comparisons. If a Bidder fails to include one or more of those items, his Bid may be rejected.

Bids for these services are requested on a statewide basis. The intent in the bid evaluation is to add up all of the items from Items 1 through 16 in order to determine the low bidders.

*****End of Specifications*****

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Items:

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
1	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Superintendent, regular hours**		
				$75.00	(AA)
				$75.00	(AB)
				$85.00	(AC)
				$95.00	(AD)
				$73.70	(AE)
				$105.00	(AF)
				$65.00	(AG)
				$82.30	(AH)
				$85.00	(AI)
				$95.00	(AJ)
				$76.00	(AK)
				$68.00	(AL)
				$72.50	(AM)
				$180.00	(AN)
				$108.11	(AO)
				$175.00	(AP)
				$51.72	(AQ)
				$100.00	(AR)
				$150.00	(AS)
				$150.00	(AT)
				$36.25	(AU)
				$100.00	(AV)
				$80.00	(AW)
				$195.00	(AX)
				$155.00	(AY)
				$100.00	(AZ)
				$85.00	(BA)
				$87.85	(BB)
				$75.00	(BC)
				$150.00	(BD)
				$80.40	(BE)
				$92.00	(BF)
				$72.50	(BG)
				$85.00	(BH)
				$65.00	(BI)
				$65.00	(BJ)
				$75.00	(BK)
				$70.33	(BL)
				$103.07	(BM)
				$80.00	(BN)
				$165.00	(BO)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 1 - Continued		
				$99.78	(BP)
				$98.00	(BQ)
				$90.00	(BR)
				$70.00	(BS)
				$100.00	(BT)
				$93.00	(BU)
				$80.00	(BV)
				$85.00	(BW)
				$132.47	(BX)
				$90.00	(BY)
2	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Superintendent, after hours**		
				$112.50	(AA)
				$85.00	(AB)
				$85.00	(AC)
				$110.00	(AD)
				$73.70	(AE)
				$120.00	(AF)
				$75.00	(AG)
				$118.37	(AH)
				$85.00	(AI)
				$142.50	(AJ)
				$76.00	(AK)
				$102.00	(AL)
				$88.00	(AM)
				$200.00	(AN)
				$162.17	(AO)
				$250.00	(AP)
				$77.58	(AQ)
				$150.00	(AR)
				$225.00	(AS)
				$205.00	(AT)
				$61.62	(AU)
				$150.00	(AV)
				$100.00	(AW)
				$195.00	(AX)
				$185.00	(AY)
				$125.00	(AZ)
				$115.00	(BA)
				$131.77	(BB)
				$95.00	(BC)
				$225.00	(BD)
				$120.61	(BE)
				$145.00	(BF)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 2 - Continued		
				$83.37	(BG)
				$95.00	(BH)
				$85.00	(BI)
				$75.00	(BJ)
				$85.00	(BK)
				$77.86	(BL)
				$173.14	(BM)
				$100.00	(BN)
				$225.00	(BO)
				$149.67	(BP)
				$126.00	(BQ)
				$90.00	(BR)
				$95.00	(BS)
				$120.00	(BT)
				$103.00	(BU)
				$120.00	(BV)
				$127.50	(BW)
				$165.42	(BX)
				$155.00	(BY)
3	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Journeyman or Experienced worker, regular hours**		
				$60.00	(AA)
				$70.00	(AB)
				$85.00	(AC)
				$105.00	(AD)
				$60.50	(AE)
				$90.00	(AF)
				$49.00	(AG)
				$78.41	(AH)
				$70.00	(AI)
				$95.00	(AJ)
				$54.00	(AK)
				$64.00	(AL)
				$58.50	(AM)
				$140.00	(AN)
				$108.11	(AO)
				$150.00	(AP)
				$48.53	(AQ)
				$125.00	(AR)
				$150.00	(AS)
				$125.00	(AT)
				$73.84	(AU)
				$75.00	(AV)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 3 - Continued		
				$65.00	(AW)
				$165.00	(AX)
				$135.00	(AY)
				$85.00	(AZ)
				$67.00	(BA)
				$69.66	(BB)
				$70.00	(BC)
				$150.00	(BD)
				$112.83	(BE)
				$120.00	(BF)
				$67.50	(BG)
				$80.00	(BH)
				$100.00	(BI)
				$49.00	(BJ)
				$55.00	(BK)
				$62.54	(BL)
				$134.44	(BM)
				$70.00	(BN)
				$145.00	(BO)
				$85.88	(BP)
				$88.00	(BQ)
				$75.00	(BR)
				$70.00	(BS)
				$60.00	(BT)
				$70.00	(BU)
				$75.00	(BV)
				$80.00	(BW)
				$125.27	(BX)
				$120.00	(BY)
4	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Journeyman or Experienced worker, after hours**		
				$90.00	(AA)
				$75.00	(AB)
				$85.00	(AC)
				$125.00	(AD)
				$70.40	(AE)
				$110.00	(AF)
				$56.00	(AG)
				$111.07	(AH)
				$105.00	(AI)
				$142.50	(AJ)
				$65.00	(AK)
				$96.00	(AL)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 4 - Continued		
				$74.00	(AM)
				$155.00	(AN)
				$162.17	(AO)
				$200.00	(AP)
				$72.80	(AQ)
				$135.00	(AR)
				$225.00	(AS)
				$150.00	(AT)
				$95.36	(AU)
				$112.50	(AV)
				$90.00	(AW)
				$165.00	(AX)
				$155.00	(AY)
				$110.00	(AZ)
				$85.00	(BA)
				$104.49	(BB)
				$90.00	(BC)
				$225.00	(BD)
				$169.24	(BE)
				$155.00	(BF)
				$77.63	(BG)
				$95.00	(BH)
				$110.00	(BI)
				$56.00	(BJ)
				$85.00	(BK)
				$72.55	(BL)
				$176.48	(BM)
				$90.00	(BN)
				$205.00	(BO)
				$128.82	(BP)
				$106.00	(BQ)
				$112.50	(BR)
				$95.00	(BS)
				$85.00	(BT)
				$90.00	(BU)
				$113.00	(BV)
				$120.00	(BW)
				$158.22	(BX)
				$150.00	(BY)
5	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Laborer, regular hours**		
				$35.00	(AA)
				$65.00	(AB)
				$85.00	(AC)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 5 - Continued		
				$55.00	(AD)
				$49.50	(AE)
				$75.00	(AF)
				$28.00	(AG)
				$50.21	(AH)
				$45.00	(AI)
				$55.00	(AJ)
				$44.00	(AK)
				$62.00	(AL)
				$40.00	(AM)
				$100.00	(AN)
				$83.23	(AO)
				$100.00	(AP)
				$33.81	(AQ)
				$80.00	(AR)
				$75.00	(AS)
				$100.00	(AT)
				$21.50	(AU)
				$50.00	(AV)
				$55.00	(AW)
				$135.00	(AX)
				$120.00	(AY)
				$55.00	(AZ)
				$60.00	(BA)
				$41.43	(BB)
				$55.00	(BC)
				$75.00	(BD)
				$59.74	(BE)
				$26.50	(BF)
				$41.50	(BG)
				$65.00	(BH)
				$45.00	(BI)
				$28.00	(BJ)
				$35.00	(BK)
				$54.80	(BL)
				$30.03	(BM)
				$60.00	(BN)
				$105.00	(BO)
				$44.42	(BP)
				$74.00	(BQ)
				$45.00	(BR)
				$60.00	(BS)
				$45.00	(BT)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 5 - Continued		
				$50.00	(BU)
				$55.00	(BV)
				$40.00	(BW)
				$87.58	(BX)
				$25.00	(BY)
6	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Laborer, after hours**		
				$52.50	(AA)
				$70.00	(AB)
				$85.00	(AC)
				$65.00	(AD)
				$58.30	(AE)
				$95.00	(AF)
				$35.00	(AG)
				$70.22	(AH)
				$67.50	(AI)
				$82.50	(AJ)
				$54.00	(AK)
				$93.00	(AL)
				$54.00	(AM)
				$110.00	(AN)
				$124.85	(AO)
				$150.00	(AP)
				$50.72	(AQ)
				$110.00	(AR)
				$112.50	(AS)
				$125.00	(AT)
				$36.12	(AU)
				$75.00	(AV)
				$75.00	(AW)
				$135.00	(AX)
				$145.00	(AY)
				$75.00	(AZ)
				$72.00	(BA)
				$62.89	(BB)
				$75.00	(BC)
				$82.50	(BD)
				$89.60	(BE)
				$52.00	(BF)
				$51.73	(BG)
				$80.00	(BH)
				$45.00	(BI)
				$35.00	(BJ)
				$50.00	(BK)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 6 - Continued		
				$74.30	(BL)
				$60.06	(BM)
				$80.00	(BN)
				$125.00	(BO)
				$66.63	(BP)
				$89.00	(BQ)
				$67.50	(BR)
				$85.00	(BS)
				$60.00	(BT)
				$65.00	(BU)
				$83.00	(BV)
				$60.00	(BW)
				$114.89	(BX)
				$50.00	(BY)
7	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Superintendent, regular hours**		
				$75.00	(AA)
				$80.00	(AB)
				$85.00	(AC)
				$110.00	(AD)
				$73.70	(AE)
				$105.00	(AF)
				$65.00	(AG)
				$82.30	(AH)
				$85.00	(AI)
				$95.00	(AJ)
				$76.00	(AK)
				$68.00	(AL)
				$75.00	(AM)
				$180.00	(AN)
				$108.11	(AO)
				$200.00	(AP)
				$51.72	(AQ)
				$135.00	(AR)
				$150.00	(AS)
				$150.00	(AT)
				$36.25	(AU)
				$115.00	(AV)
				$80.00	(AW)
				$130.00	(AX)
				$155.00	(AY)
				$105.00	(AZ)
				$100.00	(BA)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 7 - Continued		
				$87.85	(BB)
				$75.00	(BC)
				$150.00	(BD)
				$80.40	(BE)
				$99.00	(BF)
				$83.37	(BG)
				$85.00	(BH)
				$75.00	(BI)
				$65.00	(BJ)
				$75.00	(BK)
				$92.36	(BL)
				$114.07	(BM)
				$90.00	(BN)
				$165.00	(BO)
				$99.78	(BP)
				$126.00	(BQ)
				$90.00	(BR)
				$70.00	(BS)
				$100.00	(BT)
				$93.00	(BU)
				$98.00	(BV)
				$105.00	(BW)
				$162.10	(BX)
				$101.00	(BY)
8	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Superintendent, after hours**		
				$112.50	(AA)
				$90.00	(AB)
				$85.00	(AC)
				$120.00	(AD)
				$73.70	(AE)
				$120.00	(AF)
				$75.00	(AG)
				$118.37	(AH)
				$85.00	(AI)
				$142.50	(AJ)
				$76.00	(AK)
				$102.00	(AL)
				$88.00	(AM)
				$200.00	(AN)
				$162.17	(AO)
				$275.00	(AP)
				$77.58	(AQ)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 8 - Continued		
				$150.00	(AR)
				$225.00	(AS)
				$205.00	(AT)
				$61.60	(AU)
				$172.50	(AV)
				$100.00	(AW)
				$130.00	(AX)
				$185.00	(AY)
				$130.00	(AZ)
				$130.00	(BA)
				$128.71	(BB)
				$95.00	(BC)
				$225.00	(BD)
				$120.61	(BE)
				$140.00	(BF)
				$95.88	(BG)
				$100.00	(BH)
				$95.00	(BI)
				$75.00	(BJ)
				$95.00	(BK)
				$138.54	(BL)
				$176.44	(BM)
				$110.00	(BN)
				$225.00	(BO)
				$149.67	(BP)
				$153.00	(BQ)
				$90.00	(BR)
				$95.00	(BS)
				$120.00	(BT)
				$103.00	(BU)
				$147.00	(BV)
				$150.00	(BW)
				$206.87	(BX)
				$155.00	(BY)
9	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Journeyman, regular hours**		
				$60.00	(AA)
				$75.00	(AB)
				$85.00	(AC)
				$120.00	(AD)
				$70.50	(AE)
				$90.00	(AF)
				$49.00	(AG)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 9 - Continued		
				$78.41	(AH)
				$70.00	(AI)
				$95.00	(AJ)
				$88.00	(AK)
				$64.00	(AL)
				$68.00	(AM)
				$140.00	(AN)
				$108.11	(AO)
				$175.00	(AP)
				$48.53	(AQ)
				$125.00	(AR)
				$150.00	(AS)
				$125.00	(AT)
				$78.36	(AU)
				$90.00	(AV)
				$75.00	(AW)
				$110.00	(AX)
				$135.00	(AY)
				$90.00	(AZ)
				$82.00	(BA)
				$68.04	(BB)
				$70.00	(BC)
				$150.00	(BD)
				$157.77	(BE)
				$152.00	(BF)
				$77.63	(BG)
				$85.00	(BH)
				$125.00	(BI)
				$49.00	(BJ)
				$55.00	(BK)
				$75.42	(BL)
				$169.74	(BM)
				$80.00	(BN)
				$145.00	(BO)
				$85.88	(BP)
				$106.00	(BQ)
				$75.00	(BR)
				$70.00	(BS)
				$60.00	(BT)
				$70.00	(BU)
				$90.00	(BV)
				$90.00	(BW)
				$153.70	(BX)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 9 - Continued		
				$150.00	(BY)
10	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Journeyman, after hours**		
				$90.00	(AA)
				$80.00	(AB)
				$85.00	(AC)
				$130.00	(AD)
				$78.50	(AE)
				$110.00	(AF)
				$56.00	(AG)
				$111.07	(AH)
				$105.00	(AI)
				$142.50	(AJ)
				$88.00	(AK)
				$96.00	(AL)
				$82.00	(AM)
				$155.00	(AN)
				$162.17	(AO)
				$250.00	(AP)
				$72.80	(AQ)
				$135.00	(AR)
				$225.00	(AS)
				$150.00	(AT)
				$95.60	(AU)
				$135.00	(AV)
				$95.00	(AW)
				$110.00	(AX)
				$155.00	(AY)
				$120.00	(AZ)
				$98.00	(BA)
				$102.06	(BB)
				$90.00	(BC)
				$225.00	(BD)
				$236.66	(BE)
				$202.00	(BF)
				$89.27	(BG)
				$100.00	(BH)
				$125.00	(BI)
				$56.00	(BJ)
				$85.00	(BK)
				$116.35	(BL)
				$246.20	(BM)
				$100.00	(BN)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 10 - Continued		
				$205.00	(BO)
				$128.82	(BP)
				$127.00	(BQ)
				$112.50	(BR)
				$95.00	(BS)
				$85.00	(BT)
				$90.00	(BU)
				$135.00	(BV)
				$130.00	(BW)
				$199.66	(BX)
				$220.00	(BY)
11	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Laborer, regular hours**		
				$35.00	(AA)
				$70.00	(AB)
				$85.00	(AC)
				$65.00	(AD)
				$57.00	(AE)
				$75.00	(AF)
				$28.00	(AG)
				$50.21	(AH)
				$45.00	(AI)
				$55.00	(AJ)
				$60.00	(AK)
				$62.00	(AL)
				$47.00	(AM)
				$100.00	(AN)
				$83.23	(AO)
				$125.00	(AP)
				$33.81	(AQ)
				$85.00	(AR)
				$75.00	(AS)
				$100.00	(AT)
				$37.37	(AU)
				$65.00	(AV)
				$55.00	(AW)
				$90.00	(AX)
				$120.00	(AY)
				$60.00	(AZ)
				$72.00	(BA)
				$40.95	(BB)
				$55.00	(BC)
				$75.00	(BD)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 11 - Continued		
				$74.14	(BE)
				$50.50	(BF)
				$51.73	(BG)
				$75.00	(BH)
				$50.00	(BI)
				$28.00	(BJ)
				$35.00	(BK)
				$57.78	(BL)
				$57.94	(BM)
				$70.00	(BN)
				$105.00	(BO)
				$44.42	(BP)
				$89.00	(BQ)
				$45.00	(BR)
				$60.00	(BS)
				$45.00	(BT)
				$50.00	(BU)
				$65.00	(BV)
				$50.00	(BW)
				$114.54	(BX)
				$50.00	(BY)
12	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Laborer, after hours**		
				$52.50	(AA)
				$75.00	(AB)
				$85.00	(AC)
				$75.00	(AD)
				$60.00	(AE)
				$95.00	(AF)
				$35.00	(AG)
				$70.22	(AH)
				$67.50	(AI)
				$82.50	(AJ)
				$71.00	(AK)
				$93.00	(AL)
				$59.00	(AM)
				$110.00	(AN)
				$124.85	(AO)
				$175.00	(AP)
				$50.72	(AQ)
				$110.00	(AR)
				$112.50	(AS)
				$125.00	(AT)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 12 - Continued		
				$56.06	(AU)
				$97.50	(AV)
				$68.00	(AW)
				$90.00	(AX)
				$145.00	(AY)
				$80.00	(AZ)
				$85.00	(BA)
				$61.43	(BB)
				$75.00	(BC)
				$82.50	(BD)
				$112.12	(BE)
				$104.50	(BF)
				$59.49	(BG)
				$90.00	(BH)
				$65.00	(BI)
				$35.00	(BJ)
				$50.00	(BK)
				$86.75	(BL)
				$115.87	(BM)
				$90.00	(BN)
				$125.00	(BO)
				$66.63	(BP)
				$112.00	(BQ)
				$67.50	(BR)
				$85.00	(BS)
				$60.00	(BT)
				$65.00	(BU)
				$98.00	(BV)
				$70.00	(BW)
				$150.31	(BX)
				$100.00	(BY)
13	**1**	**Hourly**	**Labor Rate - Diagnosis, project estimates, troubleshooting, or other not listed**		
				$100.00	(AA)
				$65.00	(AB)
				$250.00	(AC)
				$125.00	(AD)
				$90.00	(AE)
				$90.00	(AF)
				$125.00	(AG)
				$86.21	(AH)
				$90.00	(AI)
				$145.00	(AJ)
				$140.00	(AK)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 13 - Continued		
				$125.00	(AL)
				$85.00	(AM)
				$100.00	(AN)
				$115.62	(AO)
				$200.00	(AP)
				$51.72	(AQ)
				$100.00	(AR)
				$250.00	(AT)
				$85.00	(AU)
				$100.00	(AV)
				$100.00	(AW)
				$150.00	(AX)
				$225.00	(AY)
				$150.00	(AZ)
				$200.00	(BA)
				$87.85	(BB)
				$75.00	(BC)
				$75.00	(BD)
				$80.40	(BE)
				$100.00	(BF)
				$85.00	(BG)
				$85.00	(BH)
				$85.00	(BI)
				$125.00	(BJ)
				$95.00	(BK)
				$98.86	(BL)
				$93.50	(BM)
				$75.00	(BN)
				$485.00	(BO)
				$120.00	(BP)
				$145.00	(BQ)
				$90.00	(BR)
				$70.00	(BS)
				$110.00	(BT)
				$100.00	(BU)
				$175.00	(BV)
				$100.00	(BW)
				$150.00	(BX)
				$115.00	(BY)
14	**1**	**% Discount**	**Discount off all parts and materials. Invoice will include copies of all purchases for parts and materials, including vendor and date purchased. Enter zero if no discount is offered.**		
				0%	(AA)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 14 - Continued		
				0%	(AB)
				0%	(AC)
				0%	(AD)
				0%	(AE)
				0%	(AF)
				0%	(AG)
				0%	(AH)
				0%	(AI)
				2%	(AJ)
				0%	(AK)
				0%	(AL)
				0%	(AM)
				0%	(AN)
				0%	(AO)
				0%	(AP)
				0%	(AQ)
				0%	(AR)
				0%	(AS)
				0%	(AT)
				2%	(AU)
				0%	(AV)
				0%	(AW)
				0%	(AX)
				0%	(AY)
				0%	(AZ)
				0%	(BA)
				0%	(BB)
				0%	(BC)
				0%	(BE)
				0%	(BF)
				0%	(BG)
				0%	(BH)
				0%	(BI)
				0%	(BJ)
				5%	(BK)
				0%	(BL)
				0%	(BM)
				0%	(BN)
				0%	(BO)
				0%	(BP)
				0%	(BQ)
				0%	(BR)
				15%	(BS)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 14 - Continued		
				0%	(BT)
				0%	(BU)
				2%	(BV)
				0%	(BW)
				0%	(BX)
				0%	(BY)
15	**1**	**Day**	**Daily per diem rate for overnight stay as needed. Including dinner and breakfast per person. Bidders should provide a Per Diem Rate that does not exceed the Per Diem Rate defined above in this bid. If a Per Diem Rate is not submitted by the Bidder, the defined rate shall be the default.**		
				$150.00	(AA)
				$125.00	(AB)
				$50.00	(AC)
				$150.00	(AD)
				$180.00	(AE)
				$175.00	(AF)
				$100.00	(AG)
				$175.00	(AH)
				$125.00	(AI)
				$195.00	(AJ)
				$150.00	(AK)
				$131.00	(AL)
				$130.00	(AM)
				$210.00	(AN)
				$195.00	(AO)
				$250.00	(AP)
				$55.00	(AQ)
				$157.00	(AR)
				$150.00	(AS)
				$185.00	(AT)
				$163.00	(AU)
				$276.00	(AV)
				$170.00	(AW)
				$150.00	(AX)
				$185.00	(AY)
				$175.00	(AZ)
				$185.00	(BA)
				$100.00	(BB)
				$120.00	(BC)
				$150.00	(BD)
				$184.75	(BE)
				$120.00	(BF)
				$155.00	(BG)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 15 - Continued		
				$120.00	(BH)
				$225.00	(BI)
				$100.00	(BJ)
				$125.00	(BK)
				$203.71	(BL)
				$66.00	(BM)
				$125.00	(BN)
				$285.00	(BO)
				$150.00	(BP)
				$195.00	(BQ)
				$125.00	(BR)
				$195.00	(BS)
				$150.00	(BT)
				$185.00	(BU)
				$157.00	(BV)
				$200.00	(BW)
				$260.00	(BX)
				$115.00	(BY)
16	**1**	**Mile**	**One way per mile cost, per service vehicle required, measured from the awarded Contractor's office/shop to the requested job site, for travel in excess of 50 miles one way, based on mapquest.com. Bidders should provide a Mileage Rate that does not exceed the IRS Mileage Rate linked above. If a Mileage Rate is not submitted by the Bidder, the defined rate shall be the default.**		
				$0.50	(AA)
				$1.25	(AB)
				$0.65	(AC)
				$2.50	(AD)
				$1.25	(AE)
				$0.66	(AF)
				$10.00	(AG)
				$1.26	(AH)
				$0.655	(AI)
				$0.66	(AJ)
				$1.00	(AK)
				$0.66	(AL)
				$0.65	(AM)
				$0.655	(AN)
				$1.55	(AO)
				$3.50	(AP)
			* per mile	$1.50	(AQ)
				$1.50	(AR)
				$20.00	(AS)
				$10.00	(AT)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 16 - Continued		
				0.655	(AV)
				$0.65	(AW)
				$0.65	(AX)
				$4.50	(AY)
				$3.00	(AZ)
				$10.00	(BA)
				$0.655	(BB)
				$0.65	(BC)
				$4.00	(BD)
				$0.66	(BE)
				$8.50	(BF)
				$0.65	(BG)
			* cents per mile	$0.655	(BH)
				$1.50	(BI)
				$10.00	(BJ)
				$0.75	(BK)
				$0.74	(BL)
				$5.00	(BM)
				$1.00	(BN)
				$3.75	(BO)
				$0.87	(BP)
				$1.85	(BQ)
				$0.655	(BR)
				$1.25	(BS)
				$0.57	(BT)
				$2.50	(BU)
				$0.25	(BV)
				$1.75	(BW)
				$0.655	(BX)
				$8.50	(BY)

***** 16 Awarded Items Total*****

DocuSign

Certificate Of Completion

Envelope Id: 9C0D0BCE1F9443239C4D6BA4D233D2D9
Status: Completed
Subject: GSD/SPD Procurement#: 40-00000-23-00034 General Construction Award
Source Envelope:
Document Pages: 45
Signatures: 1
Certificate Pages: 5
Initials: 2
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Envelope Originator:
Tami Concha
1100 S Saint Francis Dr
Santa Fe, NM 87502
Tami.Concha@gsd.nm.gov
IP Address: 164.64.63.2

Record Tracking

Status: Original
12/29/2023 1:05:04 PM
Holder: Tami Concha
Tami.Concha@gsd.nm.gov
Location: DocuSign

Security Appliance Status: Connected
Pool: StateLocal

Storage Appliance Status: Connected
Pool: GSD
Location: DocuSign

Signer Events	Signature	Timestamp
Michael Saavedra Michael.Saavedra@gsd.nm.gov New Mexico General Services Security Level: Email, Account Authentication (None)	MS Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 12/29/2023 1:13:14 PM Viewed: 12/29/2023 1:13:44 PM Signed: 12/29/2023 1:13:50 PM
Electronic Record and Signature Disclosure: Accepted: 6/4/2020 11:04:51 AM ID: 9cac1b3e-4279-4c8f-b2b4-c607ea9821d8		
Tami Concha tami.concha@gsd.nm.gov Procurement Specialist II New Mexico General Services, State Purchasing Division Security Level: Email, Account Authentication (None)	JC Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 12/29/2023 1:13:54 PM Viewed: 12/29/2023 1:14:14 PM Signed: 12/29/2023 1:14:21 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Natalie Martinez natalie.martinez1@gsd.nm.gov Deputy Director New Mexico General Services Security Level: Email, Account Authentication (None)	Natalie Martinez Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 12/29/2023 1:14:25 PM Viewed: 12/29/2023 1:23:23 PM Signed: 12/29/2023 1:27:07 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/29/2023 1:13:14 PM
Certified Delivered	Security Checked	12/29/2023 1:23:23 PM
Signing Complete	Security Checked	12/29/2023 1:27:07 PM
Completed	Security Checked	12/29/2023 1:27:07 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

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

B. Obtaining paper copies

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

C. Withdrawing your consent

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

D. Consequences of changing your mind

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

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

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

F. How to contact GSD:

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

G. To advise SPD of your new email address

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

H. To request paper copies from SPD

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

I. To withdraw your consent with SPD

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

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

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

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:
https://support.docusign.com/guides/signer-guide-signing-system-requirements

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

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

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

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

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/1/2025

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

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

PRODUCER License # 0757776 HUB International Insurance Services (SOW) 6565 Americas Parkway Suite 720 Albuquerque, NM 87110	CONTACT NAME: PHONE (A/C, No, Ext): (505) 828-4000 FAX (A/C, No): (866) 487-3972 E-MAIL ADDRESS: lauren.einerson@hubinternational.com
INSURED Advanced Environmental Solutions, Inc. & Robert & June Chavez 2318 Roldan Dr Belen, NM 87002--2627	INSURER A : Steadfast Insurance Company — NAIC # 26387 INSURER B : Zurich Insurance Company INSURER C : Zurich American of Illinois — NAIC # 27855 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			GPL-4407668-00	7/1/2025	7/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 25,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY			BAP-4401321-00	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			SXS-4407667-00	7/1/2025	7/1/2026	EACH OCCURRENCE AGGREGATE **Aggregate**	$ 4,000,000 $ $ 4,000,000
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC-4302367-00	7/1/2025	7/1/2026	PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	Pollution / Environm			GPL-4407668-00	7/1/2025	7/1/2026	Occur.	1,000,000
A	Professional Liabili			GPL-4407668-00	7/1/2025	7/1/2026	Occur.	1,000,000

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

CERTIFICATE HOLDER

City of Santa Fe Fuel Facility
1142 Siler
Santa Fe, NM 87502

CANCELLATION

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

ACORD 25 (2016/03) © 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

Services Offered to the City of Santa Fe (2025)

Approved:
These services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities and are available through Horizons of New Mexico.

- ADA Accessibility Consulting Services
- Auctioneering Services
- Bulk Mailing and Sorting
- Call Center Services
- Computer Refurbishing
- Courier Services
- Decontamination, Sanitation and Sterilization Services
- Debris Removal
- Document Imaging
- Document Shredding
- Envelope Stuffing
- General Labor
- Hard Drive Destruction
- Janitorial and Housekeeping Services – Including Carpet Cleaning & Floor Care
- Landscape Irrigation
- Landscaping
- Mailing Services
- Management of an Assistive Technology Reuse and Recycling Program
- Medical Waste Disposal
- Meeting Minute Preparation Services
- Pest Control and Extermination Services
- Printing Services
- Rest Area Maintenance
- Screen Printing
- Snow Removal
- Temporary Staffing Services
- Yard, Grounds, and Lawn Maintenance

Permissive:
The services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities as permissible for sale under the State Use Act through Horizons of New Mexico. While the Council recognizes that certain Horizons of New Mexico members are capable of performing the services listed below, said services are considered permissive and excluded from the mandatory aspect of the State Use Program. Any procurement of the below services through Horizons of New Mexico is at the discretion of the purchasing agent and will be considered by the Council on a case-by-case basis.

- Graphic Design
- Graphic Design - Logo Design
- IT – Enterprise Application
- IT – IV & V
- IT Network and Database Management
- IT Support
- IT Security Services
- IT – Web Design
- IT – Web Programmer
- Marketing
- Social Media Marketing
- Training Services

For the complete State Use service list, please go to: http://horizonsofnewmexico.org/services.html

From: DUTTON-LEYDA, TRAVIS K.
To: KAHAHANE, ELIZABETH L.; Purchasing DET
Subject: RE: Determination Request – Closure of Siler Fuel Station
Date: Friday, April 25, 2025 9:35:54 AM
Attachments: image002.png
image004.png

Greetings,

The scope of work as written would be Construction. This determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. I reserve the right to change this determination if the scope of work differs from the scope of work submitted for the original determination. This procurement must be conducted using the processes and procedures set forth by the City of Santa Fe, Central Purchasing, the Procurement Manual, and state statutes.

Please note:

- Save this email as a PDF and upload it into the corresponding Munis record(s).
- If your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.
  -Treasury (Point of Sale Systems) – questions: drsena@santafenm.gov; clromero@santafenm.gov. Request signature from: clromero@santafenm.gov
  -IT components (everything IT) – questions: ereview@santafenm.gov. Request signature from: edcandelaria@santafenm.gov;
  Copy: zxdushdurova@santafenm.gov; lenobes@santafenm.gov; lfworstell@santafenm.gov
  -Vehicles – questions: fleet@santafenm.gov. Request signature from: dmjaramillo@santafenm.gov
  -Grants – questions: grants@santafenm.gov. Request signature from: evlujan@santafenm.gov
  - Construction, Facilities, Furniture, Fixtures, Equipment, etc. – questions: fmdreview@santafenm.gov. Request signature from: jsburnett@santafenm.gov_
  -Emergency Related Purchases – questions oem@santafenm.govand. Request signature from: bgwilliams@santafenm.gov
  -Asset over $5k – questions: accountspayable@santafenm.gov. Request signature from: jxbolden@santafenm.gov
- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented procedures/laws/rules are followed.

- > $20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is =/> $60k, per

NMSA 1978, Section 13-1-102, the procurement method must be ITB (if you choose not to use a cooperative or an existing contract). If you feel you need to process an RFP, you must get an Authorization and Plan approved before you process.

- < $20k per year, one quote is acceptable.
- From $20k to $60k per year, if you aren't using a cooperative or existing contract, you'll need to provide 3 quotes in your req. Must use the Munis Bid Module after 12/21/2023.
- Please keep this as part of the procurement file for future reference.
- Figure out your funding source and **inform Purchasing**. To ensure that the proper documents and language are used, it is important to identify the funding source for the subsequent contract. For instance, if federal funds are involved, the procurement request and subsequent contract must include the necessary federal language. Therefore, it is crucial to determine the funding source beforehand.
- Please review the pages linked below to determine whether any of the existing contracts/price agreements or cooperative agreements are applicable to this request. You might be able to use an existing price agreement to save time and money.
    - https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/ (if you choose to use a Statewide, you do not need to ask Horizons if they can do the work. State Purchasing must offer the SOW to Horizons prior to placing the award on their website.)
    - https://naspovaluepoint.org/categories/
    - https://www.omniapartners.com/publicsector/contracts
    - https://www.buyboard.com/home.aspx
    - https://www.h-gac.com/Home
    - https://www.gsaelibrary.gsa.gov/
    - https://www.sourcewell-mn.gov/contract-search

- Submit or send your request to the appropriate MS Teams channel or email address:
    - RFPs requests to https://teams.microsoft.com/l/channel/19%3ad63b9c8b586d424fa5eed34177146ac5%40thread.tacv2/RFP%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
    - ITBs requests to https://teams.microsoft.com/l/channel/19%3a48e1e4588c0440a09cfbd9b907ed42d4%40thread.tacv2/ITB%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
    - Determination requests to purchasing_det@santafenm.gov
    - And all other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Book time to meet with me

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1

Vendor Registration and Current Procurement Opportunities:
https://cityofsantafenmvendors.munisselfservice.com/Vendors/VBids/SearchResults.aspx

Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd

CITY OF SANTA FE
FINANCE

"A journey of a thousand miles begins with a single step" ~ Lao Tzu

---

From: KAHAHANE, ELIZABETH L. <elkahahane@santafenm.gov>
Sent: Friday, April 25, 2025 9:35 AM
To: Purchasing DET <purchasing_det@santafenm.gov>
Subject: Determination Request – Closure of Siler Fuel Station

Aloha Purchasing,

Facilities Division is requesting a SOW determination for the following:

Scope of Work for the Closure of Siler Fuel Station

1. Liquid Removal from Piping and Underground Storage Tanks (USTs)

1. Pump out remaining liquids into 55-gallon drums (estimated quantity: 2-3 drums).
2. Label and store drums in compliance with hazardous materials regulations.
3. Arrange for the proper disposal or recycling of the pumped liquids.

2. Removal of Tanks, Piping, and Associated Equipment

1. Remove all USTs, piping, fuel islands, dispensers, Veeder Root system, and electrical conduits.
2. Properly transport and dispose of all removed components in accordance with local, state, and federal regulations.
3. Provide documentation of disposal or recycling of materials.

3. Soil Sampling and Testing

1. Collect soil samples from specified locations as directed by the NMPSTB inspector.
2. Perform laboratory testing of soil samples for contaminants.
3. Submit soil sample analysis results to NMPSTB.

4. Remediation of Contaminated Soil (if required)

1. Excavate and remove contaminated soil as directed by NMPSTB or other regulatory authorities.
2. Replace excavated areas with clean fill material and compact as required.
3. Document and report the remediation process, including disposal or treatment of contaminated soil.

5. Site Backfill and Surface Restoration

1. Supply and place approved backfill material to fill voids left by the removal of tanks and piping.
2. Compact the backfill to meet specified density requirements.
3. Install a 4-inch layer of blacktop over the backfilled area for temporary surface restoration.

6. Canopy or Building Removal

1. Dismantle canopy and transport materials for proper disposal or recycling.
2. Ensure removal process is conducted safely and with minimal disruption to the surrounding area.
3. Remove all existing surface structures, including but not limited to buildings, concrete pads, and other fixed installations.
4. Transport demolition debris to an approved disposal or recycling facility.
5. Ensure site is left clear and clean, ready for final inspection.

Please let me know if additional information is required.
Thank you!

Best,
Elizabeth "Lisa" Kahahane, CPO
Contract Administrator | Facilities Division | Public Works Dept.
Email: elkahahane@santafenm.gov
M: (505) 795-2439
O: (505) 955-5934

CITY OF SANTA FE
FACILITIES

GB Packet_AES_Siler Fuel Station Remediation _$224704.40_06 26 2025

Final Audit Report 2025-06-27

Created:	2025-06-26
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0qICgp4Fit3oecmRS6waZgrL-yhvxKoC

"GB Packet_AES_Siler Fuel Station Remediation_$224704.40_06 26 2025" History

Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
2025-06-26 - 10:16:32 PM GMT- IP address: 63.232.20.2

Document emailed to MARLISA WILSON (mbwilson@santafenm.gov) for signature
2025-06-26 - 10:20:29 PM GMT

Email viewed by MARLISA WILSON (mbwilson@santafenm.gov)
2025-06-26 - 10:21:14 PM GMT- IP address: 63.232.20.2

Document e-signed by MARLISA WILSON (mbwilson@santafenm.gov)
Signature Date: 2025-06-26 - 10:21:43 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to JOHN BURNETT (jsburnett@santafenm.gov) for signature
2025-06-26 - 10:21:46 PM GMT

Email viewed by JOHN BURNETT (jsburnett@santafenm.gov)
2025-06-27 - 1:52:48 PM GMT- IP address: 73.228.3.65

Document e-signed by JOHN BURNETT (jsburnett@santafenm.gov)
Signature Date: 2025-06-27 - 1:53:23 PM GMT - Time Source: server- IP address: 73.228.3.65

Document emailed to rawheeler@santafenm.gov for signature
2025-06-27 - 1:53:26 PM GMT

Email viewed by rawheeler@santafenm.gov
2025-06-27 - 4:21:48 PM GMT- IP address: 76.18.67.54

Signer rawheeler@santafenm.gov entered name at signing as Regina Wheeler
2025-06-27 - 4:25:49 PM GMT- IP address: 76.18.67.54

Powered by Adobe Acrobat Sign

Document e-signed by Regina Wheeler (rawheeler@santafenm.gov)

Signature Date: 2025-06-27 - 4:25:51 PM GMT - Time Source: server- IP address: 76.18.67.54

Agreement completed.

2025-06-27 - 4:25:51 PM GMT

Powered by
Adobe
Acrobat Sign

GB Packet_AES_Siler Fuel Station Remediation_$224704.40_07 08 2025 v3.0 REVISED as Operational Expense

Final Audit Report 2025-07-10

Created:	2025-07-09
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcNkQs_zvvUrxcaIY80C_dF88o5545b44

"GB Packet_AES_Siler Fuel Station Remediation_$224704.40_07 08 2025 v3.0 REVISED as Operational Expense" History

Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
2025-07-09 - 2:55:55 PM GMT- IP address: 63.232.20.2

Document emailed to MARLISA WILSON (mbwilson@santafenm.gov) for signature
2025-07-09 - 3:01:14 PM GMT

Email viewed by MARLISA WILSON (mbwilson@santafenm.gov)
2025-07-09 - 3:01:34 PM GMT- IP address: 63.232.20.2

Document e-signed by MARLISA WILSON (mbwilson@santafenm.gov)
Signature Date: 2025-07-09 - 3:01:53 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to JOHN BURNETT (jsburnett@santafenm.gov) for signature
2025-07-09 - 3:01:56 PM GMT

Email viewed by JOHN BURNETT (jsburnett@santafenm.gov)
2025-07-09 - 4:11:46 PM GMT- IP address: 63.232.20.2

Document e-signed by JOHN BURNETT (jsburnett@santafenm.gov)
Signature Date: 2025-07-09 - 4:12:08 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to rawheeler@santafenm.gov for signature
2025-07-09 - 4:12:12 PM GMT

Email viewed by rawheeler@santafenm.gov
2025-07-09 - 4:31:48 PM GMT- IP address: 63.232.20.2

Powered by Adobe Acrobat Sign

Signer rawheeler@santafenm.gov entered name at signing as RW

2025-07-10 - 6:13:51 PM GMT- IP address: 76.18.67.54

Document e-signed by RW (rawheeler@santafenm.gov)

Signature Date: 2025-07-10 - 6:13:53 PM GMT - Time Source: server- IP address: 76.18.67.54

Agreement completed.

2025-07-10 - 6:13:53 PM GMT

GB Packet_AES_Siler Fuel Station Remediation_$224704.40_07 08 2025 v3.0 REVISED as Operational Expense

Final Audit Report 2025-07-18

Created:	2025-07-11
By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeWdtrfFB8vAEfK635ZDTwNL18727xmPE

"GB Packet_AES_Siler Fuel Station Remediation_$224704.40_07 08 2025 v3.0 REVISED as Operational Expense" History

Document created by Kristy Miera (kamiera@santafenm.gov)
2025-07-11 - 10:23:47 PM GMT- IP address: 63.232.20.2

Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign
2025-07-11 - 10:27:52 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-07-14 - 9:44:01 PM GMT- IP address: 104.47.65.254

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-07-14 - 9:44:26 PM GMT - Time Source: server- IP address: 63.232.20.2

Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign
2025-07-14 - 9:44:30 PM GMT

Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2025-07-14 - 9:44:37 PM GMT- IP address: 20.159.64.138

Email viewed by JoAnn Lovato (jdlovato@santafenm.gov)
2025-07-14 - 10:23:27 PM GMT- IP address: 63.232.20.2

Document e-signed by JoAnn Lovato (jdlovato@santafenm.gov)
Signature Date: 2025-07-14 - 10:26:22 PM GMT - Time Source: server- IP address: 63.232.20.2

Powered by Adobe Acrobat Sign

Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature

2025-07-14 - 10:26:30 PM GMT

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

2025-07-17 - 3:27:15 PM GMT- IP address: 104.47.65.254

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

2025-07-18 - 4:41:45 PM GMT- IP address: 104.47.64.254

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

Signature Date: 2025-07-18 - 4:50:38 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.

2025-07-18 - 4:50:38 PM GMT

CITY OF SANTA FE

The Purchasing Memo

Date: May 21, 2025

To: Governing Body

From: Gabrielle Chavez, Transit Director of Administration
Gabrielle Chavez (May 21, 2025 13:43 MDT)

Via: Regina Wheeler, Public Works Department Director
Regina Wheeler (May 21, 2025 14:03 MDT)

Subject: Purchase of Six Paratransit Vans and Replacement of Camera Security System for Fifteen Transit Vehicles

Vendor Name: Model 1 Commercial Vehicles / Creative Bus Sales

Vendor Number: 3015

ACTION:
Request for Approval to Purchase Six Electric Paratransit Buses from Creative Bus Sales in the Total Amount of $563,868 Excluding NMGRT. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

Request for Approval to Purchase a Replacement Camera Security System for Fifteen Transit Buses and Vans from Model 1 Commercial Vehicles in the Total Amount $310,315 Including NMGRT.

BACKGROUND AND SUMMARY:
The City received an FTA Award, identified as FY25 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Funding, for FY25 from the NMDOT Transit and Rail Division. The purpose of the grant is to purchase six new Ford electric paratransit vehicles and replace the security camera system on fifteen Transit vans and buses. The paratransit, fourteen-passenger vans are $93,978 each for a total of $563,868 excluding NMGRT for six vans. The camera security system has a total cost of $310,315 including NMGRT. Funding is from the grant and matching funds available in Transit FY25 operating budget.

These vans and cameras will replace equipment that has met or exceeded its useful life.

ATTACHMENTS:
Packet for FTA Section 5310 Memorandum of Agreement (MOA) - Signed
Statewide Price Agreement SW0797C Extension
Vendor Quote—Buses
Vendor Quote—Camera System

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:
USDOT FTA Section 5310 (NMDOT 2024-008 and NMDOT 2019-001) for FY25 Award and Matching Funds from FY25 Operating Budget
Fund Name/Number: Transit/540
Munis Org Name/Number: Transit Capital Projects/5400499 and Transit Maintenance/5400093
Munis Object Name/Number: Vehicles > 1.5/571000 and Data Processing Equipment Inventory Exempt/572800

Budget Officer/Designee: Andy Hopkins Date: 07/14/2025
Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:
The procurement method used was NMSA 1978, Section 13-1-129, Statewide Price Agreement, SW0797C.
Chief Procurement Officer (CPO)/Designee: _____ Date: 07/15/2025
CPO Comment/Exceptions: NMSA 1978, Section 13-1-135

ASSOCIATED APPROVALS:
IT Components included? ☒ Yes | ☐ No
Approval: Eric Candelaria (Jul 11, 2025 16:31 MDT) Title: Director, IT Date: 07/11/2025
Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Vehicles included? ☒ Yes | ☐ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? ☐ Yes | ☒ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Is this an externally funded purchase? ☒ Yes | ☐ No
If yes, what is the issuing agency: **The New Mexico Department of Transportation**
Approval: ERIKA LUJAN ERIKA LUJAN (Jul 15, 2025 08:11 MDT) Title: Grants Manager Date: 07/15/2025
Comment/Exceptions: _____

Is this a Capital Asset or Project? ☒ Yes | ☐ No
Project Ledger Number **PWD2554039**
Approval: Rebecca Lovato-Sanouvong Rebecca Lovato-Sanouvong (Jul 15, 2025 08:18 MDT) Title: Accounting Manager Date: 07/15/2025
Comment/Exceptions: _____

Is this a Grant Funded Purchase? ☒ Yes | ☐ No
Approval: ERIKA LUJAN ERIKA LUJAN (Jul 15, 2025 08:11 MDT) Title: _____ Date: 07/15/2025
Comment/Exceptions: _____

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

CITY OF SANTA FE

Date: May 20, 2025

To: Governing Body

From: Gabrielle Chavez, Transit Director of Administration Gabrielle Chavez (May 20, 2025 16:38 MDT)

Via: Regina Wheeler, Public Works Department Director Regina Wheeler (May 20, 2025 16:40 MDT)

Subject: FTA Section 5310 Funding MOA

ACTION:
Request for Approval of a Memorandum of Agreement (MOA) with New Mexico Department of Transportation for Federal Transit Administration Section 5310 Funding for Public Transportation Services in the Total Amount of $668,072.30. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

Request for Approval of a Budget Amendment Resolution (BAR) to Allocate $534,457.84 from the MOA to Transit FY25 Revenue, Vehicles > 1.5 and Data Processing Equipment.

BACKGROUND AND SUMMARY:
The City received an FTA Award, identified as FY25 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Funding, for FY25 from the NMDOT Transit and Rail Division. The purpose of the grant is to purchase six Ford electric paratransit vans to replace aged vehicles and replace the camera security system on fifteen paratransit vans. The grant for $668,072.30 requires matching funds of $133,614 which are available in 5400499, so the BAR only allocates the grant funding into FY25 budget and not the match.

ATTACHMENTS:
Memorandum of Agreement (MOA)
Project Ledger ID Request Form
BAR

FUNDING SOURCE:
NMDOT FTA Section 5310 Transit Funding
Fund Name/Number: Transit 540
Munis Org Name/Number: 5400499
Munis Revenue Object Name/Number: 490550
Munis Expenditure Object Name/Number: 571000 and 572800
Project Ledger Number: PWD2554039

PROCUREMENT METHOD:
This is a Grant Agreement. No procurement required.

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form

Date of Request: 10/7/24-REVISED 5/15/25

Project Title: SEC5310 PARATRANSIT VANS VIA NMDOT

Project Type: ☐ CIP ☑ Grant ☑ Internal Tracking

Project ID: PWD2554039

Grant ID: S2537/S2567

Approved By: ERIKA LUJAN (May 20, 2025 13:57 MDT)

(Finance Use Only)

Department: PW-TRANSIT Project Manager: GABRIELLE CHAVEZ Ext: 2055

Project Date Range: 10/15/24 to 3/31/26 ☑ Create Fixed Asset

☑ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: FTA-2024-008 P/T NMDOT % of Funding: 80/20 LOCAL MATCH: 112774.00

MUNIS ORG: 5400499 MUNIS OBJ: 490150 Awarded Amount: 451096.00

Funding Source: NM2019-001 % of Funding: 80/20 LOCAL MATCH : 20840.46

MUNIS ORG: 5400499 MUNIS OBJ: 490150 Awarded Amount: 83361.84

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: VEHICLES,DATA PRC INV EXPT MUNIS ORG: 5400499 MUNIS OBJ: 570950,570800

Grants Only (list all grants if applicable): PROJECT TOTAL: 668072.30

Grantor Name: NMDOT P/THRU 2024-008 Awarded Amount: 451096.00

AR Charge Code: 5400499.490150 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700000 Federal CFDA (if applicable): 20.513

Grantor Name: NMDOT P/THRU 2019-001 Awarded Amount: 83361.84

AR Charge Code: 5400499.490150 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700000 Federal CFDA (if applicable): 20.513

(If grants please provide all grant award documents with form) ☑ Attached Grant Documentation

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

Log # {Finance use only}:	
Journal # {Finance use only}:	

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

DEPARTMENT / DIVISION NAME	DATE
Transit / Transit CIP	5/14/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				{enter as positive #}	{enter as negative #}
Vehicles > 1.5 - Bus	5400499	571000	PWD2554039	430,254	
Data Processing Equipment Inventory	5400499	572800	PWD2554039	104,204	
REVENUES				{enter as negative #}	{enter as positive #}
US DOT/FTA - NMDOT 2024-008 and 2019-001	5400499	490550	PWD2554039	(534,458)	
				$ (0)	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

US DOT FTA Grant award for $534,458 for funding of six paratranist buses, 14 passenger vans, and replace

security cameras. Required $133,614.46 local match is available in operating budget. (Term 08/31/2026)

{Complete section below if BAR results in a net change to ANY Fund}	
Fund(s) Affected	Fund Balance Increase/(Decrease)
TOTAL:	0

De Alva Calabaza 5/14/2025
Prepared By {print name} Date

Gabrielle Chavez (May 20, 2025 16:38 MDT)
Division Director Date

Regina Wheeler (May 20, 2025 16:40 MDT)
Department Director Signature Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andy Hopkins
Budget Officer Date

Finance Director {≤ $5,000} Date

City Manager {≤ $60,000} Date

Log # {Finance use only}:	
Journal # {Finance use only}:	

Memo_MOA Section 5310 FTA $668K RW ELK

Final Audit Report 2025-05-20

Created:	2025-05-20
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9zqZc8J4XOfCWlGFCk-ezKP4xoNuRO2M

"Memo_MOA Section 5310 FTA $668K RW ELK" History

Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
2025-05-20 - 10:21:22 PM GMT- IP address: 63.232.20.2

Document emailed to Gabrielle Chavez (gnchavez@santafenm.gov) for signature
2025-05-20 - 10:28:34 PM GMT

Email viewed by Gabrielle Chavez (gnchavez@santafenm.gov)
2025-05-20 - 10:37:40 PM GMT- IP address: 174.240.18.91

Document e-signed by Gabrielle Chavez (gnchavez@santafenm.gov)
Signature Date: 2025-05-20 - 10:38:11 PM GMT - Time Source: server- IP address: 174.240.18.91

Document emailed to rawheeler@santafenm.gov for signature
2025-05-20 - 10:38:13 PM GMT

Email viewed by rawheeler@santafenm.gov
2025-05-20 - 10:39:21 PM GMT- IP address: 63.232.20.2

Signer rawheeler@santafenm.gov entered name at signing as Regina Wheeler
2025-05-20 - 10:40:07 PM GMT- IP address: 63.232.20.2

Document e-signed by Regina Wheeler (rawheeler@santafenm.gov)
Signature Date: 2025-05-20 - 10:40:09 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2025-05-20 - 10:40:10 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-05-20 - 10:40:50 PM GMT- IP address: 104.47.65.254

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-05-20 - 10:42:48 PM GMT - Time Source: server- IP address: 63.232.20.2

Powered by Adobe Acrobat Sign

Agreement completed.

2025-05-20 - 10:42:48 PM GMT

Powered by
Adobe
Acrobat Sign

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

ITEM #25-0230

NMDOT Contract# M01986
Vendor# 54360

FISCAL YEAR 2025 (FY 25)

MEMORANDUM OF AGREEMENT

BETWEEN

THE NEW MEXICO DEPARTMENT OF TRANSPORTATION

AND

CITY OF SANTA FE

This Agreement is between the **STATE OF NEW MEXICO**, acting through its **DEPARTMENT OF TRANSPORTATION**, Transit and Rail Division (Department), and the **CITY OF SANTA FE** Subrecipient). This Agreement is effective as of the date of the last party to sign it on the signature page below.

RECITALS

Whereas, 49 U.S.C. Section 5305(e) provides federal assistance for public transportation statewide planning that can be used to provide technical assistance to subrecipients for planning purposes;

Whereas, 49 U.S.C. Section 5307 provides federal assistance for public transportation in small urbanized areas by way of a formula grant program which may be administered by the state;

Whereas, 49 U.S.C. Section 5310 provides federal assistance for public transportation to meet the special needs of seniors and individuals with disabilities by way of a formula grant program administered by each state;

Whereas, 49 U.S.C. Section 5311 provides federal assistance for public transportation in rural areas by way of a formula grant program administered by each state;

Whereas, 49 U.S.C. Section 5339 provides federal assistance for buses and bus-related equipment and facilities by way of a formula and discretionary grant program administered by each state;

Whereas, the State of New Mexico participates in the 49 U.S.C. Section 5305(e), 49 U.S.C. Section 5307, 49 U.S.C. Section 5310, 49 U.S.C. Section 5311, and U.S.C. Section 5339 programs, collectively referred to herein as the Program;

Whereas, the Governor of the State of New Mexico designated the Department to administer the Program funds; and

Whereas, the Subrecipient applied for financial assistance for public transportation services, which was approved by the Department and the Federal Transit Administration (FTA).

Now, therefore, pursuant to Section 67-3-69 NMSA 1978, the parties agree as follows:

1. Scope of Program.

A. **Operations Profile.** The Subrecipient shall provide transportation services to the public within its service area as specified in the Operations Profile submitted with the Application, which is incorporated by reference and is on file with the Department and the Subrecipient.

B. **Use of Program Equipment.** The Subrecipient agrees that any Program equipment purchased under this Agreement shall be used to provide public transportation service within the area described in the Operations Profile. If the equipment is not used in this manner or withdrawn from service, the Subrecipient shall notify the Department in accordance with *Section 15. Use of Program Equipment*.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

C. **Use of Program Funds.** The services described in the Operations Profile shall remain intact throughout the term of this Agreement. If the services change, the Subrecipient must submit a revised Operations Profile. The Subrecipient shall notify and seek prior approval from the Department if there will be an elimination or a reduction of services greater than twenty percent (20%). Failure to provide notice shall give the Department cause for termination, as described in *Section 7. Termination for Cause*.

D. **Fare Schedule.** The fare schedule, which shall be approved by the Subrecipient's governing body, shall be stated in the approved Operations Profile. The Subrecipient shall provide the Department prior notification of any changes to the fare schedule and documentation of governing body approval.

E. **Advertising and Public Information.** The Subrecipient shall implement an advertising and information program. Acceptable methods include but are not limited to: websites, social media, apps, trip planners, brochures, fliers and handbills, signs and posters, radio announcements, press releases and articles in local and organization newspapers, bulletins, and newsletters. Subrecipients operating fixed and deviated routes shall maintain and update as needed General Transit Feed Specification (GTFS) data. In addition, the name of the service together with the words "Public Transportation" shall be prominently displayed on all vehicle(s) and be readable at a distance of no less than thirty (30) feet. Painted or affixed signing with a decal is acceptable. Magnetic signs are not acceptable. The name shall indicate that the service is a transportation system open to the public. The Subrecipient shall have a telephone number established and operative during hours of transportation services so that the public can access information. All methods of advertising and the signs on the vehicles shall include the telephone number.

F. **Personnel.** The Subrecipient shall maintain and update organizational contacts in BlackCat Transit Data Management System (BlackCat).

2. Cost of Program.

The Department shall provide partial funding to the Subrecipient to cover expenses of the Program as described in the approved Operations Profile in an amount described below:

Subaward FY 25

City of Santa Fe	Total	Federal	Local
Capital to Subrecipient (80/20) Section 5310 Equipment	$104,202.30	$ 83,361.84	$ 20,840.46
Capital to Subrecipient (80/20) Section 5310 Vehicles	$563,870.00	$ 451,096.00	$ 112,774.00
Total Capital	**$668,072.30**	**$ 534,457.84**	**$ 133,614.46**

Vehicle acquisition funds that designate payment as capital to vendor that are not obligated by contract by September 30, 2025, may revert to the Department.

Vehicle acquisition funds that designate payment as capital to subrecipient that are not obligated by contract by March 31, 2026, may revert to the Department.

Capital equipment acquisition funds that are not obligated by contract by August 31, 2026, may revert to the Department.

Capital rehab/renovation and construction project funds that are not obligated by contract by August 31, 2027, may revert to the Department.

This program is funded with grants provided by the FTA Section 5305 Statewide Transportation Planning Formula Program, Assistance Listing number 20.505; FTA Section 5307 Urbanized Area Formula Program, Assistance Listing number 20.507; FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, Assistance Listing number 20.513; FTA Section 5311 Formula Grants for Rural Areas, Assistance Listing number 20.509; and FTA Section 5339 Bus and Bus Facilities Formula and Discretionary

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

Program, Assistance Listing number 20.526. (**Attachment A**.) The Department's share of Program expenses shall be obtained from the federal government. State funds will not be earmarked or disbursed to fund the Program. The Department shall not be responsible for any other costs incurred by the Subrecipient. The Subrecipient shall take all actions necessary to fund its share of the Program.

3. Method of Payment.

The Department shall reimburse the Subrecipient for the Department's share of Program administration, operating assistance, and capital upon receipt of invoices with sufficient supporting documentation as determined and approved by the Department indicating that expenses have been paid and/or money is owed.

The Subrecipient shall submit Budget Summary Reports for administration and/or operating assistance on a monthly basis, to be received by the Department by the 25th day of the following month in which expenses were incurred. Reimbursement requests for vehicles and capital equipment shall be submitted within 30 days of payment to the vendor.

All reimbursement requests shall be submitted to the Department utilizing BlackCat. All expenses must be actual and listed on the invoice as charged. Rounding up or down, other than the total, is not permitted. Only those expenses or percentage thereof, properly documented and deemed eligible, shall be reimbursed. The Department may withhold payment of invoices that are incorrect and/or incomplete.

Subrecipients that receive capital assistance for vehicle purchases are expected to remit payment to the vendor, depending on the capital designation assigned in the award table, within 30 days of vehicle delivery. The Department shall either reimburse the Subrecipient (capital to subrecipient) or the vendor (capital to vendor) on behalf of the Subrecipient for the Department's share of Program costs.

Subrecipients with a capital to subrecipient designation will pay the vendor in full for the cost of the vehicle and invoice NMDOT for reimbursement of the federal share (80/20).

Subrecipients with a capital to vendor designation will pay the vendor the local portion of the cost of the vehicle. Once received, the vendor will invoice NMDOT for the remaining federal portion of the vehicle cost.

Reimbursements will be issued upon receipt of invoices, with sufficient supporting documentation as determined and approved by the Department, indicating that expenses have been paid and/or money is owed. The Subrecipient should refer to the Vehicle Purchase Procedures in the Global Resources section of BlackCat for payment procedures.

4. Eligible Costs.

A. Eligible Costs are those costs attributable to and allowed under the Program and the provisions of 2 CFR Parts 200 and 1201, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

B. Costs incurred by the Subrecipient prior to the effective date of this Agreement or after termination are not eligible for reimbursement.

C. Within forty-five (45) days after completion of this Agreement, the Subrecipient shall submit a final invoice to the Department for Administration and Operating expenses and a financial statement showing the total expenses of the Program.

D. Match shall be provided from eligible matching sources.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

5. State General Appropriation Funds Not Obligated.

Nothing in this Agreement shall be construed as obligating State general appropriation funds for payment of any debt or liability arising under this Agreement. The parties expressly acknowledge that all payments made under this Agreement are from federal funds appropriated for these purposes.

6. Term.

Upon the signature of all parties, this Agreement becomes effective with a starting date of October 1, 2024.

Costs incurred under this agreement for Administration and Operating expenses from October 1, 2024, to September 30, 2025, are eligible for reimbursement.

Vehicle acquisition funds that designate payment as capital to vendor that are obligated by contract by September 30, 2025, are eligible for reimbursement.

Vehicle acquisition funds that designate payment as capital to subrecipient that are obligated by contract by March 31, 2026, are eligible for reimbursement.

Capital equipment acquisition funds obligated by contract by August 31, 2026, are eligible for reimbursement.

Capital rehab/renovation and construction project funds obligated by contract by August 31, 2027, are eligible for reimbursement.

7. Termination for Cause.

The Department has the option to terminate this Agreement if the Subrecipient fails to comply with any provision. A written notice of termination shall be given at least thirty (30) days prior to the intended date of termination and shall identify all of the Subrecipients breaches on which the termination is based.

The Department may provide the Subrecipient a reasonable opportunity to correct the breach. If within ten (10) days after receipt of a written notice of termination, the Subrecipient has not corrected the breach or, in the case of a breach which cannot be corrected in ten (10) days, the Subrecipient has not begun and proceeded in good faith to correct the breach, the Department may declare the Subrecipient in default and terminate the Agreement. The Department shall retain any and all other remedies available to it under the law. Upon termination of this Agreement, the Subrecipient shall return the Program equipment as specified in *Section 1. Scope of the Program*.

8. Appropriations.

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the Congress of the United States. If sufficient appropriations and authorizations are not made, this Agreement shall terminate upon written notice from the Department to the Subrecipient. The Department's decision as to whether sufficient appropriations are available shall be accepted by the Subrecipient and shall be final.

9. Termination Management, Allowable Costs.

In the event of termination, neither party may nullify obligations already incurred for performance or failure to perform. The Subrecipient shall be paid for all the allowable costs incurred prior to the date of termination, subject to audit verification by the Department or its duly authorized representative. The Subrecipient shall not be paid for any costs incurred that are inconsistent with, or contrary to, the terms and conditions of this Agreement.

10. Breach and Dispute Resolution.

Disputes which cannot be resolved informally by the parties shall be decided in writing by a representative of the Department's Transit and Rail Division. The Subrecipient has ten (10) days from receipt of the decision to file a

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

written appeal with the Transit and Rail Division. Upon appeal, the Subrecipient will be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Transit and Rail Division on appeal shall be binding.

11. Procurement Requirements.

The Subrecipient shall purchase Program equipment pursuant to procedures established by 2 CFR Parts 200 and 1201, the United States Department of Transportation (U.S. DOT), the FTA, applicable New Mexico State Law, and the standards set forth in: Third Party Contracting Guidance, FTA Circular 4220.1F; and the Americans with Disabilities Act of 1990, Pub. L. No. 101-336.

The Subrecipient agrees to comply with 49 U.S.C. Section 5323(j) as amended by the Infrastructure Investment in Jobs Act (IIJA).

Prior to awarding a bid award or execution of a contract for services or capital equipment in excess of $10,000, the Subrecipient shall seek concurrence in writing from the Department.

12. Rolling Stock.

In acquiring rolling stock, the Subrecipient agrees that the parties are bound by the following provisions:

A. **Method of Acquisition**. In compliance with 49 U.S.C. Section 5325(f), the Recipient agrees that any third party contract award it makes for rolling stock will be based on initial capital costs, or on performance, standardization, life cycle costs, and other factors, or on a competitive procurement process.

B. **Multi-year Options**. In accordance with 49 U.S.C. Section 5325(e)(1), a Recipient procuring rolling stock financed with Federal assistance under 49 U.S.C. Chapter 53 may not enter into a multiyear contract with options, exceeding five (5) years after the date of the original contract, to purchase additional rolling stock and replacement parts.

C. **Buy America**. The Recipient agrees to comply with the requirements of 49 U.S.C. Section 5323(j) and FTA regulations, “Buy America Requirements,” 49 C.F.R. Part 661, and any amendments to those regulations that may be promulgated.

D. **Pre-Award and Post-Delivery Audits**. The Recipient agrees to comply with the requirements of 49 U.S.C. Section 5323(m) and FTA regulations, "Pre Award and Post Delivery Audits of Rolling Stock Purchases," 49 C.F.R. Part 663, and any amendments to those regulations that may be promulgated.

E. **Bus Testing**. To the extent applicable, the Recipient agrees to comply with the requirements of 49 U.S.C. Section 5318(e) and FTA regulations, "Bus Testing," 49 C.F.R. Part 665, and any amendments to those regulations that may be promulgated.

13. Insurance.

The Subrecipient shall maintain liability, comprehensive, collision, and uninsured motorist insurance adequate to protect the Program equipment, and satisfactory to the Department. The Department shall be named as an additional insured and a loss payee on Subrecipient’s policy for each vehicle on which the Department has a lien. A certificate of insurance shall be provided to the Department and it shall state that coverage provided under the policy is primary over any other valid insurance. The Subrecipient shall provide the Department documentation of subsequent renewals and shall keep on file a copy of the insurance policy, which shall be accessible to the Department.

The Subrecipient shall require contractors and subcontractors hired to perform the services under this Agreement to have a commercial general liability insurance policy. The Department shall be named as an additional insured

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

on the contractor's and subcontractor's policy and a certificate of insurance shall be provided to the Department and it shall state that coverage provided under the policy is primary over any other valid insurance.

The Subrecipient shall require contractors and subcontractors hired to perform services under this Agreement to indemnify, defend and hold harmless the State of New Mexico, the Department, its officers, agents and employees from and against all suits, actions or claims of any character brought because of any injury, including death or damages arising out of contractors' or subcontractors' construction or maintenance activities pursuant to this Agreement, as memorialized herein and subject to any additional permit that may be required of the contractor or subcontractor to perform said activities.

14. New Mexico Tort Claims Act.

As between the Department and the Subrecipient, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, *et seq*., NMSA 1978. This paragraph is intended only to define the liabilities between the parties and it is not intended to modify, in any way, the parties' liabilities as governed by the common law of the New Mexico Tort Claims Act.

15. Use of Program Equipment.

A. A Program Vehicle Inventory shall be completed for each vehicle used in the program and entered into BlackCat within thirty (30) days of delivery. Vehicle Inventory shall be reported and updated within BlackCat on a quarterly schedule, and as changes to the vehicle inventory occur.

B. The Subrecipient shall maintain a current written fleet maintenance plan that includes procedures for preventive and corrective maintenance, warranty tracking and claims recovery, and recall notification and follow-up. Major corrective maintenance, warranty tracking and claims recovery, and recall notifications shall be reported in BlackCat as they are received and updated as repairs are completed.

C. The Subrecipient shall follow the equipment manufacturer's minimum standards and recommended preventive maintenance schedules. The Subrecipient shall maintain the equipment in a clean, safe, and mechanically sound condition. The Department or its authorized representative has the right to conduct periodic inspections during normal business hours for the purpose of confirming property maintenance pursuant to this clause.

D. The Subrecipient shall keep Vehicle Inspection Records before and/or after the use of each transit vehicle.

E. Each vehicle shall be equipped with a fire extinguisher, first aid kit (including a blood borne pathogens/biohazard kit), fluorescent triangles and/or safety flares, reflective vests for drivers, flashlights, and web cutters/seat belt cutters, while the vehicle is in operation.

F. Program Equipment Inventory shall be completed for each piece of equipment used in the Program with an acquisition value of $50,000 or greater. The Program Equipment Inventory shall be reported and updated within BlackCat on an annual schedule, and, as changes to the equipment inventory occur.

G. The Subrecipient shall maintain a current written equipment maintenance plan that includes procedures for preventive and corrective maintenance, warranty tracking and claims recovery, and recall notification and follow-up. The plan will address maintenance of equipment with an acquisition value of $5,000 or more.

H. Program Facilities Inventory shall be completed for each facility used in the Program. The Program Facility Inventory shall be reported and updated within BlackCat on an annual schedule, and, as changes to the facility inventory occur.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

I. The Subrecipient shall maintain a current written facility maintenance plan that includes procedures for preventive and corrective maintenance, warranty tracking and claims recovery, and recall notification and follow-up.

J. The Program equipment shall be used to provide public transportation service within the described service area and in the manner described in *Section 1. Scope of Program*.

K. Failure to use Program equipment as described in *Section 1. Scope of Program* shall be considered a material breach of contract subject to the provisions of *Section 7. Termination for Cause*.

L. The Subrecipient shall notify the Department immediately of vehicular/facilities accidents, thefts, or vandalism involving Program equipment. All supporting documentation relating to the incident, including police reports, damage assessments, and insurance claims shall be reported and uploaded in BlackCat to the corresponding inventory record. Failure to notify the Department shall be considered a material breach of contract subject to the provisions of *Section 7. Termination for Cause*.

M. All Program equipment that is damaged in an accident, by vandalism, or weather is to be repaired or replaced depending on the physical and monetary extent of the damage and according to its scheduled final disposition.

N. If the Subrecipient wants to remove any Program equipment from service or dispose of such equipment either as a result of planned withdrawal, casualty loss, or transfer, the Subrecipient shall submit a completed disposition or transfer request in BlackCat including all relevant and required supporting documentation. The Subrecipient should refer to the Vehicle Disposition Procedures in the Global Resources section of BlackCat.

O. The Department may require that Program equipment purchased under FTA programs, on which liens are held, be returned to the Department. Such Program equipment shall be returned in good working condition within ten (10) business days or as stipulated by the Department. If the Subrecipient fails to return the equipment, the Department, as the recorded lien holder, shall have the right to immediately repossess the vehicle(s) by whatever means available to it under New Mexico law.

P. Upon termination of the Agreement under *Section 7. Termination for Cause*, the Subrecipient shall not be eligible for reimbursement of any costs associated with the vehicle(s) purchase or be entitled to damages arising from Program operations, except that the Subrecipient shall be reimbursed for its pro-rata share of the Program equipment's depreciated value as determined by the straight-line depreciation method.

Q. The Subrecipient agrees that no modifications will be made to Program vehicle(s) with liens held by the Department without prior written approval of the Department. If unapproved modifications are made, the Subrecipient is responsible for the cost of restoring the vehicle(s) to its original condition.

16. Charter Bus Requirements.

The Subrecipient agrees to comply with 49 U.S.C. Section 5323(d) and 49 C.F.R. Part 604, which provides that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except under one of the exceptions at 49 C.F.R. Part 604.9. Any charter service provided under one of the exceptions shall be "incidental." For example, it shall not interfere with or detract from the provision of mass transportation.

17. School Bus Requirements.

Pursuant to 49 U.S.C. Section 5323(f) and 49 C.F.R. Part 605, recipients and subrecipients of FTA assistance may not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators unless qualified under specified exemptions. When operating

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

exclusive school bus service under an allowable exemption, recipients and sub recipients may not use federally funded equipment, vehicles, or facilities.

18. Certificate of Title for Vehicles.

Any title to capital equipment the Subrecipient purchases will reflect in a lien in favor of the Department. The liens will remain in effect according to the following schedule:

Category	Approx. GVW	Minimum Life (either years or miles)	
		Years	Miles
Heavy-Duty Large Bus	33,000 to 40,000lbs	15	625,000
Medium-Duty and Purpose-Built Bus	16,000 to 26,000lbs	10	285,000
Light-Duty Mid-Sized Bus	10,000 to 16,000lbs	8	240,000
Light-Duty Small Bus, Cutaway, and Modified Van	6,000 to 14,000	7	175,000

The Subrecipient shall pay all costs associated with obtaining, securing, and maintaining titles and liens including the payment of all applicable taxes and fees.

19. Duration of Lien.

The Subrecipient shall not pledge or collateralize any vehicles purchased under this Agreement without written authorization from the Department. This restriction is in effect from the date a title certificate is issued to when the Department releases the lien pursuant to *Section 18. Certificate of Title for Vehicles*. For specifics on disposition of vehicles after title lien is released, the Subrecipient should refer to the Vehicle Disposition Procedures in the Global Resources section of BlackCat.

20. Reporting Requirements.

A. **Monthly Budget Summary Reporting**. Section 5311 Subrecipients shall submit a monthly invoice/report using BlackCat to include financial expenditures and service data, as described in *Section 3. Method of Payment*. This monthly invoice shall be submitted to the Department by the 25th of the following month. The invoice shall include the supporting documentation as requested by NMDOT.

B. **Final Administration and Operating Invoice**. Section 5311 Subrecipients shall submit a final invoice to the Department for Administration and Operating expenses and a financial statement showing the total expenses within 45 days of the end of the agreement.

C. **Semi-annual Disadvantaged Business Enterprise (DBE) Reporting**. Section 5311 Subrecipients shall submit in BlackCat semi-annual DBE reports due May 15 (for the period October 1 to March 31) and due November 15 (for the period April 1 to September 30).

D. **Vehicle/ Equipment/ Facility Updates**. Section 5310 and Section 5311/5339 Subrecipients shall report vehicle/ equipment/ facility inventories within the BlackCat system as well as updates to the vehicle/ equipment/facility inventories on a quarterly schedule or as they occur. Reporting requirements apply to equipment valued at $50,000 or greater.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

E. **Quarterly Section 5310 Ridership Reporting**. Section 5310 Subrecipients shall report Section 5310 ridership statistics quarterly within BlackCat system. Quarterly Ridership Reports are due thirty (30) days after each quarter ends. Reports are due January 30, April 30, July 30, and October 30 respectively.

F. **Drug and Alcohol Quarterly Testing Report**. Section 5311 Subrecipients will submit a quarterly Testing Report in BlackCat for each quarter of the calendar year. Subrecipients will also conduct one (1) breath alcohol test observation and two (2) urine collection observations during the calendar year. Completed checklists shall be submitted with the corresponding quarterly testing report during the quarter in which the test(s) were observed. Reports are due January 31, April 30, July 31, and October 31 respectively.

G. **National Transit Database (NTD) Rural Report**. Section 5311 Subrecipients will submit an annual NTD report, as required by 49 U.S.C. Section 5335, due December 15. More information on NTD Reporting can be found in the Global Resources Section of BlackCat.

H. **Drug and Alcohol Management Information System (MIS) Data**. Section 5311 Subrecipients will submit drug and alcohol testing data for the previous calendar year using the Management Information System (MIS) Data Collection Form to the entity designated by the Department before March 1 of each year.

I. **Drug and Alcohol Compliance Review/Report**. Section 5311 Subrecipients will participate in an annual Drug and Alcohol Compliance Review by the Department. Once a final report has been issued, the Subrecipient will begin to implement corrective actions, providing supportive documentation for all deficiencies for all deficiencies and responding to all recommendations cited in the final report. All corrective actions and recommendations should be addressed and closed within 4 months of issuance of the final report.

J. **Technical Assistance and Compliance Review/Report**. Section 5310 and Section 5311/5339 Subrecipients will participate in a Technical Assistance and Compliance Review by the Department. Once a final report has been issued, the Subrecipient will begin to implement corrective actions, providing supportive documentation for all deficiencies and responding to all recommendations cited in the final report. All corrective actions and recommendations should be addressed and closed within 4 months of issuance of the final report.

K. **Transit Asset Management (TAM) Reporting**. Section 5310 and Section 5311 Public Transit Providers may participate in a group TAM Plan sponsored by The Department (49 U.S.C. 625). All TAM plan participants shall sign a TAM Plan Approval Statement and assign an Accountable Executive to be identified in BlackCat. TAM reporting requires participants to maintain updated asset/facility inventories and condition assessments in BlackCat.

The Department may withhold payment of monthly invoices if reports are not submitted in a timely manner, are incorrect and/or incomplete. The Subrecipient's failure to submit reports in a timely manner on the dates specified shall be a material breach of this Agreement and shall be subject to termination as provided in *Section 7. Termination for Cause*.

21. Retention of Records.

The Subrecipient shall maintain all books, documents, papers, accounting records, reports and other evidence pertaining to costs incurred in the Program for three (3) years after the date of termination or expiration of this Agreement.

22. Access to Records.

The Subrecipient shall grant authorized representatives of the Department, the State, and the federal government access to books, documents, papers, reports, and records of the Subrecipient or its contractors or subcontractors, which are directly pertinent to this Agreement, for the purpose of making audits, examination excerpts, and transcriptions. The Subrecipient agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The Subrecipient shall reimburse the

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

Department for any expenditure for which it received payment or reimbursement, as applicable, which is disallowed by an audit exception by the Department, the State or federal government.

23. Audit.

Pursuant to New Mexico administrative code 2.2.2.8(D), all governmental agencies are required to have their financial affairs thoroughly examined and audited each year by the Office of the State Auditor or independent auditors approved by the Office of the State Auditor. The list of approved auditors can be found here.

The Subrecipient shall ensure that an annual audit of the Program based on the Subrecipient's fiscal year shall be conducted pursuant to 2 CFR Parts 200 and 1201.

24. Audit Exceptions.

If federal or State audit exceptions are made, the Subrecipient shall reimburse all costs incurred by the State and the Department associated with defending against the exceptions, which includes but is not limited to costs of performing a new audit or a follow-up audit, court costs, attorneys' fees, travel costs, penalty assessments.

Immediately upon notification from the Department, the Subrecipient shall reimburse the amount of the audit exception and any other related costs directly to the Department. In the notification, the Department may inform the Subrecipient of the Department's election to withhold an amount equal to the payment owed under this Section from any future distribution owed to Subrecipient under this Agreement.

25. Third Party Beneficiaries.

It is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to the Agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

26. Contracting and Assignment.

The Subrecipient shall not contract or permit to have subcontracted any portion of this Agreement without prior written approval of the Department. No such contracting or subcontracting shall relieve the Subrecipient from its obligations and liabilities under this Agreement, nor shall any contracting or subcontracting obligate payment from the Department.

Except to a successor in kind, the Subrecipient shall not assign or transfer any interest in this Agreement or assign any claim for money due or to become due under this Agreement without the prior written approval of the Department.

Should contract(s), subcontract(s) or an assignment be authorized by the Department, the contractor(s), subcontractor(s) and assignor(s) shall be subject to all provisions of this Agreement. It shall be the Subrecipient's responsibility to duly inform the contractor(s), subcontractor(s) and assignor(s) by means of a contract or other legally binding document stipulating responsibility to this Agreement.

27. Training.

The Subrecipient shall ensure that all drivers described in the Operations Profile are trained in accordance with the Department's Training Standard Operating Procedures. The Subrecipient should refer to the Training Procedures in the Global Resources section of BlackCat. Should the Subrecipient fail to satisfy the terms and conditions as outlined, the Subrecipient may be found to be in breach of contract and subject to the provisions of *Section 7. Termination for Cause*.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

28. No Federal Government Obligation to Third Parties.

A. The Department and Subrecipient acknowledge and agree that, notwithstanding any concurrence by the federal government in or approval of the solicitation or award of the underlying Agreement, absent the express written consent by the federal government, the federal government is not a party to this Agreement and shall not be subject to any obligations or liabilities to the Department, Subrecipient, or any other party (whether or not a party to the Agreement or any contract or subcontract) pertaining to any matter resulting from the Agreement.

B. The Subrecipient agrees to include the above clause in each contract or subcontract financed in whole or in part with federal assistance provided by FTA. It further agrees that the clause shall not be modified, except to identify the contractor or subcontractor who will be subject to its provisions.

29. Drug and Alcohol Testing.

A. The Subrecipient will implement a drug and alcohol testing program that complies with 49 C.F.R. Parts 40 and 655, produce documentation necessary to establish its compliance, permit authorized representatives of the U.S. DOT or the Department to inspect the facilities and records associated with the drug and alcohol testing program, and review the testing process.

B. The Subrecipient will submit for review and approval a copy of its Policy Statement developed to implement its drug and alcohol testing program.

C. The Subrecipient agrees to participate in the Department's consortium.

D. The Subrecipient agrees to develop a drug and alcohol program standard operating procedures desk manual.

E. The Subrecipient will participate in Department-provided training opportunities.

30. Labor Warranty.

The Section 5311 Subrecipient agrees to comply with the terms and conditions of the Special 49 U.S.C. Section 5333(B) Labor Protection Warranty. The Subrecipient will assume all legal and financial responsibility relative to compliance with the terms and conditions of the Warranty.

31. Civil Rights Laws and Regulations Compliance.

The Subrecipient shall comply with all federal, State, and local laws and ordinances applicable to the work called for under this Agreement.

A. **Nondiscrimination**. In accordance with Title VI of the Civil Rights Act, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Subrecipient shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, disability, or other protected class. The Subrecipient shall comply with applicable Federal implementing regulations and such other implementing requirements FTA may issue. **T**he Nondiscrimination Assurance is attached as **Assurance 3**.

B. **Equal Employment Opportunity**. The following equal employment opportunity requirements apply to this Agreement:

1. **Race, Color, Religion, National Origin, Sex**. In accordance with Title VII of the Civil Rights Act, 42 U.S.C. Section 2000e, and Federal transit laws at 49 U.S.C. Section 5332, the Subrecipient agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

Opportunity, Department of Labor," 41 C.F.R. Part 60 *et seq*., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. Section 2000e note), and with any applicable federal statutes, executive orders, regulations, and federal policies that may in the future affect construction activities undertaken in the course of the project. The Subrecipient agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, or sex (including gender identity and sexual orientation). Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the awarded contractor shall comply with any implementing requirements FTA may issue.

2. **Age**. In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, 29 U.S.C. Section 623 and Federal transit law at 49 U.S.C. Section 5332, the Subrecipient agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Subrecipient shall comply with any implementing requirements FTA may issue.

3. **Disabilities**. In accordance with Section 102 of the Americans with Disabilities Act, 42 U.S.C. Section 12112, the Subrecipient agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the awarded contractor shall comply with any implementing requirements FTA may issue.

C. The Subrecipient shall include these requirements in each contract financed in whole or in part with federal assistance provided by FTA, modified only if necessary to identify the affected parties.

D. The Subrecipient also agrees to ensure that these requirements are included in each subcontract financed in whole or in part with federal assistance provided by FTA, modified only if necessary to identify the affected parties.

32. DBE Policy.

A. This Agreement is subject to the requirements of 49 CFR Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The Department's proposed overall goal for FTA participation for the 2025 fiscal year is 21.3%, through race-neutral means.

B. The Subrecipient shall not discriminate on the basis of race, color, national origin, sex, or other protected class in the performance of the Agreement. The Subrecipient shall carry out applicable requirements of 49 CFR Part 26 in the administration of the Program. Failure by the Subrecipient to carry out these requirements is a material breach of the Agreement, which may result in the termination or other such remedy as the Department deems appropriate. Each contract the Subrecipient signs with a contractor shall include the assurance in this paragraph (see 49 CFR 26.13(b)).

C. The Subrecipient agrees to ensure that DBEs as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of Contracts and subcontracts financed in whole or in part with Federal funds. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, sex, or other protected class in the award and performance of U.S. DOT assisted contracts. The Subrecipient will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

D. The Subrecipient is required to pay its contractors performing work related to this contract for satisfactory performance of that work no later than thirty (30) days after the awarded contractor's receipt of payment for that work from the Department.

E. The Subrecipient shall promptly notify the Department, whenever a DBE contractor is terminated or fails to complete its work and shall make good faith efforts to engage another DBE contractor to perform at least the same amount of work. The Subrecipient may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of the Department.

A subrecipient of FTA funds shall meet applicable DBE requirements when funds are used in whole or in part to finance procurements of and contracts for applicable products and services. A subrecipient with contracting opportunities shall sign and submit a *Disadvantaged Business Enterprise Race-Neutral Implementation Agreement for Federal Transit Administration Subrecipients,* which is attached as **Certification 1**.

33. ADA Access.

The Subrecipient shall comply with 49 U.S.C. Section 5301(d), which states the Federal policy that elderly individuals and individuals with disabilities have the same right as other individuals to use public transportation services and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement transportation accessibility rights for seniors and individuals with disabilities. The Subrecipient also agrees to comply with all applicable provisions of section 504 of the Rehabilitation Act of 1973; with 29 U.S.C. Section 794, which prohibits discrimination on the basis of disability; with the Americans with Disabilities Act of 1990 (ADA); 42 U.S.C. Sections 12101 *et seq*., which requires that accessible facilities and services be made available to individuals with disabilities; and with the Architectural Barriers Act of 1968, 42 U.S.C. Sections 4151 *et seq*., which requires that buildings and public accommodations be accessible to individuals with disabilities.

34. Program Fraud and False or Fraudulent Statements or Related Acts.

A. The Subrecipient acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. Sections 3801 *et seq*. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this program. The Subrecipient certifies or affirms the truthfulness and accuracy of any statement it makes pertaining to the resultant Agreement or the FTA assisted program for which this work is being performed. The Subrecipient further acknowledges that if it makes, or causes to be made, a false, fictitious or fraudulent claim, statement, submission or certification, the federal government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Subrecipient to the extent the federal government deems appropriate.

B. The Subrecipient also acknowledges that if it makes, or causes to be made, a false, fictitious or fraudulent claim, statement, submission or certification to the federal government under a contract connected with a program that is financed in whole or in part with federal assistance originally awarded by FTA, the federal government reserves the right to impose the penalties of 18 U.S.C. Section 1001 on the Subrecipient to the extent the federal government deems appropriate.

C. The Subrecipient certifies to abide by these clauses and include the clauses in each subcontract financed in whole or in part with Federal Transit Administration funds. The Subrecipient further agrees that these clauses shall not be modified, except to identify the contractor or subcontractor subject to its provisions.

D. All claims for compensation reimbursement and payment of any amounts due pursuant to this Agreement are governed by the Fraud Against Taxpayers Act, NMSA 1978, Sections 44-9-1 through 44-9-14.

35. Lobbying.

A subrecipient receiving $100,000 or more of 49 U.S.C. Section 5311 funds shall file the Lobbying Certification required by 49 C.F.R. Part 20, "New Restrictions on Lobbying" with the application. The Subrecipient shall certify that it has not used federal appropriated funds to pay any person or organization for influencing or

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

attempting to influence an officer or employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. Section 1352.

Before awarding a third-party contract exceeding $100,000, the Subrecipient shall obtain a signed Lobbying Certification from the contractor. Each tier below the contractor awarded a subcontract exceeding $100,000 shall also provide a Lobbying Certification. Such disclosures are forwarded from tier to tier up to the Subrecipient.

36. Officials Not to Benefit.

Neither any member of the New Mexico Legislature nor any member of or delegate to Congress shall be admitted to any share or part of this Agreement or to any benefit that may arise therefrom. The provisions of this clause shall be extended to all public employees, officers, or tribal council members.

37. Clean Water and Air Requirements.

A. The Subrecipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, 33U.S.C. Sections 1251 *et seq*., and the Clean Air Act, 42 U.S.C. Sections 7401 *et seq*. The Subrecipient agrees to report each violation to the Department and understands and agrees that the Department will, in turn, report each violation as required to assure notification to FTA and the appropriate United States Environmental Protection Agency Regional Office.

B. The Subrecipient agrees to include these requirements in each contract or subcontract exceeding $150,000.00 and financed in whole or in part with federal assistance provided by the FTA.

38. Energy Conservation

The Subrecipient agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. §§ 6321 *et seq.*

39. Debarment and Suspension.

Executive Order No. 12549, "Debarment and Suspension of Participants in Federal Programs," February 18, 1986, 31 U.S.C. Section 6101 note, as amended by Executive Order No. 12689, "Debarment and Suspension," August 16, 1989 31 U.S.C. Section 6101 note, as implemented by 2 C.F.R. Part 180, subpart C, as adopted and supplemented by U.S. DOT regulations at 2 C.F.R. part 1200 prohibits FTA subrecipients from contracting for goods and services from organizations that have been suspended or debarred from receiving federally-assisted contracts. Subrecipients shall include the certification and instruction language contained at 2 C.F.R. Part 1200 in all Invitations for Bids and Requests for Proposals (for inclusion by contractors and subcontractors in their bids or proposals) for all contracts expected to equal or exceed $25,000.00, regardless of the type of contract to be awarded.

The Subrecipient is required to verify that none of the Subrecipient's principals or affiliates are excluded or disqualified as defined, as defined by 2 C.F.R. Part 1200. By signing and submitting this Agreement, the Subrecipient certifies as follows:

> The certification in this clause is a material representation of fact relied upon by the Department. If it is later determined that the bidder/Subrecipient or proposer/Subrecipient knowingly rendered an erroneous certification, in addition to remedies available to the Department, the federal government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder/Subrecipient or proposer/Subrecipient agrees to comply with the requirements of 2 C.F.R. Part 1200 while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder/Subrecipient or proposer/Subrecipient further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

40. Notification Related to Fraud, Waste, Abuse, or Other Legal Matters

If a current or prospective legal matter that may affect the Federal Government emerges, the Subrecipient shall promptly notify the Department so that it can notify the Federal Government. The Subrecipient shall include a similar notification requirement in its third-party agreements and shall require each third-party participant to include an equivalent provision in its subagreements at every tier, for any agreement that is a "covered transaction" according to 2 C.F.R. §§ 180.230 and 1200.230. The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason. Matters that may affect the Federal Government include, but are not limited to, the Federal Government's interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government's administration or enforcement of federal laws, regulations, and requirements.

41. Seat Belt Use

The Subrecipient agrees to implement Executive Order No. 13043, "Increasing Seat Belt Use in the United States," April 16, 1997, 23 U.S.C. § 402 note, (62 Fed. Reg. 19217), by: 90 (1) Adopting and promoting on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles.

42. Safe Operation of Motor Vehicles

The Subrecipient agrees to comply with: (1) Executive Order No. 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009, 23 U.S.C. § 402 note, (74 Fed. Reg. 51225); (2) U.S. DOT Order 3902.10, "Text Messaging While Driving," December 30, 2009; and (3) The following U.S. DOT Special Provision pertaining to Distracted Driving:

(i) Safety. The Subrecipient agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Subrecipient owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the Award, or when performing any work for or on behalf of the Award;

(ii) Recipient Size. The Subrecipient agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, re-evaluating the existing programs to prohibit text messaging while driving, and providing education, awareness, and other outreach to employees about the safety risks associated with texting while driving; and

(iii) Extension of Provision. The Subrecipient agrees to encourage its contractors to comply with this Special Provision and include this Special Provision in each third-party contract at each tier supported with federal assistance.

43. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Public Law 115-232, section 889, prohibits entering into a contract (or extending or renewing a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

44. Central Contractor Registration Requirements.

Prior to payment of invoices and receipt of vehicles and equipment, the Subrecipient shall register and maintain current registration in the Central Contractor Registration website, http://www.sam.gov. Registration requires having a Dun and Bradstreet Data Universal Number (DUNS), see http://www.dnb.com. The Department will not provide vehicles, or make payments, until the Subrecipient demonstrates that it is registered with the System for Award Management (SAM) website.

45. Federal Grant Reporting Requirements.

Under the Federal Funding Accountability and Transparency Act, the Department is required to report on projects or activities, which are awarded federal grants of $25,000 or more. This information will be made available to the public on www.USAspending.gov.

The type of information the Department is required to report includes:

- Name of Subrecipient receiving the award,
- Amount of Award,
- Funding Agency,
- NAICS code for contracts or the Catalog of Federal Domestic Assistance program number for grants,
- Program source,
- Award title descriptive of the purpose of the funding action,
- Location of the Subrecipient, which includes the Congressional District,
- Place of performance of the program or activity, which includes the Congressional District,
- Unique Entity Identifier of the Subrecipient and its parent organization, if one exists, and
- Total compensation and names of the top five executives of the Subrecipient. This information is required, if the Subrecipient in the preceding year received eighty (80) percent or more of its annual gross revenues in federal awards, which exceeds $25 million annually, and the public has no access to this information under the Securities Exchange Act or the Internal Revenue Code.

The Department will extract as much information as possible from the Subrecipient's grant application and standard reports. However, the Subrecipient will be required to provide additional information, which includes the total compensation and names of the Subrecipient's top five executives, if applicable. As specified earlier in Section 42, "Central Contractor Registration Requirements," of this Agreement, the Subrecipient shall register with SAM.gov and provide that information to the Department.

46. Severability.

In the event that any portion of this Agreement is determined to be void, unconstitutional or otherwise unenforceable, the remainder of this Agreement shall remain in full force and effect.

47. Scope of Agreement.

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

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

48. Applicable Law and Venue; Federal Changes.

The Subrecipient shall comply with all federal, State, and local laws, ordinances, rules, warranties, assurances, and regulations applicable to the performance of this Agreement. This includes all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the current year's Master Agreement between the Department and the FTA. The Subrecipient shall make as part of this Agreement between the Department and the Subrecipient the assurances and warranties which were signed as part of the grant award. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1(G).

49. Incorporation of FTA Terms.

Provisions of this Agreement include, in part, certain Standard Terms and Conditions required by the U.S. DOT. All contractual provisions required by the U.S. DOT, as set forth in FTA Circulars 4230.1F, and 9040.1F, are incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any Department request, which would cause the Department to be in violation of FTA terms and conditions, as referenced in the current Federal Transit Administration Master Agreement shall prevail and be the instrument governing the receipt of Federal assistance from the Federal Transit Administration. The Master Agreement can be viewed on the web at https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-grant-agreements.

50. Amendment.

The terms of this Agreement may be altered, modified or amended by an instrument in writing executed by the parties. Specifically excluded from this requirement are revisions to transportation services and fare schedules identified in the Operations Profile. *Section 1. Scope of Program, Paragraphs C and E*, details how such changes are to be approved and documented.

The remainder of this page is intentionally left blank.

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

In witness whereof, each party is signing this Agreement on the date stated below that party's signature. This Agreement becomes effective on the date the last party signed the Agreement.

New Mexico Department of Transportation

DocuSigned by:
Ricky Serna
5910E8A6255842F...

NMDOT Cabinet Secretary or Designate

07/03/25

Date

CITY OF SANTA FE

Alan Webber (Jun 16, 2025 10:20 MDT)

Alan Webber, Mayor

MAYOR

Name/Title (please print)

06/16/2025

Date

Approved as to Form and Legal Sufficiency by the Department's Office of General Counsel.

Signed by:
John Newell
Deputy General Counsel
C750CEC1625D488...

NMDOT Deputy General Counsel

04/04/25

Date

CITY OF SANTA FE ATTORNEY'S OFFICE:

Kevin L. Nault
Kevin L. Nault (Apr 22, 2025 16:38 MDT)

City of Santa Fe Assistant Attorney

Apr 22, 2025

Date

CITY OF SANTA FE ATTEST:

ANDREA SALAZAR (Jun 16, 2025 13:52 MDT)

City of Santa Fe City Clerk

06/16/2025

Date

GB MTG 06/11/2025

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

ATTACHMENT A

§200.331 Requirements for pass-through entities.

All pass-through entities must:

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

ATTACHMENT A-1

§200.331 Requirements for pass-through entities.

All pass-through entities must:

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

Federal Award Identification.

(i) Subrecipient name (which must match the name associated with its unique entity identifier);	**City of Santa Fe**
(ii) Subrecipient's unique entity ID;	**QLN2YKMMJ8X6**
(iii) Federal Award Identification Number (FAIN);	**NM-2024-008**
(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;	**4/28/2022**
(v) Subaward Period of Performance Start and End Date;	**10-01-2024 thru 03-31-2026**
(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;	**Capital $451,096.00**
(vii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;	**Capital $451,096.00**
(viii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;	**Capital $451,096.00**
(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	**FY22 5310 Enhanced Mobility of Seniors and Individuals with Disabilities for FY25 Program Funding Award**
(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;	**Federal Transit Administration, New Mexico Department of Transportation** **David Harris - 505 -827-5420, DavidC.Harris@dot.nm.gov** **P.O. Box 1149 Santa Fe, NM 87501-1149**
(xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;	**20.513**
(xii) Identification of whether the award is R&D; and	**No R&D**
(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).	**N/A**

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

ATTACHMENT A-2

§200.331 Requirements for pass-through entities.

All pass-through entities must:

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

Federal Award Identification.

(i) Subrecipient name (which must match the name associated with its unique entity identifier);	**City of Santa Fe**
(ii) Subrecipient's unique entity ID;	**QLN2YKMMJ8X6**
(iii) Federal Award Identification Number (FAIN);	**NM-2019-001**
(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;	**7/16/2018**
(v) Subaward Period of Performance Start and End Date;	**10-01-2024 thru 03-31-2026**
(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;	**Capital $83,361.84**
(vii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;	**Capital $83,361.84**
(viii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;	**Capital $83,361.84**
(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	**FY18 5310 Enhanced Mobility of Seniors and Individuals with Disabilities for FY25 Program Funding Award**
(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;	**Federal Transit Administration, New Mexico Department of Transportation** **David Harris - 505 -827-5420, DavidC.Harris@dot.nm.gov** **P.O. Box 1149 Santa Fe, NM 87501-1149**
(xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;	**20.513**
(xii) Identification of whether the award is R&D; and	**No R&D**
(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).	**N/A**

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

NEW MEXICO DEPARTMENT OF TRANSPORTATION
TRANSIT AND RAIL DIVISION

NONDISCRIMINATION ASSURANCE AGREEMENT
FOR
FEDERAL TRANSIT ADMINISTRATION SUBRECIPIENTS

INTRODUCTION AND INSTRUCTIONS:

Please read the entire Agreement before completing, and do not change or add to the wording of the Agreement. The Agreement is incorporated into and becomes a material part of your contract with NMDOT, and Subrecipients are responsible for complying with the requirements contained therein.

On behalf of this Agreement, CITY OF SANTA FE; hereinafter referred to as "**Subrecipient**" assures that:

1. Subrecipient will comply with the following laws, regulations, and requirements so that no person in the
United States will be denied the benefits of, or otherwise be subjected to discrimination in, any U.S. DOT or FTA assisted program or activity (particularly in the level and quality of transportation services and transportation-related benefits) based on race, color, national origin, religion, sex, disability, or age including:

a. Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity),
b. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d,
c. Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq. (prohibiting discrimination based on race, color, religion, sex, (including gender identity and sexual orientation) or national origin,
d. Executive Order No. 11246, "Equal Employment Opportunity" September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it in part and is applicable to federal assistance programs,
e. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681 et seq.,f. U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 CFR part 25,
g. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, et seq.,
h. The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 et seq.,
i. U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR part 21,
j. U.S. DOT regulations, specifically 49 CFR parts 27, 37, 38, and 39, and
k. Any other applicable federal statutes that may be signed into law, federal regulations that may be issued, or federal requirements that may be imposed.

2. Subrecipient will comply with federal guidance implementing federal nondiscrimination laws, regulations, or requirements, except as FTA determines otherwise in writing.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

3. As required by 49 CFR § 21.7:

a. Subrecipient will comply with 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 in the manner that:

(1) Subrecipient implements its Award,

(2) Subrecipient undertakes property acquisitions, and

(3) Subrecipient operates all parts of its facilities, as well as its facilities operated in connection with its Award.

b. This assurance applies to its Award and to all parts of its facilities, as well as its facilities used to implement its Award.

c. Subrecipient will promptly take the necessary actions to carry out this assurance, including the following:

(1) Notifying the public that discrimination complaints about transportation-related services or benefits may be filed with U.S. DOT or FTA Headquarters Office of Civil Rights, and

(2) Submitting information about its compliance with these provisions to U.S. DOT or FTA upon their request.

d. If Subrecipient transfers U.S. DOT or FTA assisted real property, structures, or improvements to another party, any deeds and instruments recording that transfer will contain a covenant running with the land assuring nondiscrimination:

(1) While the property is used for the purpose that the federal assistance is extended, or

(2) While the property is used for another purpose involving the provision of similar services or benefits.

e. The United States has a right to seek judicial enforcement of any matter arising under:

(1) Title VI of the Civil Rights Act, 42 U.S.C. § 2000d,

(2) U.S. DOT regulations, 49 CFR part 21, or

(3) This assurance.

f. Subrecipient will make any changes in its Title VI implementing procedures, as U.S. DOT or FTA may request, to comply with:

(1) Title VI of the Civil Rights Act, 42 U.S.C. § 2000d,

(2) U.S. DOT regulations, 49 CFR part 21, and

(3) Federal transit law, 49 U.S.C. § 5332.

g. Subrecipient will comply with applicable federal guidance issued to implement federal nondiscrimination requirements, except as FTA determines otherwise in writing.

h. Subrecipient will extend the requirements of 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 to each Third Party Participant, including any:

(1) Subrecipient,

(2) Transferee,

(3) Third Party Contractor or Subcontractor at any tier,

(4) Successor in Interest,

(5) Lessee, or

(6) Other Participant in its Award, except FTA and the Applicant (and later, the Recipient).

i. Subrecipient will include adequate provisions to extend the requirements of 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 to each third party agreement, including each:

(1) Subagreement at any tier,

(2) Property transfer agreement,

(3) Third party contract or subcontract at any tier,

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

(4) Lease, or
(5) Participation agreement.

j. The assurances you have made on your behalf remain in effect as long as FTA determines appropriate, including, for example, as long as:
(1) Federal assistance is provided for its Award,
(2) Subrecipient property acquired or improved with federal assistance is used for a purpose for which the federal assistance is extended, or for a purpose involving similar services or benefits,
(3) Subrecipient retains ownership or possession of its property acquired or improved with federal assistance provided for its Award,
(4) Subrecipient transfers property acquired or improved with federal assistance, for the period during which the real property is used for a purpose for which the financial assistance is extended or for another purpose involving the provision of similar services or benefits, or
(5) FTA may otherwise determine in writing.

4. As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR part 27, specifically 49 CFR § 27.9, and consistent with 49 U.S.C. § 5332, you assure that:

a. Subrecipient will comply with the following prohibitions against discrimination based on disability listed below in subsection 4.b of this Category 01.D Assurance, of which compliance is a condition of approval or extension of any FTA assistance awarded to:
(1) Construct any facility,
(2) Obtain any rolling stock or other equipment,
(3) Undertake studies,
(4) Conduct research, or
(5) Participate in any benefit or obtain any benefit from any FTA administered program.

b. In any program or activity receiving or benefiting from federal assistance that U.S. DOT administers, no qualified individual with a disability will, because of his or her disability be:
(1) Excluded from participation,
(2) Denied benefits, or
(3) Otherwise subjected to discrimination.

AFFIRMATION OF APPLICANT

Name of Applicant: City of Santa Fe

Printed Name of Authorized Representative: Alan Webber

Relationship of Authorized Representative: Mayor, City of Santa Fe

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature: Alan Webber (Jun 16, 2025 14:40 MDT) Date: 06/16/2025

Printed Name of Signing Official: Alan Webber

Amanda Otis
State Purchasing Director
Central Purchasing

OKLAHOMA
Office of Management
& Enterprise Services

Date: 02/21/2025

Dear Awarded Supplier,

Oklahoma Statewide Contract SW0797C was awarded with the base agreement period commencing 02/01/2020 and ending 04/30/2025.

The State of Oklahoma is requesting to **extend** the above contract for the period of 90 Days through 07/30/2025.

Please indicate your firm's response to this request and return by email.

☐ Yes, our firm will renew the contract pricing and terms on the above-listed contract.

☐ No, our firm will not renew the contract pricing and terms on the above-listed contract.

Supplier ID: 377141

Company name Creative Bus Sales

Address

City State

ZIP Code

Email broy@creativebussales.com

Brent Roy	02/24/2025	
Name/title	Date	Signature
		broy@creativebussales.com
Brent Roy	18003262877	
Supplier point of contact	Phone number	Email address

Send response electronically to the email address below of the contracting officer by ASAP

Contracting officer name Asha Parks

Contracting officer phone 405 - 521 - 6674

Contracting officer email address asha.parks@omes.ok.gov

OMES FORM CP 228

Creative Bus Sales

State of Oklahoma Contract

SW0797C

FY 2023

Preparer: Brent Roy

Base Model

Mobility Trans 3.5L V6 10,360 GVWR

MobilityTRANS

Base Model Price:	$	91,550.00
Options:	$	-
Other Available Options:	$	7,945.00
Unpublished Options:	$	(5,517.00)

Vehicle Length	Lift Position	WC Positions	Total # Passengers	CDL Required
20'	Rear	1	7	No

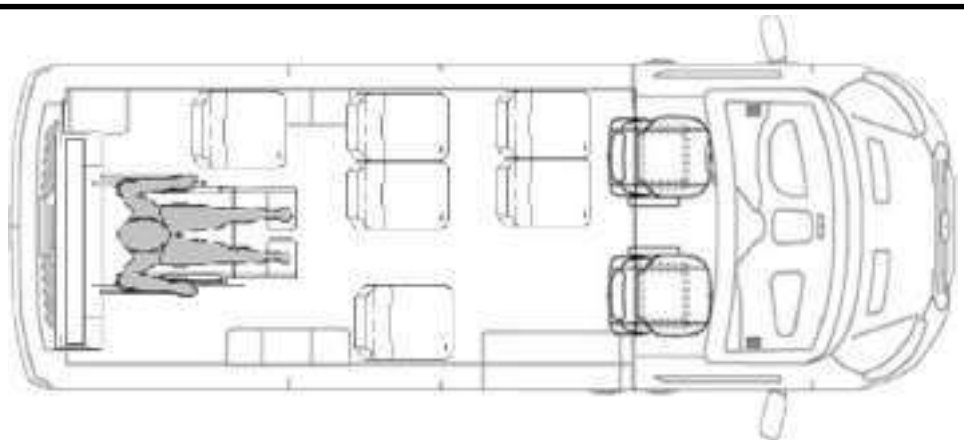
QTY Vehices: 6 **Total Contract Price:** $ 563,868.00

Per Vehicle Price: $ 93,978.00

Customer Info

Customer:	Santa Fe Trails
Address:	2931 Ruffina St. Santa Fe, NM 87507
Contact:	Thomas Martinez
Office Phone:	505-955-2006
Mobile Phone:	505-452-6704
E-Mail:	tamartinez@santanm.gov

Floorplan



Chassis

Ford Transit 350 HR DRW chassis - 10,360# GVWR, 148" WB EL
3.5L PFDI V6 gasoline engine
10-Speed Automatic Transmission
250-amp alternator
Power-assisted hydraulic front & rear disc brakes
4-wheel anti-lock brake system
25-gallon OEM fuel tank
Independent Macpherson strut front suspension with stabilizer bar
Leaf spring rear suspension
AdvanceTrac w/Roll Stability Control (RSC) w/Forward Collision Warning
Power steering
Cruise control
Dual batteries
Vinyl driver and co-pilot seats
Driver/Co-pilot sun visor
Tilt/Telescoping steering wheel
Power windows
Power door locks
Power mirrors
OEM chassis dash heater, A/C, and defroster
Oxford White

Body

Driver and co-pilot running boards
Electric passenger entry bus door
Ford OEM 2-passenger seats with 3-pt passenger seat belts
Altro flooring

ADA

Braun Millenium wheelchair lift (800# capacity)
One (1) Q'Straint QRT-MAX retractable wheelchair securement system
Securement system storage box
Two (2) tiedown webbing loops
ADA interlock
ADA-compliant ramp and door entrance lighting

Safety

5 lb. fire extinguisher
First aid kit
Emergency triangle kit
Body fluid clean up kit
Backup alarm
Belt cutter

Other Available Options

Qty	Description	FY 2023 List Price	QTY Total
1	OEM Ford Transit EV option (fully electric van)	$ 7,945.00	$ 7,945.00
-	**Subtotal Manufacturer Options:**		**$ 7,945.00**

CBS Unpublished Options

Qty	Description	FY 2023 List Price	QTY Total
3	Freedman Seating Go-ES seats w/quick release moveable seat bases	$ 1,650.00	$ 4,950.00
1	Custom Santa Fe Trails graphics installed by VisikonIt Media	$ 1,233.00	$ 1,233.00
1	3rd party inspection by Adaptive Maintenance Solutions	$ 300.00	$ 300.00
1	Inventory reduction discount (valid through 07/30/2025)	$ (12,000.00)	$ (12,000.00)
-	**Subtotal CBS Unpublished Options:**		**$ (5,517.00)**

Purchasing PACKET_FTA Section5310 Vans cameras RW Rev 2 ELK

Final Audit Report 2025-05-21

Created:	2025-05-21
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxGcbnwcOjrM8DbOcnsQ0QpL3qVHXJvTn

"Purchasing PACKET_FTA Section5310 Vans cameras RW Rev 2 ELK" History

Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
2025-05-21 - 7:12:13 PM GMT- IP address: 63.232.20.2

Document emailed to Gabrielle Chavez (gnchavez@santafenm.gov) for signature
2025-05-21 - 7:13:39 PM GMT

Email viewed by Gabrielle Chavez (gnchavez@santafenm.gov)
2025-05-21 - 7:43:11 PM GMT- IP address: 63.232.20.2

Document e-signed by Gabrielle Chavez (gnchavez@santafenm.gov)
Signature Date: 2025-05-21 - 7:43:38 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to rawheeler@santafenm.gov for signature
2025-05-21 - 7:43:39 PM GMT

Email viewed by rawheeler@santafenm.gov
2025-05-21 - 8:03:25 PM GMT- IP address: 216.207.130.218

Signer rawheeler@santafenm.gov entered name at signing as Regina Wheeler
2025-05-21 - 8:03:48 PM GMT- IP address: 216.207.130.218

Document e-signed by Regina Wheeler (rawheeler@santafenm.gov)
Signature Date: 2025-05-21 - 8:03:50 PM GMT - Time Source: server- IP address: 216.207.130.218

Agreement completed.
2025-05-21 - 8:03:50 PM GMT

Powered by Adobe Acrobat Sign

Purchasing PACKET_FTA Section5310 Vans cameras RW Rev 2 ELK.u

Final Audit Report 2025-07-15

Created:	2025-07-11
By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQa_55Eub5uk3VFEftIxdh_qMQE1bSuzU

"Purchasing PACKET_FTA Section5310 Vans cameras RW Rev 2 ELK.u" History

Document created by Kristy Miera (kamiera@santafenm.gov)
2025-07-11 - 10:04:51 PM GMT- IP address: 63.232.20.2

Document emailed to Eric Candelaria (edcandelaria@santafenm.gov) for signature
2025-07-11 - 10:13:57 PM GMT

Email viewed by Eric Candelaria (edcandelaria@santafenm.gov)
2025-07-11 - 10:18:05 PM GMT- IP address: 174.238.230.147

Document e-signed by Eric Candelaria (edcandelaria@santafenm.gov)
Signature Date: 2025-07-11 - 10:31:59 PM GMT - Time Source: server- IP address: 174.238.230.147

Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign
2025-07-11 - 10:32:04 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-07-14 - 9:44:46 PM GMT- IP address: 104.47.65.254

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-07-14 - 9:50:49 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to ERIKA LUJAN (evlujan@santafenm.gov) for signature
2025-07-14 - 9:50:54 PM GMT

Email viewed by ERIKA LUJAN (evlujan@santafenm.gov)
2025-07-15 - 2:11:20 PM GMT- IP address: 104.47.65.254

Powered by Adobe Acrobat Sign

Document e-signed by ERIKA LUJAN (evlujan@santafenm.gov)
Signature Date: 2025-07-15 - 2:11:47 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to ralovatosanouvong@santafenm.gov for signature
2025-07-15 - 2:11:52 PM GMT

Email viewed by ralovatosanouvong@santafenm.gov
2025-07-15 - 2:12:11 PM GMT- IP address: 104.47.65.254

Signer ralovatosanouvong@santafenm.gov entered name at signing as Rebecca Lovato-Sanouvong
2025-07-15 - 2:18:49 PM GMT- IP address: 63.232.20.2

Document e-signed by Rebecca Lovato-Sanouvong (ralovatosanouvong@santafenm.gov)
Signature Date: 2025-07-15 - 2:18:51 PM GMT - Time Source: server- IP address: 63.232.20.2

Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign
2025-07-15 - 2:18:57 PM GMT

Email viewed by JoAnn Lovato (jdlovato@santafenm.gov)
2025-07-15 - 3:22:35 PM GMT- IP address: 63.232.20.2

Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Signature Date: 2025-07-15 - 8:33:08 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.
2025-07-15 - 8:33:08 PM GMT

CITY OF SANTA FE

The Purchasing Memo

Date: May 21, 2025

To: Governing Body

From: Gabrielle Chavez, Transit Director of Administration
Gabrielle Chavez (May 21, 2025 13:43 MDT)

Via: Regina Wheeler, Public Works Department Director
Regina Wheeler (May 21, 2025 14:03 MDT)

Subject: Purchase of Six Paratransit Vans and Replacement of Camera Security System for Fifteen Transit Vehicles

Vendor Name: Model 1 Commercial Vehicles / Creative Bus Sales

Vendor Number: 3015

ACTION:
Request for Approval to Purchase Six Electric Paratransit Buses from Creative Bus Sales in the Total Amount of $563,868 Excluding NMGRT. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

Request for Approval to Purchase a Replacement Camera Security System for Fifteen Transit Buses and Vans from Model 1 Commercial Vehicles in the Total Amount $310,315 Including NMGRT.

BACKGROUND AND SUMMARY:
The City received an FTA Award, identified as FY25 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Funding, for FY25 from the NMDOT Transit and Rail Division. The purpose of the grant is to purchase six new Ford electric paratransit vehicles and replace the security camera system on fifteen Transit vans and buses. The paratransit, fourteen-passenger vans are $93,978 each for a total of $563,868 excluding NMGRT for six vans. The camera security system has a total cost of $310,315 including NMGRT. Funding is from the grant and matching funds available in Transit FY25 operating budget.

These vans and cameras will replace equipment that has met or exceeded its useful life.

ATTACHMENTS:
Packet for FTA Section 5310 Memorandum of Agreement (MOA) - Signed
Statewide Price Agreement SW0797C Extension
Vendor Quote—Buses
Vendor Quote—Camera System

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:
USDOT FTA Section 5310 (NMDOT 2024-008 and NMDOT 2019-001) for FY25 Award and Matching Funds from FY25 Operating Budget
Fund Name/Number: Transit/540
Munis Org Name/Number: Transit Capital Projects/5400499 and Transit Maintenance/5400093
Munis Object Name/Number: Vehicles > 1.5/571000 and Data Processing Equipment Inventory Exempt/572800

Budget Officer/Designee: Andy Hopkins Date: 07/14/2025
Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:
The procurement method used was NMSA 1978, Section 13-1-129, Statewide Price Agreement, SW0797C.
Chief Procurement Officer (CPO)/Designee: _____ Date: 07/15/2025
CPO Comment/Exceptions: NMSA 1978, Section 13-1-135

ASSOCIATED APPROVALS:
IT Components included? ☒ Yes | ☐ No
Approval: Eric Candelaria (Jul 11, 2025 16:31 MDT) Title: Director, IT Date: 07/11/2025
Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Vehicles included? ☒ Yes | ☐ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? ☐ Yes | ☒ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Is this an externally funded purchase? ☒ Yes | ☐ No
If yes, what is the issuing agency: **The New Mexico Department of Transportation**
Approval: ERIKA LUJAN ERIKA LUJAN (Jul 15, 2025 08:11 MDT) Title: Grants Manager Date: 07/15/2025
Comment/Exceptions: _____

Is this a Capital Asset or Project? ☒ Yes | ☐ No
Project Ledger Number **PWD2554039**
Approval: Rebecca Lovato-Sanouvong Rebecca Lovato-Sanouvong (Jul 15, 2025 08:18 MDT) Title: Accounting Manager Date: 07/15/2025
Comment/Exceptions: _____

Is this a Grant Funded Purchase? ☒ Yes | ☐ No
Approval: ERIKA LUJAN ERIKA LUJAN (Jul 15, 2025 08:11 MDT) Title: _____ Date: 07/15/2025
Comment/Exceptions: _____

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

CITY OF SANTA FE

Date: May 20, 2025

To: Governing Body

From: Gabrielle Chavez, Transit Director of Administration Gabrielle Chavez (May 20, 2025 16:38 MDT)

Via: Regina Wheeler, Public Works Department Director Regina Wheeler (May 20, 2025 16:40 MDT)

Subject: FTA Section 5310 Funding MOA

ACTION:
Request for Approval of a Memorandum of Agreement (MOA) with New Mexico Department of Transportation for Federal Transit Administration Section 5310 Funding for Public Transportation Services in the Total Amount of $668,072.30. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

Request for Approval of a Budget Amendment Resolution (BAR) to Allocate $534,457.84 from the MOA to Transit FY25 Revenue, Vehicles > 1.5 and Data Processing Equipment.

BACKGROUND AND SUMMARY:
The City received an FTA Award, identified as FY25 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Funding, for FY25 from the NMDOT Transit and Rail Division. The purpose of the grant is to purchase six Ford electric paratransit vans to replace aged vehicles and replace the camera security system on fifteen paratransit vans. The grant for $668,072.30 requires matching funds of $133,614 which are available in 5400499, so the BAR only allocates the grant funding into FY25 budget and not the match.

ATTACHMENTS:
Memorandum of Agreement (MOA)
Project Ledger ID Request Form
BAR

FUNDING SOURCE:
NMDOT FTA Section 5310 Transit Funding
Fund Name/Number: Transit 540
Munis Org Name/Number: 5400499
Munis Revenue Object Name/Number: 490550
Munis Expenditure Object Name/Number: 571000 and 572800
Project Ledger Number: PWD2554039

PROCUREMENT METHOD:
This is a Grant Agreement. No procurement required.

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form

Date of Request: 10/7/24-REVISED 5/15/25

Project Title: SEC5310 PARATRANSIT VANS VIA NMDOT

Project Type: ☐ CIP ☑ Grant ☑ Internal Tracking

Project ID: PWD2554039

Grant ID: S2537/S2567

Approved By: ERIKA LUJAN (May 20, 2025 13:57 MDT)

CT (Finance Use Only)

Department: PW-TRANSIT Project Manager: GABRIELLE CHAVEZ Ext: 2055

Project Date Range: 10/15/24 to 3/31/26 ☑ Create Fixed Asset

☑ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: FTA-2024-008 P/T NMDOT % of Funding: 80/20 LOCAL MATCH: 112774.00

MUNIS ORG: 5400499 MUNIS OBJ: 490150 Awarded Amount: 451096.00

Funding Source: NM2019-001 % of Funding: 80/20 LOCAL MATCH : 20840.46

MUNIS ORG: 5400499 MUNIS OBJ: 490150 Awarded Amount: 83361.84

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: VEHICLES,DATA PRC INV EXPT MUNIS ORG: 5400499 MUNIS OBJ: 570950,570800

Grants Only (list all grants if applicable): PROJECT TOTAL: 668072.30

Grantor Name: NMDOT P/THRU 2024-008 Awarded Amount: 451096.00

AR Charge Code: 5400499.490150 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700000 Federal CFDA (if applicable): 20.513

Grantor Name: NMDOT P/THRU 2019-001 Awarded Amount: 83361.84

AR Charge Code: 5400499.490150 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700000 Federal CFDA (if applicable): 20.513

(If grants please provide all grant award documents with form) ☑ Attached Grant Documentation

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

Log # {Finance use only}:	
Journal # {Finance use only}:	

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

DEPARTMENT / DIVISION NAME	DATE
Transit / Transit CIP	5/14/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				{enter as positive #}	{enter as negative #}
Vehicles > 1.5 - Bus	5400499	571000	PWD2554039	430,254	
Data Processing Equipment Inventory	5400499	572800	PWD2554039	104,204	
REVENUES				{enter as negative #}	{enter as positive #}
US DOT/FTA - NMDOT 2024-008 and 2019-001	5400499	490550	PWD2554039	(534,458)	
				$ (0)	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

US DOT FTA Grant award for $534,458 for funding of six paratranist buses, 14 passenger vans, and replace

security cameras. Required $133,614.46 local match is available in operating budget. (Term 08/31/2026)

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
TOTAL:	0

De Alva Calabaza 5/14/2025
Prepared By {print name} Date

Gabrielle Chavez (May 20, 2025 16:38 MDT)
Division Director Date

Regina Wheeler (May 20, 2025 16:40 MDT)
Department Director Signature Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andy Hopkins
Budget Officer Date

Finance Director {≤ $5,000} Date

City Manager {≤ $60,000} Date

Log # {Finance use only}:	
Journal # {Finance use only}:	

Memo_MOA Section 5310 FTA $668K RW ELK

Final Audit Report 2025-05-20

Created:	2025-05-20
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9zqZc8J4XOfCWlGFCk-ezKP4xoNuRO2M

"Memo_MOA Section 5310 FTA $668K RW ELK" History

Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
2025-05-20 - 10:21:22 PM GMT- IP address: 63.232.20.2

Document emailed to Gabrielle Chavez (gnchavez@santafenm.gov) for signature
2025-05-20 - 10:28:34 PM GMT

Email viewed by Gabrielle Chavez (gnchavez@santafenm.gov)
2025-05-20 - 10:37:40 PM GMT- IP address: 174.240.18.91

Document e-signed by Gabrielle Chavez (gnchavez@santafenm.gov)
Signature Date: 2025-05-20 - 10:38:11 PM GMT - Time Source: server- IP address: 174.240.18.91

Document emailed to rawheeler@santafenm.gov for signature
2025-05-20 - 10:38:13 PM GMT

Email viewed by rawheeler@santafenm.gov
2025-05-20 - 10:39:21 PM GMT- IP address: 63.232.20.2

Signer rawheeler@santafenm.gov entered name at signing as Regina Wheeler
2025-05-20 - 10:40:07 PM GMT- IP address: 63.232.20.2

Document e-signed by Regina Wheeler (rawheeler@santafenm.gov)
Signature Date: 2025-05-20 - 10:40:09 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2025-05-20 - 10:40:10 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-05-20 - 10:40:50 PM GMT- IP address: 104.47.65.254

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-05-20 - 10:42:48 PM GMT - Time Source: server- IP address: 63.232.20.2

Powered by Adobe Acrobat Sign

Agreement completed.

2025-05-20 - 10:42:48 PM GMT

Powered by
Adobe
Acrobat Sign

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

ITEM #25-0230

NMDOT Contract# M01986
Vendor# 54360

FISCAL YEAR 2025 (FY 25)

MEMORANDUM OF AGREEMENT

BETWEEN

THE NEW MEXICO DEPARTMENT OF TRANSPORTATION

AND

CITY OF SANTA FE

This Agreement is between the **STATE OF NEW MEXICO**, acting through its **DEPARTMENT OF TRANSPORTATION**, Transit and Rail Division (Department), and the **CITY OF SANTA FE** Subrecipient). This Agreement is effective as of the date of the last party to sign it on the signature page below.

RECITALS

Whereas, 49 U.S.C. Section 5305(e) provides federal assistance for public transportation statewide planning that can be used to provide technical assistance to subrecipients for planning purposes;

Whereas, 49 U.S.C. Section 5307 provides federal assistance for public transportation in small urbanized areas by way of a formula grant program which may be administered by the state;

Whereas, 49 U.S.C. Section 5310 provides federal assistance for public transportation to meet the special needs of seniors and individuals with disabilities by way of a formula grant program administered by each state;

Whereas, 49 U.S.C. Section 5311 provides federal assistance for public transportation in rural areas by way of a formula grant program administered by each state;

Whereas, 49 U.S.C. Section 5339 provides federal assistance for buses and bus-related equipment and facilities by way of a formula and discretionary grant program administered by each state;

Whereas, the State of New Mexico participates in the 49 U.S.C. Section 5305(e), 49 U.S.C. Section 5307, 49 U.S.C. Section 5310, 49 U.S.C. Section 5311, and U.S.C. Section 5339 programs, collectively referred to herein as the Program;

Whereas, the Governor of the State of New Mexico designated the Department to administer the Program funds; and

Whereas, the Subrecipient applied for financial assistance for public transportation services, which was approved by the Department and the Federal Transit Administration (FTA).

Now, therefore, pursuant to Section 67-3-69 NMSA 1978, the parties agree as follows:

1. Scope of Program.

A. **Operations Profile.** The Subrecipient shall provide transportation services to the public within its service area as specified in the Operations Profile submitted with the Application, which is incorporated by reference and is on file with the Department and the Subrecipient.

B. **Use of Program Equipment.** The Subrecipient agrees that any Program equipment purchased under this Agreement shall be used to provide public transportation service within the area described in the Operations Profile. If the equipment is not used in this manner or withdrawn from service, the Subrecipient shall notify the Department in accordance with *Section 15. Use of Program Equipment*.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

C. **Use of Program Funds.** The services described in the Operations Profile shall remain intact throughout the term of this Agreement. If the services change, the Subrecipient must submit a revised Operations Profile. The Subrecipient shall notify and seek prior approval from the Department if there will be an elimination or a reduction of services greater than twenty percent (20%). Failure to provide notice shall give the Department cause for termination, as described in *Section 7. Termination for Cause*.

D. **Fare Schedule.** The fare schedule, which shall be approved by the Subrecipient's governing body, shall be stated in the approved Operations Profile. The Subrecipient shall provide the Department prior notification of any changes to the fare schedule and documentation of governing body approval.

E. **Advertising and Public Information.** The Subrecipient shall implement an advertising and information program. Acceptable methods include but are not limited to: websites, social media, apps, trip planners, brochures, fliers and handbills, signs and posters, radio announcements, press releases and articles in local and organization newspapers, bulletins, and newsletters. Subrecipients operating fixed and deviated routes shall maintain and update as needed General Transit Feed Specification (GTFS) data. In addition, the name of the service together with the words "Public Transportation" shall be prominently displayed on all vehicle(s) and be readable at a distance of no less than thirty (30) feet. Painted or affixed signing with a decal is acceptable. Magnetic signs are not acceptable. The name shall indicate that the service is a transportation system open to the public. The Subrecipient shall have a telephone number established and operative during hours of transportation services so that the public can access information. All methods of advertising and the signs on the vehicles shall include the telephone number.

F. **Personnel.** The Subrecipient shall maintain and update organizational contacts in BlackCat Transit Data Management System (BlackCat).

2. Cost of Program.

The Department shall provide partial funding to the Subrecipient to cover expenses of the Program as described in the approved Operations Profile in an amount described below:

Subaward FY 25

City of Santa Fe	Total	Federal	Local
Capital to Subrecipient (80/20) Section 5310 Equipment	$104,202.30	$ 83,361.84	$ 20,840.46
Capital to Subrecipient (80/20) Section 5310 Vehicles	$563,870.00	$ 451,096.00	$ 112,774.00
Total Capital	**$668,072.30**	**$ 534,457.84**	**$ 133,614.46**

Vehicle acquisition funds that designate payment as capital to vendor that are not obligated by contract by September 30, 2025, may revert to the Department.

Vehicle acquisition funds that designate payment as capital to subrecipient that are not obligated by contract by March 31, 2026, may revert to the Department.

Capital equipment acquisition funds that are not obligated by contract by August 31, 2026, may revert to the Department.

Capital rehab/renovation and construction project funds that are not obligated by contract by August 31, 2027, may revert to the Department.

This program is funded with grants provided by the FTA Section 5305 Statewide Transportation Planning Formula Program, Assistance Listing number 20.505; FTA Section 5307 Urbanized Area Formula Program, Assistance Listing number 20.507; FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, Assistance Listing number 20.513; FTA Section 5311 Formula Grants for Rural Areas, Assistance Listing number 20.509; and FTA Section 5339 Bus and Bus Facilities Formula and Discretionary

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

Program, Assistance Listing number 20.526. (**Attachment A**.) The Department's share of Program expenses shall be obtained from the federal government. State funds will not be earmarked or disbursed to fund the Program. The Department shall not be responsible for any other costs incurred by the Subrecipient. The Subrecipient shall take all actions necessary to fund its share of the Program.

3. Method of Payment.

The Department shall reimburse the Subrecipient for the Department's share of Program administration, operating assistance, and capital upon receipt of invoices with sufficient supporting documentation as determined and approved by the Department indicating that expenses have been paid and/or money is owed.

The Subrecipient shall submit Budget Summary Reports for administration and/or operating assistance on a monthly basis, to be received by the Department by the 25th day of the following month in which expenses were incurred. Reimbursement requests for vehicles and capital equipment shall be submitted within 30 days of payment to the vendor.

All reimbursement requests shall be submitted to the Department utilizing BlackCat. All expenses must be actual and listed on the invoice as charged. Rounding up or down, other than the total, is not permitted. Only those expenses or percentage thereof, properly documented and deemed eligible, shall be reimbursed. The Department may withhold payment of invoices that are incorrect and/or incomplete.

Subrecipients that receive capital assistance for vehicle purchases are expected to remit payment to the vendor, depending on the capital designation assigned in the award table, within 30 days of vehicle delivery. The Department shall either reimburse the Subrecipient (capital to subrecipient) or the vendor (capital to vendor) on behalf of the Subrecipient for the Department's share of Program costs.

Subrecipients with a capital to subrecipient designation will pay the vendor in full for the cost of the vehicle and invoice NMDOT for reimbursement of the federal share (80/20).

Subrecipients with a capital to vendor designation will pay the vendor the local portion of the cost of the vehicle. Once received, the vendor will invoice NMDOT for the remaining federal portion of the vehicle cost.

Reimbursements will be issued upon receipt of invoices, with sufficient supporting documentation as determined and approved by the Department, indicating that expenses have been paid and/or money is owed. The Subrecipient should refer to the Vehicle Purchase Procedures in the Global Resources section of BlackCat for payment procedures.

4. Eligible Costs.

A. Eligible Costs are those costs attributable to and allowed under the Program and the provisions of 2 CFR Parts 200 and 1201, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

B. Costs incurred by the Subrecipient prior to the effective date of this Agreement or after termination are not eligible for reimbursement.

C. Within forty-five (45) days after completion of this Agreement, the Subrecipient shall submit a final invoice to the Department for Administration and Operating expenses and a financial statement showing the total expenses of the Program.

D. Match shall be provided from eligible matching sources.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

5. State General Appropriation Funds Not Obligated.

Nothing in this Agreement shall be construed as obligating State general appropriation funds for payment of any debt or liability arising under this Agreement. The parties expressly acknowledge that all payments made under this Agreement are from federal funds appropriated for these purposes.

6. Term.

Upon the signature of all parties, this Agreement becomes effective with a starting date of October 1, 2024.

Costs incurred under this agreement for Administration and Operating expenses from October 1, 2024, to September 30, 2025, are eligible for reimbursement.

Vehicle acquisition funds that designate payment as capital to vendor that are obligated by contract by September 30, 2025, are eligible for reimbursement.

Vehicle acquisition funds that designate payment as capital to subrecipient that are obligated by contract by March 31, 2026, are eligible for reimbursement.

Capital equipment acquisition funds obligated by contract by August 31, 2026, are eligible for reimbursement.

Capital rehab/renovation and construction project funds obligated by contract by August 31, 2027, are eligible for reimbursement.

7. Termination for Cause.

The Department has the option to terminate this Agreement if the Subrecipient fails to comply with any provision. A written notice of termination shall be given at least thirty (30) days prior to the intended date of termination and shall identify all of the Subrecipients breaches on which the termination is based.

The Department may provide the Subrecipient a reasonable opportunity to correct the breach. If within ten (10) days after receipt of a written notice of termination, the Subrecipient has not corrected the breach or, in the case of a breach which cannot be corrected in ten (10) days, the Subrecipient has not begun and proceeded in good faith to correct the breach, the Department may declare the Subrecipient in default and terminate the Agreement. The Department shall retain any and all other remedies available to it under the law. Upon termination of this Agreement, the Subrecipient shall return the Program equipment as specified in *Section 1. Scope of the Program*.

8. Appropriations.

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the Congress of the United States. If sufficient appropriations and authorizations are not made, this Agreement shall terminate upon written notice from the Department to the Subrecipient. The Department's decision as to whether sufficient appropriations are available shall be accepted by the Subrecipient and shall be final.

9. Termination Management, Allowable Costs.

In the event of termination, neither party may nullify obligations already incurred for performance or failure to perform. The Subrecipient shall be paid for all the allowable costs incurred prior to the date of termination, subject to audit verification by the Department or its duly authorized representative. The Subrecipient shall not be paid for any costs incurred that are inconsistent with, or contrary to, the terms and conditions of this Agreement.

10. Breach and Dispute Resolution.

Disputes which cannot be resolved informally by the parties shall be decided in writing by a representative of the Department's Transit and Rail Division. The Subrecipient has ten (10) days from receipt of the decision to file a

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

written appeal with the Transit and Rail Division. Upon appeal, the Subrecipient will be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Transit and Rail Division on appeal shall be binding.

11. Procurement Requirements.

The Subrecipient shall purchase Program equipment pursuant to procedures established by 2 CFR Parts 200 and 1201, the United States Department of Transportation (U.S. DOT), the FTA, applicable New Mexico State Law, and the standards set forth in: Third Party Contracting Guidance, FTA Circular 4220.1F; and the Americans with Disabilities Act of 1990, Pub. L. No. 101-336.

The Subrecipient agrees to comply with 49 U.S.C. Section 5323(j) as amended by the Infrastructure Investment in Jobs Act (IIJA).

Prior to awarding a bid award or execution of a contract for services or capital equipment in excess of $10,000, the Subrecipient shall seek concurrence in writing from the Department.

12. Rolling Stock.

In acquiring rolling stock, the Subrecipient agrees that the parties are bound by the following provisions:

A. **Method of Acquisition**. In compliance with 49 U.S.C. Section 5325(f), the Recipient agrees that any third party contract award it makes for rolling stock will be based on initial capital costs, or on performance, standardization, life cycle costs, and other factors, or on a competitive procurement process.

B. **Multi-year Options**. In accordance with 49 U.S.C. Section 5325(e)(1), a Recipient procuring rolling stock financed with Federal assistance under 49 U.S.C. Chapter 53 may not enter into a multiyear contract with options, exceeding five (5) years after the date of the original contract, to purchase additional rolling stock and replacement parts.

C. **Buy America**. The Recipient agrees to comply with the requirements of 49 U.S.C. Section 5323(j) and FTA regulations, “Buy America Requirements,” 49 C.F.R. Part 661, and any amendments to those regulations that may be promulgated.

D. **Pre-Award and Post-Delivery Audits**. The Recipient agrees to comply with the requirements of 49 U.S.C. Section 5323(m) and FTA regulations, "Pre Award and Post Delivery Audits of Rolling Stock Purchases," 49 C.F.R. Part 663, and any amendments to those regulations that may be promulgated.

E. **Bus Testing**. To the extent applicable, the Recipient agrees to comply with the requirements of 49 U.S.C. Section 5318(e) and FTA regulations, "Bus Testing," 49 C.F.R. Part 665, and any amendments to those regulations that may be promulgated.

13. Insurance.

The Subrecipient shall maintain liability, comprehensive, collision, and uninsured motorist insurance adequate to protect the Program equipment, and satisfactory to the Department. The Department shall be named as an additional insured and a loss payee on Subrecipient’s policy for each vehicle on which the Department has a lien. A certificate of insurance shall be provided to the Department and it shall state that coverage provided under the policy is primary over any other valid insurance. The Subrecipient shall provide the Department documentation of subsequent renewals and shall keep on file a copy of the insurance policy, which shall be accessible to the Department.

The Subrecipient shall require contractors and subcontractors hired to perform the services under this Agreement to have a commercial general liability insurance policy. The Department shall be named as an additional insured

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

on the contractor's and subcontractor's policy and a certificate of insurance shall be provided to the Department and it shall state that coverage provided under the policy is primary over any other valid insurance.

The Subrecipient shall require contractors and subcontractors hired to perform services under this Agreement to indemnify, defend and hold harmless the State of New Mexico, the Department, its officers, agents and employees from and against all suits, actions or claims of any character brought because of any injury, including death or damages arising out of contractors' or subcontractors' construction or maintenance activities pursuant to this Agreement, as memorialized herein and subject to any additional permit that may be required of the contractor or subcontractor to perform said activities.

14. New Mexico Tort Claims Act.

As between the Department and the Subrecipient, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, *et seq*., NMSA 1978. This paragraph is intended only to define the liabilities between the parties and it is not intended to modify, in any way, the parties' liabilities as governed by the common law of the New Mexico Tort Claims Act.

15. Use of Program Equipment.

A. A Program Vehicle Inventory shall be completed for each vehicle used in the program and entered into BlackCat within thirty (30) days of delivery. Vehicle Inventory shall be reported and updated within BlackCat on a quarterly schedule, and as changes to the vehicle inventory occur.

B. The Subrecipient shall maintain a current written fleet maintenance plan that includes procedures for preventive and corrective maintenance, warranty tracking and claims recovery, and recall notification and follow-up. Major corrective maintenance, warranty tracking and claims recovery, and recall notifications shall be reported in BlackCat as they are received and updated as repairs are completed.

C. The Subrecipient shall follow the equipment manufacturer's minimum standards and recommended preventive maintenance schedules. The Subrecipient shall maintain the equipment in a clean, safe, and mechanically sound condition. The Department or its authorized representative has the right to conduct periodic inspections during normal business hours for the purpose of confirming property maintenance pursuant to this clause.

D. The Subrecipient shall keep Vehicle Inspection Records before and/or after the use of each transit vehicle.

E. Each vehicle shall be equipped with a fire extinguisher, first aid kit (including a blood borne pathogens/biohazard kit), fluorescent triangles and/or safety flares, reflective vests for drivers, flashlights, and web cutters/seat belt cutters, while the vehicle is in operation.

F. Program Equipment Inventory shall be completed for each piece of equipment used in the Program with an acquisition value of $50,000 or greater. The Program Equipment Inventory shall be reported and updated within BlackCat on an annual schedule, and, as changes to the equipment inventory occur.

G. The Subrecipient shall maintain a current written equipment maintenance plan that includes procedures for preventive and corrective maintenance, warranty tracking and claims recovery, and recall notification and follow-up. The plan will address maintenance of equipment with an acquisition value of $5,000 or more.

H. Program Facilities Inventory shall be completed for each facility used in the Program. The Program Facility Inventory shall be reported and updated within BlackCat on an annual schedule, and, as changes to the facility inventory occur.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

I. The Subrecipient shall maintain a current written facility maintenance plan that includes procedures for preventive and corrective maintenance, warranty tracking and claims recovery, and recall notification and follow-up.

J. The Program equipment shall be used to provide public transportation service within the described service area and in the manner described in *Section 1. Scope of Program*.

K. Failure to use Program equipment as described in *Section 1. Scope of Program* shall be considered a material breach of contract subject to the provisions of *Section 7. Termination for Cause*.

L. The Subrecipient shall notify the Department immediately of vehicular/facilities accidents, thefts, or vandalism involving Program equipment. All supporting documentation relating to the incident, including police reports, damage assessments, and insurance claims shall be reported and uploaded in BlackCat to the corresponding inventory record. Failure to notify the Department shall be considered a material breach of contract subject to the provisions of *Section 7. Termination for Cause*.

M. All Program equipment that is damaged in an accident, by vandalism, or weather is to be repaired or replaced depending on the physical and monetary extent of the damage and according to its scheduled final disposition.

N. If the Subrecipient wants to remove any Program equipment from service or dispose of such equipment either as a result of planned withdrawal, casualty loss, or transfer, the Subrecipient shall submit a completed disposition or transfer request in BlackCat including all relevant and required supporting documentation. The Subrecipient should refer to the Vehicle Disposition Procedures in the Global Resources section of BlackCat.

O. The Department may require that Program equipment purchased under FTA programs, on which liens are held, be returned to the Department. Such Program equipment shall be returned in good working condition within ten (10) business days or as stipulated by the Department. If the Subrecipient fails to return the equipment, the Department, as the recorded lien holder, shall have the right to immediately repossess the vehicle(s) by whatever means available to it under New Mexico law.

P. Upon termination of the Agreement under *Section 7. Termination for Cause*, the Subrecipient shall not be eligible for reimbursement of any costs associated with the vehicle(s) purchase or be entitled to damages arising from Program operations, except that the Subrecipient shall be reimbursed for its pro-rata share of the Program equipment's depreciated value as determined by the straight-line depreciation method.

Q. The Subrecipient agrees that no modifications will be made to Program vehicle(s) with liens held by the Department without prior written approval of the Department. If unapproved modifications are made, the Subrecipient is responsible for the cost of restoring the vehicle(s) to its original condition.

16. Charter Bus Requirements.

The Subrecipient agrees to comply with 49 U.S.C. Section 5323(d) and 49 C.F.R. Part 604, which provides that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except under one of the exceptions at 49 C.F.R. Part 604.9. Any charter service provided under one of the exceptions shall be "incidental." For example, it shall not interfere with or detract from the provision of mass transportation.

17. School Bus Requirements.

Pursuant to 49 U.S.C. Section 5323(f) and 49 C.F.R. Part 605, recipients and subrecipients of FTA assistance may not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators unless qualified under specified exemptions. When operating

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

exclusive school bus service under an allowable exemption, recipients and sub recipients may not use federally funded equipment, vehicles, or facilities.

18. Certificate of Title for Vehicles.

Any title to capital equipment the Subrecipient purchases will reflect in a lien in favor of the Department. The liens will remain in effect according to the following schedule:

Category	Approx. GVW	Minimum Life (either years or miles)	
		Years	Miles
Heavy-Duty Large Bus	33,000 to 40,000lbs	15	625,000
Medium-Duty and Purpose-Built Bus	16,000 to 26,000lbs	10	285,000
Light-Duty Mid-Sized Bus	10,000 to 16,000lbs	8	240,000
Light-Duty Small Bus, Cutaway, and Modified Van	6,000 to 14,000	7	175,000

The Subrecipient shall pay all costs associated with obtaining, securing, and maintaining titles and liens including the payment of all applicable taxes and fees.

19. Duration of Lien.

The Subrecipient shall not pledge or collateralize any vehicles purchased under this Agreement without written authorization from the Department. This restriction is in effect from the date a title certificate is issued to when the Department releases the lien pursuant to *Section 18. Certificate of Title for Vehicles*. For specifics on disposition of vehicles after title lien is released, the Subrecipient should refer to the Vehicle Disposition Procedures in the Global Resources section of BlackCat.

20. Reporting Requirements.

A. **Monthly Budget Summary Reporting**. Section 5311 Subrecipients shall submit a monthly invoice/report using BlackCat to include financial expenditures and service data, as described in *Section 3. Method of Payment*. This monthly invoice shall be submitted to the Department by the 25th of the following month. The invoice shall include the supporting documentation as requested by NMDOT.

B. **Final Administration and Operating Invoice**. Section 5311 Subrecipients shall submit a final invoice to the Department for Administration and Operating expenses and a financial statement showing the total expenses within 45 days of the end of the agreement.

C. **Semi-annual Disadvantaged Business Enterprise (DBE) Reporting**. Section 5311 Subrecipients shall submit in BlackCat semi-annual DBE reports due May 15 (for the period October 1 to March 31) and due November 15 (for the period April 1 to September 30).

D. **Vehicle/ Equipment/ Facility Updates**. Section 5310 and Section 5311/5339 Subrecipients shall report vehicle/ equipment/ facility inventories within the BlackCat system as well as updates to the vehicle/ equipment/facility inventories on a quarterly schedule or as they occur. Reporting requirements apply to equipment valued at $50,000 or greater.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

E. **Quarterly Section 5310 Ridership Reporting**. Section 5310 Subrecipients shall report Section 5310 ridership statistics quarterly within BlackCat system. Quarterly Ridership Reports are due thirty (30) days after each quarter ends. Reports are due January 30, April 30, July 30, and October 30 respectively.

F. **Drug and Alcohol Quarterly Testing Report**. Section 5311 Subrecipients will submit a quarterly Testing Report in BlackCat for each quarter of the calendar year. Subrecipients will also conduct one (1) breath alcohol test observation and two (2) urine collection observations during the calendar year. Completed checklists shall be submitted with the corresponding quarterly testing report during the quarter in which the test(s) were observed. Reports are due January 31, April 30, July 31, and October 31 respectively.

G. **National Transit Database (NTD) Rural Report**. Section 5311 Subrecipients will submit an annual NTD report, as required by 49 U.S.C. Section 5335, due December 15. More information on NTD Reporting can be found in the Global Resources Section of BlackCat.

H. **Drug and Alcohol Management Information System (MIS) Data**. Section 5311 Subrecipients will submit drug and alcohol testing data for the previous calendar year using the Management Information System (MIS) Data Collection Form to the entity designated by the Department before March 1 of each year.

I. **Drug and Alcohol Compliance Review/Report**. Section 5311 Subrecipients will participate in an annual Drug and Alcohol Compliance Review by the Department. Once a final report has been issued, the Subrecipient will begin to implement corrective actions, providing supportive documentation for all deficiencies for all deficiencies and responding to all recommendations cited in the final report. All corrective actions and recommendations should be addressed and closed within 4 months of issuance of the final report.

J. **Technical Assistance and Compliance Review/Report**. Section 5310 and Section 5311/5339 Subrecipients will participate in a Technical Assistance and Compliance Review by the Department. Once a final report has been issued, the Subrecipient will begin to implement corrective actions, providing supportive documentation for all deficiencies and responding to all recommendations cited in the final report. All corrective actions and recommendations should be addressed and closed within 4 months of issuance of the final report.

K. **Transit Asset Management (TAM) Reporting**. Section 5310 and Section 5311 Public Transit Providers may participate in a group TAM Plan sponsored by The Department (49 U.S.C. 625). All TAM plan participants shall sign a TAM Plan Approval Statement and assign an Accountable Executive to be identified in BlackCat. TAM reporting requires participants to maintain updated asset/facility inventories and condition assessments in BlackCat.

The Department may withhold payment of monthly invoices if reports are not submitted in a timely manner, are incorrect and/or incomplete. The Subrecipient's failure to submit reports in a timely manner on the dates specified shall be a material breach of this Agreement and shall be subject to termination as provided in *Section 7. Termination for Cause*.

21. Retention of Records.

The Subrecipient shall maintain all books, documents, papers, accounting records, reports and other evidence pertaining to costs incurred in the Program for three (3) years after the date of termination or expiration of this Agreement.

22. Access to Records.

The Subrecipient shall grant authorized representatives of the Department, the State, and the federal government access to books, documents, papers, reports, and records of the Subrecipient or its contractors or subcontractors, which are directly pertinent to this Agreement, for the purpose of making audits, examination excerpts, and transcriptions. The Subrecipient agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The Subrecipient shall reimburse the

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

Department for any expenditure for which it received payment or reimbursement, as applicable, which is disallowed by an audit exception by the Department, the State or federal government.

23. Audit.

Pursuant to New Mexico administrative code 2.2.2.8(D), all governmental agencies are required to have their financial affairs thoroughly examined and audited each year by the Office of the State Auditor or independent auditors approved by the Office of the State Auditor. The list of approved auditors can be found here.

The Subrecipient shall ensure that an annual audit of the Program based on the Subrecipient's fiscal year shall be conducted pursuant to 2 CFR Parts 200 and 1201.

24. Audit Exceptions.

If federal or State audit exceptions are made, the Subrecipient shall reimburse all costs incurred by the State and the Department associated with defending against the exceptions, which includes but is not limited to costs of performing a new audit or a follow-up audit, court costs, attorneys' fees, travel costs, penalty assessments.

Immediately upon notification from the Department, the Subrecipient shall reimburse the amount of the audit exception and any other related costs directly to the Department. In the notification, the Department may inform the Subrecipient of the Department's election to withhold an amount equal to the payment owed under this Section from any future distribution owed to Subrecipient under this Agreement.

25. Third Party Beneficiaries.

It is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to the Agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

26. Contracting and Assignment.

The Subrecipient shall not contract or permit to have subcontracted any portion of this Agreement without prior written approval of the Department. No such contracting or subcontracting shall relieve the Subrecipient from its obligations and liabilities under this Agreement, nor shall any contracting or subcontracting obligate payment from the Department.

Except to a successor in kind, the Subrecipient shall not assign or transfer any interest in this Agreement or assign any claim for money due or to become due under this Agreement without the prior written approval of the Department.

Should contract(s), subcontract(s) or an assignment be authorized by the Department, the contractor(s), subcontractor(s) and assignor(s) shall be subject to all provisions of this Agreement. It shall be the Subrecipient's responsibility to duly inform the contractor(s), subcontractor(s) and assignor(s) by means of a contract or other legally binding document stipulating responsibility to this Agreement.

27. Training.

The Subrecipient shall ensure that all drivers described in the Operations Profile are trained in accordance with the Department's Training Standard Operating Procedures. The Subrecipient should refer to the Training Procedures in the Global Resources section of BlackCat. Should the Subrecipient fail to satisfy the terms and conditions as outlined, the Subrecipient may be found to be in breach of contract and subject to the provisions of *Section 7. Termination for Cause*.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

28. No Federal Government Obligation to Third Parties.

A. The Department and Subrecipient acknowledge and agree that, notwithstanding any concurrence by the federal government in or approval of the solicitation or award of the underlying Agreement, absent the express written consent by the federal government, the federal government is not a party to this Agreement and shall not be subject to any obligations or liabilities to the Department, Subrecipient, or any other party (whether or not a party to the Agreement or any contract or subcontract) pertaining to any matter resulting from the Agreement.

B. The Subrecipient agrees to include the above clause in each contract or subcontract financed in whole or in part with federal assistance provided by FTA. It further agrees that the clause shall not be modified, except to identify the contractor or subcontractor who will be subject to its provisions.

29. Drug and Alcohol Testing.

A. The Subrecipient will implement a drug and alcohol testing program that complies with 49 C.F.R. Parts 40 and 655, produce documentation necessary to establish its compliance, permit authorized representatives of the U.S. DOT or the Department to inspect the facilities and records associated with the drug and alcohol testing program, and review the testing process.

B. The Subrecipient will submit for review and approval a copy of its Policy Statement developed to implement its drug and alcohol testing program.

C. The Subrecipient agrees to participate in the Department's consortium.

D. The Subrecipient agrees to develop a drug and alcohol program standard operating procedures desk manual.

E. The Subrecipient will participate in Department-provided training opportunities.

30. Labor Warranty.

The Section 5311 Subrecipient agrees to comply with the terms and conditions of the Special 49 U.S.C. Section 5333(B) Labor Protection Warranty. The Subrecipient will assume all legal and financial responsibility relative to compliance with the terms and conditions of the Warranty.

31. Civil Rights Laws and Regulations Compliance.

The Subrecipient shall comply with all federal, State, and local laws and ordinances applicable to the work called for under this Agreement.

A. **Nondiscrimination**. In accordance with Title VI of the Civil Rights Act, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Subrecipient shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, disability, or other protected class. The Subrecipient shall comply with applicable Federal implementing regulations and such other implementing requirements FTA may issue. **T**he Nondiscrimination Assurance is attached as **Assurance 3**.

B. **Equal Employment Opportunity**. The following equal employment opportunity requirements apply to this Agreement:

1. **Race, Color, Religion, National Origin, Sex**. In accordance with Title VII of the Civil Rights Act, 42 U.S.C. Section 2000e, and Federal transit laws at 49 U.S.C. Section 5332, the Subrecipient agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

Opportunity, Department of Labor," 41 C.F.R. Part 60 *et seq*., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. Section 2000e note), and with any applicable federal statutes, executive orders, regulations, and federal policies that may in the future affect construction activities undertaken in the course of the project. The Subrecipient agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, or sex (including gender identity and sexual orientation). Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the awarded contractor shall comply with any implementing requirements FTA may issue.

2. **Age**. In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, 29 U.S.C. Section 623 and Federal transit law at 49 U.S.C. Section 5332, the Subrecipient agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Subrecipient shall comply with any implementing requirements FTA may issue.

3. **Disabilities**. In accordance with Section 102 of the Americans with Disabilities Act, 42 U.S.C. Section 12112, the Subrecipient agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the awarded contractor shall comply with any implementing requirements FTA may issue.

C. The Subrecipient shall include these requirements in each contract financed in whole or in part with federal assistance provided by FTA, modified only if necessary to identify the affected parties.

D. The Subrecipient also agrees to ensure that these requirements are included in each subcontract financed in whole or in part with federal assistance provided by FTA, modified only if necessary to identify the affected parties.

32. DBE Policy.

A. This Agreement is subject to the requirements of 49 CFR Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The Department's proposed overall goal for FTA participation for the 2025 fiscal year is 21.3%, through race-neutral means.

B. The Subrecipient shall not discriminate on the basis of race, color, national origin, sex, or other protected class in the performance of the Agreement. The Subrecipient shall carry out applicable requirements of 49 CFR Part 26 in the administration of the Program. Failure by the Subrecipient to carry out these requirements is a material breach of the Agreement, which may result in the termination or other such remedy as the Department deems appropriate. Each contract the Subrecipient signs with a contractor shall include the assurance in this paragraph (see 49 CFR 26.13(b)).

C. The Subrecipient agrees to ensure that DBEs as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of Contracts and subcontracts financed in whole or in part with Federal funds. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, sex, or other protected class in the award and performance of U.S. DOT assisted contracts. The Subrecipient will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

D. The Subrecipient is required to pay its contractors performing work related to this contract for satisfactory performance of that work no later than thirty (30) days after the awarded contractor's receipt of payment for that work from the Department.

E. The Subrecipient shall promptly notify the Department, whenever a DBE contractor is terminated or fails to complete its work and shall make good faith efforts to engage another DBE contractor to perform at least the same amount of work. The Subrecipient may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of the Department.

A subrecipient of FTA funds shall meet applicable DBE requirements when funds are used in whole or in part to finance procurements of and contracts for applicable products and services. A subrecipient with contracting opportunities shall sign and submit a *Disadvantaged Business Enterprise Race-Neutral Implementation Agreement for Federal Transit Administration Subrecipients,* which is attached as **Certification 1**.

33. ADA Access.

The Subrecipient shall comply with 49 U.S.C. Section 5301(d), which states the Federal policy that elderly individuals and individuals with disabilities have the same right as other individuals to use public transportation services and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement transportation accessibility rights for seniors and individuals with disabilities. The Subrecipient also agrees to comply with all applicable provisions of section 504 of the Rehabilitation Act of 1973; with 29 U.S.C. Section 794, which prohibits discrimination on the basis of disability; with the Americans with Disabilities Act of 1990 (ADA); 42 U.S.C. Sections 12101 *et seq*., which requires that accessible facilities and services be made available to individuals with disabilities; and with the Architectural Barriers Act of 1968, 42 U.S.C. Sections 4151 *et seq*., which requires that buildings and public accommodations be accessible to individuals with disabilities.

34. Program Fraud and False or Fraudulent Statements or Related Acts.

A. The Subrecipient acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. Sections 3801 *et seq*. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this program. The Subrecipient certifies or affirms the truthfulness and accuracy of any statement it makes pertaining to the resultant Agreement or the FTA assisted program for which this work is being performed. The Subrecipient further acknowledges that if it makes, or causes to be made, a false, fictitious or fraudulent claim, statement, submission or certification, the federal government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Subrecipient to the extent the federal government deems appropriate.

B. The Subrecipient also acknowledges that if it makes, or causes to be made, a false, fictitious or fraudulent claim, statement, submission or certification to the federal government under a contract connected with a program that is financed in whole or in part with federal assistance originally awarded by FTA, the federal government reserves the right to impose the penalties of 18 U.S.C. Section 1001 on the Subrecipient to the extent the federal government deems appropriate.

C. The Subrecipient certifies to abide by these clauses and include the clauses in each subcontract financed in whole or in part with Federal Transit Administration funds. The Subrecipient further agrees that these clauses shall not be modified, except to identify the contractor or subcontractor subject to its provisions.

D. All claims for compensation reimbursement and payment of any amounts due pursuant to this Agreement are governed by the Fraud Against Taxpayers Act, NMSA 1978, Sections 44-9-1 through 44-9-14.

35. Lobbying.

A subrecipient receiving $100,000 or more of 49 U.S.C. Section 5311 funds shall file the Lobbying Certification required by 49 C.F.R. Part 20, "New Restrictions on Lobbying" with the application. The Subrecipient shall certify that it has not used federal appropriated funds to pay any person or organization for influencing or

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

attempting to influence an officer or employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. Section 1352.

Before awarding a third-party contract exceeding $100,000, the Subrecipient shall obtain a signed Lobbying Certification from the contractor. Each tier below the contractor awarded a subcontract exceeding $100,000 shall also provide a Lobbying Certification. Such disclosures are forwarded from tier to tier up to the Subrecipient.

36. Officials Not to Benefit.

Neither any member of the New Mexico Legislature nor any member of or delegate to Congress shall be admitted to any share or part of this Agreement or to any benefit that may arise therefrom. The provisions of this clause shall be extended to all public employees, officers, or tribal council members.

37. Clean Water and Air Requirements.

A. The Subrecipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, 33U.S.C. Sections 1251 *et seq*., and the Clean Air Act, 42 U.S.C. Sections 7401 *et seq*. The Subrecipient agrees to report each violation to the Department and understands and agrees that the Department will, in turn, report each violation as required to assure notification to FTA and the appropriate United States Environmental Protection Agency Regional Office.

B. The Subrecipient agrees to include these requirements in each contract or subcontract exceeding $150,000.00 and financed in whole or in part with federal assistance provided by the FTA.

38. Energy Conservation

The Subrecipient agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. §§ 6321 *et seq.*

39. Debarment and Suspension.

Executive Order No. 12549, "Debarment and Suspension of Participants in Federal Programs," February 18, 1986, 31 U.S.C. Section 6101 note, as amended by Executive Order No. 12689, "Debarment and Suspension," August 16, 1989 31 U.S.C. Section 6101 note, as implemented by 2 C.F.R. Part 180, subpart C, as adopted and supplemented by U.S. DOT regulations at 2 C.F.R. part 1200 prohibits FTA subrecipients from contracting for goods and services from organizations that have been suspended or debarred from receiving federally-assisted contracts. Subrecipients shall include the certification and instruction language contained at 2 C.F.R. Part 1200 in all Invitations for Bids and Requests for Proposals (for inclusion by contractors and subcontractors in their bids or proposals) for all contracts expected to equal or exceed $25,000.00, regardless of the type of contract to be awarded.

The Subrecipient is required to verify that none of the Subrecipient's principals or affiliates are excluded or disqualified as defined, as defined by 2 C.F.R. Part 1200. By signing and submitting this Agreement, the Subrecipient certifies as follows:

> The certification in this clause is a material representation of fact relied upon by the Department. If it is later determined that the bidder/Subrecipient or proposer/Subrecipient knowingly rendered an erroneous certification, in addition to remedies available to the Department, the federal government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder/Subrecipient or proposer/Subrecipient agrees to comply with the requirements of 2 C.F.R. Part 1200 while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder/Subrecipient or proposer/Subrecipient further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

40. Notification Related to Fraud, Waste, Abuse, or Other Legal Matters

If a current or prospective legal matter that may affect the Federal Government emerges, the Subrecipient shall promptly notify the Department so that it can notify the Federal Government. The Subrecipient shall include a similar notification requirement in its third-party agreements and shall require each third-party participant to include an equivalent provision in its subagreements at every tier, for any agreement that is a "covered transaction" according to 2 C.F.R. §§ 180.230 and 1200.230. The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason. Matters that may affect the Federal Government include, but are not limited to, the Federal Government's interests in the Award, the accompanying Underlying Agreement, and any Amendments thereto, or the Federal Government's administration or enforcement of federal laws, regulations, and requirements.

41. Seat Belt Use

The Subrecipient agrees to implement Executive Order No. 13043, "Increasing Seat Belt Use in the United States," April 16, 1997, 23 U.S.C. § 402 note, (62 Fed. Reg. 19217), by: 90 (1) Adopting and promoting on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles.

42. Safe Operation of Motor Vehicles

The Subrecipient agrees to comply with: (1) Executive Order No. 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009, 23 U.S.C. § 402 note, (74 Fed. Reg. 51225); (2) U.S. DOT Order 3902.10, "Text Messaging While Driving," December 30, 2009; and (3) The following U.S. DOT Special Provision pertaining to Distracted Driving:

(i) Safety. The Subrecipient agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Subrecipient owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the Award, or when performing any work for or on behalf of the Award;

(ii) Recipient Size. The Subrecipient agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, re-evaluating the existing programs to prohibit text messaging while driving, and providing education, awareness, and other outreach to employees about the safety risks associated with texting while driving; and

(iii) Extension of Provision. The Subrecipient agrees to encourage its contractors to comply with this Special Provision and include this Special Provision in each third-party contract at each tier supported with federal assistance.

43. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Public Law 115-232, section 889, prohibits entering into a contract (or extending or renewing a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

44. Central Contractor Registration Requirements.

Prior to payment of invoices and receipt of vehicles and equipment, the Subrecipient shall register and maintain current registration in the Central Contractor Registration website, http://www.sam.gov. Registration requires having a Dun and Bradstreet Data Universal Number (DUNS), see http://www.dnb.com. The Department will not provide vehicles, or make payments, until the Subrecipient demonstrates that it is registered with the System for Award Management (SAM) website.

45. Federal Grant Reporting Requirements.

Under the Federal Funding Accountability and Transparency Act, the Department is required to report on projects or activities, which are awarded federal grants of $25,000 or more. This information will be made available to the public on www.USAspending.gov.

The type of information the Department is required to report includes:

- Name of Subrecipient receiving the award,
- Amount of Award,
- Funding Agency,
- NAICS code for contracts or the Catalog of Federal Domestic Assistance program number for grants,
- Program source,
- Award title descriptive of the purpose of the funding action,
- Location of the Subrecipient, which includes the Congressional District,
- Place of performance of the program or activity, which includes the Congressional District,
- Unique Entity Identifier of the Subrecipient and its parent organization, if one exists, and
- Total compensation and names of the top five executives of the Subrecipient. This information is required, if the Subrecipient in the preceding year received eighty (80) percent or more of its annual gross revenues in federal awards, which exceeds $25 million annually, and the public has no access to this information under the Securities Exchange Act or the Internal Revenue Code.

The Department will extract as much information as possible from the Subrecipient's grant application and standard reports. However, the Subrecipient will be required to provide additional information, which includes the total compensation and names of the Subrecipient's top five executives, if applicable. As specified earlier in Section 42, "Central Contractor Registration Requirements," of this Agreement, the Subrecipient shall register with SAM.gov and provide that information to the Department.

46. Severability.

In the event that any portion of this Agreement is determined to be void, unconstitutional or otherwise unenforceable, the remainder of this Agreement shall remain in full force and effect.

47. Scope of Agreement.

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

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

48. Applicable Law and Venue; Federal Changes.

The Subrecipient shall comply with all federal, State, and local laws, ordinances, rules, warranties, assurances, and regulations applicable to the performance of this Agreement. This includes all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the current year's Master Agreement between the Department and the FTA. The Subrecipient shall make as part of this Agreement between the Department and the Subrecipient the assurances and warranties which were signed as part of the grant award. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1(G).

49. Incorporation of FTA Terms.

Provisions of this Agreement include, in part, certain Standard Terms and Conditions required by the U.S. DOT. All contractual provisions required by the U.S. DOT, as set forth in FTA Circulars 4230.1F, and 9040.1F, are incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any Department request, which would cause the Department to be in violation of FTA terms and conditions, as referenced in the current Federal Transit Administration Master Agreement shall prevail and be the instrument governing the receipt of Federal assistance from the Federal Transit Administration. The Master Agreement can be viewed on the web at https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-grant-agreements.

50. Amendment.

The terms of this Agreement may be altered, modified or amended by an instrument in writing executed by the parties. Specifically excluded from this requirement are revisions to transportation services and fare schedules identified in the Operations Profile. *Section 1. Scope of Program, Paragraphs C and E*, details how such changes are to be approved and documented.

The remainder of this page is intentionally left blank.

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

In witness whereof, each party is signing this Agreement on the date stated below that party's signature. This Agreement becomes effective on the date the last party signed the Agreement.

New Mexico Department of Transportation

DocuSigned by:
Ricky Serna
5910E8A6255842F...

NMDOT Cabinet Secretary or Designate

07/03/25

Date

CITY OF SANTA FE

Alan Webber (Jun 16, 2025 10:20 MDT)

Alan Webber, Mayor

MAYOR

Name/Title (please print)

06/16/2025

Date

Approved as to Form and Legal Sufficiency by the Department's Office of General Counsel.

Signed by:
John Newell
Deputy General Counsel
C750CEC1625D488...

NMDOT Deputy General Counsel

04/04/25

Date

CITY OF SANTA FE ATTORNEY'S OFFICE:

Kevin L. Nault
Kevin L. Nault (Apr 22, 2025 16:38 MDT)

City of Santa Fe Assistant Attorney

Apr 22, 2025

Date

CITY OF SANTA FE ATTEST:

ANDREA SALAZAR (Jun 16, 2025 13:52 MDT)

City of Santa Fe City Clerk

06/16/2025

Date

GB MTG 06/11/2025

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

ATTACHMENT A

§200.331 Requirements for pass-through entities.

All pass-through entities must:

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

ATTACHMENT A-1

§200.331 Requirements for pass-through entities.

All pass-through entities must:

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

Federal Award Identification.

(i) Subrecipient name (which must match the name associated with its unique entity identifier);	**City of Santa Fe**
(ii) Subrecipient's unique entity ID;	**QLN2YKMMJ8X6**
(iii) Federal Award Identification Number (FAIN);	**NM-2024-008**
(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;	**4/28/2022**
(v) Subaward Period of Performance Start and End Date;	**10-01-2024 thru 03-31-2026**
(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;	**Capital $451,096.00**
(vii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;	**Capital $451,096.00**
(viii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;	**Capital $451,096.00**
(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	**FY22 5310 Enhanced Mobility of Seniors and Individuals with Disabilities for FY25 Program Funding Award**
(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;	**Federal Transit Administration, New Mexico Department of Transportation** **David Harris - 505 -827-5420, DavidC.Harris@dot.nm.gov** **P.O. Box 1149 Santa Fe, NM 87501-1149**
(xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;	**20.513**
(xii) Identification of whether the award is R&D; and	**No R&D**
(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).	**N/A**

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

ATTACHMENT A-2

§200.331 Requirements for pass-through entities.

All pass-through entities must:

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:

Federal Award Identification.

(i) Subrecipient name (which must match the name associated with its unique entity identifier);	**City of Santa Fe**
(ii) Subrecipient's unique entity ID;	**QLN2YKMMJ8X6**
(iii) Federal Award Identification Number (FAIN);	**NM-2019-001**
(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;	**7/16/2018**
(v) Subaward Period of Performance Start and End Date;	**10-01-2024 thru 03-31-2026**
(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;	**Capital $83,361.84**
(vii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;	**Capital $83,361.84**
(viii) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;	**Capital $83,361.84**
(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	**FY18 5310 Enhanced Mobility of Seniors and Individuals with Disabilities for FY25 Program Funding Award**
(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;	**Federal Transit Administration, New Mexico Department of Transportation** **David Harris - 505 -827-5420, DavidC.Harris@dot.nm.gov** **P.O. Box 1149 Santa Fe, NM 87501-1149**
(xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;	**20.513**
(xii) Identification of whether the award is R&D; and	**No R&D**
(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).	**N/A**

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

NEW MEXICO DEPARTMENT OF TRANSPORTATION
TRANSIT AND RAIL DIVISION

NONDISCRIMINATION ASSURANCE AGREEMENT
FOR
FEDERAL TRANSIT ADMINISTRATION SUBRECIPIENTS

INTRODUCTION AND INSTRUCTIONS:

Please read the entire Agreement before completing, and do not change or add to the wording of the Agreement. The Agreement is incorporated into and becomes a material part of your contract with NMDOT, and Subrecipients are responsible for complying with the requirements contained therein.

On behalf of this Agreement, CITY OF SANTA FE; hereinafter referred to as "**Subrecipient**" assures that:

1. Subrecipient will comply with the following laws, regulations, and requirements so that no person in the
United States will be denied the benefits of, or otherwise be subjected to discrimination in, any U.S. DOT or FTA assisted program or activity (particularly in the level and quality of transportation services and transportation-related benefits) based on race, color, national origin, religion, sex, disability, or age including:

   a. Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity),
   b. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d,
   c. Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e et seq. (prohibiting discrimination based on race, color, religion, sex, (including gender identity and sexual orientation) or national origin,
   d. Executive Order No. 11246, "Equal Employment Opportunity" September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it in part and is applicable to federal assistance programs,
   e. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681 et seq.,f. U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 CFR part 25,
   g. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, et seq.,
   h. The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 et seq.,
   i. U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR part 21,
   j. U.S. DOT regulations, specifically 49 CFR parts 27, 37, 38, and 39, and
   k. Any other applicable federal statutes that may be signed into law, federal regulations that may be issued, or federal requirements that may be imposed.

2. Subrecipient will comply with federal guidance implementing federal nondiscrimination laws, regulations, or requirements, except as FTA determines otherwise in writing.

Docusign Envelope ID: 87E3EA36-D9E1-4F53-8F68-A4F972BB666B

3. As required by 49 CFR § 21.7:

a. Subrecipient will comply with 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 in the manner that:

(1) Subrecipient implements its Award,

(2) Subrecipient undertakes property acquisitions, and

(3) Subrecipient operates all parts of its facilities, as well as its facilities operated in connection with its Award.

b. This assurance applies to its Award and to all parts of its facilities, as well as its facilities used to implement its Award.

c. Subrecipient will promptly take the necessary actions to carry out this assurance, including the following:

(1) Notifying the public that discrimination complaints about transportation-related services or benefits may be filed with U.S. DOT or FTA Headquarters Office of Civil Rights, and

(2) Submitting information about its compliance with these provisions to U.S. DOT or FTA upon their request.

d. If Subrecipient transfers U.S. DOT or FTA assisted real property, structures, or improvements to another party, any deeds and instruments recording that transfer will contain a covenant running with the land assuring nondiscrimination:

(1) While the property is used for the purpose that the federal assistance is extended, or

(2) While the property is used for another purpose involving the provision of similar services or benefits.

e. The United States has a right to seek judicial enforcement of any matter arising under:

(1) Title VI of the Civil Rights Act, 42 U.S.C. § 2000d,

(2) U.S. DOT regulations, 49 CFR part 21, or

(3) This assurance.

f. Subrecipient will make any changes in its Title VI implementing procedures, as U.S. DOT or FTA may request, to comply with:

(1) Title VI of the Civil Rights Act, 42 U.S.C. § 2000d,

(2) U.S. DOT regulations, 49 CFR part 21, and

(3) Federal transit law, 49 U.S.C. § 5332.

g. Subrecipient will comply with applicable federal guidance issued to implement federal nondiscrimination requirements, except as FTA determines otherwise in writing.

h. Subrecipient will extend the requirements of 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 to each Third Party Participant, including any:

(1) Subrecipient,

(2) Transferee,

(3) Third Party Contractor or Subcontractor at any tier,

(4) Successor in Interest,

(5) Lessee, or

(6) Other Participant in its Award, except FTA and the Applicant (and later, the Recipient).

i. Subrecipient will include adequate provisions to extend the requirements of 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 to each third party agreement, including each:

(1) Subagreement at any tier,

(2) Property transfer agreement,

(3) Third party contract or subcontract at any tier,

Docusign Envelope ID: ADD52E8C-3424-41D2-844A-C911062C1030

(4) Lease, or
(5) Participation agreement.

j. The assurances you have made on your behalf remain in effect as long as FTA determines appropriate, including, for example, as long as:
(1) Federal assistance is provided for its Award,
(2) Subrecipient property acquired or improved with federal assistance is used for a purpose for which the federal assistance is extended, or for a purpose involving similar services or benefits,
(3) Subrecipient retains ownership or possession of its property acquired or improved with federal assistance provided for its Award,
(4) Subrecipient transfers property acquired or improved with federal assistance, for the period during which the real property is used for a purpose for which the financial assistance is extended or for another purpose involving the provision of similar services or benefits, or
(5) FTA may otherwise determine in writing.

4. As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR part 27, specifically 49 CFR § 27.9, and consistent with 49 U.S.C. § 5332, you assure that:

a. Subrecipient will comply with the following prohibitions against discrimination based on disability listed below in subsection 4.b of this Category 01.D Assurance, of which compliance is a condition of approval or extension of any FTA assistance awarded to:
(1) Construct any facility,
(2) Obtain any rolling stock or other equipment,
(3) Undertake studies,
(4) Conduct research, or
(5) Participate in any benefit or obtain any benefit from any FTA administered program.

b. In any program or activity receiving or benefiting from federal assistance that U.S. DOT administers, no qualified individual with a disability will, because of his or her disability be:
(1) Excluded from participation,
(2) Denied benefits, or
(3) Otherwise subjected to discrimination.

AFFIRMATION OF APPLICANT

Name of Applicant: City of Santa Fe

Printed Name of Authorized Representative: Alan Webber

Relationship of Authorized Representative: Mayor, City of Santa Fe

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and correct.

Signature: Alan Webber (Jun 16, 2025 14:40 MDT) Date: 06/16/2025

Printed Name of Signing Official: Alan Webber

Amanda Otis
State Purchasing Director
Central Purchasing

OKLAHOMA
Office of Management
& Enterprise Services

Date: 02/21/2025

Dear Awarded Supplier,

Oklahoma Statewide Contract SW0797C was awarded with the base agreement period commencing 02/01/2020 and ending 04/30/2025.

The State of Oklahoma is requesting to **extend** the above contract for the period of 90 Days through 07/30/2025.

Please indicate your firm's response to this request and return by email.

☐ Yes, our firm will renew the contract pricing and terms on the above-listed contract.

☐ No, our firm will not renew the contract pricing and terms on the above-listed contract.

Supplier ID: 377141

Company name Creative Bus Sales

Address

City State

ZIP Code

Email broy@creativebussales.com

Brent Roy	02/24/2025	
Name/title	Date	Signature
		broy@creativebussales.com
Brent Roy	18003262877	
Supplier point of contact	Phone number	Email address

Send response electronically to the email address below of the contracting officer by ASAP

Contracting officer name Asha Parks

Contracting officer phone 405 - 521 - 6674

Contracting officer email address asha.parks@omes.ok.gov

OMES FORM CP 228

01/27/2025
Santa Fe Trails
Attn: Gabrielle Chavez

Dear Ms. Chavez,
Model 1 Commercial Vehicles is pleased to submit a quote to the City of Santa Fe (Santa Fe Trails) for a fleetwide camera system upgrade utilizing CWI Digital Systems. State of Oklahoma contract #SW0797C base and option pricing is as follows:

Bus Camera System for Fixed Route Buses (8 Cameras and DVR)	$5,850.00
• 8 Channel Analog/8 Channel Audio H.264 MDVR/NVR w/passive GPS w/removable HDD/SSD Tray. MOTOTRBO Interface, 8 Sensor in. USB. Inertia Sensor, LED Extender	
• Stainless steel light panic button – Momentary switch	$62.50
• Wireless Router – Cradlepoint IBR600 series	$1,221.95
• Mobilelink LIVE 5-year (requires data account w/wireless cellular provider)	$877.00
• 5% discount due to labor savings from installations at customer's location:	($400.57)
Total Contract price per Fixed Route Bus with all requested options:	**$7,610.88**

Bus Camera System for Paratransit Vehicles (5 Cameras and DVR)	$5,850.00
• Delete 3 cameras for a total of 5	($699.00)
• 8 Channel Analog/8 Channel Audio H.264 MDVR/NVR w/passive GPS w/removable HDD/SSD Tray. MOTOTRBO Interface, 8 Sensor in. USB. Inertia Sensor, LED Extender	
• Stainless steel light panic button – Momentary switch	$62.50
• Wireless Router – Cradlepoint IBR600 series	$1,221.95
• Mobilelink LIVE 5-year (requires data account w/wireless cellular provider)	$877.00
• 5% discount due to labor savings from installations at customer's location:	($365.63)
Total Contract price per Paratransit vehicle with all requested options:	**$6,946.82**

Please let me know if you have any questions regarding this quotation. I look forward to working with you on this project!
Best Regards,

Brent Roy
Regional Sales Representative
Model 1 Commercial Vehicles
682-808-9830
broy@model1.com

Purchasing PACKET_FTA Section5310 Vans cameras RW Rev 2 ELK

Final Audit Report 2025-05-21

Created:	2025-05-21
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxGcbnwcOjrM8DbOcnsQ0QpL3qVHXJvTn

"Purchasing PACKET_FTA Section5310 Vans cameras RW Rev 2 ELK" History

Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
2025-05-21 - 7:12:13 PM GMT- IP address: 63.232.20.2

Document emailed to Gabrielle Chavez (gnchavez@santafenm.gov) for signature
2025-05-21 - 7:13:39 PM GMT

Email viewed by Gabrielle Chavez (gnchavez@santafenm.gov)
2025-05-21 - 7:43:11 PM GMT- IP address: 63.232.20.2

Document e-signed by Gabrielle Chavez (gnchavez@santafenm.gov)
Signature Date: 2025-05-21 - 7:43:38 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to rawheeler@santafenm.gov for signature
2025-05-21 - 7:43:39 PM GMT

Email viewed by rawheeler@santafenm.gov
2025-05-21 - 8:03:25 PM GMT- IP address: 216.207.130.218

Signer rawheeler@santafenm.gov entered name at signing as Regina Wheeler
2025-05-21 - 8:03:48 PM GMT- IP address: 216.207.130.218

Document e-signed by Regina Wheeler (rawheeler@santafenm.gov)
Signature Date: 2025-05-21 - 8:03:50 PM GMT - Time Source: server- IP address: 216.207.130.218

Agreement completed.
2025-05-21 - 8:03:50 PM GMT

Powered by Adobe Acrobat Sign

Purchasing PACKET_FTA Section5310 Vans cameras RW Rev 2 ELK.u

Final Audit Report 2025-07-15

Created:	2025-07-11
By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQa_55Eub5uk3VFEftIxdh_qMQE1bSuzU

"Purchasing PACKET_FTA Section5310 Vans cameras RW Rev 2 ELK.u" History

Document created by Kristy Miera (kamiera@santafenm.gov)
2025-07-11 - 10:04:51 PM GMT- IP address: 63.232.20.2

Document emailed to Eric Candelaria (edcandelaria@santafenm.gov) for signature
2025-07-11 - 10:13:57 PM GMT

Email viewed by Eric Candelaria (edcandelaria@santafenm.gov)
2025-07-11 - 10:18:05 PM GMT- IP address: 174.238.230.147

Document e-signed by Eric Candelaria (edcandelaria@santafenm.gov)
Signature Date: 2025-07-11 - 10:31:59 PM GMT - Time Source: server- IP address: 174.238.230.147

Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign
2025-07-11 - 10:32:04 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-07-14 - 9:44:46 PM GMT- IP address: 104.47.65.254

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-07-14 - 9:50:49 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to ERIKA LUJAN (evlujan@santafenm.gov) for signature
2025-07-14 - 9:50:54 PM GMT

Email viewed by ERIKA LUJAN (evlujan@santafenm.gov)
2025-07-15 - 2:11:20 PM GMT- IP address: 104.47.65.254

Powered by Adobe Acrobat Sign

Document e-signed by ERIKA LUJAN (evlujan@santafenm.gov)
Signature Date: 2025-07-15 - 2:11:47 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to ralovatosanouvong@santafenm.gov for signature
2025-07-15 - 2:11:52 PM GMT

Email viewed by ralovatosanouvong@santafenm.gov
2025-07-15 - 2:12:11 PM GMT- IP address: 104.47.65.254

Signer ralovatosanouvong@santafenm.gov entered name at signing as Rebecca Lovato-Sanouvong
2025-07-15 - 2:18:49 PM GMT- IP address: 63.232.20.2

Document e-signed by Rebecca Lovato-Sanouvong (ralovatosanouvong@santafenm.gov)
Signature Date: 2025-07-15 - 2:18:51 PM GMT - Time Source: server- IP address: 63.232.20.2

Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign
2025-07-15 - 2:18:57 PM GMT

Email viewed by JoAnn Lovato (jdlovato@santafenm.gov)
2025-07-15 - 3:22:35 PM GMT- IP address: 63.232.20.2

Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Signature Date: 2025-07-15 - 8:33:08 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.
2025-07-15 - 8:33:08 PM GMT

CITY OF SANTA FE

Date: July 16, 2025

To: Governing Body

From: Sam Burnett, Facilities Division Director JOHN BURNETT (Jul 16, 2025 18:19 MDT)

Via: Regina Wheeler, Public Works Department Director Regina Wheeler (Jul 17, 2025 10:27 MDT)

Subject: Construction of an Apparatus Bay and Training Facility for Fire Station No. 5

Vendor Name: AnchorBuilt, Inc.

Vendor Number: 9672

ACTION:
Request for Approval of a Construction Contract with AnchorBuilt, Inc. in the Total Amount of $2,500,000 Including NMGRT for Design-Build Construction Services of a Fire Apparatus Storage and Training Facility at Fire Station No. 5 with Term Ending June 30, 2026. (Sam Burnett, Facilities Division Director, jsburnett@santafenm.gov)

CONTRACT NUMBER:
The FY25 Munis Contract Number is 3260038.

BACKGROUND AND SUMMARY:
The Santa Fe Fire Department and the Facilities Management Division are developing a new apparatus storage and training facility to support the Fire Department. The Department's existing facilities for these purposes are outdated and undersized. The new facility will resolve these deficiencies by providing enclosed, weather-protected, secure and centralized storage for fire trucks and other emergency assets as well as classroom and office space to support firefighter training, operations, and administrative functions.

AnchorBuilt, Inc. has been selected as the contractor for this project following a competitive procurement process where multiple vendors with State Price Agreements were asked to provide quotations and project strategies. AnchorBuilt submitted the lowest responsible quote and has committed to an accelerated project schedule. Substantial completion is anticipated by December 2025.

The project will be funded through a combination of one-time appropriations and fire safety impact fees.

ATTACHMENTS:
Construction Contract
Proposal
Statewide Price Agreement
Certificate of Insurance
CPO Determination
Horizons Service List

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:
Fund Name/Number: Facilities CIP/320
Munis Org Name/Number: Facilities CIP/3209980
Munis Object Name/Number: WIP Construction/572970

Budget Officer/Designee: Andy Hopkins Date: 07/22/2025
Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:
The procurement method is NMSA 1978, Section 13-1-129, Statewide Price Agreement No. 40-00000-23-00034, which expires on December 29, 2025.

Chief Procurement Officer (CPO)/Designee: _____ Date: 07/23/2025
CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:
IT Components included? ☒ Yes | ☐ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Vehicles included? ☐ Yes | ☒ No
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures, included? ☒ Yes | ☐ No
Approval: _____ Title: _____ Date: _____
JOHN BURNETT (Jul 16, 2025 18:19 MDT)
Comment/Exceptions: _____

Is this an externally funded purchase? ☐ Yes | ☒ No
If yes, what is the issuing agency: _____
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Capital Asset or Project? ☒ Yes | ☐ No
Project Ledger Number: FMD2532008
Approval: Rebecca Lovato-Sanouvong Title: Accounting Manager Date: 07/22/2025
Rebecca Lovato-Sanouvong (Jul 22, 2025 13:22 MDT)
Comment/Exceptions: _____

Item #: _____
Munis Contract #: 3260038
SWPA #: 40-00000-23-00034

CITY OF SANTA FE

CONSTRUCTION CONTRACT

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the "City," and AnchorBuilt, Inc., hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the City, through its Governing Body, is authorized to enter into a construction Contract for the project; and

WHEREAS, the City has procured this Contract according to the established State and Local Purchasing procedures for contracts of the type and amount; and

The City and the Contractor hereby agree as follows:

1. Scope of Work

The Contractor shall perform the following work:

Contractor shall provide Design/Build services to design and construct a new Apparatus Bay and Training Facility located at Fire Station No. 5, 1130 Siler Road, Santa Fe, NM 87507 per the proposal dated June 16, 2025, attached hereto as Exhibit A and made a part thereof, and in accordance with all the provisions of Statewide Price Agreement No. 40-00000-23-00034, expiring December 29, 2025. This Contract includes a 10% contingency for unforeseen events, but Contractor cannot be paid for work not listed on Exhibit A except for work in a Change Order pursuant to Article 15 (Change Orders).

2. Compensation

A. The City shall pay to the Contractor in full payment for services satisfactorily performed and not to exceed, **two million five hundred thousand dollars ($2,500,000) including a 10% contingency and gross receipts tax of 8.1875%.** The New Mexico gross receipts tax levied on the amounts payable under this Contract shall be paid by the City to the Contractor.

The total amount payable to the Contractor under this Contract, including a 10% contingency, gross receipts tax, and expenses, shall not exceed **two million five hundred thousand dollars ($2,500,000).** This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Contract shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the services

provided under this Contract reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Contract being amended in writing prior to those services in excess of the total compensation amount being provided.

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the City. All invoices MUST BE received by the City no later than thirty 30) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the City finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, the City's Project Manager or Project Administrator shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the City that the services have been received and accepted, payment shall be tendered to the Contractor within twenty-one days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked.

D. If the City fails to pay the contractor within twenty-one days after receipt of an undisputed request for payment, the City shall pay interest to the contractor beginning on the twenty-second day after payment was due, computed at one and one-half percent of the undisputed amount per month or fraction of a month until the payment is issued. If the City receives an improperly completed invoice, the City shall notify the sender of the invoice within seven days of receipt in what way the invoice is improperly completed, and the owner has no further duty to pay on the improperly completed invoice until it is resubmitted as complete.

E. **Notice of Extended Payment Provision for Grant Funded Contracts**. This contract allows the City to make payment within 45 days after submission of an undisputed request for payment for contracts funded by grant money consistent with NMSA 1978, sec. 57-28-5(B).

3. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This contract shall terminate on **June 30, 2026**. The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of ten (10) years in accordance with NMSA 1978, Sections 13-1-150 through 152.

4. Termination

A. Grounds. The City may terminate this Contract for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Contractor may only terminate this Contract based upon the City's uncured, material breach of this Contract.

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 Contract 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 Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 5, "Appropriations," of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT.*

5. Appropriations

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately 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 Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

6. Status of Contractor

The Contractor and its agents and employees are independent contractors performing construction services for the City and are not employees of the City. The Contractor and its 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 Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. 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.

7. Construction Contract Performance and Payment Bond

A. When a construction contract is awarded in excess of twenty-five thousand dollars ($25,000), the following bonds or security shall be delivered to the City and shall become binding on the parties upon the execution of the contract. If the Contractor fails to deliver the required performance and payment bonds, the Contractor's bid shall be rejected, its bid security shall be enforced to the extent of actual damages. Award of the contract shall be made pursuant to the Procurement Code in the following manner:

1) a performance bond satisfactory to the City, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract; and

2) a payment bond satisfactory to the City, executed by a surety company authorized to do business in this state and said surety to be approved in federal circular 570 as published by the United States treasury department or the state board of finance or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract.

B. A subcontractor shall provide a performance and payment bond on a public works building project if the subcontractor's contract for work to be performed on a project is one hundred twenty-five thousand dollars ($125,000) or more.

8. Assignment

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

9. Subcontracting

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

10. Release

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Contract.

11. Confidentiality

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

12. Product of Service -- Copyright

All materials developed or acquired by the Contractor under this Contract shall become the property of the City and shall be delivered to the City no later than the termination date of this Contract.

Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

13. Conflict of Interest; Governmental Conduct Act

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract 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 Article 12 are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Contract 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 Article 12 were erroneous on the effective date of this Contract 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 Contract to the contrary, the City may immediately terminate the Contract.

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

14. Amendment

A. This Contract 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 Contract 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 Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

15. Change Orders

A. Changes. The Contractor may only make changes or revisions within the Scope of Work as defined by Article 1 and/or Exhibit 1 after receipt of written approval by the City Manager or his/her designee. Such change may only be made to Tasks or Sub-Task as defined in the Scope of Work. Under no circumstance shall such change affect the:

1) Deliverable requirements, as outlined in the Scope of Work;
2) Due date of any Deliverable, as outlined in the Scope of Work;
3) Compensation of any Deliverable, as outlined in the Scope of Work;
4) Contract compensation, as outlined in Article 2; or
5) Contract termination, as outlined in Article 4.

B. Change Request Process. In the event that circumstances warrant a change to accomplish the Scope of Work as described above, a Change Request shall be submitted that meets the following criteria:

1) The Project Manager shall draft a written Change Request for review and approval by the City Manager to include:
   (a) the name of the person requesting the change;
   (b) a summary of the required change;
   (c) the start date for the change;
   (d) the reason and necessity for change;
   (e) the elements to be altered; and
   (f) the impact of the change.

2) The City Manager shall provide a written decision on the Change Request to the Contractor within a maximum of ten (10) Business Days of receipt of the Change Request. All decisions made by the City Manager are final. Change Requests, once approved, become a part of the Contract, and become binding as a part of the original Contract.

16. Merger

This Contract 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 contract.

This Contract is issued against the state or agency Master Agreement, established and maintained by the New Mexico General Services Department, Statewide Price Agreement No. 40-00000-23-00034 and through this language hereby incorporates this Contract by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

17. Penalties for Violation of Law

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

18. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures 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 Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

19. Applicable Law

The laws of the State of New Mexico shall govern this Contract, 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, section 38-3-2. By execution of this Contract, 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 Contract.

20. 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 Contract may be terminated by the City.

21. Other Insurance

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be a 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.

B. **Business Automobile Liability** insurance for all owned, non-owned automobiles, with a combined single limit not less than $1,000,000 per accident.

C. **Broader Coverage and Limits**. The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, 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 Contract are sufficient to cover the obligations of Contractor hereunder.

D. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured 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.

22. Records and Financial Audit

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment.

Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

23. Indemnification

The Contractor shall indemnify, hold harmless, or insure the City, including its officers, employees or agents, against liability, claims, damages, losses or expenses, including attorney fees, only to the extent that the liability, damages, losses or costs are caused by, or arise out of, the acts or omissions of the indemnitor or its officers, employees or agents. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) business days after it receives notice thereof, notify the legal counsel of the City.

24. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Contract 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 Contract modifies or waives any provision of the New Mexico Tort Claims Act.

25. Invalid Term or Condition

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

26. Enforcement of Contract

A party's failure to require strict performance of any provision of this Contract 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 Contract 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.

27. Notices

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City:

Elizabeth L. Kahahane
Contracts Administrator
City of Santa Fe Public Works
2651 Siringo Road, Building E
PO Box 909
Santa Fe, NM 87504-0909
elkahahane@santafenm.gov
505-795-2439

To the Contractor:

Michael Franco
Project Manager/Estimator
AnchorBuilt, Inc.
PO Box 27688
Albuquerque, NM 87125
mfranco@anchorbuilt.com
505-379-1760

28. Authority

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

29. Progress Payments

Based upon Application for Payment submitted to the City by the Contractor and Certificates for Payment issued by the City, the City shall make progress payments on account of the Contract sum to the Contractor as provided in the Contract documents for the period ending the last day of the month as follows:

Not later than twenty-one (21) days following the end of the period covered by the Application for Payment, one hundred percent (100%) of the portion of the Contract Sum properly allocable to labor, materials, and equipment incorporated in the work and one hundred percent (100%) of the portion of the Contract sum properly allocable to materials and equipment suitably stored at the site or some other location agreed upon in writing for the period covered by the Application for Payment, less the aggregate of previous payments made by the City; and upon substantial completion of the entire work, a sum sufficient to increase the total payments to one hundred percent (100%) of the Contract sum, less such amounts as the City shall determine for all incomplete work and unsettled claims as provided in the Contract documents.

30. Final Payment

Final payment, constituting the entire unpaid balance of the Contract sum, unless it is a disputed payment, shall be paid by the City to the Contractor within twenty-one (21) calendar days, after all deficiencies to the Contract document that were noted during the Substantial Completion Inspection and listed on the attachment to the Certificate of Substantial Completion have been corrected, and provided the Contract has been fully performed and a final Certificate for Payment has been issued by the City. In addition, the Contractor shall provide to the City a certified statement of Release of Lien (AIA Document G706A or approved form), Consent of Surety, Warranty from Prime Contractor, Warranties from Suppliers and Manufacturers, training sessions, equipment/operating manuals, and as-built drawings.

31. Schedule

The Contractor shall, within five (5) days after the effective date of Notice to Proceed, prepare and submit a progress schedule covering project operations for the 30-day Contract period. This progress schedule shall be of the type generally referred to as a Critical Path Method (CPM), Critical Path Schedule (CPS), and Critical Path Analysis (CPA), and other similar designations. The CPM shall be used to control the timing and sequences of the project. All work shall be done in accordance with the CPM Planning and

Scheduling. A written statement of explanation shall be submitted with the progress schedule. All costs incurred by the contractor to implement the CPM shall be borne by the Contractor and are part of their Contract.

32. General and Special Provisions

A. Terms used in this Contract which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

B. An enumeration of the Contractor's General Comprehensive Liability Insurance requirements appears in the General Conditions of the Contract for construction. Insurance requirements are also described in the Instructions to the Bidder section of the Project Manual. Contractor shall maintain adequate insurance in at least the maximum amounts, which the City could be liable under the New Mexico Tort Claims Act and shall provide proof of such insurance coverage to the City. It is the sole responsibility of the Contractor to comply with the law.

C. This Contract shall not become effective until: (1) approved by the Governing Body; and (2) signed by all parties required to sign this Contract.

D. The Contractor shall maintain detailed time records which indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration and the State Auditor. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive illegal payments.

E. The Contractor warrants that the Contractor presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under this Contract.

F. The Contractor hereby warrants that the Contractor complies with the Americans with Disabilities Act, 29 CFR 1630.

G. Gender, Singular/Plural. Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, unless the context otherwise requires.

H. Captions and Section Headings. The captions and section headings contained in this Contract are for convenience of reference only, and in no way limit, define, or enlarge the terms, scope, and conditions of this Contract.

I. Certificates and Documents Incorporated. All certificates and documentation required by the provisions of the Contract shall be attached to this Contract at the time of execution and are hereby incorporated by reference as though set forth in full in this Contract to the extent they are consistent with its conditions and terms.

J. Separability. If any clause or provision of this Contract is illegal, invalid or unenforceable under present or future laws effective during the term of this Contract, then and in that event, it is the intention of the parties hereto that the remainder of this Contract shall not be affected thereby.

K. Words and Phrases. Words, phrases, and abbreviations, which have well-known technical or trade meanings used in the Contract documents shall be used according to such recognized meaning. In the event of a conflict, the more stringent meaning shall govern.

L. Relationship of Contract Documents. The Contract Documents are complementary, and any requirement of one Contract Document shall be as binding as if required by all.

M. Pursuant to NMSA 1978, section 13-1-191, reference is hereby made to the Criminal Laws of New Mexico (including NMSA 1978, sections 30-14-1, 30-24-2, and 30-41-1 through 30-41-3) which prohibit bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further, the Procurement Code (NMSA 1978, sections 13-1-28 through 13-1-199) imposes civil and criminal penalties for its violation.

N. Pursuant to NMSA 1978, section 13-4-11. Reference is hereby made to the Minimum Wage on Public Works; weekly payments; posting wage scale; withholding funds.

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

CITY OF SANTA FE:

_____
ALAN WEBBER, MAYOR

DATE: _____

CONTRACTOR:
AnchorBuilt, Inc.

Raymond Zamora
_____
RAY ZAMORA, PRESIDENT/CEO

DATE: 07/14/2025

NMBTIN#: 02-387068-00-0

ATTEST:

_____
ANDREA SALAZAR/CITY CLERK

CITY ATTORNEY'S OFFICE:

Kevin L. Nault
Kevin L. Nault (Jul 14, 2025 16:20 MDT)
_____
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
_____
EMILY OSTER/FINANCE DIRECTOR

AnchorBuilt - Fire Station No. 5

Final Audit Report 2025-07-14

Created:	2025-07-14
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0Nb5pUM85uAIXzRF4q_6xsqRIIy4Z3Lp

"AnchorBuilt - Fire Station No. 5" History

Document created by MATTHEW HARDING (mrharding@santafenm.gov)
2025-07-14 - 9:32:30 PM GMT- IP address: 63.232.20.2

Document emailed to Ray Zamora (ray.zamora@anchorbuilt.com) for signature
2025-07-14 - 9:33:16 PM GMT

Email viewed by Ray Zamora (ray.zamora@anchorbuilt.com)
2025-07-14 - 9:46:14 PM GMT- IP address: 104.28.50.164

Document e-signed by Ray Zamora (ray.zamora@anchorbuilt.com)
Signature Date: 2025-07-14 - 10:19:59 PM GMT - Time Source: server- IP address: 172.58.123.44

Document emailed to klnault@santafenm.gov for signature
2025-07-14 - 10:20:00 PM GMT

Email viewed by klnault@santafenm.gov
2025-07-14 - 10:20:16 PM GMT- IP address: 63.232.20.2

Signer klnault@santafenm.gov entered name at signing as Kevin L. Nault
2025-07-14 - 10:20:53 PM GMT- IP address: 63.232.20.2

Document e-signed by Kevin L. Nault (klnault@santafenm.gov)
Signature Date: 2025-07-14 - 10:20:55 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.
2025-07-14 - 10:20:55 PM GMT

ANCHORBUILT INC.
Construction from the Ground Up

PO Box 27688
304 Indiana SE
Albuquerque, NM 87125
505 342-2452
Fax 505 268-2612
NM License No. 81458

June 16, 2025

Exhibit A

City of Santa Fe Facilities
2651 Siringo Rs E
Santa Fe, NM 87505
Attn: Elizabeth Kahahane

Subject: Design-Build Construction Services for Fire Sation #5 Apparatus Bay and Training Facility

Re: Scope of Work and Quotation

Elizabeth,

AnchorBuilt is pleased to offer the following price proposal for the design-build services for a new apparatus bay and training facility building for Fire Station #5 located at 1042-1072 Siler Rd, Santa Fe, NM 87507. The following items are included:

- Architectural/Design Services
  - Architectural, Civil, Mechanical, Plumbing, Electrical, Structural Design Services
  - Conceptual Design
  - Schematic Design – 30% Design
  - Design Development – 60% Design
  - Construction Documentation – 100% Design
  - Construction Administration
- General Conditions
  - Project Management and Supervision
  - Permits
  - Temporary Facilities – Toilets, Storage, Office
  - Building Survey – Layout
  - Final Cleaning and Dumpsters
  - Bond and NMGRT at 8.1875%
- Site Work
  - Demolition of existing concrete slabs at new building area
  - Rough grading to accommodate positive drainage away from building
  - Over excavation and backfill Apparatus Bays and Training Room shell.
  - Utilities
    - Gas Service – Base Bid
    - Water Service – Stub out of building only.
    - Sewer Service – Stub out of building only.
- Concrete

    - Apparatus Bay SOG – 6” thick
    - Training Facility Building SOG – 4” thick
    - 2’-0” x 1’-0” Turndown edge
- Metals
    - Anchor bolts
- Thermal and Moisture
    - Rigid insulation at foundation
    - Kraft faced wall and roof insulation to PEMB structure to meet current code
- Openings
    - Doors, Frames and Hardware
    - Overhead Doors
    - Windows
- Finishes
    - Drywall and Framing – Demising wall only
- Special Construction
    - Pre-engineered Metal Building (PEMB)
- Mechanical
    - Exhaust fans at building eaves
    - Unit gas heaters
- Plumbing
    - Natural Gas Piping – To unit heaters only
    - Water Piping – Underground rough-in only at Training Area
    - Sewer Piping – Underground rough-in only at Training Area
- Electrical
    - Electrical Service
    - Electrical gear for service
    - Lighting – At Apparatus Bays only
    - Power for overhead doors
    - Receptacles/power per code – At Apparatus Bays only
    - Exterior lighting
    - Power for exhaust fans and heaters
    - Emergency lighting – At Apparatus Bays only

The cost for the above mentioned items is $1,815,800.00. The total not to exceed cost is $2,500,000.00.

This price proposal excludes the following items:

- Afterhours work
- Materials Testing and Special Inspections
- Utility Expansion Fee’s
- City of Santa Fe Impact Fee’s
- Fire Sprinklers
- Cooling at Apparatus Bay
- Trench Drains at Apparatus Bay
- Fire Engine Exhaust Extraction System
- Appliances
- Furnishings
- Low Voltage Rough-In Only

- Mezzanine
- $250,000 Contingency is not included in pricing above

We appreciate the opportunity to provide this price proposal and if you have any questions please feel free to contact me at any time.

Thank you,

Michael Franco
Estimator
AnchorBuilt, Inc.
Ph. (505) 342-2452
Fx. (505) 268-2612
Cell (505) 274-9626
Email - mfranco@anchorbuilt.com

Docusign Envelope ID: F7054613-D4F6-4F51-88B2-8AAEDECCAACE

State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
51 Vendors

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

Invoice:
As Requested at Time of Order

Number: **40-00000-23-00034**

Amendment No.: **Two**

Term: **December 29, 2023 – December 28, 2025**

Procurement Specialist: **Yvette Anaya** ya

Telephone No.: **(505) 500-9737**

Email: **Yvette.anaya@gsd.nm.gov**

Title: **General Construction Services**

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

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from December 29, 2024 to December 28, 2025 at the same price, terms and conditions.

This amendment is issued to reflect the following effective immediately. See Attached pages for vendor information and pricing escalation for (BF) B & D Industries, Inc.

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

Accepted for the State of New Mexico

Dorothy Mendonca

Date: 12/26/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

Docusign Envelope ID: F7054613-D4F6-4F51-88B2-8AAEDECCAACE

B&D Industries, Inc. (AF)					
Column1	**Item**	**UOM**	**Description**	**Current Rate**	**New Rate**
Under $60,000	1	Hour	Superintendent, regular hours	$ 105.00	**$ 105.00**
Under $60,000	2	Hour	Superintendent, after hours	$ 120.00	**$ 120.00**
Under $60,000	3	Hour	Journeymen/Experienced Worker, regular hours worked	$ 90.00	**$ 95.77**
Under $60,000	4	Hour	Journeymen/Experienced Worker, after hours worked	$ 110.00	**$ 117.05**
Under $60,000	5	Hour	Laborer, regular hours worked	$ 75.00	**$ 78.81**
Under $60,000	6	Hour	Laborer, after hours worked	$ 95.00	**$ 99.83**
Over $60,000	7	Hour	Superintendent, regular hours	$ 105.00	**$ 100.00**
Over $60,000	8	Hour	Superintendent, after hours	$ 120.00	**$ 115.00**
Over $60,000	9	Hour	Journeymen/Experienced Worker, regular hours worked	$ 90.00	**$ 95.77**
Over $60,000	10	Hour	Journeymen/Experienced Worker, after hours worked	$ 110.00	**$ 117.05**
Over $60,000	11	Hour	Laborer, regular hours worked	$ 75.00	**$ 78.81**
Over $60,000	12	Hour	Laborer, after hours worked	$ 95.00	**$ 99.83**
All Projects	13	Hour	Diagnosis, project estimates, troubleshooting	$ 90.00	**$ 95.77**
All Projects	14	%	Discount of all parts	0%	**0%**
All Projects	15	Day	Daily per diem rate for overnight stay as needed including dinner & breakfast per person	$ 175.00	**$ 175.00**
All Projects	16	Mile	One way per mile cost, per vehicle	$ 0.66	**$ 0.66**

Certificate Of Completion

Envelope Id: F7054613-D4F6-4F51-88B2-8AAEDECCAACE
Status: Completed
Subject: Please DocuSign: SPD SPA 40-00000-23-00034 A002
Source Envelope:
Document Pages: 2 Signatures: 1
Certificate Pages: 5 Initials: 2
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Envelope Originator:
Yvette Anaya
1100 S Saint Francis Dr
Santa Fe, NM 87502
yvette.anaya@gsd.nm.gov
IP Address: 164.64.62.10

Record Tracking

Status: Original
12/26/2024 9:17:13 AM
Holder: Yvette Anaya
yvette.anaya@gsd.nm.gov
Location: DocuSign

Security Appliance Status: Connected
Pool: StateLocal

Storage Appliance Status: Connected
Pool: General Services Department
Location: DocuSign

Signer Events	Signature	Timestamp
Michael Saavedra michael.saavedra@gsd.nm.gov IT and Const. Bureau Chief New Mexico General Services Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 6/4/2020 11:04:51 AM ID: 9cac1b3e-4279-4c8f-b2b4-c607ea9821d8	 Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 12/26/2024 9:18:36 AM Viewed: 12/26/2024 9:22:41 AM Signed: 12/26/2024 9:22:54 AM
Yvette Anaya yvette.anaya@gsd.nm.gov Executive Procurement Officer New Mexico General Services Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 12/26/2024 9:22:55 AM Viewed: 12/26/2024 9:23:48 AM Signed: 12/26/2024 9:23:53 AM
Dorothy Mendonca dorothy.mendonca@gsd.nm.gov SPD Division Director / State Purchasing Agent General Services Department Signing Group: 35000 - State Purchasing Agent Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/14/2023 7:24:59 AM ID: 51f6380f-50f7-4227-afb5-572b373dfb7c	 Signature Adoption: Pre-selected Style Using IP Address: 98.60.107.202 Signed using mobile	Sent: 12/26/2024 9:23:54 AM Resent: 12/26/2024 12:27:24 PM Resent: 12/26/2024 1:29:33 PM Viewed: 12/26/2024 2:08:42 PM Signed: 12/26/2024 2:08:49 PM

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/26/2024 9:18:36 AM
Certified Delivered	Security Checked	12/26/2024 2:08:42 PM
Signing Complete	Security Checked	12/26/2024 2:08:49 PM
Completed	Security Checked	12/26/2024 2:08:49 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

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

B. Obtaining paper copies

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

C. Withdrawing your consent

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

D. Consequences of changing your mind

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

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

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

F. How to contact GSD:

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

G. To advise SPD of your new email address

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

H. To request paper copies from SPD

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

I. To withdraw your consent with SPD

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

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

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

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:
https://support.docusign.com/guides/signer-guide-signing-system-requirements

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

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

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

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

DocuSign Envelope ID: E0365BB0-9F8D-4B71-AA3D-06C8EEDCCDE7

State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
2 Vendors

Number: **40-00000-23-00034**

Amendment No.: **One**

Term: **December 29, 2023 – December 28, 2024**

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

Invoice:
As Requested at Time of Order

Procurement Specialist: **Tami Concha** JC

Telephone No.: **(505) 660-3671**

Email: **Tami.Concha@gsd.nm.gov**

Title: **General Construction Services**

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

To include Vendor ID Numbers for Vendors (BK) 0000177821 S&G Construction, LLC and (BP) 0000178262 Villalobos Builders, LLC.

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

Accepted for the State of New Mexico

Dorothy Mendonca

Date: 3/27/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

DocuSign

Certificate Of Completion

Envelope Id: E0365BB09F8D4B71AA3D06C8EEDCCDE7
Status: Completed
Subject: Please DocuSign: 40-00000-23-00034 General Construction A001
Source Envelope:
Document Pages: 1
Signatures: 1
Certificate Pages: 5
Initials: 2
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Envelope Originator:
Tami Concha
1100 S Saint Francis Dr
Santa Fe, NM 87502
Tami.Concha@gsd.nm.gov
IP Address: 164.64.62.10

Record Tracking

Status: Original
3/27/2024 1:49:34 PM
Holder: Tami Concha
Tami.Concha@gsd.nm.gov
Location: DocuSign

Security Appliance Status: Connected
Pool: StateLocal

Storage Appliance Status: Connected
Pool: GSD
Location: DocuSign

Signer Events	Signature	Timestamp
Michael Saavedra Michael.Saavedra@gsd.nm.gov IT and Const. Bureau Chief New Mexico General Services Security Level: Email, Account Authentication (None), Login with SSO **Electronic Record and Signature Disclosure:** Accepted: 6/4/2020 11:04:51 AM ID: 9cac1b3e-4279-4c8f-b2b4-c607ea9821d8	 Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 3/27/2024 1:51:09 PM Viewed: 3/27/2024 1:51:34 PM Signed: 3/27/2024 1:51:46 PM
Tami Concha tami.concha@gsd.nm.gov Const. Supervisor New Mexico General Services, State Purchasing Division Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 3/27/2024 1:51:47 PM Viewed: 3/27/2024 1:52:02 PM Signed: 3/27/2024 1:52:07 PM
Dorothy Mendonca dorothy.mendonca@gsd.nm.gov SPD Division Director / State Purchasing Agent General Services Department Signing Group: 35000 - State Purchasing Agent Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/14/2023 7:24:59 AM ID: 51f6380f-50f7-4227-afb5-572b373dfb7c	 Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 3/27/2024 1:52:08 PM Viewed: 3/27/2024 1:54:18 PM Signed: 3/27/2024 1:54:22 PM

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/27/2024 1:51:09 PM
Certified Delivered	Security Checked	3/27/2024 1:54:18 PM
Signing Complete	Security Checked	3/27/2024 1:54:22 PM
Completed	Security Checked	3/27/2024 1:54:22 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

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

B. Obtaining paper copies

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

C. Withdrawing your consent

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

D. Consequences of changing your mind

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

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

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

F. How to contact GSD:

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

G. To advise SPD of your new email address

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

H. To request paper copies from SPD

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

I. To withdraw your consent with SPD

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

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

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

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:
https://support.docusign.com/guides/signer-guide-signing-system-requirements

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

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

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

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

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

State of New Mexico
General Services Department

Statewide Price Agreement

Awarded Vendor:
51 Awarded Vendors, See Pages 6-14 for Detail

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

Invoice:
As Requested at Time of Order

Price Agreement Number: **40-00000-23-00034**

Payment Terms: **Net 30**

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

Delivery: **As Requested**

JC

Procurement Specialist: **Tami Concha**

Telephone No.: **(505) 660-3671**

Email: **Tami.Concha@gsd.nm.gov**

Title: **General Construction Services**

Term: **December 29, 2023 thru December 28, 2024**

This Statewide Price Agreement is made subject to the "terms and conditions" as indicated on subsequent pages.

Accepted for the State of New Mexico

Natalie Martinez

Date: 12/29/2023

Dorothy Mendonca
New Mexico State Purchasing Agent

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

MS

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Terms and Conditions

(Unless otherwise specified)

1. **General:** When the State Purchasing Agent or his/her designee issues a purchase document in response to the Vendor's bid, a binding contract is created.

2. **Variation in Quantity:** No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process and then only to the extent, if any, specified in this order.

3. **Assignment:**

a. Neither the order, nor any interest therein, nor any claim thereunder, shall be assigned or transferred by the Vendor, except as set forth in Subparagraph 3b or as expressly authorized in writing by the State Purchasing Agent or his/her designee. No such assignment or transfer shall relieve the Vendor from the obligations and liabilities under this order.

b. Vendor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this bid are hereby assigned to the State.

4. **State Furnished Property:** State furnished property shall be returned to the State upon request in the same condition as received except for ordinary wear, tear and modifications ordered hereunder.

5. **Discounts:** Prompt payment discounts will not be considered in computing the low bid.

6. **Inspection:** Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with specifications shall be removed at the Vendor's risk and expense, promptly after notice of rejection.

7. **Inspection of Plant:** The State Purchasing Agent or his/her designee may inspect, at any reasonable time, the part of the Contractor's, or any subcontractor's plant or place of business, which is related to the performance of this contract.

8. **Commercial Warranty:** The Vendor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Vendor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. **Vendor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.**

9. **Taxes:** The unit price shall exclude all state taxes.

10. **Packing, Shipping and Invoicing:**

a. The State's purchasing document number and the Vendor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipments. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.

b. The Vendor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each and every complete shipment.

c. Invoices must be submitted to the using agency and NOT the State Purchasing Agent.

11. **Default:** The State reserves the right to cancel all or any part of this order without cost to the State, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the State due to the Vendor's default. The Vendor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Vendor, such causes include but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

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

12. **Non-Collusion:** In signing this bid the Vendor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the State Purchasing Agent or his/her designee.

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

14. **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.

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

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

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

18. **Submission of Bid:** Bids must be submitted in a sealed envelope with the bid number and opening date clearly indicated on the bottom left hand side of the front of the envelope. Failure to label bid envelope will necessitate the premature opening of the bid in order to identify the bid number.

19. **Contractor Personnel**: Personnel proposed in the Contractor's written bid to the Procuring Agency are considered material to any work performed under this Price Agreement. Once a Purchase Order or contract has been executed, no changes of personnel will be made by the Contractor without prior written consent of the Procuring Agency. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience, and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. The Procuring Agency shall retain the right to request the removal of any of the Contractor's personnel at any time.

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

21. **Records and Audit:** The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Price Agreement's term and effect, and retain them for a period of three (3) years from the date of final payment under this Price Agreement. The records shall be subject to inspection by the Agency, State Purchasing Division, Department of Finance and Administration, and for Information Technology contracts, State Chief Information Officer. The Agency shall have the right to audit billings, both before and after payment. Payment for services under this Price Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

22. **Subcontracts:** The foregoing requirements for Contractor Personnel, Subcontracting, and Audit shall be inserted into all subcontracts from the prime contractor to the subcontractor.

New Mexico Employees Health Coverage

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for its New Mexico

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Employees and offer that health insurance to its New Mexico Employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceeds $250,000 dollars.

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

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

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

(1) "New Mexico Employee" means any resident of the State of New Mexico employed by Contractor who performs the majority of the employee's work for Contractor within the State of New Mexico, regardless of the location of Contractor's office or offices; and

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

Statewide Price Agreement

Article I – Statement of Work
Under the terms and conditions of this Price Agreement all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law may issue orders for items and/or services described herein. The terms and conditions of this Price Agreement shall form a part of each order issued hereunder.

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

Article II – Term
The term of this Price Agreement, for issuance of orders, shall be as indicated in the specifications.

Article III – Specifications
Items and/or services furnished hereunder shall conform to the requirements of specifications and/or drawings applicable to items listed under Article IX-Price Schedule. Orders issued against this schedule will show the applicable Price Agreement item(s), number(s), and price(s); however they may not describe the item(s) fully.

Article IV – Shipping and Billing Instructions
Contractor shall ship in accordance with the following instructions: Shipment shall be made only against specific orders which the user may place with the Contractor during the term; The Contractor shall enclose a packing list with each shipment listing the order number, price agreement number and the commercial parts number (if any) for each item; Delivery shall be made as indicated on page1. If vendor is unable to meet stated delivery the State Purchasing Agent or his/her designee must be notified.

Article V – Termination
The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

due diligence to cure the material breach. Termination of this Contract, however, shall not affect any outstanding orders. This provision is not exclusive and shall not waive other rights and remedies afforded either party in the event of breach of contract or default. In such instances the contract may be cancelled effective immediately.

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

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

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

Article VIII – Issuance or Orders
Only written signed orders are valid under this Price Agreement.

Article IX – Packing (if applicable)
Packing shall be in conformance with standard commercial practices.

Article X – Price Schedule
Prices as listed in the price schedule hereto attached are firm.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Awarded Vendors:

(AA) 0000073450
3 B Builders, Inc.
1770 Hamilton Ln
Bosque Farms, NM 87068
Matthew Budagher (505) 553-0544
matt.3bbuilders@gmail.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 3039120140518
License: 352730

(AB) 0000053415
Advanced Environmental Solutions, Inc.
2318 Roldan Drive
Belen, New Mexico 87002
Andy Saiz (505) 450-8953
asaiz@aesnm.com

Payment Term: Net 30 Days
Delivery: Per Contract Specs
Public Works: 74620050716
License: 83422

(AC) 0000107401
All Rite Construction, Inc.
dba RiteCon
PO Box 67904
Albuquerque, NM 87193
Meshach Alvarado (505) 344-7663
meschach@ritecon.com

Payment Term: Net 30
Delivery: FOB
Public Works: 3057620140914
License: 82136

(AD) 0000009253
Allied Electric, Inc.
PO Box 28430
Santa Fe, NM 87592-8430
George Maestas (505) 660-1327
george@alliednm.com

Payment Term: Net 30
Delivery: As Requested by owner
Public Works: 1365320100416
License: 351269

(AE) 0000054601
AnchorBuilt, Inc.
PO Box 27688
Albuquerque, NM 87125
Raymond Zamora 505.342.2452
ray.zamora@anchorbuilt.com

Payment Term: Net 30
Delivery: Destination
Public Works: 2492520120713
License: 81458

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(AF) 0000046277
B & D Industries, Inc.
PO Box 561617
Denver, CO 80256
Jamie Westerfield 505-332-9841
jwesterfield@banddindustries.com

Payment Term: Net 30
Delivery: F.O.B. Destination
Public Works: 191702011629
License: 1426

(AG) 0000083208
Boyd Construction, LLC
1000 Cordova Pl. #987
Santa Fe, NM 87505
Lawrence Boyd 505 699-4787
Lboyd1888@aol.com

Payment Term: Net 30
Delivery: 1000 Cordova Pl 987 Santa Fe, NM 87505
Public Works: 26114334852023
License: 411057

(AH) 0000051994
Classic Industries, Inc.
P.O. Box 434
Dona Ana, NM 88032
Richard J. Lara 575-523-2053
office@classicindincnm.com

Payment Term: Net 30
Delivery: As requested per requirements per award
Public Works: 897720090125
License: 55595

(AI) 0000174779
Colt Builders, Inc.
5304 Raton HWY
Des Moines, New Mexico 88418
Lonnie Cruz 505-850-3312
lonnie@coltbuildersinc.com

Payment Term: Net 30
Delivery: Destination
Public Works: 28141371662017
License: 92919

(AJ) 0000138100
Consolidated Builders of NM, LLC
PO Box 26785
Albuquerque, NM 87125
Manuel Apodaca 505 873 6139
consolidatedbuilders@comcast.net

Payment Term: Net 30
Delivery: 116 Veranda Rd NW
Albuquerque, NM 87107
Public Works: 2548820121019
License: 59613

(AK) 0000170527
Cordova Contracting & Development, LLC
7411 Hancock Ct. NE
Albuquerque, NM 87109
Mark A. Cordova (505) 243-9675
purchasing@cordovallc.com

Payment Term: Net 30
Delivery: As requested.
Public Works: 25224592712018
License: 85391

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(AL) 0000116075
Davenport Construction Management LLC
141 Camino de las Crucitas
Santa Fe NM 87501
Mitchel Davenport 505-660-7105
mitch@dcmnm.com

Payment Term: Net 30
Delivery: 3201 Mercantile Court, Suite A
Santa Fe NM 87507
Public Works: 2901220130531
License: 369676

(AM) 0000170503
Elite Communications & Construction LLC
1950 Bosque Farms Blvd
Bosque Farms, NM 87068
Gabe Trujillo 505-295-8000
gabe@elitenm.com

Payment Term: Net 30
Delivery: As requested, job site, or yard location at
1950 Bosque Farms Blvd
Bosque Farms NM 87068
Public Works: 28148871042020
License: 391781

(AN) 0000049445
ESA Construction, Inc.
3435 Girard Blvd. NE
Albuquerque, NM 87107
Steven C. Pannell 505-884-2171 X102
spannell@esaconstruction.com

Payment Term: Net 30
Delivery: As required by contract or purchase order.
Public Works: 13420060701
License: 28493

(AO) 0000043596
First Mesa Construction, Inc.
PO Box 92258
Albuquerque, NM 87199-2258
Scott Butterbaugh (505) 250-1468
scott@firstmesa.net

Payment Term: Net 30
Delivery: As Requested
Public Works: 2545020121012
License: 59346

(AP) 0000086357
Four Winds Mechanical HTC/AC
8915 Adams ST NE, Suite B
Albuquerque, NM 87113
Chualing "Lynn" Armijo 505-908-0090
lynn@4windsmechanical.com

Payment Term: Net 30
Delivery: 24 hours
Public Works: 2885820130507
License: 82333

(AQ) 0000049692
Franken Construction Company, Inc.
1025 Douglas Avenue
Las Vegas, NM 87701
Brent Franken 505-429-1962
brentfranken@frankenconstruction.com

Payment Term: Net 30
Delivery: Contractors Yard or Jobsite Address
Public Works: 3045220140628
License: 7750

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(AR) 0000154826
Fulcrum Contracting LLC
5400 Sanban Drive
Las Cruces, NM 88005
Robert Macias 575-496-2802
robert@fulcrum-contracting.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28522410262020
License: 402807

(AS) 0000090285
GM Emulsion LLC
5935 Agua Fria Street,
Santa Fe, NM 87507
Fred Marquez 505-471-9981
fred@gmemulsion.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 2461320120530
License: 370602

(AT) 0000141388
GME General Building LLC
3225 Richard's Lane Unit A
Santa Fe, New Mexico 87507
Erik Trujillo 505-690-7438
erik@gmegeneralbuilding.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28325764732018
License: 396923

(AU) 0000125463
Global Maven Enterprises, LLC
Po Box 2016
Las Cruces, NM 88004
Azzam Askar 575-571-7417
customerservice@gmellcusa.com

Payment Term: Net 30
Delivery: 1065 S. Main St. Building D Suite E
Las Cruces, NM 88005
Public Works: 1761920150824
License: 389804

(AV) 0000052470
HEI, Inc.
PO Box 31310
Albuquerque, New Mexico 87190
Jesse Luna 505-880-1819
jluna@heinm.com

Payment Term: Net 30
Delivery: F.O.B. Destination
Public Works: 2495720120723
License: 61439

(AW) 0000046616
Highland Enterprises, Inc.
PO Box 2409
Las Cruces, NM 88004
Mark Hettinga 575-524-3551
hei@highlandnm.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 971920090606
License: 4460

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(AX) 0000127038
Illmatic Construction Inc.
520 Barela Lane
Santa Fe, NM 87505
Joann Sandoval 505-920-1951
illmatic505@gmail.com

Payment Term: Net 30
Delivery: as requested
Public Works: 21617625602016
License: 91673

(AY) 0000129254
JRM Construction Co, LLC
2620 Via Berrenda
Santa Fe, NM, 87505
Joe Robert Mendez Jr. 505-920-9768
jrmconstruction65@yahoo.com

Payment Term: Net 30
Delivery: FOB DESTINATION
Public Works: 28112303762022
License: 372261

(AZ) 0000167639
Jaypen Construction LLC
101 B Paseo Nopal
Santa Fe, NM 87507
Jeremy Martinez 505-920-0710
jeremy.jaypenconst@gmail.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28738509952022
License: 406984

(BA) 0000174921
L Martinez Construction LLC
P.O. Box 662
Santa Cruz, New Mexico 87567
Lionel Martinez (505) 614-6007
llmartinezconst@gmail.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 29214840592023
License: 410900

(BB) 0000111171
LLR Construction, LLC
2015 Wyoming Blvd. NE Suite I
Albuquerque NM 87112
Doug Langley 505-850-4533
doug@llrconstructionnm.com

Payment Term: Net 30
Delivery: 2015 Wyoming Blvd. NE Suite I
Albuquerque NM 87112
Public Works: 3009120130927
License: 371032

(BC) 0000138553
Nine Degrees Construction, LLC
101 Maguey Ct. Suite 2
Sunland Park, NM 88063
Cesar Molina 915-526-8739
cesarm@nine-degrees.com

Payment Term: Net 30
Delivery: Same as remit address
Public Works: 24651036262017
License: 381568

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(BD) 0000049258
Northern Mountain Constructors, Inc.
PO Box 348
El Prado, NM 87529
Claire Moore 575-758-4395
claire@nmconstructors.com

Payment Term: Net 30
Delivery: as requested
Public Works: 3046520140706
License: 27983

(BE) 0000114869
Pluma, LLC
6301 4th St. NW Suite 1
Albuquerque, NM 87107
Kodi (505) 345-0755
kodi@plucys.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 1755520150602
License: 387286

(BF) 0000148381
Prestigious Paving, LLC
2706 Chamisal Avenue
Gallup NM 87301
Zane Munoz 505-488-2333
prestigiouspaving@gmail.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28419195262022
License: 401665

(BG) 0000116761
Prime Builders, LLC
P.O. Box 91480
Albuquerque, NM 87199
Eric Peterson 505-924-0455
epeterson@primebuildersnm.com

Payment Term: Net 30
Delivery: As requested
Public Works: 2496820120723
License: 365323

(BH) 0000132517
R and M Construction, LLC
PO Box 1026
Alcalde, NM 87511
Robert Sanchez 505-927-2027
robert@rmconstructionnm.com

Payment Term: Net 30
Delivery: Email - robert@rmconstructionnm.com
Public Works: 2416920120330
License: 367912

(BI) 0000142264
Red Seven Electric LLC
PO Box 181
Jarales, NM 87023
Manuel Medina 505-859-5414
mmedina@redsevenelectric.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28211398962018
License: 391745

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(BJ) 0000135923
Road Runer Plaster & Drywall, LLC
3272 Ojos De Jo
Santa Fe, NM 87507
Alvaro Ivan Erives 505 670-3426
IvanRoadRunner@live.com

Payment Term: Net 30
Delivery: As requested
Public Works: 22733316402017
License: 367027

(BK) Not in SHARE
S&G Construction, LLC
21 Lumbre Del Sol
Espanola, NM 87532
Sukhwinder Singh 505-603-4969
swscfo@gmail.com

Payment Term: Net 30
Delivery: Job Order Contracting
Public Works: 29220605632023
License: 60248

(BL) 0000009789
SDV Construction, Inc.
8912 Adams St NE
Albuquerque, NM 87113
Paul Farless 505-883-3176
estimating@sdvconstruction.com

Payment Term: Net 30
Delivery: Destination
Public Works: 168920070104
License: 92744

(BM) 0000076453
Sanchez Demolition Inc.
PO Box 721
Bosque, NM 87006
Michael Lovato 505-864-7551
sanchezdemolition@gmail.com

Payment Term: Net 30 days from receipt of invoice
Delivery: 16 Miranda Rd. Veguita, NM 87062
Public Works: 1745120150208
License: 359736

(BN) 0000137030
Sweep Construction
4904 Jefferson St NE Suite E,
Albuquerque, New Mexico, 87109
Sara Petersen 505-881-1461
sweepconstruction@gmail.com

Payment Term: Net 30
Delivery: as requested
Public Works: 2255620110606
License: 369821

(BO) 0000170501
The Aisling Company, LLC
2327 State Rd. 1
Socorro, NM 87801
Casey A. Spurgin 505-871-1000
info@aislingco.com

Payment Term: 21 days after submission
Delivery: As Requested, Scheduled
Emergency response with 24-48 hrs.
Public Works: 28231792042019
License: 393602

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(BP) Not in SHARE
Villalobos Builders, LLC
4711 Grand Avenue NE
Albuquerque, NM 87108
Myra E Villalobos (505) 235-9293
villalobosbuildersllc@outlook.com

Payment Term: Net 30
Delivery: As requested
Public Works: 28632742872023
License: 405579

(BQ) 0000051414
WWRC, Inc.
1716 W. 7th
Clovis, NM 88101
Rocky Martin (575) 769-2618
Orders/Sales wwrc@wwrcinc.com

Payment Term: Net 30 days
Delivery: As Requested
Public Works: 100222009703
License: 54124

(BR) 0000009760
Weil Construction, Inc.
3344 Princeton Dr. NE,
Albuquerque, NM 87107
Orders/Sales: (505) 899-3535
c.mcmahan@weilconstruction.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 3027220140401
License: 92233

(BS) 0000052947
Western Mechanical Co.
dba Western Mechanical HVAC & Plumbing
3301 Girard Blvd NE
Albuquerque NM, 87107
Orders/Sales: (505) 341-4458
mike.westernmechanical@gmail.com

Payment Term: 30 Days
Delivery: Email
Public Works: 2888620130507
License: 82364

(BT) 0000050416
White Sands Construction, Inc.
1700 10th Street
Alamogordo, NM 88310
Catlin (575) 437-7816
catlin@whitesandsconstruction.com

Payment Term: Net 30
Delivery: 1700 10th Street Alamogordo, NM 88310
Public Works: 115042009091
License: 50235

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

(BU) 0000150396
Justin Wilson
dba Wilson Construction Services, LLC
123 Buckboard Trl.
Nogal, NM 88341
Orders/Sales: Christina 303-242-2631
wilsonconstruction2020@gmail.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28442702582022
License: 401335

(BV) 0000091459
Rogers, Yei
dba Wizer Electric, LLC
6017 Del Carmen Rd NE
Rio Rancho, NM 87144
Gabriel Rodriguez 505-771-4973
gabe.wizerelectric@yahoo.com

Payment Term: Net 30
Delivery: 6017 Del Carmen Rd NE
Rio Rancho, NM 87144
Public Works: 2428320120413
License: 369333

(BW) 0000177783
Young Guns Construction, LLC
3485 Highway 47
Los Lunas, New Mexico 87031
John Trujillo (505) 415-0444
ygc.llc@yahoo.com

Payment Term: Net 30
Delivery: FOB: Destination Delivery: As Required
Public Works: 28508000422023
License: 408709

(BX) 0000012754
FacilityBUILD, Inc.
5904 Florence Ave, NE
Albuquerque, NM 87113
Cameron Kilcup (505) 828-0060
camkilcup@facilitybuild.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 187432011601
License: 88676

(BY) 0000082084
Munoz Corporation
PO Box 850
Gallup, NM 87301
George Munoz (505) 722-6570
munozcorp@yahoo.com

Payment Term: Net 30
Delivery: As Requested
Public Works: 28504398162023
License: 59907

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Specifications:
Establish a Statewide Price Agreement for on-call general construction services work by New Mexico licensed contractors to provide miscellaneous repairs, upgrades, improvements and new construction services for facilities and properties throughout the state of New Mexico. This Price Agreement may be utilized by all New Mexico State Agencies, commissions, political subdivisions and local public bodies applicable by law (using agency or local public body).

Term:
The term of this Price Agreement shall be for one (1) year from date of award with the option to extend for a period of two (2) additional years, on a year-to-year basis, by mutual agreement of all parties and approval of the New Mexico State Purchasing Agent at the same price, terms and conditions. This Price Agreement shall not exceed three (3) years.

Compensation Caps:
The total cost of each project, shall not exceed Four Million Dollars ($4,000,000.00). This cap includes all change orders associated with the project. Since NMSA 1978 Section 13-1-154.1 sets the cap thresholds, if modified during the term of this Agreement, any revisions to the NMSA will apply.

Legislation Affecting Price Agreement:
If future legislation affects any terms or conditions of the Price Agreement the Price Agreement may be amended to comply with the legislation.

Insurance:
The Contractor shall provide all insurance necessary for its employees on the project, including, but not limited to, Workman's Compensation Insurance. The Contractor agrees to comply with state laws and rules pertaining to Workers' Compensation Insurance coverage for its employees. If the Contractor fails to comply with the Workers' Compensation Act and applicable rules, when required to do so, this Price Agreement will be cancelled immediately.

Contractor shall indemnify and hold harmless the State and local public body, its officers, and employees, against liability, claims, damages, losses, or expenses arising out of bodily injury to persons or damage to properties caused by, or resulting from, Contractor's and/or its employees, own negligent acts or omissions while Contractor, and/or its employees perform or fail to perform its obligations and duties under the terms and conditions of this Price Agreement. This Save Harmless and Indemnification Clause is subject to the immunities, provisions, and limitations of the Tort Claims Act (Section 41-4-1, et seq., NMSA 1978 Comp. and Section 56-7-1 NMSA 1978 Comp.) and any amendments thereto.

It is specifically agreed between the parties executing this Price Agreement that it is not intended by any of the provisions of any part of the Price Agreement to create the public or any member hereof a third party beneficiary or to authorize anyone not a party to the Price Agreement to maintain a suit for wrongful death, bodily and/or personal injury to persons, damage to properties and/or other claims whatsoever pursuant to the provisions of this Price Agreement.

The Contractor shall provide public liability insurance for the minimum amount of one hundred thousand dollars ($100,000) for damage to or destruction of property arising out of each occurrence; the amount of three hundred thousand dollars ($300,000) to any person for any number of claims arising out of each occurrence for all damages other than property damage as permitted under the New Mexico Tort Claims Act; and the amount of five hundred thousand dollars ($500,000) for all claims arising out of each occurrence. Umbrella or excess liability coverage shall not be considered as any part of the primary coverage.

The vendor shall request from his insurer that the agency or local public body be named "Additional Insured" on an insurance certificate showing the vendor's insurance coverages.

All work covered by this Invitation to Bid shall be in accordance with applicable state laws, the International Building Code (IBC) and New Mexico building codes and is subject to the minimum wage rate determination issued by the New Mexico Department of Workforce Solutions, if applicable.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Wage Rates:
All work covered by this Invitation to Bid shall be in accordance with applicable state laws and is subject to the minimum wage rate determination issued by the Department of Workforce Solutions (DWS), if applicable.

A wage rate decision is required by the Public Works Minimum Wage Act for construction, demolition or renovation purposes on projects costing sixty thousand dollars ($60,000) or more and funded in part by state or local funding. The Contractor agrees to comply with the current prevailing wage rate schedule when applicable. For current wage rates or for additional information, visit: http://www.dws.state.nm.us. The agency or local public body will request a wage rate determination from the DWS.

Bonding:
A one hundred percent (100%) performance bond and a one hundred percent (100%) payment and material bond executed by a surety company authorized to do business in the state of New Mexico will be required of the successful bidder(s) prior to each project over twenty-five thousand dollars ($25,000). Said bonds must be provided to the requesting agency and are to be filed with the agencies purchasing office. Failure to comply shall result in the order being issued to another vendor and the difference being charged back to the awarded Contractor(s). The cost of the bonds may be passed on to the agency or local public body.

A Subcontractor shall provide a performance and payment bond on a public works building project if the subcontractor's contract (to the Contractor) for work to be performed on a project is one hundred and twenty-five thousand dollars ($125,000) or more. Failure of a Subcontractor to provide required bond shall not subject the Owner to any increase in cost due to any substitution of an approved Subcontractor.

Other:
The awarded Contractor shall be responsible for all permits associated with this work as required by the State of New Mexico Construction Industries Division (CID) or the local Authority Having Jurisdiction (AHJ). The CID will issue permits for work performed at state-owned buildings.

Escalation / Reduction Clause:
Contractor shall keep pricing fixed for each year of this Agreement. Thereafter, SPD and the Contractor may adjust pricing no more than once annually through an amendment to the Agreement at the time of Agreement renewal. Contractor shall submit all pricing increase requests to SPD directly or through the agency contact in writing and provide substantiating evidence that each request is based on demonstrable market changes impacting the cost of products. The request must show all proposed increases by line item and include supporting documentation acceptable to SPD (such as a letter from a manufacturer indicating price increases, etc.) SPD's decision on what is acceptable in this context is final and shall be accepted by all parties to the Agreement. ***Requested price increases that exceed 10% will not be accepted*.** **No** price increase may result in a higher profit margin for the Contractor than at the beginning of the initial term of this Agreement. Pricing changes will apply to Agreements and amendments to Agreements entered on and after the effective date of the price change. Price decreases as well as increases shall apply in the same manner. If vendor's prices are reduced for any reason, users shall receive the benefit of such reductions, immediately. Price increases will not be retroactive to orders already in house or backorders. Orders will be filled at the price in effect on the date of receipt of the order by the vendor. To facilitate prompt consideration, all requests for price increase must include all information listed below:

1. Agreement Item Number
2. Current Item Price
3. Proposed New Price
4. Percentage of Increase
5. Mill/Supplier Notification of price increase indicating percentage of increase including reason for increase.

Contractor Note:
No person shall act as a Contractor without a license issued by the Construction Industries Division, classified to cover the type of work to be performed. No bid on a contract shall be submitted unless the Contractor has a valid Contractor's

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

license issued by the CID to bid and to perform the type of work to be undertaken, as set forth in § 60-13-12, NMSA 1978.

Contractor shall provide the following information:

Contractor's New Mexico license no.: _____
Contractor's classification no.: _____
State tax identification no.: _____
Public Works Registration Number*: _____
*Pursuant to: 13-4-13.1 Public Works Contracts; Registration of Contractors and Subcontractors

When submitting a quote for a specific project valued at more than sixty thousand dollars ($60,000) for any portion of a public works project greater than sixty thousand dollars ($60,000) that is subject to the New Mexico Public Works Act, the Contractor is required to be registered with the Labor and Industrial Division of the Department of Workforce Solutions prior to submitting its quote. The using agency may reject any quote that fails to provide a Public Works Registration Number for the prime Contractor and all other listed Contractors or subcontractors. In order to submit a bid for this invitation to bid the bidder must have an Active registration for the Public Works Act.

The Contractor will be contacted on an as needed, on-call basis to perform work associated with this Price Agreement. A Price Agreement award is without assurance of quantity or dollar amount of work to be performed. Failure to respond to the Using Agency's requests may be grounds for termination of this Price Agreement. Awards for these services will be made on a statewide basis. If the awarded contractor does not wish to travel to other parts of the State, it is acceptable to decline work.

Scope of Work:
Contractors shall provide their cost for performing all the work called for in the Using Agency's scope of work for the project. Projects may be of short or long term duration, throughout the state.

Contractors shall have the technical staff to perform diagnostic services; provide incidental design services as needed; and to provide professionally prepared, stamped drawings, if needed, to obtain installation or construction permits. The Contractor is responsible for obtaining all required licenses, fees and permits required by government agencies to perform the work.

Contractors shall be 'licensed Contractors" capable of providing all coordination, supervision and services required for comprehensive general building construction, renovations, upgrade and improvement projects and to provide new construction services including incidental design. The scope of an individual project may include equipment, fixtures and furniture whether attached or not to the building. It can include site and utility work including landscaping and parking lot/ minor road/ minor bridge work. The utility work can include building power systems such as solar panels, geothermal systems, water sourcing systems, water treatment and waste disposal/treatment systems. It may also include demolition and abatement projects. Identification and abatement of asbestos containing materials (ACM) may be performed under separate contracts. It can also include security and other low voltage installations with related controls and equipment.

Contractors shall provide all materials, labor, equipment and tools required to successfully complete the work requested. The Contractors shall be capable of providing a work force with supervision, adequate to perform work for a forty (40) hour work week during normal working hours with the option of working non normal or overtime hours if required.

Replacement systems and related equipment shall meet current minimum state mandated "Energy Star" energy conservation standards.

Subcontracting of work is allowed and shall be prior approved by the Using Agency. Subcontractors shall have the appropriate current and valid Contractor's licenses for their work. And shall furnish proof upon request.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Furnishing of submittal data for any/all new equipment and materials as well as O&M's when either/or are required, and deemed necessary for the facility is required. Training of site personnel for the proper operation of newly installed equipment/systems and its related controls will be performed and required for completion. This training must be acceptable to the person in charge of the facility.

Replacement mechanical/electrical/plumbing systems and related equipment shall meet current minimum state mandated "Energy Star" energy conservation standards.

The Contractor shall provide all protective coverings necessary to protect existing, adjacent finishes while performing its work. If any damage is encountered during the contractor's work, to other areas, the contractor will be held responsible for repairing any damage done by his employees, subcontractors and vendors.

The Contractor shall, at his own cost, restore any damage to existing, adjacent finishes damaged as a result of performing its work and to make new work inconspicuous with the existing, adjacent finishes.

The Contractor shall provide all clean-up for its operations and control of all construction debris. All work areas shall be maintained in a neat and workmanlike manner. All construction debris shall be removed from the work areas and disposed of at an approved waste disposal site. The Using Agency's trash container for the building shall not be used for disposal of any construction debris.

All work shall be according to current applicable State and National codes. All work shall be in strict compliance with the national and state building mechanical, plumbing, fire and electrical codes including SMACNA, and ASHRAE standards.

Safety shall be of main concern and enforced by the contractor on site and will be periodically inspected by the State's qualified safety personnel. The Contractor shall comply with all local, state and federal laws governing safety, health and sanitation. The on-site Superintendent shall have a minimum OSHA 10 and preferably OSHA 30 card with them at all times when on the jobsite. The Using Agency shall not in any way be responsible for any fines set forth for such violations of codes, OSHA standards or any other governing agency having jurisdiction at the work site. The Contractor shall provide all needed safe guards, safety devices and protective equipment; take any actions necessary to protect the life and health of employees on the job; the safety of the public; and to protect the property of the Using Agency in connection with the performance of the work covered by this Price Agreement. Any work involving disconnect or switching of electrical service to a work area shall utilize LOCKOUT/TAGOUT identification practices.

All personnel working on the project and providing these services shall be experienced and certified in all areas related to this work and required by this Price Agreement. Journeymen level personnel shall have the ability and necessary skills to diagnosis problems and to make the appropriate decisions needed to provide these services.

Contractor's price shall cover all labor costs, tools, equipment, materials, permits, overhead, profit, insurance and any other fees necessary to perform the work called for in the Using Agency's scope of work and drawings for this project. Any equipment required to have licensed operators shall be the responsibility of the contractor before any equipment is turned on at the jobsite. The prices quoted for each project represent the total compensation to be paid by the Using Agency for the goods and/or services provided including any and all labor, equipment, tools, materials, taxes, permits, licenses, or other costs necessary to complete the service or goods provided.

Taxes shall be added by the Contractor to its quote (line item on schedule of values) at the current tax rate at the project's location. As a separate item, the Using Agency shall ensure the appropriate gross receipts tax is added to the Contractor's project proposal and that it is encumbered in the Purchase Order.

The Contractor shall provide all the services needed and called for in the Using Agency's scope of work, in addition to the requirements set forth in this Price Agreement.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Request for Quote (RFQ):
Each project under this Price Agreement will be individually described in a "Request for Quote (RFQ)". The RFQ will describe the scope of work, the duration of the project with the date of Substantial Completion and if there are liquidated damages for not meeting the date of substantial completion. The date of Substantial Completion is the date when the space can be occupied or the Work used/operated and is turned over to the User Agency. Final completion is the date when the project is totally complete, the punch list work complete and the Contractor's final pay application/invoice is approved. The terms and conditions of the Contractor's Statewide Price Agreement will apply to all Purchase Orders which result from the accepted quote in response to the RFQ. The Contractor's written quote will be valid for thirty (30) days, unless otherwise stipulated on the quote.

There will be NO markups allowed. A negotiated fixed fee may be added as a cost for compensation to cover the cost of overhead, profit and any other general expenses as it pertains to the project.

All subcontractor quotes shall be broken down by labor and materials costs and the Contractor shall be allowed a maximum of five percent markup for administrative costs.

The Contractor and its employees agree to cooperate with and to abide by the rules and requirements of the requesting Using Agency to not interfere with the daily operations of the Agency or to jeopardize the health, safety or welfare of the employees or general public conducting business with the Using Agency.

The Using Agency reserves the right to purchase materials directly from existing Statewide Price Agreements and other sources, and to provide these materials to the Contractor. To that end, the Contractor shall provide an itemized, quantifiable list of materials required for the project.

If the Contractor is requesting reimbursement for materials used on the work, copies of the invoices for the materials may be included when submitting invoices/pay applications. The Contractor may NOT add markups for the materials purchased. Contractor shall submit billings, based on actual Contractor costs for materials, less any applicable percentage for discounts. Contractor shall provide verification that materials purchased were used for the project if requested. Any unused, billed for materials shall be turned over to the Using Agency for which the work was provided.

The Using Agency reserves the right to procure specialty services directly from its other Statewide Price Agreements and other sources to the awarded Contractor. Specialty services provided from other Statewide Price Agreements and other sources shall be coordinated by the Contractor.

The Using Agency reserves the right to obtain quotes from multiple vendors covered under this Statewide Price Agreement and award a project to a Contractor based on the quotes.

When a service is needed, the Using Agency shall provide, at a minimum, a detailed scope of work and/or drawings defining work required.

If any equipment or building system cannot be economically repaired or has reached the end of its life cycle, the Contractor shall justify with costs and other information the need for replacement. If replacement is recommended, the Contractor will provide written justification for system and/or the model, size and type of unit recommended along with any applicable efficiency data. The Using Agency's and energy standards will be discussed and taken into consideration when proposing replacement units or systems.

The State of New Mexico requires that all materials shall be new and of the highest quality and at the best attainable price available for the type of work being performed.

No used materials shall be used on the project. Recycled materials specifically prepared for reuse to meet "LEED" certification may be permitted, with the User Agency's approval.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

The Contractor shall visit the site and compare the Using Agency's scope of work and/or drawings to the existing conditions and provide all services called for in addition to the requirements set forth in this Price Agreement.

The Contractor will be required to provide a written quote, to include the work to be performed and the amount of time required for the completion of the project and submit to the Using Agency at no cost to the Using Agency. The quote shall separate the cost of itemized materials (with any applicable discounts), labor, per diem and mileage, bonds, permits, insurance, subcontractor quote(s), itemized equipment costs, any design fees needed for stamped drawings, gross receipts tax, itemized direct site overhead costs such as portable toilets, dumpsters, temporary fencing, scaffolding, signage, traffic management, work area barriers and protective equipment, materials testing, job trailers, storage pods, etc. Job workers/project manager/superintendent's cost for vehicles or phones or gas is **not** permitted.

The Contractor's quote for mileage and per diem must be priced as follows:
"Per Diem Rate" means lodging, meals, and incidentals (excluding taxes). Reference the GSA rates in Section Lodging by month and Section Meals & Incidentals Breakdown link: https://www.gsa.gov/travel/plan-book/per-diem-rates
"Mileage Rate" for any mileage quoted for contracted work as defined below: "Mileage Rate" means "Only the mileage from the dispatch to the job site for each mile traveled by vehicle as referenced in IRS standard mileage rates using link https://www.irs.gov/taxprofessionals/standard-mileage-rates in excess of 50 miles one way". The mileage shall be calculated with https://tripmaker.randmcnally.com

Prior to commencement of any work performed the Using Agency will issue a notice to proceed for the work upon receipt of a purchase order, based on the prices set forth by Contractor's quote. The work on any project to be performed under this Contract shall commence no later than ten (10) consecutive calendar days after the date of written "Notice to Proceed." On smaller projects, an email will suffice.

The Contractor shall begin the work based on the priority identified by the Using Agency. Any delay beyond the stated completion date shall be upon agreement by the Using Agency and the Contractor.

Where work is to be conducted in a state or local correctional or secured facility, security clearances and background checks that may be required by the facility for the Contractor and its employees must be obtained prior to commencement of any work at that facility. The Using Agency reserves the right to deny any employee of the Contractor, access to the facility should the employee be in violation of any criteria required for the security clearance.

The User Agency reserves the right to provide an escort and/or full time supervision of the Contractor and its employees during any or all phases of a project, should the Using Agency feel it is in its best interest to provide these extraordinary security services.

The Using Agency reserves the right to escort any or all employees of the Contractor off its property, for any inappropriate conduct or actions that jeopardize the safety, security or wellbeing of the facility or any individual. Inappropriate behavior by the Contractor, its employees or subcontractors may be grounds for immediate removal from this Price Agreement. Any employee of the Contractor found in violation of any law, while on the User Agency's property, may be prosecuted.

Change Orders:
Any change orders to the project scope will require an additional RFQ requesting the backup materials and labor costs and shall be substantiated without a doubt there was no way of knowing the additional services were needed when the original quote was provided. The pricing shall conform to the SPA. Change orders shall be managed closely by the Using Agency. Change order abuse shall be reported to the Procurement Specialist listed on the cover page of this Price Agreement. Preventative measure shall be taken by both the contractor and the Using Agency prior to issuing the Notice to Proceed. Such measures may include: soil tests (soil boring); clarification of ambiguity in the project plan, the scope of work, the RFQ, the drawings, etc.; the project scope should be completely defined and agreed upon before any work begins.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Using Agency's obligations:

- Shall provide, at a minimum, a detailed scope of work and/or drawings defining work required.
- Allow the Contractor limited use of on-site utilities for projects at an existing building.
- Shall provide periodic and/or random inspections of its projects. Using Agencies shall be responsible for providing its inspections, photography of the project's progress, and preparation of field observation reports.
- Conduct weekly on-site meetings with the Contractor, or on an as-needed basis, to ensure compliance with the scope of work for the project; provide assistance and guidance; to resolve problems arising during the project; and to ensure quality of work and materials being incorporated into the project.
- Process requests for payment within twenty-one (21) days of time/date stamped receipt of proper invoice and/or G702 & G703 Schedule of Values, Application and Certificate for Payment, when more than a single invoice applies to the contracted amount.
- If applicable, procure independent special inspections, commissioning, structural, soils testing with geotechnical reports and/or topographical survey.

Other Construction Related Terms and Conditions:

Time Considerations:
The work on any project to be performed under this Agreement shall commence no later than ten (10) consecutive calendar days after the date of written "Notice to Proceed." On smaller projects, an email will suffice. The date of Substantial Completion shall be described in the RFQ or related construction contract. The date can be extended by the Using Agency by valid written Change Order.

Should the Contractor neglect, refuse, or otherwise fail to complete the Work on the project within the time specified in the RFQ or related construction contract, the Contractor agrees, in partial consideration for the award of the Purchase Order, to pay to the Using Agency the amount of dollars named in the RFQ or construction contract per consecutive calendar day, not as a penalty, but as liquidated damages for such breach of the Purchase Order or related construction contract under this Price Agreement.

Mediation:
Any controversy or claim arising between the parties shall be settled by mediation if the parties cannot reach a mutually agreeable solution. The parties shall endeavor to resolve their disagreement by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the procedures of the New Mexico Public Works Mediation Act (NMSA §13-4C-1 et seq.) except that before any party may select a mediator it must confer in good faith with the other party concerning the selection of a mutually acceptable mediator. Mediation shall proceed in advance of legal or equitable proceedings, which shall be stayed pending mediation for a period of **sixty (60) days** from the date of notice of mediation session, unless stayed for a longer period by agreement of the parties or court order.

Inspection of Work:
If a Purchase Order is issued for the purchase of services, the following terms shall apply when applicable:

A. Services 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 Using Agency covering the services under the Purchase Order. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Using Agency or other party to the Purchase Order during the term of performance of the Work and for as long thereafter as required.
C. The Using Agency has the right to inspect and test all services contemplated to the extent practicable at all times and places during the term of the Project. The Using Agency shall perform inspections and tests in a manner that will not unduly delay or interfere with Contractor's performance.
D. If the Using Agency 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 Purchase Order price, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

E. If any part of the services do not conform with the requirements, the Using Agency may require the Contractor to re-perform the services in conformity with the requirements at no increase in Purchase Order amount. When the defects in services cannot be corrected by re-performance, the Using Agency may:
   (1) Require the Contractor to take necessary action(s) to ensure that future performance conforms to the requirements;
   (2) Reduce the Purchase Order price to reflect the reduced value of the services performed.

F. 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, the Using Agency may:
   (1) By Agreement or otherwise, perform the services and charge to the Contractor any cost incurred by the Using Agency that is directly related to the performance of such service; or
   (2) Cancel the Purchase Order for default.

THE PROVISIONS OF THIS ARTICLE ARE NOT EXCLUSIVE AND DO NOT WAIVE THE USING AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THE PURCHASE ORDER/PRICE AGREEMENT.

Suspension, Delay or Interruption of Work:
The Using Agency 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 Using Agency may determine.. 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.

Time Extension Costs:
Agreed Compensation for Overhead "General Conditions" for Changes to Time for Completion or Contract Completion Date for Changes to the Work**:** If the change in the Work also changes the Time for Completion or the Agreement Completion Date by adding days to complete the Work, an itemized accounting of the following General Conditions costs for direct Site overhead set forth in the subparagraph below may be considered as allowable costs for compensation. Home office overhead and other indirect overhead expenses are not added into the General Conditions expenses.

Direct Site Overhead Expenses:
The Contractor's per diem expenses, as shown by the itemized accounting, for the following allowable, applicable, direct Site overhead expenses: The Site superintendent's pro-rata salary, temporary Site office trailer, temporary fencing, building utility costs, security, temporary storage and temporary Site utilities including electricity, heat, water, and sanitary/toilet facilities, etc. for each day added.

If at any time there is a delay in the critical path of the Work due to postponement, due to the Contractor's efforts to justify an extension of the time or an increase in the Agreement Price beyond the deadlines or due to the Contractor's refusal to proceed with any of the approved Work, such delay and any Contractor costs resulting from it shall not serve as the basis for the extension of the Time for Completion or Agreement Completion Date or for an increase in the Contract Price.

Clean Up and Storage:

A. The Contractor will provide off-site legal disposal of all waste products, trash, and debris. Using Agency's trash receptacles will not be used by the Contractor. Sanitary facilities will "not" be available at the job site. Contractor shall be responsible for the provision and maintenance of portable toilets.
B. The Contractor on a daily basis shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement. At completion of the Work, the Contractor shall remove from and about the Project waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials and shall then thoroughly clean the premises and the site to the Using Agency's satisfaction.
C. Materials or equipment shall be delivered to the project in the manufacturer's original sealed, labeled containers and shall be adequately protected against moisture, dust, tampering or damage from improper handling or storage. Materials shall not be delivered to the site before they are needed.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

D. Storage of materials and construction equipment shall be coordinated with the Using Agency.

Permits and Fees:

A. IF APPLICABLE- The Contractor shall secure and pay for the Building Permit and other permits and governmental fees, licenses and inspections and Certificate of Occupancy necessary for proper execution and completion of the Work. Changes or modifications to the Work shall include all requirements of this paragraph.

B. The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations and lawful orders of public authorities applicable to performance of the Work.

C. IF APPLICABLE- Certificates of Inspection, use and occupancy will be delivered to the Using Agency upon completion of the Work in sufficient time for occupation of the facility in accordance with the approved schedule for the Work. Contractor shall deliver a photocopy of the Building Permit to the Design Professional and Using Agency as soon as it is obtained.

Schedule, Progress Meetings and Reports:

A. The Contractor, promptly after being awarded a Project and before the first payment application, shall prepare and submit for the Using Agency's information a Critical Path Construction Schedule for the Work that indicates the intended start and completion of the various construction activities, which shall be implemented and adhered to by the Contractor, Subcontractors, material suppliers and equipment suppliers. At a minimum, the schedule shall be a GANTT type schedule and shall not exceed time limits allowed by the RFQ or Notice to Proceed with no fewer work breakdown events than line items of the Schedule of Values.

B. The Contractor shall perform the Work in general accordance with the most recent schedule submitted to the Using Agency.

C. Progress meetings shall be scheduled on a regular basis. The purpose will be to review the upcoming activities, any open issues and current progress. The Contractor shall keep any meeting minutes as needed. Progress schedules shall be updated regularly. A three week look-ahead schedule should be presented at every project meeting. An updated critical path schedule shall be presented with any change orders and with every pay application.

D. The Contractor shall prepare a Daily Report each day that Contractor, Subcontractors or any other entity are on the Project. The Daily Reports shall be maintained at the site and be well organized. The Using Agency may request copies at any time. The reports may include:
   1. Report date and who prepared the report;
   2. Weather conditions - low temp, high temp, visibility, humidity, wind, wind direction, cloud conditions, precipitation amount, other notes;
   3. Companies present by name and their number of workers, work location, total man hours that day for each company;
   4. Equipment - type, source, units of work done, location of work, hour meter reading;
   5. Material brought to site - description, units, quantity, quality, location, time;
   6. Visitors to site - name, company, time;
   7. Safety concerns - company, contact, noticed by, work activity, safety issue, requirement, outcome;
   8. Quality assurance and control - company, description of issue, specification section, issued by.

Close-out Requirements:

The Contractor shall submit to the Using Agency a separate and detailed Closeout Schedule indicating the date of Final Completion and all work to be completed before Final Completion including Close-Out requirements. The punch list of incomplete or inadequate work shall also be submitted when the work is substantially complete. Failure to include any item on the punch list does not alter the responsibility of the Contractor to complete all work in accordance with the Contract Documents.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Before final completion can be achieved, all Work must be complete and accepted including the following as applicable:

a. Work associated with Punch List(s);
b. Testing, balance or performance operations complete and in agreement that associated work is in compliance with the Contract Documents;
c. One hard copy and one electronic copy in .pdf format of final approved test, balance or performance report(s) complete with directory of contents submitted to Using Agency;
d. As-Built drawings delivered in autocad or electronic format;
e. Written certification signed by Using Agency of delivery and stocking of extra material, equipment or components required by the Purchase Order at a location established by the Using Agency;
f. Delivery of all warranties required by the Work;
g. All keys, passes, codes, software or other methods or components of control or security which have been correctly and adequately accounted for and closed-out;
h. Completed Operations Liability insurance policy certificate, if applicable;
i. Training of staff on all applicable building systems;
j. All Storm Water Pollution Prevention Permits (SWPPP) have been updated or closed;
k. Utility transfer to User/Using Agency;
l. Operations and Maintenance Manuals;
m. Certified statement of Release of Liens (AIA Document G706A or approved form) and Consent of Surety.

Warranty:
The Contractor shall warrant its work (non-roofing and equipment), for materials and for workmanship furnished and performed under this Price Agreement for a period of one (1) year minimum from the date of acceptance or Substantial Completion whichever is longest. The Contractor shall warrant its work for repairs or restoration of existing systems, appliances and work for ninety (90) days from the date of acceptance or Substantial Completion. It is understood that some equipment is far beyond its normal life and a warranty cannot be extended/supplied. Contractor must pass on to the User Agency warranties of replaced roofs and equipment offered by the manufacturer.

Payment Provisions:
Generally payments are made on a thirty (30) day billing cycle. Payment for projects of less than thirty (30) day duration shall be paid upon the Using Agency's acceptance of the work.

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

A. Acceptance - In accordance with Section 13-1-158 NMSA 1978, the Agency shall determine if the Construction Work provided meets specifications. No payment shall be made for any work until the Work has been accepted in writing by the Using Agency. Unless otherwise agreed upon between the Using Agency and the Contractor, within fifteen (15) days from the date the Using Agency receives written notice from the Contractor that payment is requested for work, the Using Agency shall issue a written certification of complete or partial acceptance or rejection of the Work. Unless the Using Agency gives notice of rejection within the specified time period, the Work will be deemed to have been accepted.

B. Payment of Invoice - Upon acceptance that the Work has been received and accepted, payment shall be tendered to the Contractor within twenty one (21) days after the date of acceptance of an undisputed invoice.

C. The Contractor, before final payment of the amount due under this Contract, shall provide requested Close-out documents including any release of liens.

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

BID INFORMATION:
"Tax" The bid prices for this ITB shall **not** include New Mexico gross receipts tax or local option tax(es).

"Hourly Rate" means the proposed fully loaded maximum hourly rates that include fringe benefits and any overhead costs for contractor personnel, as well as subcontractor personnel, if appropriate. The Hourly Rate does not include mileage, per diem or lodging.

"Offeror" shall reference all work positions associated with this project, and each position's firm, fixed hourly rate. This hourly rate does not include billable reimbursable rates for mileage, meals or lodging. The State of New Mexico, at its discretion, may negotiate lower rates on a project by project basis, with the awarded Contractor.

Hourly rates are requested for the three (3) levels of personnel. ***All items for pricing must be filled in.*** If one of the personnel listed is not relevant to your company, fill in a rate for a comparable employee that is on staff or could be on staff at a future time. For example, if the Superintendent also functions as the Journeyman or Experienced worker or vice versa, enter his rate for both items. Any blank items will cause a possible rejection of the bid for non-compliance.

Labor Rates:
1. Superintendent: a person with supervisory experience who maintains control of the work and work site. This person may or may not actually perform work on the project.

2. Journeyman or Experienced Worker: a person licensed by the State of New Mexico as a journeyman in the specialized field of work required and being performed or a person with many years of experience with a high rate of pay.

3. Laborer: a person with minimal experience, performing minor forms of labor.

Hours Worked:

Regular Hours: Monday through Friday and 8 am through 5 pm.

After Hours: All hours not within the days and times listed for "Regular Hours".

Holidays: Holidays will be considered "After Hours" and paid at "After Hours" rates.

The State of New Mexico reserves the right to award this Price Agreement to multiple vendors. Bidders must include pricing for ALL items in order to allow for accurate comparisons. If a Bidder fails to include one or more of those items, his Bid may be rejected.

Bids for these services are requested on a statewide basis. The intent in the bid evaluation is to add up all of the items from Items 1 through 16 in order to determine the low bidders.

*****End of Specifications*****

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Items:

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
1	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Superintendent, regular hours**		
				$75.00	(AA)
				$75.00	(AB)
				$85.00	(AC)
				$95.00	(AD)
				$73.70	(AE)
				$105.00	(AF)
				$65.00	(AG)
				$82.30	(AH)
				$85.00	(AI)
				$95.00	(AJ)
				$76.00	(AK)
				$68.00	(AL)
				$72.50	(AM)
				$180.00	(AN)
				$108.11	(AO)
				$175.00	(AP)
				$51.72	(AQ)
				$100.00	(AR)
				$150.00	(AS)
				$150.00	(AT)
				$36.25	(AU)
				$100.00	(AV)
				$80.00	(AW)
				$195.00	(AX)
				$155.00	(AY)
				$100.00	(AZ)
				$85.00	(BA)
				$87.85	(BB)
				$75.00	(BC)
				$150.00	(BD)
				$80.40	(BE)
				$92.00	(BF)
				$72.50	(BG)
				$85.00	(BH)
				$65.00	(BI)
				$65.00	(BJ)
				$75.00	(BK)
				$70.33	(BL)
				$103.07	(BM)
				$80.00	(BN)
				$165.00	(BO)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 1 - Continued		
				$99.78	(BP)
				$98.00	(BQ)
				$90.00	(BR)
				$70.00	(BS)
				$100.00	(BT)
				$93.00	(BU)
				$80.00	(BV)
				$85.00	(BW)
				$132.47	(BX)
				$90.00	(BY)
2	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Superintendent, after hours**		
				$112.50	(AA)
				$85.00	(AB)
				$85.00	(AC)
				$110.00	(AD)
				$73.70	(AE)
				$120.00	(AF)
				$75.00	(AG)
				$118.37	(AH)
				$85.00	(AI)
				$142.50	(AJ)
				$76.00	(AK)
				$102.00	(AL)
				$88.00	(AM)
				$200.00	(AN)
				$162.17	(AO)
				$250.00	(AP)
				$77.58	(AQ)
				$150.00	(AR)
				$225.00	(AS)
				$205.00	(AT)
				$61.62	(AU)
				$150.00	(AV)
				$100.00	(AW)
				$195.00	(AX)
				$185.00	(AY)
				$125.00	(AZ)
				$115.00	(BA)
				$131.77	(BB)
				$95.00	(BC)
				$225.00	(BD)
				$120.61	(BE)
				$145.00	(BF)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 2 - Continued		
				$83.37	(BG)
				$95.00	(BH)
				$85.00	(BI)
				$75.00	(BJ)
				$85.00	(BK)
				$77.86	(BL)
				$173.14	(BM)
				$100.00	(BN)
				$225.00	(BO)
				$149.67	(BP)
				$126.00	(BQ)
				$90.00	(BR)
				$95.00	(BS)
				$120.00	(BT)
				$103.00	(BU)
				$120.00	(BV)
				$127.50	(BW)
				$165.42	(BX)
				$155.00	(BY)
3	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Journeyman or Experienced worker, regular hours**		
				$60.00	(AA)
				$70.00	(AB)
				$85.00	(AC)
				$105.00	(AD)
				$60.50	(AE)
				$90.00	(AF)
				$49.00	(AG)
				$78.41	(AH)
				$70.00	(AI)
				$95.00	(AJ)
				$54.00	(AK)
				$64.00	(AL)
				$58.50	(AM)
				$140.00	(AN)
				$108.11	(AO)
				$150.00	(AP)
				$48.53	(AQ)
				$125.00	(AR)
				$150.00	(AS)
				$125.00	(AT)
				$73.84	(AU)
				$75.00	(AV)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 3 - Continued		
				$65.00	(AW)
				$165.00	(AX)
				$135.00	(AY)
				$85.00	(AZ)
				$67.00	(BA)
				$69.66	(BB)
				$70.00	(BC)
				$150.00	(BD)
				$112.83	(BE)
				$120.00	(BF)
				$67.50	(BG)
				$80.00	(BH)
				$100.00	(BI)
				$49.00	(BJ)
				$55.00	(BK)
				$62.54	(BL)
				$134.44	(BM)
				$70.00	(BN)
				$145.00	(BO)
				$85.88	(BP)
				$88.00	(BQ)
				$75.00	(BR)
				$70.00	(BS)
				$60.00	(BT)
				$70.00	(BU)
				$75.00	(BV)
				$80.00	(BW)
				$125.27	(BX)
				$120.00	(BY)
4	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Journeyman or Experienced worker, after hours**		
				$90.00	(AA)
				$75.00	(AB)
				$85.00	(AC)
				$125.00	(AD)
				$70.40	(AE)
				$110.00	(AF)
				$56.00	(AG)
				$111.07	(AH)
				$105.00	(AI)
				$142.50	(AJ)
				$65.00	(AK)
				$96.00	(AL)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 4 - Continued		
				$74.00	(AM)
				$155.00	(AN)
				$162.17	(AO)
				$200.00	(AP)
				$72.80	(AQ)
				$135.00	(AR)
				$225.00	(AS)
				$150.00	(AT)
				$95.36	(AU)
				$112.50	(AV)
				$90.00	(AW)
				$165.00	(AX)
				$155.00	(AY)
				$110.00	(AZ)
				$85.00	(BA)
				$104.49	(BB)
				$90.00	(BC)
				$225.00	(BD)
				$169.24	(BE)
				$155.00	(BF)
				$77.63	(BG)
				$95.00	(BH)
				$110.00	(BI)
				$56.00	(BJ)
				$85.00	(BK)
				$72.55	(BL)
				$176.48	(BM)
				$90.00	(BN)
				$205.00	(BO)
				$128.82	(BP)
				$106.00	(BQ)
				$112.50	(BR)
				$95.00	(BS)
				$85.00	(BT)
				$90.00	(BU)
				$113.00	(BV)
				$120.00	(BW)
				$158.22	(BX)
				$150.00	(BY)
5	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Laborer, regular hours**		
				$35.00	(AA)
				$65.00	(AB)
				$85.00	(AC)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 5 - Continued		
				$55.00	(AD)
				$49.50	(AE)
				$75.00	(AF)
				$28.00	(AG)
				$50.21	(AH)
				$45.00	(AI)
				$55.00	(AJ)
				$44.00	(AK)
				$62.00	(AL)
				$40.00	(AM)
				$100.00	(AN)
				$83.23	(AO)
				$100.00	(AP)
				$33.81	(AQ)
				$80.00	(AR)
				$75.00	(AS)
				$100.00	(AT)
				$21.50	(AU)
				$50.00	(AV)
				$55.00	(AW)
				$135.00	(AX)
				$120.00	(AY)
				$55.00	(AZ)
				$60.00	(BA)
				$41.43	(BB)
				$55.00	(BC)
				$75.00	(BD)
				$59.74	(BE)
				$26.50	(BF)
				$41.50	(BG)
				$65.00	(BH)
				$45.00	(BI)
				$28.00	(BJ)
				$35.00	(BK)
				$54.80	(BL)
				$30.03	(BM)
				$60.00	(BN)
				$105.00	(BO)
				$44.42	(BP)
				$74.00	(BQ)
				$45.00	(BR)
				$60.00	(BS)
				$45.00	(BT)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 5 - Continued		
				$50.00	(BU)
				$55.00	(BV)
				$40.00	(BW)
				$87.58	(BX)
				$25.00	(BY)
6	**1**	**Hourly**	**Labor Rate - Projects under Sixty Thousand ($60,000) Laborer, after hours**		
				$52.50	(AA)
				$70.00	(AB)
				$85.00	(AC)
				$65.00	(AD)
				$58.30	(AE)
				$95.00	(AF)
				$35.00	(AG)
				$70.22	(AH)
				$67.50	(AI)
				$82.50	(AJ)
				$54.00	(AK)
				$93.00	(AL)
				$54.00	(AM)
				$110.00	(AN)
				$124.85	(AO)
				$150.00	(AP)
				$50.72	(AQ)
				$110.00	(AR)
				$112.50	(AS)
				$125.00	(AT)
				$36.12	(AU)
				$75.00	(AV)
				$75.00	(AW)
				$135.00	(AX)
				$145.00	(AY)
				$75.00	(AZ)
				$72.00	(BA)
				$62.89	(BB)
				$75.00	(BC)
				$82.50	(BD)
				$89.60	(BE)
				$52.00	(BF)
				$51.73	(BG)
				$80.00	(BH)
				$45.00	(BI)
				$35.00	(BJ)
				$50.00	(BK)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 6 - Continued		
				$74.30	(BL)
				$60.06	(BM)
				$80.00	(BN)
				$125.00	(BO)
				$66.63	(BP)
				$89.00	(BQ)
				$67.50	(BR)
				$85.00	(BS)
				$60.00	(BT)
				$65.00	(BU)
				$83.00	(BV)
				$60.00	(BW)
				$114.89	(BX)
				$50.00	(BY)
7	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Superintendent, regular hours**		
				$75.00	(AA)
				$80.00	(AB)
				$85.00	(AC)
				$110.00	(AD)
				$73.70	(AE)
				$105.00	(AF)
				$65.00	(AG)
				$82.30	(AH)
				$85.00	(AI)
				$95.00	(AJ)
				$76.00	(AK)
				$68.00	(AL)
				$75.00	(AM)
				$180.00	(AN)
				$108.11	(AO)
				$200.00	(AP)
				$51.72	(AQ)
				$135.00	(AR)
				$150.00	(AS)
				$150.00	(AT)
				$36.25	(AU)
				$115.00	(AV)
				$80.00	(AW)
				$130.00	(AX)
				$155.00	(AY)
				$105.00	(AZ)
				$100.00	(BA)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 7 - Continued		
				$87.85	(BB)
				$75.00	(BC)
				$150.00	(BD)
				$80.40	(BE)
				$99.00	(BF)
				$83.37	(BG)
				$85.00	(BH)
				$75.00	(BI)
				$65.00	(BJ)
				$75.00	(BK)
				$92.36	(BL)
				$114.07	(BM)
				$90.00	(BN)
				$165.00	(BO)
				$99.78	(BP)
				$126.00	(BQ)
				$90.00	(BR)
				$70.00	(BS)
				$100.00	(BT)
				$93.00	(BU)
				$98.00	(BV)
				$105.00	(BW)
				$162.10	(BX)
				$101.00	(BY)
8	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Superintendent, after hours**		
				$112.50	(AA)
				$90.00	(AB)
				$85.00	(AC)
				$120.00	(AD)
				$73.70	(AE)
				$120.00	(AF)
				$75.00	(AG)
				$118.37	(AH)
				$85.00	(AI)
				$142.50	(AJ)
				$76.00	(AK)
				$102.00	(AL)
				$88.00	(AM)
				$200.00	(AN)
				$162.17	(AO)
				$275.00	(AP)
				$77.58	(AQ)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 8 - Continued		
				$150.00	(AR)
				$225.00	(AS)
				$205.00	(AT)
				$61.60	(AU)
				$172.50	(AV)
				$100.00	(AW)
				$130.00	(AX)
				$185.00	(AY)
				$130.00	(AZ)
				$130.00	(BA)
				$128.71	(BB)
				$95.00	(BC)
				$225.00	(BD)
				$120.61	(BE)
				$140.00	(BF)
				$95.88	(BG)
				$100.00	(BH)
				$95.00	(BI)
				$75.00	(BJ)
				$95.00	(BK)
				$138.54	(BL)
				$176.44	(BM)
				$110.00	(BN)
				$225.00	(BO)
				$149.67	(BP)
				$153.00	(BQ)
				$90.00	(BR)
				$95.00	(BS)
				$120.00	(BT)
				$103.00	(BU)
				$147.00	(BV)
				$150.00	(BW)
				$206.87	(BX)
				$155.00	(BY)
9	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Journeyman, regular hours**		
				$60.00	(AA)
				$75.00	(AB)
				$85.00	(AC)
				$120.00	(AD)
				$70.50	(AE)
				$90.00	(AF)
				$49.00	(AG)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 9 - Continued		
				$78.41	(AH)
				$70.00	(AI)
				$95.00	(AJ)
				$88.00	(AK)
				$64.00	(AL)
				$68.00	(AM)
				$140.00	(AN)
				$108.11	(AO)
				$175.00	(AP)
				$48.53	(AQ)
				$125.00	(AR)
				$150.00	(AS)
				$125.00	(AT)
				$78.36	(AU)
				$90.00	(AV)
				$75.00	(AW)
				$110.00	(AX)
				$135.00	(AY)
				$90.00	(AZ)
				$82.00	(BA)
				$68.04	(BB)
				$70.00	(BC)
				$150.00	(BD)
				$157.77	(BE)
				$152.00	(BF)
				$77.63	(BG)
				$85.00	(BH)
				$125.00	(BI)
				$49.00	(BJ)
				$55.00	(BK)
				$75.42	(BL)
				$169.74	(BM)
				$80.00	(BN)
				$145.00	(BO)
				$85.88	(BP)
				$106.00	(BQ)
				$75.00	(BR)
				$70.00	(BS)
				$60.00	(BT)
				$70.00	(BU)
				$90.00	(BV)
				$90.00	(BW)
				$153.70	(BX)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 9 - Continued		
				$150.00	(BY)
10	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Journeyman, after hours**		
				$90.00	(AA)
				$80.00	(AB)
				$85.00	(AC)
				$130.00	(AD)
				$78.50	(AE)
				$110.00	(AF)
				$56.00	(AG)
				$111.07	(AH)
				$105.00	(AI)
				$142.50	(AJ)
				$88.00	(AK)
				$96.00	(AL)
				$82.00	(AM)
				$155.00	(AN)
				$162.17	(AO)
				$250.00	(AP)
				$72.80	(AQ)
				$135.00	(AR)
				$225.00	(AS)
				$150.00	(AT)
				$95.60	(AU)
				$135.00	(AV)
				$95.00	(AW)
				$110.00	(AX)
				$155.00	(AY)
				$120.00	(AZ)
				$98.00	(BA)
				$102.06	(BB)
				$90.00	(BC)
				$225.00	(BD)
				$236.66	(BE)
				$202.00	(BF)
				$89.27	(BG)
				$100.00	(BH)
				$125.00	(BI)
				$56.00	(BJ)
				$85.00	(BK)
				$116.35	(BL)
				$246.20	(BM)
				$100.00	(BN)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 10 - Continued		
				$205.00	(BO)
				$128.82	(BP)
				$127.00	(BQ)
				$112.50	(BR)
				$95.00	(BS)
				$85.00	(BT)
				$90.00	(BU)
				$135.00	(BV)
				$130.00	(BW)
				$199.66	(BX)
				$220.00	(BY)
11	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Laborer, regular hours**		
				$35.00	(AA)
				$70.00	(AB)
				$85.00	(AC)
				$65.00	(AD)
				$57.00	(AE)
				$75.00	(AF)
				$28.00	(AG)
				$50.21	(AH)
				$45.00	(AI)
				$55.00	(AJ)
				$60.00	(AK)
				$62.00	(AL)
				$47.00	(AM)
				$100.00	(AN)
				$83.23	(AO)
				$125.00	(AP)
				$33.81	(AQ)
				$85.00	(AR)
				$75.00	(AS)
				$100.00	(AT)
				$37.37	(AU)
				$65.00	(AV)
				$55.00	(AW)
				$90.00	(AX)
				$120.00	(AY)
				$60.00	(AZ)
				$72.00	(BA)
				$40.95	(BB)
				$55.00	(BC)
				$75.00	(BD)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 11 - Continued		
				$74.14	(BE)
				$50.50	(BF)
				$51.73	(BG)
				$75.00	(BH)
				$50.00	(BI)
				$28.00	(BJ)
				$35.00	(BK)
				$57.78	(BL)
				$57.94	(BM)
				$70.00	(BN)
				$105.00	(BO)
				$44.42	(BP)
				$89.00	(BQ)
				$45.00	(BR)
				$60.00	(BS)
				$45.00	(BT)
				$50.00	(BU)
				$65.00	(BV)
				$50.00	(BW)
				$114.54	(BX)
				$50.00	(BY)
12	**1**	**Hourly**	**Labor Rate - Projects over Sixty Thousand ($60,000) Wage Decision Projects, Laborer, after hours**		
				$52.50	(AA)
				$75.00	(AB)
				$85.00	(AC)
				$75.00	(AD)
				$60.00	(AE)
				$95.00	(AF)
				$35.00	(AG)
				$70.22	(AH)
				$67.50	(AI)
				$82.50	(AJ)
				$71.00	(AK)
				$93.00	(AL)
				$59.00	(AM)
				$110.00	(AN)
				$124.85	(AO)
				$175.00	(AP)
				$50.72	(AQ)
				$110.00	(AR)
				$112.50	(AS)
				$125.00	(AT)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 12 - Continued		
				$56.06	(AU)
				$97.50	(AV)
				$68.00	(AW)
				$90.00	(AX)
				$145.00	(AY)
				$80.00	(AZ)
				$85.00	(BA)
				$61.43	(BB)
				$75.00	(BC)
				$82.50	(BD)
				$112.12	(BE)
				$104.50	(BF)
				$59.49	(BG)
				$90.00	(BH)
				$65.00	(BI)
				$35.00	(BJ)
				$50.00	(BK)
				$86.75	(BL)
				$115.87	(BM)
				$90.00	(BN)
				$125.00	(BO)
				$66.63	(BP)
				$112.00	(BQ)
				$67.50	(BR)
				$85.00	(BS)
				$60.00	(BT)
				$65.00	(BU)
				$98.00	(BV)
				$70.00	(BW)
				$150.31	(BX)
				$100.00	(BY)
13	**1**	**Hourly**	**Labor Rate - Diagnosis, project estimates, troubleshooting, or other not listed**		
				$100.00	(AA)
				$65.00	(AB)
				$250.00	(AC)
				$125.00	(AD)
				$90.00	(AE)
				$90.00	(AF)
				$125.00	(AG)
				$86.21	(AH)
				$90.00	(AI)
				$145.00	(AJ)
				$140.00	(AK)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 13 - Continued		
				$125.00	(AL)
				$85.00	(AM)
				$100.00	(AN)
				$115.62	(AO)
				$200.00	(AP)
				$51.72	(AQ)
				$100.00	(AR)
				$250.00	(AT)
				$85.00	(AU)
				$100.00	(AV)
				$100.00	(AW)
				$150.00	(AX)
				$225.00	(AY)
				$150.00	(AZ)
				$200.00	(BA)
				$87.85	(BB)
				$75.00	(BC)
				$75.00	(BD)
				$80.40	(BE)
				$100.00	(BF)
				$85.00	(BG)
				$85.00	(BH)
				$85.00	(BI)
				$125.00	(BJ)
				$95.00	(BK)
				$98.86	(BL)
				$93.50	(BM)
				$75.00	(BN)
				$485.00	(BO)
				$120.00	(BP)
				$145.00	(BQ)
				$90.00	(BR)
				$70.00	(BS)
				$110.00	(BT)
				$100.00	(BU)
				$175.00	(BV)
				$100.00	(BW)
				$150.00	(BX)
				$115.00	(BY)
14	**1**	**% Discount**	**Discount off all parts and materials. Invoice will include copies of all purchases for parts and materials, including vendor and date purchased. Enter zero if no discount is offered.**		
				0%	(AA)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 14 - Continued		
				0%	(AB)
				0%	(AC)
				0%	(AD)
				0%	(AE)
				0%	(AF)
				0%	(AG)
				0%	(AH)
				0%	(AI)
				2%	(AJ)
				0%	(AK)
				0%	(AL)
				0%	(AM)
				0%	(AN)
				0%	(AO)
				0%	(AP)
				0%	(AQ)
				0%	(AR)
				0%	(AS)
				0%	(AT)
				2%	(AU)
				0%	(AV)
				0%	(AW)
				0%	(AX)
				0%	(AY)
				0%	(AZ)
				0%	(BA)
				0%	(BB)
				0%	(BC)
				0%	(BE)
				0%	(BF)
				0%	(BG)
				0%	(BH)
				0%	(BI)
				0%	(BJ)
				5%	(BK)
				0%	(BL)
				0%	(BM)
				0%	(BN)
				0%	(BO)
				0%	(BP)
				0%	(BQ)
				0%	(BR)
				15%	(BS)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 14 - Continued		
				0%	(BT)
				0%	(BU)
				2%	(BV)
				0%	(BW)
				0%	(BX)
				0%	(BY)
15	**1**	**Day**	**Daily per diem rate for overnight stay as needed. Including dinner and breakfast per person. Bidders should provide a Per Diem Rate that does not exceed the Per Diem Rate defined above in this bid. If a Per Diem Rate is not submitted by the Bidder, the defined rate shall be the default.**		
				$150.00	(AA)
				$125.00	(AB)
				$50.00	(AC)
				$150.00	(AD)
				$180.00	(AE)
				$175.00	(AF)
				$100.00	(AG)
				$175.00	(AH)
				$125.00	(AI)
				$195.00	(AJ)
				$150.00	(AK)
				$131.00	(AL)
				$130.00	(AM)
				$210.00	(AN)
				$195.00	(AO)
				$250.00	(AP)
				$55.00	(AQ)
				$157.00	(AR)
				$150.00	(AS)
				$185.00	(AT)
				$163.00	(AU)
				$276.00	(AV)
				$170.00	(AW)
				$150.00	(AX)
				$185.00	(AY)
				$175.00	(AZ)
				$185.00	(BA)
				$100.00	(BB)
				$120.00	(BC)
				$150.00	(BD)
				$184.75	(BE)
				$120.00	(BF)
				$155.00	(BG)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 15 - Continued		
				$120.00	(BH)
				$225.00	(BI)
				$100.00	(BJ)
				$125.00	(BK)
				$203.71	(BL)
				$66.00	(BM)
				$125.00	(BN)
				$285.00	(BO)
				$150.00	(BP)
				$195.00	(BQ)
				$125.00	(BR)
				$195.00	(BS)
				$150.00	(BT)
				$185.00	(BU)
				$157.00	(BV)
				$200.00	(BW)
				$260.00	(BX)
				$115.00	(BY)
16	**1**	**Mile**	**One way per mile cost, per service vehicle required, measured from the awarded Contractor's office/shop to the requested job site, for travel in excess of 50 miles one way, based on mapquest.com. Bidders should provide a Mileage Rate that does not exceed the IRS Mileage Rate linked above. If a Mileage Rate is not submitted by the Bidder, the defined rate shall be the default.**		
				$0.50	(AA)
				$1.25	(AB)
				$0.65	(AC)
				$2.50	(AD)
				$1.25	(AE)
				$0.66	(AF)
				$10.00	(AG)
				$1.26	(AH)
				$0.655	(AI)
				$0.66	(AJ)
				$1.00	(AK)
				$0.66	(AL)
				$0.65	(AM)
				$0.655	(AN)
				$1.55	(AO)
				$3.50	(AP)
			* per mile	$1.50	(AQ)
				$1.50	(AR)
				$20.00	(AS)
				$10.00	(AT)

DocuSign Envelope ID: 9C0D0BCE-1F94-4323-9C4D-6BA4D233D2D9

Item	Approx. Qty.	UOM	Article and Description	Unit Price	Awarded Vendor
			Item 16 - Continued		
				0.655	(AV)
				$0.65	(AW)
				$0.65	(AX)
				$4.50	(AY)
				$3.00	(AZ)
				$10.00	(BA)
				$0.655	(BB)
				$0.65	(BC)
				$4.00	(BD)
				$0.66	(BE)
				$8.50	(BF)
				$0.65	(BG)
			* cents per mile	$0.655	(BH)
				$1.50	(BI)
				$10.00	(BJ)
				$0.75	(BK)
				$0.74	(BL)
				$5.00	(BM)
				$1.00	(BN)
				$3.75	(BO)
				$0.87	(BP)
				$1.85	(BQ)
				$0.655	(BR)
				$1.25	(BS)
				$0.57	(BT)
				$2.50	(BU)
				$0.25	(BV)
				$1.75	(BW)
				$0.655	(BX)
				$8.50	(BY)

***** 16 Awarded Items Total*****

DocuSign

Certificate Of Completion

Envelope Id: 9C0D0BCE1F9443239C4D6BA4D233D2D9
Status: Completed
Subject: GSD/SPD Procurement#: 40-00000-23-00034 General Construction Award
Source Envelope:
Document Pages: 45
Signatures: 1
Certificate Pages: 5
Initials: 2
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Envelope Originator:
Tami Concha
1100 S Saint Francis Dr
Santa Fe, NM 87502
Tami.Concha@gsd.nm.gov
IP Address: 164.64.63.2

Record Tracking

Status: Original
12/29/2023 1:05:04 PM
Holder: Tami Concha
Tami.Concha@gsd.nm.gov
Location: DocuSign

Security Appliance Status: Connected
Pool: StateLocal

Storage Appliance Status: Connected
Pool: GSD
Location: DocuSign

Signer Events	Signature	Timestamp
Michael Saavedra Michael.Saavedra@gsd.nm.gov New Mexico General Services Security Level: Email, Account Authentication (None)	MS Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 12/29/2023 1:13:14 PM Viewed: 12/29/2023 1:13:44 PM Signed: 12/29/2023 1:13:50 PM
Electronic Record and Signature Disclosure: Accepted: 6/4/2020 11:04:51 AM ID: 9cac1b3e-4279-4c8f-b2b4-c607ea9821d8		
Tami Concha tami.concha@gsd.nm.gov Procurement Specialist II New Mexico General Services, State Purchasing Division Security Level: Email, Account Authentication (None)	JC Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 12/29/2023 1:13:54 PM Viewed: 12/29/2023 1:14:14 PM Signed: 12/29/2023 1:14:21 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Natalie Martinez natalie.martinez1@gsd.nm.gov Deputy Director New Mexico General Services Security Level: Email, Account Authentication (None)	Natalie Martinez Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 12/29/2023 1:14:25 PM Viewed: 12/29/2023 1:23:23 PM Signed: 12/29/2023 1:27:07 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/29/2023 1:13:14 PM
Certified Delivered	Security Checked	12/29/2023 1:23:23 PM
Signing Complete	Security Checked	12/29/2023 1:27:07 PM
Completed	Security Checked	12/29/2023 1:27:07 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

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

B. Obtaining paper copies

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

C. Withdrawing your consent

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

D. Consequences of changing your mind

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

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

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

F. How to contact GSD:

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

G. To advise SPD of your new email address

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

H. To request paper copies from SPD

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

I. To withdraw your consent with SPD

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

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

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

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:
https://support.docusign.com/guides/signer-guide-signing-system-requirements

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

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

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

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

Client#: 1144006 ANCHOINC1

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/07/2025

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

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

PRODUCER	CONTACT NAME: Bridget Brakeall
USI Insurance Services, LLC 4100 Osuna Road NE Suite 2-203 Albuquerque, NM 87109	PHONE (A/C, No, Ext): 602.374.1331 FAX (A/C, No): E-MAIL ADDRESS: bridget.brakeall@usi.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Continental Casualty Company	20443
INSURER B : Builders Trust of New Mexico	99999
INSURER C : Valley Forge Insurance Company	20508
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
AnchorBuilt, Inc.
P.O. Box 27688
Albuquerque, NM 87125-7688

COVERAGES **CERTIFICATE NUMBER:** **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X	X	6080684959	03/10/2025	03/10/2026	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
C	AUTOMOBILE LIABILITY	X	X	6080684962	03/10/2025	03/10/2026	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			6080684976	03/10/2025	03/10/2026	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $10,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N		X	WC1000003908	03/10/2025	03/10/2026	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y	N / A					E.L. EACH ACCIDENT	$2,000,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$2,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$2,000,000
A	Stored Material			6080684959	03/10/2025	03/10/2026	*See Desc Of Ops	
C	HAPD			6080684962	03/10/2025	03/10/2026	*See Desc Of Ops	
A	Leased/Rented Eq			6080684959	03/10/2025	03/10/2026	*See Desc Of Ops	

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

Insurer A - Stored Material - Limit $750,000; Deductible $2,5000 - Temp Storage - Limit $300,000
Insurer C- HAPD - Limit $75,000 - Compensation Deductible $500; Collison Deductible $1,000
Insurer A - Leased and Rented Equipment - Limit $500,000; Deductible $1,0000

The General Liability and Automobile Liability policies include an automatic Additional Insured endorsement
(See Attached Descriptions)

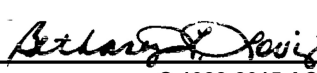
CERTIFICATE HOLDER

City of Santa Fe
2651 Siringo Road, Building E
Santa Fe, NM 87505-0000

CANCELLATION

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



© 1988-2015 ACORD CORPORATION. All rights reserved.

From: DUTTON-LEYDA, TRAVIS K.
To: KAHAHANE, ELIZABETH L.; Purchasing DET
Subject: RE: Determination Request – New Storage and Training Building for FS#5
Date: Tuesday, June 24, 2025 9:24:57 AM
Attachments: image002.png
image004.png

Greetings,
Based on the information provided, the scope of work is classified as **Construction**. This determination is made solely for the purpose of addressing the classification question and does not constitute a comprehensive review of the scope or the procurement method's compliance with all applicable legal or regulatory requirements.
This determination is subject to change if the scope of work is modified from the original submission.
The procurement process must comply with all applicable requirements, including but not limited to:

- The City of Santa Fe's Procurement Manual
- Central Purchasing procedures
- Applicable state statutes
- Requirements of the New Mexico Department of Workforce Solutions, if applicable

Please note:

- Save this email as a PDF and upload it into the corresponding Munis record(s).
- If your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.

-Treasury (Point of Sale Systems) – questions: drsena@santafenm.gov; clromero@santafenm.gov. Request signature from: clromero@santafenm.gov
-IT components (everything IT) – questions: ereview@santafenm.gov. Request signature from: edcandelaria@santafenm.gov;
Copy: zxdushdurova@santafenm.gov; lenobes@santafenm.gov; lfworstell@santafenm.gov
-Vehicles – questions: fleet@santafenm.gov. Request signature from: dmjaramillo@santafenm.gov
-Grants – questions: grants@santafenm.gov. Request signature from: evlujan@santafenm.gov
- Construction, Facilities, Furniture, Fixtures, Equipment, etc. – questions: fmdreview@santafenm.gov. Request signature from: jsburnett@santafenm.gov_
-Emergency Related Purchases – questions oem@santafenm.govand. Request signature from: klmorgan@santafenm.gov
-Asset over $5k – questions: accountspayable@santafenm.gov. Request signature from: jxbolden@santafenm.gov

- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented procedures/laws/rules are followed.
- When processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is =/> $60k, per

NMSA 1978, Section 13-1-102, the procurement method must be ITB (if you choose not to use a cooperative or an existing contract). If you feel you need to process an RFP, you must get an Authorization and Plan approved before you process.

- < $20k per year, one quote is acceptable.
- From $20k to $60k per year, if you aren't using a cooperative or existing contract, you must provide 3 quotes in your req. Must use the Munis Bid Module, OpenGov, or Pavilion.
- **Identify your funding source and notify Purchasing.**
  It's essential to determine the funding source early, as it impacts the required documentation and contract language. For example, if federal funds are being used, specific federal provisions must be included in both the procurement request and the resulting contract. Notifying Purchasing of the funding source upfront ensures compliance and avoids delays.
- Follow the link below to review existing price agreements, contracts, or cooperative agreements that might be applicable to this request. You might be able to use an existing price agreement/contract to save time and money.
  - Pavilion: Free Cooperative Contract Search for Governments (please work with Purchasing if you think you found an existing or cooperative contract that might work)
- Submit via **Submit Purchase Requests** or the appropriate email address:
  - Determination requests to purchasing_det@santafenm.gov
  - All other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Book time to meet with me

Regards,
Travis Dutton-Leyda, City of Santa Fe Chief Procurement Officer
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

Vendor Registration Sites and Current Procurement Opportunities:
[Current] https://santafenm.gov/finance-2/purchasing-1
[Transitioning] https://procurement.opengov.com/portal/santafenm
[Current] https://www.withpavilion.com/
Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd

CITY OF SANTA FE
FINANCE

"A journey of a thousand miles begins with a single step" ~ Lao Tzu

---

From: KAHAHANE, ELIZABETH L. <elkahahane@santafenm.gov>
Sent: Wednesday, June 18, 2025 1:11 PM
To: Purchasing DET <purchasing_det@santafenm.gov>

Subject: Determination Request – New Storage and Training Building for FS#5

Aloha,

Facilities Division is requesting a SOW determination for the following:

- Construct a fire Apparatus Bay and Training Facility building (84'x145' or as large as feasible) to house up to 8 ladder trucks with additional area for classroom, decon, kitchen, offices that will be located at Fire Station #5, 1130 Siler Road, Santa Fe, NM 87507

Please let me know if additional information is required.
Thank you!

Best,
Elizabeth "Lisa" Kahahane, CPO
Contract Administrator | Facilities Division | Public Works Dept.
Email: elkahahane@santafenm.gov
M: (505) 795-2439
O: (505) 955-5934

CITY OF SANTA FE
FACILITIES

This e-mail and any attachments may contain confidential information and/or information protected by intellectual property rights for the exclusive attention of the intended addressees. If you have received this transmission in error, please immediately notify the sender by return e-mail and delete this message and its attachments. Unauthorized use, copying or further full or partial distribution of this e-mail or its contents is prohibited.

Services Offered to the City of Santa Fe (2025)

Approved:
These services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities and are available through Horizons of New Mexico.

- ADA Accessibility Consulting Services
- Auctioneering Services
- Bulk Mailing and Sorting
- Call Center Services
- Computer Refurbishing
- Courier Services
- Decontamination, Sanitation and Sterilization Services
- Debris Removal
- Document Imaging
- Document Shredding
- Envelope Stuffing
- General Labor
- Hard Drive Destruction
- Janitorial and Housekeeping Services – Including Carpet Cleaning & Floor Care
- Landscape Irrigation
- Landscaping
- Mailing Services
- Management of an Assistive Technology Reuse and Recycling Program
- Medical Waste Disposal
- Meeting Minute Preparation Services
- Pest Control and Extermination Services
- Printing Services
- Rest Area Maintenance
- Screen Printing
- Snow Removal
- Temporary Staffing Services
- Yard, Grounds, and Lawn Maintenance

Permissive:
The services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities as permissible for sale under the State Use Act through Horizons of New Mexico. While the Council recognizes that certain Horizons of New Mexico members are capable of performing the services listed below, said services are considered permissive and excluded from the mandatory aspect of the State Use Program. Any procurement of the below services through Horizons of New Mexico is at the discretion of the purchasing agent and will be considered by the Council on a case-by-case basis.

- Graphic Design
- Graphic Design - Logo Design
- IT – Enterprise Application
- IT – IV & V
- IT Network and Database Management
- IT Support
- IT Security Services
- IT – Web Design
- IT – Web Programmer
- Marketing
- Social Media Marketing
- Training Services

For the complete State Use service list, please go to: http://horizonsofnewmexico.org/services.html

GB Packet_AnchorBuilt_FS5_Storage Bldg_ $2.5m

Final Audit Report 2025-07-17

Created:	2025-07-16
By:	Elizabeth Kahahane (elkahahane@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhYCNhOiDXKdZqv1M4OxtKkBd9D_gi02V

"GB Packet_AnchorBuilt_FS5_Storage Bldg_$2.5m" History

Document created by Elizabeth Kahahane (elkahahane@santafenm.gov)
2025-07-16 - 11:21:13 PM GMT- IP address: 63.232.20.2

Document emailed to JOHN BURNETT (jsburnett@santafenm.gov) for signature
2025-07-16 - 11:23:30 PM GMT

Email viewed by JOHN BURNETT (jsburnett@santafenm.gov)
2025-07-17 - 0:18:53 AM GMT- IP address: 73.228.3.65

Document e-signed by JOHN BURNETT (jsburnett@santafenm.gov)
Signature Date: 2025-07-17 - 0:19:18 AM GMT - Time Source: server- IP address: 73.228.3.65

Document emailed to rawheeler@santafenm.gov for signature
2025-07-17 - 0:19:21 AM GMT

Email viewed by rawheeler@santafenm.gov
2025-07-17 - 4:27:01 PM GMT- IP address: 63.232.20.2

Signer rawheeler@santafenm.gov entered name at signing as Regina Wheeler
2025-07-17 - 4:27:15 PM GMT- IP address: 63.232.20.2

Document e-signed by Regina Wheeler (rawheeler@santafenm.gov)
Signature Date: 2025-07-17 - 4:27:17 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.
2025-07-17 - 4:27:17 PM GMT

Powered by Adobe Acrobat Sign

CITY OF SANTA FE

Date: July 23, 2025

To: Finance Committee and Governing Body

Via: Mark Scott, City Manager for
Elisa Montoya, Community Development Director

From: Heather Lamboy, Planning and Land Use Department Director

Subject: Request to Establish a City of Santa Fe General Services Contract With Vertosoft, LLC to Obtain and Implement the OpenGov Permitting, Licensing & Code Enforcement Software and Related Modules (Heather Lamboy, Planning and Land Use Director, hllamboy@santafenm.gov)

Vendor Name: Vertosoft, LLC, Subcontractor: OpenGov

Vendor Number: 10788

ACTION:
Request for Approval of General Service Contract with Vertosoft, LLC for the Purchase of OpenGov and Implementation Services in the total amount not to exceed $763,362.83, plus out-of-state GRT, for a Five-Year Term. (Heather Lamboy, Planning and Land Use Director, hllamboy@santafenm.gov)

BACKGROUND AND SUMMARY:

The City of Santa Fe intends to procure OpenGov Permitting, Licensing & Code Enforcement software and related modules via an existing OMNIA Partners Cooperative Master Agreement (No. 01-165) with Vertosoft, LLC. This software will be a valuable tool for City staff to streamline permitting processes, enhance customer service, and improve overall operational efficiency.

In May of 2017, the City implemented the Tyler EnerGov system in an effort to modernize permitting and licensing functions. However, EnerGov has consistently proven unreliable, difficult to configure, and heavily dependent on costly modifications to meet even basic business needs. Despite significant time and effort invested by City staff and ITT, EnerGov remains problematic.

These issues are not unique to Santa Fe. Government entities across the country—including San Diego County, CA; the City of Dallas, TX; the City of Raleigh, NC; Clark County, NV; and Prince William County, VA—have publicly reported similar frustrations with EnerGov. Commonly cited issues include:

Extensive Customization Needs: EnerGov is marketed as highly configurable, but many jurisdictions find that achieving basic operational needs requires expensive, time-consuming custom development.

High Ongoing Costs: Even after implementation, governments frequently face substantial ongoing expenses for outside consultants, app developers, and Tyler's own services to maintain or modify the system.

Frequent System Errors and Instability: Users report system glitches, slow performance, and frequent disruptions to core permitting workflows such as inspections, reviews, and approvals.

Upgrade Risks: Updates and patches often break prior customizations, making routine maintenance risky and costly.

Poor User Experience: The platform is unintuitive for both staff and applicants, increasing error rates and extending processing times.

Delayed and Inconsistent Support: Agencies report slow response times for technical support, with urgent issues sometimes taking days or weeks to resolve.

Inflexibility Post-Go-Live: Even small changes to workflows, fees, or forms typically require opening new change orders or waiting on Tyler's development teams.

Given these challenges, continuing with EnerGov would mean prolonged troubleshooting, high ongoing costs, and delayed improvements for the City's permitting operations. It would also restrict the City's ability to quickly adapt to new permitting needs or regulatory changes.

As part of its efforts to identify a better permitting solution, the City evaluated multiple software platforms. After extensive market research, product demonstrations, and reference checks with other government agencies, OpenGov emerged as the best-in-class solution. OpenGov offers a proven, modern, cloud-based platform that meets the City’s needs today—and is flexible enough to adapt to future demands.

OpenGov’s Permitting platform has been successfully implemented by hundreds of government entities and offers mobile access, a user-friendly interface, faster deployment, and built-in best practices—without requiring heavy customization. Additionally, OpenGov provides direct applicant support at no extra cost, reducing the burden on City staff.

The software will support key permitting functions, including application intake, plan review, inspections, fee collection, code enforcement, licensing, and reporting. It will enable the City to streamline workflows, reduce processing times, improve applicant communication, and strengthen transparency. OpenGov also offers significantly faster and more accessible customer support compared to Tyler, with users having immediate access to assistance when needed—dramatically reducing downtime and minimizing disruptions to work.

The contract will be for a five-year term, with a total contract amount not to exceed $800,576.77, which includes $763,362.83 in compensation and $37,213.94 in out-of-state GRT at a rate of 4.875%. The expected cost in the first year is $330,564.52, of which approximately $129,496.78 will be one-time implementation costs. The remaining amount will cover the annual software subscription.

PROCUREMENT METHOD:
NMSA 1978, Section 13-1-135 – Cooperative Purchase - The procurement method is the OMNIA Partners contract 01-165.

Chief Procurement Officer Approval: _____ **Date:** 07/23/2025

Supporting Information:

CONTRACT NUMBER:
The FY26 Munis contract number: TBD

$$$$$ SOURCE/REVENUE: ☒**Expense** ☐**Revenue**

The funding source is: **IT Services to Other Departments**
Munis Org/Object: xx1004501/563100xx 3253950.510310 ITT ERP/SVC CNTR

Approval: Andy Hopkins **Title: Budget Officer** **Date**: 07/24/2025
Comment & Exceptions:

Grant Award Number: **N/A**
Project Ledger #: N/A

CAPITAL ASSET (will this procurement result in a tangible item that costs more than $5,000?):
☐**Yes** | ☒ **No**

Repair or Replacement of Existing Equipment:
☐**Yes** | ☒ **No**

Capital Project:
☐ **Yes** | ☒ **No**

Department Approvals:
IT Components: ☒ **Yes** | ☐ **No**

Approval: **Title: City CIO** **Date**: 07/23/2025
Comment & Exceptions:

Department Contract Administrators Contact Info:
Heather Lamboy, Planning and Land Use Director, hllamboy@santafenm.gov
Margaret Moore, Planner Manager, mrmoore@santafenm.gov

ATTACHMENTS:
Certificate of Liability Insurance
General Services Contract
Statement of Work
Horizons Declination
Price Exhibit
CPO Determination
OMNIA Master Agreement
ITT Approval Form

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/28/2025

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

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

PRODUCER	CONTACT NAME: Certificate Department
Preferred Ins. Services, Inc 4100 Monument Corner Dr., Suite 400 Fairfax VA 22030	PHONE (A/C, No, Ext): 703-667-5940 FAX (A/C, No): 703-991-4838 E-MAIL ADDRESS: certs@preferins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Valley Forge Insurance	20508
INSURER B : Continental Casualty Company	20443
INSURER C : Continental Insurance Company	35289
INSURER D : Arch Specialty Insurance Company	21199
INSURER E :	
INSURER F :	

INSURED VERTLLC-01
Vertosoft LLC
1602 VILLAGE MARKET BLVD SE STE 320
Leesburg VA 20175

COVERAGES **CERTIFICATE NUMBER:** 838707780 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y	Y	7013025936	12/1/2024	12/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A	**AUTOMOBILE LIABILITY** [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY	Y	Y	7013025936	12/1/2024	12/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	X **UMBRELLA LIAB** [X] OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000	Y	Y	7013027489	12/1/2024	12/1/2025	EACH OCCURRENCE AGGREGATE	$ 6,000,000 $ 6,000,000
C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	7013027475	12/1/2024	12/1/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
D	Tech E&O/Cyber/Media Liability			C-4LRC-103259-CYBER-2025	2/15/2025	12/1/2025	Each Claim/Aggregate	5,000,000

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

Re: City of Santa Fe is Additional Insured with respect to General Liability, which includes on-going and completed operations, and Automobile Liability, regarding all work performed by the named insured. Primary and non-contributory wording applies to General Liability as required by written contract. Auto Insurance is primary (except for non-owned autos). Waiver of Subrogation in favor of Additional Insureds applies to General Liability, Automobile Liability, and Workers' Compensation. Umbrella Liability follows form.

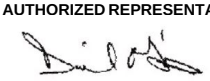
CERTIFICATE HOLDER

City of Santa Fe
200 Lincoln Avenue
Santa Fe NM 87504

CANCELLATION

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



© 1988-2015 ACORD CORPORATION. All rights reserved.

7013025936

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY- OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COMMON POLICY CONDITIONS

The following is added to Paragraph **H. Other Insurance** 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.

All other terms and conditions of the Policy remain unchanged.

COMMERCIAL UMBRELLA PLUS COVERAGE PART

Various provisions in this policy restrict coverage. Read the entire policy carefully to determine rights, duties and what is and is not covered.

Throughout this policy the words "you" and "your" refer to the Named Insured identified under **SECTION II** – **WHO IS AN INSURED** of this policy.

The word "insured" means any person or organization qualifying as such under **SECTION II** – **WHO IS AN INSURED.**

The words "we," "us" and "our" refer to the Company providing this insurance.

Other words and phrases that appear in quotation marks have special meaning. Refer to **SECTION V** – **DEFINITIONS.**

SECTION I – COVERAGES

1. Insuring Agreement

We will pay on behalf of the insured those sums in excess of "scheduled underlying insurance," "unscheduled underlying insurance" or the "retained limit" that the insured becomes legally obligated to pay as "ultimate net loss" because of "bodily injury," "property damage" or "personal and advertising injury" to which this insurance applies.

a. This insurance applies to "bodily injury" and "property damage" only if:

(1) The "bodily injury" or "property damage" is caused by an "incident" anywhere in the world;

(2) The "bodily injury" or "property damage" occurs during the policy period; and

(3) With respect to "bodily injury" or "property damage" that continues, changes or resumes so as to occur during more than one policy period, both of the following conditions are met:

(i) Prior to the policy period, no "authorized insured" knew that the "bodily injury" or "property damage" had occurred, in whole or in part; and

(ii) During the policy period, an "authorized insured" first knew that the "bodily injury" or "property damage" had occurred, in whole or in part.

For purposes of this Paragraph **(1) a.(3)** only, if **(a)** "bodily injury" or "property damage" that occurs during this policy period does not continue, change or resume after the termination of this policy period; and **(b)** no "authorized insured" first knows of this "bodily injury" or "property damage" until after the termination of this policy period, then such first knowledge will be deemed to be during this policy period.

b. "Bodily injury" or "property damage" which occurs during the policy period and was not, prior to the policy period, known to have occurred by any "authorized insured" includes any continuation, change or resumption of that "bodily injury" or "property damage" after the end of the policy period.

c. "Bodily injury" or "property damage" will be deemed to have been known to have occurred at the earliest time when any "authorized insured":

(1) Reports all, or any part, of the "bodily injury" or "property damage" to us or any other insurer;

(2) Receives a written or verbal demand, claim or "suit" for damages because of the "bodily injury" or "property damage"; or

(3) Becomes aware by any other means that "bodily injury" or "property damage" has occurred or has begun to occur.

d. This insurance applies to "personal and advertising injury" caused by an "incident" committed anywhere in the world during the policy period.

If we are prevented by law, statute or otherwise from paying on behalf of the insured, then we will indemnify the insured for those sums that the insured is legally obligated to pay as "ultimate net loss" because of "bodily injury," "property damage" or "personal and advertising injury" to which this insurance applies.

2. Exclusions

This Insurance does not apply to:

a. Expected or Intended Injury

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" resulting from the use of reasonable force to protect persons or property. This exclusion does not apply to Employers Liability claims for "bodily injury" covered by "scheduled underlying insurance."

b. Contractual Liability

"Bodily injury," "property damage" or "personal and advertising injury" for which the insured is obligated to pay damages by reason of the

4002000897013027489894 6

assumption of liability in a contract or agreement. This exclusion does not apply to liability for "ultimate net loss":

(1) That the insured would have in the absence of the contract or agreement; or

(2) Because of "bodily injury" or "property damage" assumed in a contract or agreement that is an "insured contract," provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement.

c. "Personal and advertising injury" Exclusions

"Personal and advertising injury":

(1) Caused by or at the direction of the insured with the knowledge that the act would violate the rights of another and would inflict "personal and advertising injury";

(2) Arising out of oral or written publication of material, if done by or at the direction of the insured with knowledge of its falsity;

(3) Arising out of oral or written publication of material whose first publication took place before the beginning of the policy period;

(4) Arising out of a criminal act committed by or at the direction of the insured;

(5) Arising out of a breach of contract, except an implied contract to use another's advertising idea in your "advertisement";

(6) Arising out of the failure of goods, products or services to conform with any statement of quality or performance made in your "advertisement";

(7) Arising out of the wrong description of the price of goods, products or services stated in your "advertisement";

(8) Arising out of the infringement of copyright, patent, trademark, trade secret or other intellectual property rights;

However, this exclusion does not apply to infringement, in your "advertisement," of copyright, trade dress or slogan;

(9) Committed by an insured whose business is:

(a) Advertising, broadcasting, publishing or telecasting;

(b) Designing or determining content of websites for others; or

(c) An Internet search, access, content or service provider;

However, this exclusion does not apply to paragraphs **10. a., b.** and **c.** of "personal and advertising injury" under **SECTION V – DEFINITIONS**;

For the purposes of this exclusion, the placing of frames, borders or links, or advertising, for you or others anywhere on the Internet, is not by itself, considered the business of advertising, broadcasting, publishing or telecasting.

(10) Arising out of an electronic chatroom or bulletin board the insured hosts, owns, or over which the insured exercises control; or

(11) Arising out of the unauthorized use of another's name or product in your e-mail address, domain name or metatag, or any other similar tactics to mislead another's potential customers.

d. Workers' Compensation and Similar Laws

Any obligation of the insured under a:

(1) Workers' compensation;

(2) Disability benefits; or

(3) Unemployment compensation

law or any similar law.

e. Employers Liability

"Bodily injury" to:

(1) An employee of the insured arising out of and in the course of:

(a) Employment by the insured; or

(b) Performing duties related to the conduct of the insured's business; or

(2) The spouse, child, parent, brother or sister of that employee as a consequence of **(1)** above.

This exclusion applies:

(1) Whether the insured may be liable as an employer or in any other capacity; and

(2) To any obligation to share damages with or repay someone else who must pay damages because of the injury.

This exclusion does not apply:

(1) To liability assumed by the insured under an "insured contract"; or

(2) Only to the extent that coverage is provided by "scheduled underlying insurance."

f. Pollution

(1) "Bodily injury" or "property damage" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants":

(a) At or from any premises, site or location which is or was at any time owned or occupied by, or rented or loaned to, any insured;

(b) At or from any premises, site or location which is or was at any time used by or for any insured or others for the handling, storage, disposal, processing or treatment of waste;

(c) Which are or were at any time transported, handled, stored, treated, disposed of, or processed as waste by or for any insured or any person or organization for whom you may be legally responsible; or

(d) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations:

(i) If the "pollutants" are brought on or to the premises, site or location in connection with such operations by such insured, contractor or subcontractor; or

(ii) If the operations are to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of "pollutants."

(e) That are, or that are contained in property that is:

(i) Being transported or towed by, or handled for movement into, onto or from a covered "automobile";

(ii) Otherwise in the course of transit;

(iii) Being stored, disposed of, treated or processed in or upon the covered "automobile";

(f) Before the "pollutants" or property in which the "pollutants" are contained are moved from the place where they are accepted by the insured for movement into or onto the covered "automobile"; or

(g) After the "pollutants" or property in which the "pollutants" are contained are moved from the covered "automobile" to the place where they are finally:

(i) Delivered;

(ii) Disposed of; or

(iii) Abandoned

by the insured.

Subparagraphs **(a)** and **(d)(i)** do not apply to "bodily injury" or "property damage" arising out of heat, smoke or fumes from a hostile fire.

As used in this exclusion, a hostile fire means one which becomes uncontrollable or breaks out from where it was intended to be.

Subparagraph **(d)(i)** does not apply to "bodily injury" or "property damage" arising out of the escape of fuels, lubricants, or other operating fluids which are needed to perform the normal electrical, hydraulic or mechanical functions necessary for operation of "mobile equipment" or its parts, if such fuels, lubricants or other operating fluids escape from a vehicle part designed to hold, store or receive them. This exception does not apply if the "bodily injury" or "property damage" arises out of the intentional discharge, dispersal or release of the fuels, lubricants or other operating fluids, or if such fuels, lubricants or other operating fluids are brought on or to the premises, site or location with the intent that they be discharged, dispersed or released as part of the operations being performed by such insured, contractor or subcontractor.

Subparagraph **(e)(iii)** does not apply to fuels, lubricants, fluids, exhaust, gases or other similar "pollutants" that are needed for or result from the normal electrical, hydraulic or mechanical functioning of the covered "automobile" or its parts if the "pollutants" escape or are discharged, dispersed or released directly from an "automobile" part designed by its manufacturer to hold, store, receive or dispose of such "pollutants."

Subparagraphs **(f)** and **(g)** do not apply if the "pollutants" or property in which the "pollutants" are contained are upset, overturned or damaged as a result of the maintenance or use of a covered "automobile" and the discharge, dispersal, release or escape of the "pollutants" is caused directly by such upset, overturn or damage.

(2) "Personal and advertising injury" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants" at any time.

4002000897013027489894 7

(3) Any loss, cost or expense arising out of any:

(a) Request, demand or order that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of "pollutants"; or

(b) Claim or "suit" by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of "pollutants."

g. Watercraft

"Bodily injury" or "property damage" arising out of the:

(1) Ownership;

(2) Maintenance;

(3) Use; or

(4) Entrustment to others

of a "watercraft" owned or operated by or rented or loaned to an insured. Use includes operation or "loading or unloading."

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training, or monitoring of others by that insured, if the "incident" which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

(1) A "watercraft" while ashore on premises you own or rent;

(2) A "watercraft" you do not own that is:

(a) Less than 55 feet long; and

(b) Not being used to carry persons or property for a charge; or

(3) Liability assumed under an "insured contract" for the ownership, maintenance or use of "watercraft."

h. Aircraft

The ownership, maintenance, operation, use, entrustment to others or "loading or unloading" of any "aircraft":

(1) Owned by an insured; or

(2) Chartered without crew by an insured or on an insured's behalf.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training, or monitoring of others by that insured, if the "incident" which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any "aircraft" that is owned or operated by or rented or loaned to any insured.

i. War

Any liability arising out of:

(1) War, including undeclared or civil war;

(2) Warlike action by a military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign or other authority using military personnel or other agents; or

(3) Insurrection, rebellion, revolution, usurped power, or action taken by governmental authority in hindering or defending against any of these.

j. Damage to Property

"Property damage" to:

(1) Property you own, rent, or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;

(2) Premises you sell, give away or abandon, if the "property damage" arises out of any part of those premises;

(3) Property loaned to you;

(4) Personal property in the care, custody or control of the insured;

(5) That particular part of real property on which you or any contractors or subcontractors working directly or indirectly on your behalf are performing operations, if the "property damage" arises out of those operations; or

(6) That particular part of any property that must be restored, repaired or replaced because "your work" was incorrectly performed on it.

Paragraph **(2)** of this exclusion does not apply if the premises are "your work" and were never occupied, rented or held for rental by you.

Paragraphs **(3), (4), (5)** and **(6)** of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraph **(6)** of this exclusion does not apply to "property damage" included in the "products-completed operations hazard."

k. Damage to your Product

"Property damage" to "your product" arising out of it or any part of it.

l. Damage to you Work

"Property damage" to "your work" arising out of it or any part of it and included in the "products-completed operations hazard."

This exclusion does not apply if the damaged work or the work out of which the damage arises was performed on your behalf by a subcontractor.

m. Damage to Impaired Property or Property Not Physically Injured

"Property damage" to "impaired property" or property that has not been physically injured, arising out of:

(1) A defect, deficiency, inadequacy or dangerous condition in "your product" or "your work"; or

(2) A delay or failure by you or anyone acting on your behalf to perform a contract or agreement in accordance with its terms.

This exclusion does not apply to the loss of use of other property arising out of sudden and accidental physical injury to "your product" or "your work" after it has been put to its intended use.

n. Recall of Products, Work Or Impaired Property

Damages claimed for any loss, cost or expense incurred by you or others for the loss of use, withdrawal, recall, inspection, repair, replacement, adjustment, removal or disposal of:

(1) "Your product";

(2) "Your work"; or

(3) "Impaired property";

if such product, work, or property is withdrawn or recalled from the market or from use by any person or organization because of a known or suspected defect, deficiency, inadequacy or dangerous condition in it.

o. E.R.I.S.A.

Liability for alleged or actual violations of the Employees Retirement Income Security Act of 1974 or any amendments or additions thereto.

p. Directors and Officers

Liability for a wrongful act, error, omission or breach of duty by an insured in the performance of the office of director or officer of an organization.

q. Uninsured/Underinsured Motorist and Similar Laws

Liability imposed on the insured under an uninsured/underinsured motorist law, a personal injury protection law, a reparations benefit law or other similar law.

r. Electronic Data

Any liability arising out of the loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate "electronic data."

s. Nonemployment Related Discrimination

To any alleged or actual nonemployment related discrimination committed intentionally against a person.

t. Asbestos

(1) "Bodily Injury," "property damage" or "personal and advertising injury" arising out of the actual, alleged or threatened exposure at any time to "asbestos"; or

(2) Any loss, cost or expense that may be awarded or incurred:

(a) By reason of a claim or "suit" for any such injury or damage; or

(b) In complying with a governmental direction or request to test for, monitor, clean up, remove, contain or dispose of "asbestos."

u. Fungi and Microbes

(1) "Bodily injury," "property damage" or "personal and advertising injury," which would not have occurred, in whole or in part, but for the actual, alleged or threatened inhalation of, ingestion of, contact with, exposure to, existence of, or presence of any "fungi or microbes"; or

(2) Any loss, cost, or expense arising out of the testing for, monitoring, cleaning up, removing, containing, treating, detoxifying, neutralizing, remediating, or disposing of, or in any way responding to or assessing the effects of "fungi or microbes" by any insured or by anyone else.

This exclusion applies regardless of any other cause or event that contributes concurrently or in any sequence to such injury or damage, loss, cost or expense.

v. Silica

(1) "Bodily injury" arising in whole or in part out of the actual, alleged or threatened respiration or ingestion at any time of "silica;" or

4002000897013027489894 8

(2) "Personal and advertising injury" or "property damage" arising in whole or in part out of the actual, alleged or threatened presence of "silica."

w. Named Insured vs. Named Insured

Any liability arising out of claims or "suits" by a named insured against another named insured.

x. Employment Related Practices

Any liability arising out of:

(1) A refusal to employ;

(2) Termination of employment;

(3) Demotion, evaluation, reassignment, discipline;

(4) Coercion, defamation, discrimination, harassment or humiliation; or

any other employment related practices, policies, acts or omissions.

y. Terrorism Limitation

"Bodily injury" or "property damage" arising out of any act of terrorism, unless, and then only to the extent that coverage is provided by "scheduled underlying insurance."

z. Liquor Liability Limitation

"Bodily injury" or "property damage" for which an insured may be held liable by reason of:

(1) Causing or contributing to the intoxication of any person;

(2) The furnishing of alcoholic beverages to a person under the legal drinking age or under the influence of alcohol; or

(3) Any statute, ordinance or regulation relating to the sale, gift, distribution or use of alcoholic beverages;

unless, and then only to the extent that coverage is provided by "scheduled underlying insurance."

aa. Auto and Mobile Equipment Limitation

Any liability arising out of the:

(1) Ownership;

(2) Maintenance;

(3) Use; or

(4) Entrustment to others

of an "automobile" or "mobile equipment" owned or operated by or rented or loaned to an insured unless, and then only to the extent that coverage is provided by "scheduled underlying insurance."

To the extent that this insurance applies to an "automobile" or "mobile equipment" it is further subject to the pollution exclusion, exclusion **f.** of this policy.

Use includes operation or "loading or unloading."

bb. Do Not Call

Any liability arising directly or indirectly out of any action or omission that violates or is alleged to violate:

(1) The Telephone Consumer Protection Act (TCPA), including any amendment of or addition to such law; or

(2) The CAN-SPAM Act of 2003, including any amendment of or addition to such law; or

(3) Any statute, ordinance or regulation, other than the TCPA or the CAN-SPAM Act of 2003, that prohibits or limits the sending, transmitting, communicating or distribution of material or information.

SECTION II – WHO IS AN INSURED

1. Named Insured means any individual or organization stated in the Declarations of this policy and if you are designated in the Declarations of this policy as:

a. An individual, you and your spouse, but only with respect to the conduct of a business of which you are the sole owner.

If you are designated in the Declarations of this policy as an individual, this policy shall not apply to liability arising out of your domestic or non-business activities. This does not apply to the ownership, maintenance, use or "loading or unloading" of any "automobile," or to the Personal Umbrella Liability Coverage Part.

b. A partnership or joint venture, you and your members, your partners, and their spouses, but only with respect to the conduct of your business.

No person or organization is an insured with respect to the conduct of any current or past partnership or joint venture that is not shown as a Named Insured in the Declarations.

c. An organization other than a partnership or joint venture, you and your executive officers and directors, but only with respect to their duties as your officers or directors. Your stockholders are also named insureds, but only with respect to their liability as stockholders.

d. A limited liability company, you and your members, but only with respect to the conduct of your business. Your managers are also named insureds but only with respect to their duties as your managers.

No person or organization is an insured with respect to the conduct of any current or past limited liability company that is not shown as a Named Insured in the Declarations.

e. A corporation or organization, other than partnerships, joint ventures or limited liability companies, that you form, acquire or gain control of during the policy period, but only with respect to "bodily injury," "property damage" or "personal and advertising injury" taking place after you form, acquire or gain control of such corporation or organization.

2. Insured means the Named Insured and:

a. Your "volunteer workers" only while performing duties related to the conduct of your business, or your employees, other than your executive officers and directors (if you are an organization other than a partnership, joint venture or limited liability company) or your members (if you are a limited liability company) but only for acts within the scope of their employment by you or while performing duties related to the conduct or your business. However, none of these employees or "volunteer workers" is an insured for:

(1) "Bodily injury" or "personal and advertising injury":

(a) To you; to your partners or members (if you are a partnership or joint venture) to your members (if you are a limited liability company) or to a co-employee while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;

(b) To the spouse, child, parent, brother or sister of that co-employee or "volunteer worker" as a consequence of Paragraph **(1)(a)** above;

(c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs **(1)(a) or (b)** above; or

(d) Arising out of his or her providing or failing to provide professional health care services.

(2) "Property damage" to property:

(a) Owned, occupied or used by;

(b) Rented to, in the care, custody or control or, or over which physical control is being exercised for any purpose by you, any of your employees, "volunteer workers" any partner or member (if you are a partnership or joint venture) or any member (if you are a limited liability company).

b. A person or organization for whom you are required, by virtue of a written contract entered into prior to the "bodily injury," "property damage" or "personal and advertising injury" occurring or being committed, to provide the insurance that is afforded by this policy. This insurance applies only with respect to operations by you or on your behalf or to facilities you own or use, but only to the extent of the limits of insurance required by such contract, not to exceed the limits of insurance in this policy.

c. Any other persons or organizations included as an insured under the provisions of the "scheduled underlying insurance" shown in the Declarations of this policy and then only for the same coverage, except for limits of insurance, afforded under such "scheduled underlying insurance."

However, If a blanket additional insured endorsement is attached to the general liability "scheduled underlying insurance" pursuant to a written or oral contract or agreement between you and another person or organization (called additional insured), this insurance is excess over such insurance provided to the additional insured subject to the following conditions:

(1) If the limits specified in the written contract or agreement are less than the limits provided by the "scheduled underlying insurance," then no coverage is provided to the additional insured under this policy.

(2) If the limits specified in the written contract or agreement are greater than the limits provided by the "scheduled underlying insurance," then this insurance is excess over the insurance provided by the "scheduled underlying insurance." The limits of insurance for the additional insured are the lesser of:

(i) The limits specified in the written contract; or

(ii) The limits of the "scheduled underlying insurance" plus the limits of this policy.

SECTION III – LIMITS OF INSURANCE

1. The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

a. Insureds;

b. Claims made or "suits" brought;

c. Persons or organizations making claims or bringing "suits."

4002000897013027489894 9

d. "Automobiles," "aircraft" or "watercraft" to which this policy applies; or

e. Coverages under which loss is insured in this policy.

2. The limit of insurance shown in the Declarations as the Aggregate Limit is the most we will pay for the sum of all "ultimate net loss," to which this insurance applies and applies separately to all "ultimate net loss":

a. Included in the "products-completed operations hazard";

b. To which, and in the same manner, an aggregate limit applies under "scheduled underlying insurance" other than "ultimate net loss" included in the "products-competed operations hazard"; and

c. To which no "scheduled underlying insurance" applies.

The Aggregate Limit does not apply to "ultimate net loss" for which no aggregate limit applies in the "scheduled underlying insurance."

3. Subject to **2.** above, the limit of insurance shown in the Declarations as the Each Incident limit is the most we will pay for the sum of all "ultimate net loss" to which this insurance applies arising arising out of any one "incident."

4. In the event of reduction or exhaustion of the aggregate limits of insurance under "scheduled underlying insurance" solely by reason of payments of a combination of covered:

a. Expenses;

b. Settlements; or

c. Judgments

paid thereunder as a result of "bodily injury," property damage" or "personal and advertising injury" taking place during this policy period, this policy shall, subject to this limit of insurance provision and to the remaining terms and provisions and conditions of this policy:

a. Apply in excess of such reduction of "scheduled underlying insurance"; or

b. Apply in place of the exhausted amount of "scheduled underlying insurance."

Nothing in **a.** or **b.** above shall serve to increase the limits of insurance shown in the Declarations.

5. The limits of this policy shall apply separately to:

a. Each consecutive annual period; and

b. Remaining periods of less than 12 months;

starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the limits of insurance.

SECTION IV – CONDITIONS

1. Financial Impairment

Bankruptcy, rehabilitation, receivership, liquidation or other financial impairment of you or an "underlying insurer" shall neither relieve nor increase any of our obligations under this policy.

In the event there is diminished recovery or no recovery available to you as a result of such financial impairment of an insurer providing "scheduled underlying insurance," the coverage under this policy shall apply only in excess of the limits of insurance stated in the "scheduled underlying insurance." Under no circumstances shall we be required to drop down and replace the limits of insurance, or assume the obligations of a financially impaired insurer.

2. Duties of the Insured

a. In the event of an "incident" which has not resulted in a claim or suit.

Whenever you have information of an "incident" which involves injuries or damages likely to involve this policy, written notice shall be given by or for you to us or to our authorized agent as soon as practicable. The notice shall contain:

(1) Particular information sufficient to identify the insured;

(2) Such information as can be reasonably obtained with respect to time, place and circumstances of the occurrence or offense; and

(3) Names and addresses of the insured and of available witnesses.

b. In the Event of Claims or Suit

You shall provide us with written notice as soon as practicable whenever:

(1) A claim is made or "suit" is brought against you;

(2) You receive notice that a right to bring claim or "suit" against you will be asserted; or

(3) You obtain information that the obligation of "underlying insurers" to:

(a) Investigate;

(b) Defend;

(c) Pay on behalf of; or

(d) Indemnify

you has ceased.

Every demand, notice, summons, amended complaint or other process received by you or your representative shall be forwarded with each notice.

3. Legal Action Against Us

No legal action shall be brought against us unless you have fully complied with all the terms of this policy and the amount of your obligation to pay has been finally determined either by:

a. Judgment against you after actual trial; or

b. Written agreement between us, you and the claimant.

4. Other Insurance

This insurance is excess over and will not contribute with any other insurance available to the insured whether such other insurance is stated to be primary, contributory, excess, contingent or otherwise. This condition does not apply to insurance purchased specifically to apply in excess of this insurance.

5. Premium Audit

a. We will compute all premiums for this policy in accordance with our rules and rates.

b. If the premium is shown in the Declarations as flat, the premium for this policy is not subject to adjustment.

c. If the premium is shown in the Declarations as adjustable, the premium shown as the advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period. Audit premiums are due and payable on notice to the first Named Insured shown in the Declarations. If the sum of the advance and audit premiums paid for the policy term are greater than the earned premium, we will return the excess, subject to the minimum premium, to the first Named Insured shown in the Declarations.

d. The first Named Insured shown in the Declarations must keep records of the information we need for premium computation, and send us copies at such times as we request.

6. Nonrenewal

If we decide not to renew this policy, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

7. Severability of Interests

The insurance afforded applies separately to each insured against whom claim is made or "suit" is brought. However, the inclusion of more than one insured shall not operate to increase the limits of insurance.

8. Annual Rating

If this policy is issued for a period in excess of one year, the premium may be revised on each annual anniversary in accordance with our rates and rules in effect at that time.

9. "Scheduled Underlying Insurance"

Material change in premium for "scheduled underlying insurance" shall be promptly reported to us. Premium for this policy may be adjusted to reflect changes in underlying insurance in accordance with our manuals in effect at the time of the change.

10. Maintenance of "Scheduled Underlying Insurance"

While this policy is in force you agree that the policies listed in the Declarations as "scheduled underlying insurance" and their renewals and replacements shall be maintained, without alterations of terms or conditions, in full effect during the term of this policy; except for reduction or exhaustion of the aggregate limits of insurance in the "scheduled underlying insurance," provided that such reduction or exhaustion is solely the result of "incidents" taking place during this policy period, and not before. If you fail to maintain "scheduled underlying insurance," this condition shall not invalidate this policy. However, in the event of such failure, we will only be liable to the same extent as if you had complied with this condition.

11. Appeals

If you or your "underlying insurers" elect not to appeal a judgment in excess of the limits of insurance afforded by the:

a. "Scheduled underlying insurance";

b. "Unscheduled underlying insurance"; or

c. "Retained limit";

we may elect to appeal. Our limit of liability shall not be increased because of such appeal. We will, however, pay the following costs and expenses:

a. All premium bonds to release attachments for an amount not in excess of the applicable limit of liability of this policy;

b. All premiums on appeal bonds required in such defended "suit," but without obligation to apply for or furnish such bonds;

c. Court fees;

d. Costs and expenses taxed against you by the appellate court and interest accruing after entry of a judgment against you and before we have:

(1) Paid;

4002000897013027489895O

(2) Offered to pay; or

(3) Deposited in court

the part of the judgment that is within the applicable limit of insurance. Where the "underlying insurers" terminate their liability to pay interest on the judgment by an offer to pay their limits, you shall demand that such limits be paid. If the appeal is successful, such amounts not obligated to be paid shall be returned to such "underlying insurer."

12. Subrogation

In the case of any payments by us under the coverages of this policy, we shall be subrogated to all rights of recovery against any other party which you may have and will cooperate with you and all other interests. Amounts recovered shall be apportioned in the following order:

a. Amounts paid in excess of the payments under this policy shall first be reimbursed up to the amount paid by those, including you, who made such payments;

b. We are then to be reimbursed up to the amount we paid;

c. Any remainder shall be available to the interests of those over whom this coverage is in excess and who are entitled to claim such remainder.

Expenses necessary to the recovery of such amounts shall be divided between the interests concerned, including you, in the ratio of their respective recoveries as finally settled.

13. Settlement of Claims or Suit

We may pay, but are not obligated to pay, any part or all of the amount of the "retained limit" to effect settlement of a claim or "suit." Upon notification of the action taken you shall promptly reimburse us for such part of the "retained limit" that we had paid. All named insureds are jointly and severally responsible for our reimbursement and agree to make such reimbursement within 30 days after we give you written notice or demand for payment.

14. Sole Agent

The insured first named in the Declarations is authorized to act on behalf of all named insureds and other insureds with respect to:

a. The giving and receiving of notice of cancellation; and

b. Receiving return premium that may be payable under this policy.

The insured first named in the Declarations is responsible for the payment of premiums, but the other named Insureds jointly and severally agree to make such payments in full if the insured first named fails to pay the amount due within 30 days after we give written notice or demand.

15. Trade Sanctions

In accordance with laws and regulations of the United States concerning economic and trade embargoes, this policy is void ab initio (void from its inception) with respect to any term or condition of this policy that violates any laws or regulations of the United States concerning economic and trade embargoes including, but not limited to the following:

a. Any insured, or any person or entity claiming the benefits of an insured, who is or becomes a Specially Designated National or Blocked Person or who is otherwise subject to U.S. economic or trade sanctions;

b. Any claim or "suit" that is brought in a Sanctioned Country or by a Sanctioned Country Government, where any action in connection with such claim or "suit" is prohibited by U.S. economic or trade sanctions;

c. Any claim or "suit" that is brought by any Specially Designated National or Blocked Person or any person or entity who is otherwise subject to U.S. economic or trade sanctions;

d. Property that is located in a Sanctioned Country or that is owned by, rented to or in the care, custody or control of a Sanctioned Country Government, where any activities related to such property are prohibited by U.S. economic or trade sanctions; or

e. Property that is owned by, rented to or in the care, custody or control of a Specially Designated National or Blocked Person, or any person or entity who is otherwise subject to U.S. economic or trade sanctions.

As used in this policy a Specially Designated National or Blocked Person is any person or entity that is on the list of Specially Designated Nationals and Blocked Persons issued by the U.S. Treasury Department's Office of Foreign Asset Control (O.F.A.C.) as it may be from time to time amended.

As used in this policy a Sanctioned Country is any country that is the subject of trade or economic embargoes imposed by the laws or regulations of the United States of America.

SECTION V – DEFINITIONS

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition

a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and

b. Regarding websites, only that part of a website that is about your goods or services for the purposes of attracting customers or supporters is considered an advertisement.

2. **"Automobile"** means

a. A land motor vehicle, trailer or semitrailer designed for travel on public roads; including any attached machinery or equipment; or

b. Any other land vehicle that is subject to a compulsory or financial responsibility law or other motor vehicle insurance law in the state where it is licensed or principally garaged.

However, "automobile" does not include "mobile equipment."

3. **"Bodily injury"** means bodily injury, sickness or disease sustained by a person, including death, humiliation, shock, mental anguish or mental injury by that person at any time which results as a consequence of the bodily injury, sickness or disease.

4. **"Aircraft"** means a vehicle designed to transport persons or property in the air.

5. **"Impaired property"** means tangible property, other than "your product" or "your work," that cannot be used or is less useful because:

a. It incorporates "your product" or "your work" that is known or thought to be defective, deficient, inadequate or dangerous; or

b. You have failed to fulfill the terms of a contract or agreement;

if such property can be restored to use by:

a. The repair, replacement, adjustment or removal of "your product" or "your work"; or

b. Your fulfilling the terms of the contract or agreement.

6. **"Insured contract"** means:

a. A lease of premises;

b. A sidetrack agreement;

c. An easement or license agreement, except in connection with construction or demolition operations on or within 50 feet of a railroad;

d. An indemnification of a municipality as required by ordinance, except in connection with work for a municipality;

e. An elevator maintenance agreement; or

f. The part of other contracts or agreements pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability to pay damages because of "bodily injury" or "property damage" to a third person or organization, if the contracts or agreements are made prior to the "bodily injury" or "property damage."

Tort liability means liability that would be imposed by law in the absence of contracts or agreements.

An "insured contract" does not include that part of a contract or agreement:

a. That indemnifies an architect, engineer or surveyor for an injury or damages arising out of:

(1) Preparing, approving or failing to prepare or approve:

(a) Maps;

(b) Drawings;

(c) Opinions;

(d) Reports;

(e) Surveys;

(f) Change orders;

(g) Designs; or

(h) Specifications; or

(2) Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage;

b. Under which the insured, if an architect, engineer or surveyor, assumes liability for injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in **a.(1)** above and supervisory, inspection or engineering services; or

c. That indemnifies a person or organization for damage by fire to premises rented or loaned to an insured.

7. **"Loading or unloading"** means the handling of property:

a. After it is moved from the place where it is accepted for movement into or onto an "aircraft," "watercraft" or "automobile";

b. While it is in or on an "aircraft," "watercraft" or "automobile"; or

c. While it is being moved from an "aircraft," "watercraft" or "automobile" to the place where it is finally delivered;

but "loading or unloading" does not include the movement of property by means of a mechanical device, other than a hand truck, that is not attached to the "aircraft," "watercraft" or "automobile."

4002000897013027489895 1

8. **"Mobile equipment"** means any of the following types of land vehicles, including any attached machinery or equipment:

   a. Bulldozers, farm machinery, forklifts and other vehicles designed for use principally off public roads;

   b. Vehicles that travel on crawler treads;

   c. Vehicles maintained for use solely on or next to premises you own or rent;

   d. Vehicles, whether self-propelled or not, maintained primarily to provide mobility to permanently mounted:

      (1) Power cranes, shovels, loaders, diggers or drills; or

      (2) Road construction or resurfacing equipment such as graders, scrapers or rollers;

   e. Vehicles not described in **a., b., c.** or **d.** above that are not self-propelled and are maintained primarily to provide mobility to permanently attached equipment of the following types:

      (1) Air compressors, pumps, and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment; or

      (2) Cherry pickers and similar devices used to raise or lower workers;

   f. Vehicles not described in **a., b., c.** or **d.** above maintained primarily for purposes other than the transportation of persons or cargo.

      However, self-propelled vehicles with the following type of permanently attached equipment are not "mobile equipment" but will be considered "automobiles":

      (1) Equipment designed primarily for:

         (a) Snow removal ;

         (b) Road maintenance, but not construction or resurfacing; or

         (c) Street cleaning;

      (2) Cherry pickers and similar devices mounted on "automobiles" or truck chassis and used to raise or lower workers; and

      (3) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment.

   However, "mobile equipment" does not include any land vehicles that are subject to a compulsory or financial responsibility law or other motor vehicle insurance law in the state where it is licensed or principally garaged. Land vehicles subject to a compulsory or financial responsibility law or other motor vehicle insurance law are considered "automobiles"

9. **"Incident"**

   a. With respect to "bodily injury" and "property damage," "incident" means an occurrence. An occurrence means an accident, including continuous or repeated exposure to substantially the same general harmful conditions.

   b. With respect to "personal and advertising injury," "incident" means an offense arising out of your business.

10. **"Personal and Advertising Injury"** means injury, including consequential "bodily injury," arising out of one or more of the following offenses:

   a. False arrest, detention or imprisonment;

   b. Malicious prosecution or abuse of process;

   c. Wrongful eviction from, wrongful entry into, or the invasion of the right of private occupancy of a room, dwelling or premises that a person occupies committed by or on behalf of its owner, landlord or lessor;

   d. Discrimination, unless such insurance is prohibited by law;

   e. Oral or written publication, in any manner, of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;

   f. Oral or written publication, in any manner, of material that violates a person's right of privacy;

   g. The use of another's advertising idea in your "advertisement;"

   h. Infringing upon another's copyright, trade dress or slogan in your "advertisement."

11. **a. "Products-completed operations hazard"** includes "bodily injury" and "property damage" occurring away from premises an insured owns or rents and arising out of "your product" or "your work" except:

      (1) Products in your physical possession; or

      (2) Work not yet completed or abandoned.

   b. "Your work" will be deemed completed at the earliest of the following:

      (1) When all work called for in the "insured contract" has been completed;

      (2) When all of the work to be done at the site has been completed if the "insured's contract" calls for work at more than one site; or

(3) When that part of the work done at a job site has been put to its intended use by a person or organization other than another contractor or subcontractor working on the same project. Work that may need:

(a) Service;

(b) Maintenance;

(c) Correction;

(d) Repair; or

(e) Replacement;

but which is otherwise complete, will be treated as completed.

c. This hazard does not include "bodily injury" or "property damage" arising out of:

(1) The transportation of property, unless the injury or damage arises out of a condition in or on a vehicle created by the "loading or unloading" of it; or

(2) The existence of:

(a) Tools;

(b) Uninstalled equipment; or

(c) Abandoned or unused materials.

12. "Property damage" means:

a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it; or

b. Loss of use of tangible property that is not physically injured. All such loss shall be deemed to occur at the time of the occurrence that caused it.

For the purposes of this insurance, "electronic data" is not tangible property.

13. "Suit" means a civil proceeding in which damages because of:

a. "Bodily injury";

b. "Property damage"; or

c. "Personal and advertising injury";

to which this insurance applies are alleged. "Suit" includes:

a. An arbitration proceeding alleging such damages to which you must submit with our consent; or

b. Any other alternative dispute resolution proceeding in which such damages are claimed and to which you submit with our consent.

14. "Your product" means:

a. Any goods or products, other than real property, manufactured, sold, handled, distributed or disposed of by:

(1) You;

(2) Others trading under your name; or

(3) A person or organization whose business or assets you have acquired; and

b. Containers (other than vehicles), materials, parts or equipment furnished in connection with such goods or products.

"Your product" includes warranties or representations made with respect to the fitness, quality, durability, performance or use of "your product" and the providing of or failure to provide warnings or instructions.

"Your product" does not include vending machines or other property rented to or located for the use of others but not sold.

15. "Your work" means:

a. Work or operations performed by you or on your behalf; and

b. Materials, parts or equipment furnished in connection with such work or operations.

"Your work" includes warranties or representations made with respect to the fitness, quality, durability, performance or use of "your work" and the providing of or failure to provide warnings or instructions.

16. "Retained limit" means the amount stated as such in the Declarations. The "retained limit" is retained and payable by the insured as respects all "incidents" not covered by "scheduled underlying insurance" or by "unscheduled underlying insurance."

17. "Scheduled underlying insurance" means the insurance policies listed in the Schedule of Underlying Insurance including renewal or replacement of such contracts which are not more restrictive than those listed in the aforementioned Schedule of Underlying Insurance.

18. "Ultimate net loss"

a. "Ultimate net loss" means the actual damages the insured is legally obligated to pay, either through:

(1) Final adjudication on the merits; or

(2) Through compromise settlement with our written consent or direction;

because of "incident(s)" covered by this policy.

However, it includes the above mentioned sums only after deducting all other recoveries and salvages.

4002000897013027489895 2

b. "Ultimate net loss" does not include the following:

(1) Costs or expenses related to:

(a) Litigation,

(b) Settlement;

(c) Adjustment; or

(d) Appeals;

nor costs or expenses incident to the same which an "underlying insurer" has paid, incurred or is obligated to pay to or on behalf of the insured;

(2) Pre-judgment interest;

(3) Office costs and expenses and salaries and expenses of the employees of an insured;

(4) Our office costs and expenses and salaries of our employees; or

(5) General retainer and/or monitoring fees of counsel retained by the insured.

19. "Underlying insurer" means an insurer whose policy covers "bodily injury," "property damage" or "personal and advertising injury" also covered by this policy but does not include insurers whose policies were purchased specifically to be in excess of this policy. It includes all insurers providing:

a. "Unscheduled underlying insurance"; and

b. "Scheduled underlying insurance."

20. "Unscheduled underlying insurance"

a. "Unscheduled underlying insurance" means insurance policies available to an insured, whether:

(1) Primary;

(2) Excess;

(3) Excess-contingent; or

(4) Otherwise;

except the policies listed in the Schedule of Underlying Insurance.

b. "Unscheduled underlying insurance" does not include insurance purchased specifically to be excess of this policy.

21. "Watercraft" means a vehicle designed to transport persons or property in or on water.

22. "Authorized Insured" means any named insured or any employee authorized by a named insured to give or receive notice of a claim or "suit."

23. "Electronic data" means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.

24. "Pollutants" means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Waste includes materials to be recycled, reconditioned or reclaimed.

25. "Fungi or microbes" means:

a. Any form of fungus, yeast, mold, mildew, or mushroom, including mycotoxins, spores, scents, byproducts or other substances produced or released by fungi; and

b. Any bacteria, virus, or any other non-fungal, single celled or colony-form organism, including any toxins, scents, byproducts or other substances it produces or releases, whose injurious source is in or on a building or its contents.

But "fungi and microbes" does not include fungi that were deliberately grown for human consumption, microbes that were transmitted directly from person to person, or microbes that caused food poisoning, if your business is food processing, sales, or serving.

26. "Silica" means the chemical compound silicon dioxide (SiO2) in any form, including dust which contains "silica."

27. "Asbestos" means the mineral in any form whether or not the asbestos was at any time:

a. Airborne as a fiber, particle or dust;

b. Contained in or formed a part of a product, structure or other real or personal property;

c. Carried on clothing;

d. Inhaled or ingested; or

e. Transmitted by any other means.

28. "Volunteer worker" means a person who is not your employee, and who donates his or her work and acts at the direction of and within the scope of duties determined by you, and is not paid a fee, salary or other compensation by you or anyone else for their work performed for you.

SECTION VI – DEFENSE PAYMENT AND RELATED DUTIES

1. If a claim or "suit" alleges damages covered by underlying policies and the obligation of all "underlying insurers" either to:

a. Investigate and defend the insured; or

b. Pay the cost of such investigation and defense;

ceases solely through exhaustion of all underlying limits of insurance through payment of a combination

of covered expenses, settlements or judgments for "bodily injury," "property damage" or "personal and advertising injury" taking place during our policy period, then we will either:

a. Assume the investigation and defense of the insured against "suits" seeking damages; or

b. If we elect not to assume the investigation and defense in **1.a.** above, we will reimburse the insured for reasonable defense costs and expenses incurred with our written consent. However, such reimbursement excludes:

(1) Office expenses of the insured;

(2) Salaries and expenses of employees; and

(3) General retainer fees of counsel retained by the insured.

2. We will investigate and defend an insured or reimburse an insured for "suits" brought against an insured for a claim or "suit" that alleges damages because of "bodily injury," "property damage" or "personal and advertising injury" not covered under:

a. "Scheduled underlying insurance"; and

b. "Unscheduled underlying insurance";

but which seeks damages because of "bodily injury," "property damage" or "personal and advertising injury" otherwise covered under this policy. Costs and expanses of such investigation and defense are not subject to the "retained limit."

3. We will investigate and defend an insured or reimburse an insured for such costs of investigation and defense described in either **1.** or **2.** above, even if the allegations of a "suit" are:

a. Groundless;

b. False; or

c. Fraudulent;

but only until we make payment or offer to pay or deposit in court that part of judgment(s) not exceeding our limit of insurance.

4. We shall also have the sole right to make settlement of a "suit" as we deem expedient.

5. If not permitted by law or otherwise to perform these duties, we will pay an insured for defense costs and expenses incurred with our prior written consent.

6. Amounts we pay or incur pursuant to the obligation to defend or pay the costs and expenses of defense are in addition to, and not subject to, the limits of insurance stated in the Declarations.

7. In addition to our limits of insurance, we will pay prejudgment interest awarded against an insured on that part of a judgment covered by this policy. We will not pay prejudgment interest on that period of time after we offer to pay:

a. Our limit of insurance; or

b. That portion of our limit of insurance which equals the amount of a settlement demand when combined with the limits of "underlying insurers."

8. We will pay interest on a judgment that accrues after entry of that judgment, but before we have:

a. Paid;

b. Offered to pay; or

c. Deposited in court

that part of the judgment that is within the limit of insurance of this policy. The amount of interest we pay will be in direct proportion that amount we pay as damages bears to the total amount of judgment. We will not pay additional interest that accrues after we have:

a. Paid;

b. Offered to pay;

c. Deposited in court

that part of the judgment that is within the limit of insurance of this policy.

9. We will pay all reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit." This includes actual loss of earnings up to liability $250. a day because of time off from work.

NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT (BROAD FORM)

It is agreed that:

I. This policy does not apply:

A. Under Liability Coverage to "bodily injury" "personal and advertising injury" or "property damage"

1. With respect to which an insured under this policy, is also an insured under a nuclear energy liability policy issued by the:

a. Nuclear Energy Liability Insurance Association;

b. Mutual Atomic Energy Liability Underwriters; or

c. Nuclear Insurance Association of Canada;

or any of their successors, or would be an insured under any such policy but for its

4002000897013027489895 3

termination upon exhaustion of its limit of liability; or

2. Resulting from the "hazardous properties" of "nuclear material" and with respect to which:

a. Any person or organization is required to maintain financial protection pursuant to the Atomic Energy Act of 1954, or any law or amendment thereof; or

b. The insured is, or had this policy not been issued would be, entitled to indemnity from the United States of America, or any agency thereof, under any agreement entered into by the United States of America, or any agency thereof, with any person or organization.

B. Under any Supplementary Payments provision relating to first aid, to expenses incurred with respect to "bodily injury" resulting from the "hazardous properties" of "nuclear material," and arising out of the operation of a "nuclear facility" by any person or organization.

C. Under any Liability Coverage, to "bodily injury" "personal and advertising injury" or "property damage" resulting from the "hazardous properties" of "nuclear material," if:

1. The "nuclear material":

a. Is at any "nuclear facility" owned by, or operated by or on behalf of, an insured; or

b. Has been discharged or dispersed therefrom;

2. The "nuclear material" is contained in "spent fuel" or "waste" at any time possessed, handled, used, processed, stored, transported or disposed of by or on behalf of an insured; or

3. The "bodily injury," "personal and advertising injury," or "property damage" arises out of the furnishing by an insured of services, materials, parts or equipment in connection with the:

a. Planning;

b. Construction;

c. Maintenance;

d. Operation; or

e. Use of

any "nuclear facility," but if such facility is located within the United States of America, its territories or possessions or Canada, this exclusion **(C.3.)** applies only to "property damage" to such "nuclear facility" and any property threat.

II. As used in this endorsement:

A. "Hazardous properties" include radioactive, toxic or explosive properties.

B. "Nuclear material" means "source material," "special nuclear material" or "byproduct material."

C. "Source material," "special nuclear material" and "by-product material" have the meanings given them in the Atomic Energy Act of 1954 or in any law amendatory thereof.

D. "Spent fuel" means any fuel element or fuel component, solid or liquid, which has been used or exposed to radiation in a "nuclear reactor."

E. "Waste" means waste material:

1. Containing "by-product material" other than the tailings or waste produced by the extraction or concentration of uranium or thorium from ore processed primarily for its "source material" content; and

2. Resulting from the operation by any person or organization, of a "nuclear facility" included within paragraphs **1.** and **2.** of the definition of "nuclear facility."

F. "Nuclear facility" means:

1. Any "nuclear reactor";

2. Any equipment or device designed or used for:

a. Separating the isotopes of uranium or plutonium;

b. Processing or utilizing "spent fuel"; or

c. handling, processing or packaging "waste";

3. Any equipment or device used for the processing, fabricating or alloying of special "nuclear material" if at any time the total amount of such material in the custody of the insured at the premises where such equipment is located consists of or contains more than:

a. 25 grams of plutonium or uranium 233 or any combination thereof; or

b. 250 grams of uranium 235;

4. Any structure, basin, excavation, premises or place prepared or used for the storage or disposal of "waste";

and includes the site on which any of the foregoing is located, all operations conducted on such site and all premises used for such operations.

G. "Nuclear reactor" means an apparatus designed or used to sustain nuclear fission in a self-supporting chain reaction or to contain a critical mass of fissionable material.

H. "Property damage" includes all forms of radioactive contamination of property.

4002000897013027489895 4

7013025936

BLANKET ADDITIONAL INSURED AND LIABILITY EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS LIABILITY COVERAGE FORM
BUSINESSOWNERS COMMON POLICY CONDITIONS

TABLE OF CONTENTS	
I.	**Blanket Additional Insured Provisions**
A.	**Additional Insured – Blanket Vendors**
B.	**Miscellaneous Additional Insureds**
C.	**Additional Provisions Pertinent to Additional Insured Coverage**
1.a.	**Primary – Noncontributory provision**
1.b.	**Definition of "written contract"**
2.	**Additional Insured – Extended Coverage**
II.	**Liability Extension Coverages**
A.	**Bodily Injury – Expanded Definition**
B.	**Broad Knowledge of Occurrence**
C.	**Estates, Legal Representatives and Spouses**
D.	**Fellow Employee First Aid**
E.	**Legal Liability – Damage to Premises**
F.	**Personal and Advertising Injury – Discrimination or Humiliation**
G.	**Personal and Advertising Injury – Broadened Eviction**
H.	**Waiver of Subrogation – Blanket**

I. BLANKET ADDITIONAL INSURED PROVISIONS

A. ADDITIONAL INSURED – BLANKET VENDORS

Who Is An Insured is amended to include as an additional insured any person or organization (referred to below as vendor) with whom you agreed under a "**written contract**" to provide insurance, but only with respect to "**bodily injury**" or "**property damage**" arising out of "**your products**" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:

1. The insurance afforded the vendor does not apply to:

a. "**Bodily injury**" or "**property damage**" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

b. Any express warranty unauthorized by you;

c. Any physical or chemical change in the product made intentionally by the vendor;

d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

1002000457013601945436 9

Copyright, CNA All Rights Reserved.

h. "**Bodily injury**" or "**property damage**" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(1) The exceptions contained in Subparagraphs **d.** or **f.**; or

(2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

2. This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

3. This provision **2.** does not apply to any vendor included as an insured by an endorsement issued by us and made a part of this Policy.

4. This provision **2.** does not apply if "**bodily injury**" or "**property damage**" included within the "**products-completed operations hazard**" is excluded either by the provisions of the Policy or by endorsement.

B. MISCELLANEOUS ADDITIONAL INSUREDS

1. **Who Is An Insured** is amended to include as an insured any person or organization (called additional insured) described in paragraphs **3.a.** through **3.j.** below whom you are required to add as an additional insured on this policy under a "**written contract**."

2. However, subject always to the terms and conditions of this policy, including the limits of insurance, we will not provide the additional insured with:

a. A higher limit of insurance than required by such "**written contract**;"

b. Coverage broader than required by such "**written contract**" and in no event greater than that described by the applicable paragraph a. through k. below; or

c. Coverage for "**bodily injury**" or "**property damage**" included within the "**products-completed operations hazard**." But this paragraph **c.** does not apply to the extent coverage for such liability is provided by paragraph **3.j.** below.

Any coverage granted by this endorsement shall apply only to the extent permitted by law.

3. Only the following persons or organizations can qualify as additional insureds under this endorsement:

a. Controlling Interest

Any persons or organizations with a controlling interest in you but only with respect to their liability arising out of:

(1) such person or organization's financial control of you; or

(2) Premises such person or organization owns, maintains or controls while you lease or occupy these premises;

provided that the coverage granted to such additional insureds does not apply to structural alterations, new construction or demolition operations performed by or for such additional insured.

b. Co-owner of Insured Premises

A co-owner of a premises co-owned by you and covered under this insurance but only with respect to the co-owners liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" as co-owner of such premises.

c. Grantor of Franchise

Any person or organization that has granted a franchise to you, but only with respect to such person or organization's liability for "**bodily injury**," "**property damage**," or "**personal and advertising injury**" as grantor of a franchise to you.

Copyright, CNA All Rights Reserved.

d. Lessor of Equipment

Any person or organization from whom you lease equipment, but only with respect to liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" caused in whole or in part by your maintenance, operation or use of such equipment, provided that the "**occurrence**" giving rise to such "**bodily injury**" or "**property damage**" or the offense giving rise to such "**personal and advertising injury**" takes place prior to the termination of such lease.

e. Lessor of Land

Any person or organization from whom you lease land, but only with respect to liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of the ownership, maintenance or use of that specific part of the land leased to you, provided that the "**occurrence**" giving rise to such "bodily injury" or "**property damage**" or the offense giving rise to such "**personal and advertising injury**," takes place prior to the termination of such lease. The insurance hereby afforded to the additional insured does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

f. Lessor of Premises

An owner or lessor of premises leased to you, or such owner or lessor's real estate manager, but only with respect to liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of the ownership, maintenance or use of such part of the premises leased to you, and provided that the "**occurrence**" giving rise to such "**bodily injury**" or "**property damage**" or the offense giving rise to such "**personal and advertising injury**," takes place prior to the termination of such lease. The insurance hereby afforded to the additional insured does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

g. Mortgagee, Assignee or Receiver

A mortgagee, assignee or receiver of premises but only with respect to such mortgagee, assignee, or receiver's liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of the ownership, maintenance, or use of a premises by you.
This insurance does not apply to structural alterations, new construction or demolition operations performed by, on behalf of or for such additional insured.

h. State or Political Subdivisions

A state or government agency or subdivision or political subdivision that has issued a permit or authorization, but only with respect to such government agency or subdivision or political subdivision's liability for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" arising out of:

(1) The following hazards in connection with premises you own, rent, or control and to which this insurance applies:

(a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoistaway openings, sidewalk vaults, street banners, or decorations and similar exposures; or

(b) The construction, erection, or removal of elevators; or

(c) The ownership, maintenance or use of any elevators covered by this insurance; or

(2) The permitted or authorized operations performed by you or on your behalf. But the coverage granted by this paragraph does not apply to:

(a) "**Bodily injury**", "**property damage**" or "**personal and advertising injury**" arising out of operations performed for the state or government agency or subdivision or political subdivision; or

(b) "**Bodily injury**" or "**property damage**" included within the "**products-completed operations hazard**."

With respect to this provision's requirement that additional insured status must be requested under a "**written contract**," we will treat as a "**written contract**" any governmental permit that requires you to add the governmental entity as an additional insured.

Copyright, CNA All Rights Reserved.

1002000457013601945437O

i. Trade Show Event Lessor

With respect to your participation in a trade show event as an exhibitor, presenter or displayer, any person or organization whom you are required to include as an additional insured, but only with respect to such person or organization's liability for "**bodily injury**," "**property damage**," or "**personal and advertising injury**" caused by:

a. Your acts or omissions; or

b. Acts or omissions of those acting on your behalf;

in the performance of your ongoing operations at the trade show premises during the trade show event.

j. Other Person or Organization

Any person or organization who is not an additional insured under paragraphs **a.** through **i.** above. Such additional insured is an insured solely for "**bodily injury**," "**property damage**" or "**personal and advertising injury**" for which such additional insured is liable because of your acts or omissions.

The coverage granted by this paragraph does not apply to any person or organization:

(1) For "**bodily injury**," "**property damage**," or "**personal and advertising injury**" arising out of the rendering or failure to render any professional services;

(2) For "**bodily injury**" or "**property damage**" included in the "**products-completed operations hazard**." But this provision **(2)** does not apply to such "**bodily injury**" or "**property damage**" if:

(a) It is entirely due to your negligence and specifically results from your work for the additional insured which is the subject to the "**written contract**"; and

(b) The "**written contract**" requires you to make the person or organization an additional insured for such "**bodily injury**" or "**property damage**"; or

(3) Who is afforded additional insured coverage under another endorsement attached to this policy.

C. ADDITIONAL PROVISIONS PERTINENT TO ADDITIONAL INSURED COVERAGE

1. With respect only to additional insured coverage provided under paragraphs **A.** and **B.** above:

a. The **BUSINESSOWNERS COMMON POLICY CONDITIONS** are amended to add the following to the Condition entitled **Other Insurance**:

This insurance is excess of all other insurance available to an additional insured whether primary, excess, contingent or on any other basis. However, if a "**written contract**" requires that this insurance be either primary or primary and noncontributing, then this insurance will be primary and non-contributory relative solely to insurance on which the additional insured is a named insured.

b. Under **Liability and Medical Expense Definitions**, the following definition is added:

"**Written contract**" means a written contract or agreement that requires you to make a person or organization an additional insured on this policy, provided the contract or agreement:

(1) Is currently in effect or becomes effective during the term of this policy; and

(2) Was executed prior to:

(a) The "**bodily injury**" or "**property damage**;" or

(b) The offense that caused the "**personal and advertising injury**";

for which the additional insured seeks coverage.

2. With respect to any additional insured added by this endorsement or by any other endorsement attached to this Coverage Part, the section entitled **Who Is An Insured** is amended to make the following natural persons insureds.

If the additional insured is:

a. An individual, then his or her spouse is an insured;

Copyright, CNA All Rights Reserved.

b. A partnership or joint venture, then its partners, members and their spouses are insureds;

c. A limited liability company, then its members and managers are insureds;

d. An organization other than a partnership, joint venture or limited liability company, then its executive officers, directors and shareholders are insureds; or

e. Any type of entity, then its employees are insureds;

but only with respect to locations and operations covered by the additional insured endorsement's provisions, and only with respect to their respective roles within their organizations. Furthermore, employees of additional insureds are not insureds with respect to liability arising out of:

(1) "**Bodily injury**" or "**personal and advertising injury**" to any fellow employee or to any natural person listed in paragraphs **a.** through **d.** above;

(2) "**Property damage**" to property owned, occupied or used by their employer or by any fellow employee; or

(3) Providing or failing to provide professional health care services.

II. LIABILITY EXTENSION COVERAGES

It is understood and agreed that this endorsement amends the **Businessowners Liability Coverage Form**. If any other endorsement attached to this policy amends any provision also amended by this endorsement, then that other endorsement controls with respect to such provision, and the changes made by this endorsement to such provision do not apply.

A. Bodily injury – Expanded Definition

Under **Liability and Medical Expenses Definitions**, the definition of "**Bodily injury**" is deleted and replaced by the following:

"**Bodily injury**" means physical injury, sickness or disease sustained by a person, including death, humiliation, shock, mental anguish or mental injury by that person at any time which results as a consequence of the physical injury, sickness or disease.

B. Broad Knowledge of Occurrence

Under Businessowners Liability Conditions, the Condition entitled Duties In The Event of Occurrence, Offense, Claim or Suit is amended to add the following:

Paragraphs **a.** and **b.** above apply to you or to any additional insured only when such "**occurrence**," offense, claim or "**suit**" is known to:

(1) You or any additional insured that is an individual;

(2) Any partner, if you or an additional insured is a partnership;

(3) Any manager, if you or an additional insured is a limited liability company;

(4) Any "**executive officer**" or insurance manager, if you or an additional insured is a corporation;

(5) Any trustee, if you or an additional insured is a trust; or

(6) Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

This paragraph applies separately to you and any additional insured.

C. Estates, Legal Representatives and Spouses

The estates, heirs, legal representatives and spouses of any natural person insured shall also be insured under this policy; provided, however, coverage is afforded to such estates, heirs, legal representatives and spouses only for claims arising solely out of their capacity as such and, in the case of a spouse, where such claim seeks damages from marital common property, jointly held property, or property transferred from such natural person insured to such spouse. No coverage is provided for any act, error or omission of an estate, heir, legal representative or spouse outside the scope of such person's capacity as such, provided however that the spouse of a natural person Named Insured and the spouses of members or partners of joint venture or partnership Named Insureds are insureds with respect to such spouses' acts, errors or omissions in the conduct of the Named Insured's business.

10020004570136019454371

Copyright, CNA All Rights Reserved.

D. Fellow Employee First Aid Coverage

In the section entitled **Who Is An Insured**, paragraph **2.a.1.** is amended to add the following:

The limitations described in subparagraphs **2.a.1.(a)**, **(b)** and **(c)** do not apply to your "**employees**" for "**bodily injury**" that results from providing cardiopulmonary resuscitation or other first aid services to a co-"**employee**" or "**volunteer worker**" that becomes necessary while your "**employee**" is performing duties in the conduct of your business. Your "**employees**" are hereby insureds for such services. But the insured status conferred by this provision does not apply to "**employees**" whose duties in your business are to provide professional health care services or health examinations.

E. Legal Liability – Damage To Premises

1. Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, Exclusion **k. Damage To Property**, is replaced by the following:

k. Damage To Property

"**Property damage**" to:

1. Property you own, rent or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;

2. Premises you sell, give away or abandon, if the "**property damage**" arises out of any part of those premises;

3. Property loaned to you;

4. Personal property in the care, custody or control of the insured;

5. That particular part of any real property on which you or any contractors or subcontractors working directly or indirectly in your behalf are performing operations, if the "**property damage**" arises out of those operations; or

6. That particular part of any property that must be restored, repaired or replaced because "**your work**" was incorrectly performed on it.

Paragraph **2** of this exclusion does not apply if the premises are "**your work**" and were never occupied, rented or held for rental by you.

Paragraphs **1**, **3**, and **4**, of this exclusion do not apply to "**property damage**" (other than damage by fire or explosion) to premises:

(1) rented to you:

(2) temporarily occupied by you with the permission of the owner, or

(3) to the contents of premises rented to you for a period of 7 or fewer consecutive days.

A separate limit of insurance applies to Damage To Premises Rented To You as described in Section D – Liability and Medical Expenses Limits of Insurance.

Paragraphs **3**, **4**, **5**, and **6** of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraph **6** of this exclusion does not apply to "**property damage**" included in the "**products-completed operations hazard**."

2. Under **B. Exclusions**, **1. Applicable to Business Liability Coverage**, the following paragraph is added, and replaces the similar paragraph, if any, beneath paragraph **(14)** of the exclusion entitled **Personal and Advertising Injury**:

Exclusions **c, d, e, f, g, h, i, k, l, m, n, and o,** do not apply to damage by fire to premises while rented to you or temporarily occupied by you with permission of the owner or to the contents of premises rented to you for a period of 7 or fewer consecutive days. A separate limit of insurance applies to this coverage as described in **Section D. Liability And Medical Expenses Limits Of Insurance**.

Copyright, CNA All Rights Reserved.

3. The first Paragraph under item **5. Damage To Premises Rented To You Limit** of the section entitled **Liability And Medical Expenses Limits Of Insurance** is replaced by the following:

The most we will pay under Business Liability for damages because of "**property damage**" to any one premises, while rented to you or temporarily occupied by you with the permission of the owner, including contents of such premises rented to you for a period of 7 or fewer consecutive days, is the Damage to Premises Rented to You Limit. The Damage to Premises Rented to You Limit is the greater of:

a. $1,000,000; or

b. The Damage to Premises Rented to You Limit shown in the Declarations.

F. Personal and Advertising Injury – Discrimination or Humiliation

1. Under **Liability and Medical Expenses Definitions**, the definition of "**personal and advertising injury**" is amended to add the following:

h. Discrimination or humiliation that results in injury to the feelings or reputation of a natural person, but only if such discrimination or humiliation is:

(1) Not done intentionally by or at the direction of:

(a) The insured; or

(b) Any "**executive officer**," director, stockholder, partner, member or manager (if you are a limited liability company) of the insured; and

(2) Not directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person or person by any insured.

2. Under **B. Exclusions, 1. Applicable to Business Liability Coverage**, the exclusion entitled **Personal and Advertising Injury** is amended to add the following additional exclusions:

(15) Discrimination Relating to Room, Dwelling or Premises

Caused by discrimination directly or indirectly related to the sale, rental, lease or sub-lease or prospective sale, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured.

(16) Employment Related Discrimination

Discrimination or humiliation directly or indirectly related to the employment, prospective employment, past employment or termination of employment of any person by any insured.

(17) Fines or Penalties

Fines or penalties levied or imposed by a governmental entity because of discrimination.

3. This provision **(Personal and Advertising Injury – Discrimination or Humiliation)** does not apply if **Personal and Advertising Injury** Liability is excluded either by the provisions of the Policy or by endorsement.

G. Personal and Advertising Injury - Broadened Eviction

Under **Liability and Medical Expenses Definitions**, the definition of "**Personal and advertising injury**" is amended to delete Paragraph c. and replace it with the following:

c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room dwelling or premises that a person or organization occupies committed by or on behalf of its owner, landlord or lessor.

H. Waiver of Subrogation – Blanket

We waive any right of recovery we may have against:

a. Any person or organization with whom you have a written contract that requires such a waiver.

All other terms and conditions of the Policy remain unchanged.

1002000457013601945437 2

Copyright, CNA All Rights Reserved.

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 AS REQUIRED BY WRITTEN CONTRACT

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 12/1/2023 Policy No. 7013027475 Endorsement No.

Insured
Vertosoft LLC

Premium $

Insurance Company
CNA

Countersigned by Patrick M. Sullivan

Copyright 1983 National Council on Compensation Insurance.

Item #: _____
Munis Contract #: _____
OMNIA Partners Master Agreement #: 01-165

CITY OF SANTA FE
GENERAL SERVICES CONTRACT

Software

THIS CONTRACT is made and entered into by and between the City of Santa Fe, herein after referred to as the "City," and Vertosoft, LLC 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 Contract and the price for each. Product and service descriptions may be amended with the prior approval of the Contract 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.

2. **Scope of Work**

A. The Contractor shall perform the scope of work outlined in Exhibit A.

3. **Compensation.**

Compensation Schedule. The City shall pay to the Contractor based upon fixed prices for each Deliverable, per the schedule outlined in Exhibit B, less retainage, if any, as identified in paragraph C of this Clause.

A. The amount payable to the Contractor under this Contract shall not exceed $763,362.83, plus applicable out-of-state GRT. The GRT will be calculated based on the out-of-state rate of 4.875%, totaling $37,213.94. The total compensation is $800,576.77. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Contract shall equal the amount stated herein. The Parties do not intend for the Contractor to continue to provide Services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the Services provided under this Contract reach the total compensation amount. In no event will the Contractor be paid for Services provided in excess of the total compensation amount without this Contract being amended in writing prior to services, in excess of the total compensation amount being provided.

Payment shall be made upon acceptance of each Deliverable and upon the receipt and acceptance of a detailed, certified Payment Invoice. Progress and Deliverable Payments will be made to the Contractor's designated mailing address. In accordance with NMSA 1978, Section 13-1-158, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of acceptance. All payment invoices MUST BE received by the City at least thirty (30) days after the completion of each Deliverable and no later than fifteen (15) days after the termination of this Contract. Payment Invoices received after such date WILL NOT BE PAID. If you do not receive confirmation of invoice receipt within seven days, email

accountspayable@santafenm.gov to request an update. For contract-related inquiries, contact purchasing@santafenm.gov.

C. Retainage. Not Applicable – The Parties agree there is no retainage.

D. Performance Bond. Not Applicable. The Parties agree there is no Performance Bond.

5. **Term**

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This contract shall terminate **five (5) years from the date of final signature.** The City Reserves the right to extend pursuant to NMSA 1978, Section 13-1-150.

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 Contract for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor, or their designee as authorized by the Governing Body. The Contractor may only terminate this Contract based upon the City's uncured, material breach of this Contract.

B. Notice: City Opportunity to Cure.

1) The City shall give the 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 Contract 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 Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 17, "Appropriations", of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT.*

8. **Amendment**

A. This Contract 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 Contract 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 Contract, 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 because of this Contract. 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 Contract or assign any claims for money due or to become due under this Contract 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 Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

12. **Non-Collusion**

In signing this Contract, the Contractor certifies the 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 Contract 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. The 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 Contract, all proposed items are to be NEW and of most current production, unless otherwise specified.

16. **Records and Audit**

During the term of this Contract 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 Contract shall not foreclose the right of the City to recover excessive or illegal payments.

17. **Appropriations**

The terms of this Contract, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the legislature, this Contract, 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 Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract 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 Contract, releases the City, its officers, and employees, from all liabilities, claims and obligations whatsoever arising from or under this Contract. 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 Contract 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 Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract. 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 Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, NMSA 1978, Section 10-16.

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 Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, 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 Contract 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 Contract 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 Contract to the contrary, the City may immediately terminate the Contract.

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 Contract; Merger**

This Contract incorporates all the 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 contract.

This Contract is issued against the Vertosoft state or agency Master Agreement, established and maintained by OMNIA Partners, number 01-165, and through this language hereby incorporates this contract by reference and is included in the order of precedence.

23. **Notice**

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, 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 Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, 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 Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Sections 41-4-1, et. seq. 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 Contract 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 Contract, 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, Section 38-3-2. By execution of this Contract, 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 Contract.

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 Contract or to damages resulting from personal injury caused by the Contractor's negligence.

29. **Incorporation by Reference and Precedence**

If this Contract has been procured pursuant to a request for proposals, this Contract 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 Contract, 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 Contract in reverse chronological order; (2) the Contract, 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 Contract 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 Contract. 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 Contract requires. The City has the right to inspect and test all services contemplated under this Contract to the extent practicable at all times and places during the term of the Contract. 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 Contract, the City may require the Contractor to re-perform the services in conformity with the requirements of this Contract 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 Contract; 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 Contract, 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**

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. Commercial General Liability insurance shall be written on an occurrence basis and be a 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.

B. Broader Coverage and Limits. The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, 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 Contract are sufficient to cover the obligations of Contractor hereunder.

C. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured 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.

34. **Impracticality of Performance**

A party shall be excused from performance under this Contract 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 Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

36. **Enforcement of Contract**

A party's failure to require strict performance of any provision of this Contract 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 Contract 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 Contract 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 Contract, the Contractor agrees to reimburse the City for all costs, attorneys' fees and amount of the judgment. To qualify for such defense and or payment, 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 Contract paragraphs titled "Patent, Copyright, Trademark, and Trade Secret Indemnification; Indemnification; and Limit of Liability" shall survive the expiration of this Contract. Software licenses, leases, maintenance and any other unexpired Agreements that were entered into under the terms and conditions of this Contract shall survive this Contract.

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 Contract, 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 Contract. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Contract. Failure of the Contractor to furnish a disclosure or provide additional information as requested will be grounds for immediate termination of this Contract pursuant to the conditions set forth in Paragraph 7 of this Contract.

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 Contract. 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 Contract.

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:	To the Contractor:
Heather Lamboy, Planning & Land Use Director City of Santa Fe 200 Lincoln Avenue Santa Fe, NM 87501 hllamboy@santafenm.gov	Carly Moore Vertosoft, LLC 1602 Village Market Blvd SE, Suite 320 Leesburg, VA 20175 carly.moore@vertosoft.com, 540-998-8361

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

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

CITY OF SANTA FE:

_____
MAYOR ALAN WEBBER

DATE: _____

CONTRACTOR:
VERTOSOFT, LLC.

_____
DAVID BALL, Senior Director

DATE: 07/18/2025
NMBTIN: _____

ATTEST:

_____
CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Jul 18, 2025 16:58 MDT)
_____
SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

_____
FINANCE DIRECTOR

Exhibit A

Statement of Work

City of Santa Fe, NM

Creation Date: 6/19/2025
SoW Expiration Date: 9/19/2025
Document Number: PS-08613.3
Created by: Josh Volpert

Table of Contents

OpenGov Statement of Work 3
1. Project Scope 3
2. Adjustments to the Project Scope, Estimated Schedule, Charges and other Terms 3
3. Project Delivery 3
4. Project Understanding 3
5. OpenGov Responsibilities 4
6. Project Tracking and Reporting 4
7. Communication and Escalation Procedure 5
8. Opengov Implementation Methodology 5
8.1. Initiate 6
8.2. Validate 6
8.3. Configure 6
8.5. Launch 6
9 . Customer Responsibilities 7
10. Customer's Project Manager 7
11. Acceptance Procedure 7
12. Estimated Schedule 8
13. Illustrative Project Timelines 8
14. Change Order Process 9
Exhibit 1: Implementation Activities 10
Permitting & Licensing 10
Initiate 10
Validate 10
Configure 11
Train 14
Launch 15
Exhibit 2: Technical Requirements 16
Permitting & Licensing Technical Requirements 16

OpenGov Statement of Work

This Statement of Work ("SOW") identifies services that OpenGov will perform for City of Santa Fe, NM ("Customer") pursuant to the order for OpenGov Professional Services. This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party. The OpenGov Responsibilities section of this document can be found in Exhibit 1: Implementation Activities. Any additional services or support not detailed in Exhibit 1 will be considered out of scope.

1. Project Scope

   Under this project, OpenGov will deliver cloud based solutions (detailed list in "Exhibit 1"). OpenGov's estimated charges and schedule are based on performance of the activities listed in the "OpenGov Responsibilities" section below. Deviations that arise during the project will be managed through the procedure described in Section 14.

2. Adjustments to the Project Scope, Estimated Schedule, Charges and other Terms

   Adjustments to the deliverables in Exhibit 1 may include charges on a time-and-materials or fixed-fee basis using OpenGov's standard rates.

3. Project Delivery

   3.1. OpenGov will perform the work under this SOW remotely unless explicitly identified below.

   3.1.1. OpenGov will provide one (1) onsite trip for project-related activity which OpenGov determines would be best performed at the Customer's facility. The customer's facility must contain a conference room to accommodate the number of attendees, non-public wifi connection, and AV equipment for projecting OpenGov software on a screen visible to all participants.

   3.1.2. The Customer is responsible for paying travel expenses as incurred on a quarterly basis. It is estimated that the travel expenses will not exceed $5600. Written approval is required for any expenses above the estimate.

   3.2. OpenGov will use personnel and resources located across the United States, and may also include OpenGov-trained implementation partners to support the delivery of services.

4. Project Understanding

   4.1. Deviations that arise during the proposed project will be managed through the Change Order Process (as defined in Section 14), and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and/or other terms.

4.2. The OpenGov Suites are not customized beyond current capacities based on the latest release of the software. Implementation of any custom modification or integration developed by OpenGov; Customer internal staff; or any third-party is not included in the scope of this project unless specifically listed in Exhibit 1.
4.3. The customer is responsible for providing appropriate time and resources to the project to meet deliverables as outlined in the project plan.
4.4. Data conversion services from other software system(s) or sources are not included in the scope of this project unless specifically listed in Exhibit 1.

5. OpenGov Responsibilities

5.1. OpenGov will provide project management for the OpenGov responsibilities in this SOW. This provides direction to OpenGov project personnel and a shared framework for project planning, communications, reporting, procedural and contractual activity.

5.2. OpenGov will review the Project Plan with Customer's Project Manager and key stakeholders to ensure alignment on agreed upon timelines.

5.3. OpenGov will maintain project communications through Customer's Project Manager.

5.4. OpenGov will establish documentation and procedural standards for deliverable materials.

5.5. OpenGov will assist Customer's Project Manager to prepare and maintain the Project Plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones identified in Exhibit 1.

6. Project Tracking and Reporting

6.1. OpenGov will review project tasks, schedules, and resources and make changes or additions, as appropriate. OpenGov will measure and evaluate progress against the Project Plan with Customer's Project Manager.

6.2. OpenGov will work with Customer's Project Manager to address and resolve deviations from the Project Plan.

6.3. OpenGov will conduct regularly scheduled project status meetings.

6.4. OpenGov will administer the Change Order Process with the Customer's Project Manager.

6.5. Deliverable Materials:

- 6.5.1. Weekly status reports
- 6.5.2. Project Plan
- 6.5.3. Project Charter, defining project plan and Go-live date
- 6.5.4. Risk, Action, Issues and Decisions Register (RAID)

6.6. Deliverable Sign-Off: OpenGov requests Sign-Offs at various deliverables during the implementation of the project. Once the Customer has signed-off on a deliverable, any additional changes requested by Customer on that deliverable will require a paid change order for additional hours for OpenGov to complete the requested changes.

7. Communication and Escalation Procedure

7.1. Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment, both parties agree to the following:

7.1.1. Regular communication aligned to the agreed upon Project Plan and timing.

7.1.2. OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.

7.2. Executive involvement

7.2.1. Executives may be called upon to clarify expectations and/or resolve confusion.

7.2.2. Executives may be needed to steer strategic items to maximize the value through the deployment.

7.3. Escalation Process

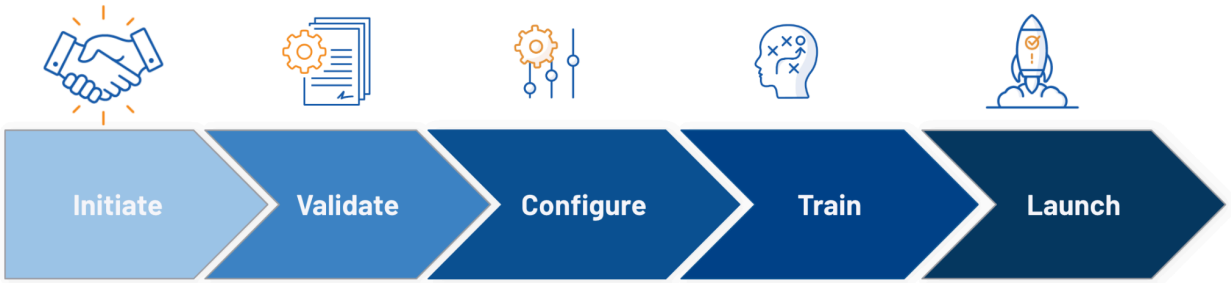
7.3.1. Identification of an issue impeding deployment progress or outcome, that is not acceptable.

7.3.2. Customer or OpenGov Project Manager summarizes the problem statement and impasse.

7.3.3. Customer and OpenGov Project Managers jointly outline solution acceptance and OpenGov Project Manager will schedule an Executive Review Meeting, if necessary.

7.3.4. The resolution will be documented and signed off.

8. Opengov Implementation Methodology



Every OpenGov implementation will contain a structured methodology to properly plan and collaborate. The methodology consists of the following phases:

- Initiate
- Validate
- Configure
- Train
- Launch

8.1. Initiate

8.1.1. OpenGov will provide customer entity configuration.
8.1.2. OpenGov will provide system administrators creation.
8.1.3. This activity is complete when the customer has access to their site.
8.1.4. Customer will sign-off on product access to complete the Initiate Phase of the project.

8.2. Validate

8.2.1. OpenGov will create a Solution Blueprint.
8.2.2. OpenGov will confirm the Data Validation strategy.
8.2.3. This activity is complete when the Solution Blueprint is presented to the customer.
8.2.4. Customer will Sign-off on Initial Draft Solution Blueprint to complete the Validate Phase of the project.

8.3. Configure

8.3.1. OpenGov will configure the deliverables outlined in Exhibit 1.
8.3.2. This activity is complete when all deliverables in Exhibit 1 are configured.
8.3.3. Customer will provide Sign-off that all configuration deliverables have been completed and accepted. OpenGov will provide status and intermediate completion milestones as the project progresses to fully configured.

8.4. Train

8.4.1. Training will be provided in instructor-led virtual sessions unless otherwise specified in Exhibit 1.
8.4.2. OpenGov will provide Administrator training.
8.4.3. OpenGov will provide End User training (if listed in Exhibit 1).
8.4.4. Customer will sign-off that training has been completed.

8.5. Launch

8.5.1. OpenGov will provide HyperAdopt support post Go-Live to ensure successful adoption.
8.5.2. Customer will Sign-off on the HyperAdopt phase of the project which will transition the project from active deployment to Customer Success.

9 . Customer Responsibilities

9.1. The completion of the proposed scope of work depends on the full commitment and participation of Customer's management and personnel. The Customer's Project Manager should have access to the appropriate Customer Subject Matter Expert personnel needed for the successful implementation of the project. The responsibilities listed in this section are in addition to the responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by the customer. Delays in performance of these responsibilities may result in a change order and/or delay of the completion of the project.
9.2. Provide the required data to OpenGov within five (5) days of the requests being made from the OpenGov Project Manager. The Customer will be responsible for any potential charges from third parties to access and provide the data.
9.3. Maintain the same format and access to data on an ongoing basis. Any changes to the underlying data or data source may require a change order or charge in the future.

10. Customer's Project Manager

10.1. Create, with OpenGov's assistance, the Project Charter for the performance of this SOW which will include the activities, tasks, assignments, milestones and estimates.

10.2. Manage Customer personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing).

10.3. Identify and assign Subject Matter Experts (SME).

10.4. Serve as the communication liaison between OpenGov and Customer representatives participating in the project.

10.5. Participate in project status meetings.

10.6. Obtain and provide information, data, and decisions within ten (10) business days of OpenGov's request unless Customer and OpenGov agree in writing to a different response time.

10.7. Resolve deviations from the estimated schedule.

10.8. Help resolve project issues and escalate issues within Customer's organization, as necessary.

10.9. Administer the Change Order Process with the Project Manager, if applicable.

11. Acceptance Procedure

11.1. The completed items in Exhibit 1 will be submitted to the Customer's Project Manager.
11.2. Customer's Project Manager will have decision authority to approve/reject all

Project Criteria, Phase Acceptance and Engagement Acceptance.

11.3. Within five (5) business days of receipt, the Customer's Project Manager will either accept the Deliverable Material or provide OpenGov's Project Manager a written list of requested revisions. If OpenGov receives no response from the Customer's Project Manager within five (5) business days, then the Deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.

11.4. All acceptance milestones and associated review periods will be tracked on the Project Plan.

11.5 Both OpenGov and Customer recognize that failure to complete tasks and respond to open issues may have a negative impact on the Project.

11.6. For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the Project.

11.7. Excluding delays caused by a force majeure event, if OpenGov in good faith reasonably determines that Customer's personnel or contractors are not completing Customer's responsibilities described in the applicable SOW timely or accurately, OpenGov may place the Professional Services on hold after providing a minimum of seven days written notice to Customer. If OpenGov places a Customer on hold, OpenGov will ensure that Customer is made aware of its obligations necessary for OpenGov to continue performing the Professional Services in the on hold notice. Upon placing a customer on hold, OpenGov may, without penalty, suspend Professional Services to the Customer and reallocate resources until the Customer has fulfilled its obligations. OpenGov shall bear no liability or otherwise be responsible for delays in the provision of the Professional Services occasioned by Customer's failure to complete Customer's responsibilities.

12. Estimated Schedule

12.1. OpenGov will schedule resources after the signature of the order form is received. Unless specifically noted, the OpenGov assigned Project Manager will work with Customer Project Manager to develop the Project Charter for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

12.2. The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures on Order Forms.

13. Illustrative Project Timelines

13.1. The typical project timelines are for illustrative purposes only and may not reflect Customer's use cases. The order of delivery of the suite(s) will be determined during the project planning activities in the Initiate Phase.

Phase	Deliverable	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Initiate	Project Preparation and Kick Off								
Validate	Requirements Matrix, Validation Workshop								
Configure	Record Type 1								
	Record Type 2								
	Record Type 3								
	Data Migration								
	Integrations								
Train	Administrator Training								
	End User Training								
Launch	Go Live, HyperAdpotion, Project Closure								

14. Change Order Process

14.1. This SOW and related efforts are based on the information provided and gathered by OpenGov. Customer acknowledges that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing, by both Customer and OpenGov, and documented via a Change Order. No verbal agreement will be binding on OpenGov or Customer.

14.2. A Change Order is defined as work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date. Changes might include but are not limited to:

14.2.1. Timeline for completion.

14.2.2. Sign off process.

14.2.3. Cost of change and/or invoice timing.

14.2.4. Amending the SOW to correct an error.

14.2.5 Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.

14.2.6. Change in type of OpenGov resources to support the SOW.

14.3.The approval process for a Change Order is as follows:

14.3.1.Identification and documentation of a need for modification to the scope of the project as defined in the Statement of Work and any subsequent change orders.

14.3.2. A Change Order is created and Customer and OpenGov review. The Customer will then provide Sign-off.

14.3.3. Change Order is incorporated into the Statement of Work and implemented.

Exhibit 1: Implementation Activities

Permitting & Licensing

Use Cases for Permitting & Licensing:

- Building Permits & Inspectional Services
- Planning and Zoning Approvals
- Code Enforcement
- Business licensing

Initiate

Provisioning Permitting & Licensing Platform

OpenGov will:

- OpenGov will provision Customer's OpenGov entity and verify Customer has access to all purchased modules.

Customer will:

- Confirm access to entity and modules.

Completion Criteria

- Customer verifies access to the site.

Data Initiation

OpenGov will:

- OpenGov will provide the needed data and format to the customer.
- The data needs will be discussed for the foundational initiation of the software.
- Assign a Project Manager once the data has been collected.

Customer will:

- Provide the required data in a timely manner.

Completion Criteria

- Customer sign-off that the Integrations are complete and the data is being captured as planned.

Validate

Technical Project Review

OpenGov will:

- Provide up to one (1) one-hour working sessions at the beginning of the project to:

- Review deliverables
- Review technical requirements
- Provide documentation on requirements and processes

OpenGov Assumptions:

- Customer will provide relevant data within two (2) weeks immediately following the kick-off meeting.

Customer will:

- Identify relevant participants for attendance.
- Confirm deliverables.
- Gather and provide relevant data for the project.

Completion Criteria

- Customer sign-off on project plan.

Onsite Requirements Gathering Workshop

OpenGov will :

- Provide one (1) three (3) day onsite Requirements Gathering workshop with two (2) OpenGov resources to increase our understanding of your business and functional goals. Through workshops and interviews, OpenGov will identify best fit scenarios for Permitting & Licensing and identify any challenges as well as recommendations for best practices relevant to your implementation. Additionally, OpenGov will work with the Customer to develop workflows and understand local requirements for permitting activities.

Customer will:

- Identify the relevant participants to attend each training session
- Host the workshop in the Customer's facility
- Secure an adequate space (conference room or training room) within the customer's facility
- Provide wifi internet connection for OpenGov resource

Completion Criteria

- Onsite workshop has been conducted.

Configure

Record Types Deliverables

OpenGov will configure the following standard record type, including sub-type, drafts of Customer's record types in the Permitting & Licensing system including Form, Workflow, Output Document and Fees:

Building and Inspectional Services Service Area
Up to six (6) record types from the following list:

- Residential
- Commercial
- Mechanical
- Electrical
- Plumbing
- Contractor Ref

Planning and Zoning Service Area
Up to five (5) record types from the following list:

- Conditional Use
- Major Subdivision
- Minor Subdivision
- Variance Permit
- Temporary Use Permit

Code Enforcement Service Area
Up to two (2) record types from the following list:

- Submit a Complaint
- Notice of Violation

Business licensing Service Area
Up to one (1) record types from the following list:

- Business License

Customer will:

- Attend working sessions to validate, review, and iterate upon draft records.
- Test all configured record types

Completion Criteria

- Customer sign-off that the Record Types have been configured. Sign-off will occur with each completed Record Type.

Data Deliverables

Master Address Table (MAT) Integration

OpenGov will:

- Provide a template file to be utilized by the Customer to populate MAT information.
- Import the completed template file and validate against the completed template file.

Customer will:

- Populate and validate the MAT template.

Completion Criteria

- Customer sign-off that the Master Address Table has been configured.

ESRI ArcGIS Server Integration

OpenGov will:

- Integrate with the Customer's ArcGIS public API endpoint.

Completion Criteria

- Customer sign-off on the ESRI Integration.

GIS Flag Integration

OpenGov will:

- Provide a template file to be utilized by the Customer to populate GIS Flag information.
- Import the populated template file after acceptance.

- Enable the GIS Flag Integration.

Customer will:

- Populate and validate the flag template file.

Completion Criteria

- Customer sign-off on the GIS Flag Integration.

Accounting and Finance Export

OpenGov will:

- Provide an export of financial data, based on the Customer's provided format, to the Customer's FTPS as often as nightly.

Customer will:

- Agree upon specifications prior to export.

Completion Criteria

- Customer sign-off on the Accounting and Finance Export.

Autofill Integration

OpenGov will:

- Provide up to three (3) Autofills, using source data from OpenGov or provided by the Customer.

Customer will:

- Provide the source data, if applicable.
- Agree upon specifications prior to upload.

Completion Criteria

- Customer sign-off on the Autofill Integration.

Single Sign On (SSO) Integration

OpenGov will:

- Provide the SSO enablement form.
- Implement identity provider initiated SSO for Microsoft ADFS, Microsoft Azure AD, or Okta.

Customer will:

- Complete the SSO enablement form.
- Provide the information from the identity provided required to establish SAML or HTTPS certification and add OpenGov as a new application in the identity provider.

Completion Criteria

- Customer sign-off on the SSO Integration.

Data Migration

OpenGov will:

- Perform historic data migration from EnerGov using flat files provided by and mapped by the customer.
- Set up historical record types, historical data will be migrated prior to the initial data load.
- Provide a report of unmatched locations
- Provide instructions for customer validation of data migration.
- Provide up to two (2) format changes for each integration file, allowing for necessary edits to be made during the testing and validation process.

OpenGov Assumptions:

- Data Migration does not exceed 250,000 records.

- Data Migration does not include database backup files.
- Data Migration does not include cleansing of corrupt data, creation or linking of applicant accounts, integration of historical fees and payments into workflow or financial reports, logs of permit changes, migration of data into the workflow, permit attachments, import of contractor database, or hierarchical relationships between records.

Customer will:

- Complete the OpenGov provided data templates within three (3) weeks of request.
- Validate data deliverables within three (3) weeks of request.
- Configure Record Types to align with the Project Plan's Go Live and cutover to ensure the migration encompasses all records from the legacy system.
- Sign off on data load.

Completion Criteria

- Customer sign-off that the Data Migration has been completed.

Document Migration

OpenGov will:

- Migrate documents attached to either migrated permits or locations provided through a Master Address Table (MAT) integration.

OpenGov Assumptions:

- Document Migration does not exceed 1TB.

Completion Criteria

- Customer sign-off that the Document Migration has been completed.

Train

Administrator Training

OpenGov will:

- Provide up to twenty (20) hours of Permitting & Licensing system administrator training to enable system administrators on the following topics:
    - Setting up the public portal
    - Employee app settings
    - Creating and editing record types
    - Managing Forms
    - Editing Documents
    - Creating Workflows
    - Setting up Inspections
    - Reporting & Transparency
        - Download and upload data
        - How to create reports and dashboards
    - Mobile app

Customer will:

- Identify the relevant participants to attend each training session.

Completion Criteria

- Administrator Training has been conducted.

End User Training

OpenGov will:

- Provide up to twenty-six (26) hours of end-user trainings designed for Plan Review, Inspectors, Finance Staff, etc. to cover the following topics:
    - Navigation of the system
    - Manage inbox and tasks
    - Take payments
    - Conduct inspections
    - Create records
    - Mobile app

Customer will:

- Identify the relevant participants to attend each training session.

Completion Criteria

- End User Training has been conducted.

Launch

HyperAdopt

OpenGov will:

- Provide up to eight (8) hours of HyperAdopt support from the OpenGov Project Team post Go-Live to ensure successful adoption.

Customer will:

- Identify issues and attend sessions

Completion Criteria

- Customer sign-off that the project has been completed.

Exhibit 2: Technical Requirements

Permitting & Licensing Technical Requirements

Master Address Table

- All addresses must have a unique ID
- Flat file, .csv, .xls, .xlsx, .txt with headers
- Parcels and address points recommended
- Recommended source data: Esri GIS, Alternative source options include: Assessor's database, E911

ESRI ArcGIS

- A single publicly-accessible secure ESRI REST API URL

ArcGIS Flags

- Polygon Layer(s) via ESRI REST API URL, Polylines and points are not supported
- Flags will be populated via the same Publicly-accessible secure ESRI REST API URL as provided for the ESRI ArcGIS integration.

Financial and Record Exports

- Required format (columns) and sample document

Autofills using Customer source data

- Flat file, .csv, .xls, .xlsx, .txt with headers

Current application forms, workflows, fee structures, and output documents

- PDF, Word, .csv, .xls, .xlsx with headers

Historical Data

- Flat file, .csv, .xlsx with headers
- Record type and status mapping using OpenGov template

Historical Documents

- Flat file, .csv, .xlsx with headers
- One row per document. All rows must be tied back to the MAT's unique ID field and have a file path or publicly accessible URL.
- Special characters, outside of the following list, are not supported and will be removed from file names upon migration to OpenGov.
    - Alphanumeric characters
        - A-z
        - A-Z
        - 0-9
    - Special characters
        - Exclamation point (!)
        - Hyphen (-)

    - Underscore (_)
    - Period (.)
    - Asterisk (*)
    - Single quote (')
    - Open parenthesis (()
    - Close parenthesis ())

SSO

- SAML or HTTPS certificate, Whitelist OpenGov in Customer VPN or firewall

Exhibit B

1602 Village Market Blvd SE, Suite 320
Leesburg, VA20175 USA

Cage Code: 7QV38
UEI Number Y7D5MXRU2839
DUNS# 080431574
Federal Tax ID: 81-3911287
Business Size: Small Business

Date: 6/20/2025, 12:08 PM

Phone: 571 707-4130
Fax: 571-291-4119
Email: sales@vertosoft.com

Vertosoft Contact: Carly Moore
Phone: (540) 998-8361
Email: carly.moore@vertosoft.com

Vertosoft Quote for OpenGov - City of Santa Fe, NM

Contract: NCPA - OMNIA 01-165

Quote #: Q-12568
Expires On: 7/30/2025

Ship To
City of Santa Fe, NM
Heather Lamboy
hllamboy@santafenm.gov

Quote For:
Name: Heather Lamboy
Company: City of Santa Fe, NM
Email: hllamboy@santafenm.gov
Phone:

PAYMENT TERMS	DELIVERY METHOD	PAYMENT METHOD	VERTOSOFT CUST ID	SUPPLIER REF #
Net 30	Electronic	Check/ACH/Credit Card		

Overall POP Start Date: 8/1/2025
Overall POP End Date: 7/31/2028

Term 1 08/01/2025-07/31/2026

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
OG-TWCZ-B300500M-AR-3Y	Permitting & Licensing: Add-On Bundle - Between $300-500 Million - 3Y	1.00	$8,040.51	$8,040.51
OG-TWER-B300500M-AR-3Y	Permitting and Licensing - Business Licenses Additional Service Area - Between $300-500 Million - 3Y	1.00	$45,761.98	$45,761.98
OG-TWAG-B300500M-AR-3Y	Permitting and Licensing - Community Development - Between $300-500 Million - 3Y	1.00	$110,334.91	$110,334.91
OG-SWCB-B300500M-AR-3Y	Premium Support - Between $300-500 Million - 3Y	1.00	$36,930.34	$36,930.34
OG-PSBG-B300500M-OT-0Y	Professional Services Deployment - Prepaid - Between $300-500 Million - 0Y	547.00	$236.74	$129,496.78
			Term 1 TOTAL:	$330,564.52

Term 2 08/01/2026-07/31/2027

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
OG-TWCZ-B300500M-AR-3Y	Permitting & Licensing: Add-On Bundle - Between $300-500 Million - 3Y	1.00	$8,442.52	$8,442.52
OG-TWER-B300500M-AR-3Y	Permitting and Licensing - Business Licenses Additional Service Area - Between $300-500 Million - 3Y	1.00	$48,050.08	$48,050.08
OG-TWAG-B300500M-AR-3Y	Permitting and Licensing - Community Development - Between $300-500 Million - 3Y	1.00	$115,851.67	$115,851.67
OG-SWCB-B300500M-AR-3Y	Premium Support - Between $300-500 Million - 3Y	1.00	$38,776.86	$38,776.86
			Term 2 TOTAL:	$211,121.13

Term 3 08/01/2027-07/31/2028

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED
OG-TWCZ-B300500M-AR-3Y	Permitting & Licensing: Add-On Bundle - Between $300-500 Million - 3Y	1.00	$8,864.65	$8,864.65
OG-TWER-B300500M-AR-3Y	Permitting and Licensing - Business Licenses Additional Service Area - Between $300-500 Million - 3Y	1.00	$50,452.58	$50,452.58
OG-TWAG-B300500M-AR-3Y	Permitting and Licensing - Community Development - Between $300-500 Million - 3Y	1.00	$121,644.25	$121,644.25
OG-SWCB-B300500M-AR-3Y	Premium Support - Between $300-500 Million - 3Y	1.00	$40,715.70	$40,715.70
			Term 3 TOTAL:	$221,677.18

TOTAL: $763,362.83

Quote Terms

By purchasing the products and services described in this order form, the Customer is expressly agreeing to the End User Agreement published at https://www.vertosoft.com/terms-and-conditions-opengov

Taxes: Sales tax shall be added at the time of an invoice, unless a copy of a valid tax exemption or resale certificate is provided.
Credit Card Orders: Additional fees may apply if paying by credit card.

All Purchase Orders must include: End User Name, Phone Number, Email Address, Purchase Order Number, Government Contract Number or Our Quote Number, Bill-To and Ship-To Address (Cannot ship to a PO Box), Period of Performance (if applicable), and a Signature of a duly Authorized Representative.

From: DUTTON-LEYDA, TRAVIS K.
To: LAMBOY, HEATHER L.; MOORE, MARGARET R.
Subject: RE: OpenGov & Santa Fe - Agreement Approval Steps
Date: Monday, July 21, 2025 4:10:00 PM
Attachments: image001.png
image003.png
image004.png

Great, I'll include them in the packet. Do y'all have the updated memo? And here is my determination.

Greetings,
Based on the provided scope of work, it has been classified as General Services. This determination is solely focused on that classification and does not address whether the scope of work or procurement method complies with all relevant legal requirements. I reserve the right to modify this determination should the scope of work differ from what was originally submitted. The procurement must follow the processes and procedures established by the City of Santa Fe, Central Purchasing, the Procurement Manual, and applicable state statutes.
Please note:

- Save this email as a PDF and upload it into the corresponding packet and Munis records.
- Check with WorkQuest dba Horizons of New Mexico (vendor # 8673) (mloehman@horizonsofnewmexico.org) ***if*** this service appears on their approved list.
- If your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.

-Treasury (Point of Sale Systems) – questions: drsena@santafenm.gov; clromero@santafenm.gov. Request signature from: clromero@santafenm.gov
-IT components (everything IT) – questions: ereview@santafenm.gov. Request signature from: edcandelaria@santafenm.gov;
Copy: zxdushdurova@santafenm.gov; lenobes@santafenm.gov; lfworstell@santafenm.gov
-Vehicles – questions: fleet@santafenm.gov. Request signature from: dmjaramillo@santafenm.gov
-Grants – questions: grants@santafenm.gov. Request signature from: evlujan@santafenm.gov
- Construction, Facilities, Furniture, Fixtures, Equipment, etc. – questions: fmdreview@santafenm.gov. Request signature from: jsburnett@santafenm.gov
-Emergency Related Purchases – questions oem@santafenm.govand. Request signature from: bgwilliams@santafenm.gov
-Asset over $5k – questions: accountspayable@santafenm.gov. Request signature from: jxbolden@santafenm.gov

- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented procedures/laws/rules are followed.
- > $20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is =/> $60k, per NMSA 1978, Section 13-1-102, the procurement method must be ITB (if you choose not to use a cooperative or an existing contract). If you feel you need to

process an RFP, you must get an Authorization and Plan approved before you process.

- < $20k per year, one quote is acceptable.
- From $20k to $60k per year, if you aren't using a cooperative or existing contract, you must provide 3 quotes in your req. Must use the Munis Bid Module, OpenGov, or Pavilion.
- **Identify your funding source and notify Purchasing.**
  It's essential to determine the funding source early, as it impacts the required documentation and contract language. For example, if federal funds are being used, specific federal provisions must be included in both the procurement request and the resulting contract. Notifying Purchasing of the funding source upfront ensures compliance and avoids delays.
- Follow the link below to review existing price agreements, contracts, or cooperative agreements that might be applicable to this request. You might be able to use an existing price agreement/contract to save time and money.
  - Pavilion: Free Cooperative Contract Search for Governments (please work with Purchasing if you think you found an existing or cooperative contract that might work)
- Submit via **Submit Purchase Requests** or the appropriate email address:
  - Determination requests to purchasing_det@santafenm.gov
  - All other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Book time to meet with me

Regards,
Travis Dutton-Leyda, City of Santa Fe Chief Procurement Officer
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

Vendor Registration Sites and Current Procurement Opportunities:
[Current] https://santafenm.munisselfservice.com/vss/

[Transitioning] https://procurement.opengov.com/portal/santafenm
[Current] https://www.withpavilion.com/
Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd

CITY OF SANTA FE
FINANCE

"A journey of a thousand miles begins with a single step" ~ Lao Tzu

---

From: LAMBOY, HEATHER L. <hllamboy@santafenm.gov>
Sent: Monday, July 21, 2025 4:04 PM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>; MOORE, MARGARET R.

<mrmoore@santafenm.gov>
Subject: RE: OpenGov & Santa Fe - Agreement Approval Steps

Hi Travis,

Those are the correct attachments. Thanks!

Best,

Heather L. Lamboy, AICP
Director, Planning & Land Use Department
200 Lincoln Ave, Box 909
Santa Fe, NM 87505
(505) 470-5281

CITY OF SANTA FE
PLANNING & LAND USE

From: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Sent: Monday, July 21, 2025 2:20 PM
To: LAMBOY, HEATHER L. <hllamboy@santafenm.gov>; MOORE, MARGARET R. <mrmoore@santafenm.gov>
Subject: FW: OpenGov & Santa Fe - Agreement Approval Steps

Good afternoon, are these the correct attachments?

Thank you.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

Book time to meet with me

https://santafenm.gov/finance-2/purchasing-1

Vendor Registration Sites and Current Procurement Opportunities:

[Current] https://santafenm.munisselfservice.com/vss/

[Transitioning] https://procurement.opengov.com/portal/santafenm

[Current] https://www.withpavilion.com/

Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd

CITY OF SANTA FE
FINANCE

"A journey of a thousand miles begins with a single step" ~ Lao Tzu

---

From: Andrew Kercado <akercado@opengov.com>
Sent: Monday, July 21, 2025 1:59 PM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Subject: Fwd: OpenGov & Santa Fe - Agreement Approval Steps

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Here is the Quote and SOW!

---------- Forwarded message ---------
From: **Andrew Kercado** <akercado@opengov.com>
Date: Thu, Jun 26, 2025 at 3:55 PM
Subject: OpenGov & Santa Fe - Agreement Approval Steps
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>,
<hllamboy@santafenm.gov>
Cc: Danny Stagliano <dstagliano@opengov.com>, David Bar-Or <dbaror@opengov.com>

Hi Heather & Travis,

Thank you for talking some time to sync on the agreement approval process. We are excited to expand our partnership and help Heather & Team with the City's Permitting goals!

To keep us all on the same page, here were the approval steps I took down:

- **Heather** to submit documents for legal approval today - *calling out that terms are same as previous agreements*
- **Heather** to work with City Clerk to ensure there is space July 30th Governing Body meeting for our item
- **Heather & Travis** to submit agreement in that workflow you were sharing today (I don't know the name of it :))
- **July 11th Deadline** to have agreement reviewed and submitted for agendas

    - July 23rd - Quality of Life Agenda
    - July 28th - Finance Committee Agenda
    - July 30th - Governing Body Agenda

David will also work with the Public Works Team on their Capital Planning agreement concurrently.

Do these steps look right? Let me know if I missed any steps or if you require any additional information from us!
-Andrew

--

Andrew Kercado
Director, Sales - US West
(805) 878-9706
OpenGov.com

--

Andrew Kercado
Director, Sales - US West
(805) 878-9706
OpenGov.com

Services Offered to the City of Santa Fe (9.2023)

Approved:
These services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities and are available through Horizons of New Mexico.

- ADA Accessibility Consulting Services
- Auctioneering Services
- Bulk Mailing and Sorting
- Call Center Services
- Computer Refurbishing
- Courier Services
- Decontamination, Sanitation and Sterilization Services
- Debris Removal
- Document Imaging
- Document Shredding
- Envelope Stuffing
- General Labor
- Hard Drive Destruction
- Janitorial and Housekeeping Services – Including Carpet Cleaning & Floor Care
- Landscape Irrigation
- Landscaping
- Mailing Services
- Management of an Assistive Technology Reuse and Recycling Program
- Meeting Minute Preparation Services
- Pest Control and Extermination Services
- Printing Services
- Rest Area Maintenance
- Screen Printing
- Snow Removal
- Yard, Grounds, and Lawn Maintenance

Permissive:
The services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities as permissible for sale under the State Use Act through Horizons of New Mexico. While the Council recognizes that certain Horizons of New Mexico members are capable of performing the services listed below, said services are considered permissive and excluded from the mandatory aspect of the State Use Program. Any procurement of the below services through Horizons of New Mexico is at the discretion of the purchasing agent and will be considered by the Council on a case-by-case basis.

- Graphic Design
- Graphic Design - Logo Design
- IT – Enterprise Application
- IT – IV & V
- IT Network and Database Management
- IT Support
- IT Security Services
- IT – Web Design
- IT – Web Programmer
- Marketing
- Social Media Marketing
- Training Services

For the complete State Use service list, please go to: http://horizonsofnewmexico.org/services.html

6121 Indian School Rd. NE Suite 102, Albuquerque, NM 87110 | 505-345-1540 |
mloehman@horizonsofnewmexico.org

Region 14 ESC

Contract # 01-165

for

Software Products and Services

with

Vertosoft, LLC

Effective: May 1, 2023

RFP Response

for

Software Products and Services

07-23

Presented by:

Vertosoft LLC
1602 Village Market Blvd. #320
Leesburg, VA 20175

DUNS# 080431574 & Cage Code: 7QV38
GSA Contract # GS-35F-688GA
Certified Small Business Concern
Federal Tax ID: 81-3911287

Chet Hayes
Chief Technology Officer
571.707.4137
chet@vertosoft.com

www.vertosoft.com

03/23/2022

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Table of Contents

Tab 1 – Master Agreement / Signature Form 1
Tab 2 – NCPA Administration Agreement 11
Tab 3 – Vendor Questionnaire 15
Tab 4 – Vendor Profile 18
Tab 5 – Products and Services / Scope 26
Tab 6 – References 37
Tab 7 – Pricing 40
Tab 8 – Value Added Products and Services 41
Tab 9 – Required Documents 43

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Tab 1 – Master Agreement / Signature Form

MASTER AGREEMENT - GENERAL TERMS AND CONDITIONS

Customer Support
The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

Disclosures
Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

Renewal of Contract
Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to two (2) additional one-year terms or any combination of time equally not more than 2 years if agreed to by Region 14 ESC and the vendor.

Funding Out Clause
Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:

Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

Shipments (if applicable)
The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

Tax Exempt Status

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

Payments
The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.

Adding Authorized Distributors/Dealers
Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.

Purchase orders and payment can only be made to awarded vendor or distributors/ business partners/resellers previously approved by NCPA.

Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.

All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.

Pricing
All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor’s responsibility to keep all pricing up to date and on file with NCPA.

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

Warranty
Proposal should address the following warranty information:

- Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
- Availability of replacement parts
- Life expectancy of equipment under normal use
- Detailed information as to proposed return policy on all equipment

Products: Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
Construction: Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.

Safety

Vendors performing services shall comply with occupational safety and health rules and regulations. Also all vendors and subcontractors shall be held responsible for the safety of their employees and any conditions that may cause injury or damage to persons or property.

Permits
Since this is a national contract, knowing the permit laws in each state is the sole responsibility of the vendor.

Indemnity
The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.

Franchise Tax
The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

Supplemental Agreements
The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.

Certificates of Insurance
Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

Legal Obligations
It is the Respondent’s responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

Protest
A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:

- Name, address and telephone number of protester

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

- Original signature of protester or its representative
- Identification of the solicitation by RFP number
- Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested

Any protest review and action shall be considered final with no further formalities being considered.

Force Majeure
If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders and regulation of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; pandemic; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

Prevailing Wage
It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

Termination
Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Open Records Policy
Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

PROCESS

Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

Contract Administration
The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.

Contract Term
The contract term will be for three (3) year starting from the date of the award. The contract may be renewed for up to two (2) additional one-year terms or any combination of time equally not more than 2 years.

It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.

Contract Waiver
Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.

Price Increases
Should it become necessary, price increase requests may be submitted at any point during the term of the contract by written amendment. Included with the request must be documentation and/or formal cost justification for these changes. Requests will be formally reviewed, and if justified, the amendment will be approved.

Products and Services Additions
New Products and/or Services may be added to the resulting contract at any time during the term by written amendment, to the extent that those products and/or services are within the scope of this RFP.

Competitive Range
It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Deviations and Exceptions
Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.

Estimated Quantities
While no minimum volume is guaranteed, the estimated (but not limited to) annual volume for Products and Services purchased under the proposed Master Agreement is $150 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program.

Evaluation
Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.

Formation of Contract
A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process. Contract award letter issued by Region 14 ESC is the counter-signature document establishing acceptance of the contract.

NCPA Administrative Agreement
The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.

Clarifications/Discussions
Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent's are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.

Multiple Awards
Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.

Past Performance
Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

EVALUATION CRITERIA

Pricing (40 points)

Electronic Price Lists

- Products, Services, Warranties, etc. price list
- Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.

Ability to Provide and Perform the Required Services for the Contract (25 points)

- Product Delivery within participating entities specified parameters
- Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
- Vendor's ability to perform towards above requirements and desired specifications.
- Past Cooperative Program Performance
- Quantity of line items available that are commonly purchased by the entity.
- Quality of line items available compared to normal participating entity standards.

References and Experience (20 points)

- A minimum of ten (10) customer references for product and/or services of similar scope dating within past 3 years
- Respondent Reputation in marketplace
- Past Experience working with public sector.
- Exhibited understanding of cooperative purchasing

Value Added Products/Services Description, (8 points)

- Additional Products/Services related to the scope of RFP
- Marketing and Training
- Minority and Women Business Enterprise (MWBE) and (HUB) Participation
- Customer Service

Technology for Supporting the Program (7 points)

- Electronic on-line catalog, order entry use by and suitability for the entity's needs
- Quality of vendor's on-line resources for NCPA members.
- Specifications and features offered by respondent's products and/or services

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Vertosoft LLC
Company Name

1602 Village Market Blvd SE Suite 320
Address

Leesburg	VA	20175
City	State	Zip

571.707.4137
Telephone Number — Fax Number

chet@vertosoft.com
Email Address

Chet Hayes	Chief Technology Officer
Printed Name	Position

Chet Hayes
Authorized Signature

DocuSign Envelope ID: 893CAB3A-488C-438A-BEE5-D6017D175062

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of May 1, 2023, by and between National Cooperative Purchasing Alliance ("NCPA") and VertosoftLLC ("Vendor").

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated May 1, 2023, referenced as Contract Number 01-165, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the "Master Agreement"), for the purchase of Software Products and Services;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as "public agency" or collectively, "public agencies") may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

General Terms and Conditions

- The Master Agreement, attached hereto as Exhibit 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Administration Agreement except as expressly changed or modified by this Administration Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Administration Agreement including, but not limited to, Contractor's obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Contractor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

DocuSign Envelope ID: 893CAB3A-488C-438A-BEE5-D6017D175062

- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Contractor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Participating Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Contractor, Region 14 ESC, or such Participating Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region 14 ESC, any Participating Agency or any employee of Region 14 ESC or Participating Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Participating Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Participating Agency, or any employee of Region 14 ESC or Participating Agency under this Administration Agreement or the Master Agreement.
- With respect to any supplemental agreement entered into between a Participating Agency and Contractor pursuant to the Master Agreement, NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.
- This Administration Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Administrative Agreement which is not contained herein shall be valid or binding.
- Contractor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this Administration Agreement or the Master Agreement by Contractor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Administration Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Administration Agreement nor any rights or obligations hereunder shall be assignable by Contractor without prior written consent of NCPA, provided, however, that the Contractor may, without such written consent, assign this Administration Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Administration Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Administration Agreement.
- This Administration Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder.

Term of Agreement

This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

DocuSign Envelope ID: 893CAB3A-488C-438A-BEE5-D6017D175062

Fees and Reporting

The awarded vendor shall electronically provide NCPA with a detailed quarterly report showing the dollar volume of all sales under the contract for the previous quarter. Reports are due on the fifteenth (15th) day after the close of the previous quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

Annual Sales Through Contract	Administrative Fee
0 - $30,000,000	2%
$30,000,001 - $50,000,000	1.5%
$50,000,001+	1%

Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an under reporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

DocuSign Envelope ID: 893CAB3A-488C-438A-BEE5-D6017D175062

ACKNOWLEDGMENT OF CONTRACTOR REQUIREMENTS

National Cooperative Purchasing Alliance	Vertosoft LLC
Organization	Vendor Name
Sarah Vavra	Chet Hayes
Name	Name
Sr. Vice President, Public Sector Contracting	Chief Technology Officer
Title	Title
5001 Aspen Grove	1602 Village Market Blvd SE Suite 320
Address	Address
Franklin, TN 37067	Leesburg, VA 20175
Address	Address
Sarah Vavra	Chet Hayes
Signature	Signature
May 1, 2023	03/22/2023
Date	Date

Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

Locations Covered

- Bidder must indicate any and all locations where products and services can be offered.
- Please indicate the price co-efficient for each location if it varies.

X All 50 States & District of Columbia **(Selecting this box is equal to checking all boxes below)**			
Alabama	Illinois	Montana	Rhode Island
Alaska	Indiana	Nebraska	South Carolina
Arizona	Iowa	Nevada	South Dakota
Arkansas	Kansas	New Hampshire	Tennessee
California	Massachusetts	New Jersey	Texas
Colorado	Michigan	New Mexico	Utah
Connecticut	Minnesota	New York	Vermont
Delaware	Mississippi	North Carolina	Virginia
D.C.	Missouri	North Dakota	Washington
Florida	Kentucky	Ohio	West Virginia
Georgia	Louisiana	Oklahoma	Wisconsin
Hawaii	Maine	Oregon	Wyoming
Idaho	Maryland	Pennsylvania	

X All U.S. Territories and Outlying Areas **(Selecting this box is equal to checking all boxes below)**	
American Samoa	Northern Marina Island
Federated States of Micronesia	Puerto Rico
Guam	U.S. Virgin Islands
Midway Islands	

X All Canada Provinces and Territories **(Selecting this box is equal to checking all boxes below)**	
Alberta	Prince Edward Island
British Columbia	Quebec
Manitoba	Saskatchewan
New Brunswick	Northwest Territories
Newfoundland and Labrador	Nunavut
Nova Scotia	Yukon
Ontario	

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

If awarded a Master Agreement, will your company extend the terms offered in your Proposal to public agencies in Canada? If no or maybe, please explain.

X Yes □ Maybe □ No

If awarded a Master Agreement, will your company extend the terms offered in your Proposal to private sector customers?

□ Yes □ Maybe **X** No

Minority and Women Business Enterprise (MWBE) and (HUB) Participation
It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.

□ Minority/Women Business Enterprise Respondent Certifies that this firm a Minority / Women Business Enterprise	□ Historically Underutilized Business Respondent Certifies that this firm is a Historically Underutilized Business

Small Business, MWBE and HUB Growth
If Proposer is a Large, National or Multinational Organization/Corporation, what programs are in place that partners or supports the growth of small and MWEB and HUB business? If yes, please describe.

X N/A, we are a recognized small, MWEB or HUB organization

Vertosoft is a Certified Virginia Small Business Concern: 725842

□ No, we do not have any programs in place.

□ Yes, we have programs in place.

Residency
Responding Company's principal place of business is in the city of Leesburg, State of Virginia.

Felony Conviction Notice
Please Check Applicable Box (If the 3rd box is checked, a detailed explanation of the names and convictions must be attached):

□ A publicly held corporation; therefore, this reporting requirement is not applicable.

X Is not owned or operated by anyone who has been convicted of a felony.
□ Is owned or operated by the following individual(s) who has been convicted of a felony

Distribution Channel
Which best describes your company's position in the distribution channel:

☐ Manufacturer Direct
X Authorized Distributor
☐ Value-added reseller
X Certified education/government reseller
☐ Manufacturer marking through reseller
☐ Other:

Processing Contact Information

Contact Person:	Jay Colavita
Title:	President
Company:	Vertosoft
Address:	1602 Village Market Blvd. SE Suite 320
City/State/Zip:	Leesburg, VA 20175
Phone:	703.568.4703
Email:	contracts@vertosoft.com

Pricing Information
In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing. If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

X Yes ☐ No

Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

X Yes ☐ No

Tab 4 – Vendor Profile

Please provide the following information about your company:

- *Company's official registered name.*

  Vertosoft LLC

- *Brief history of your company, including the year it was established.*

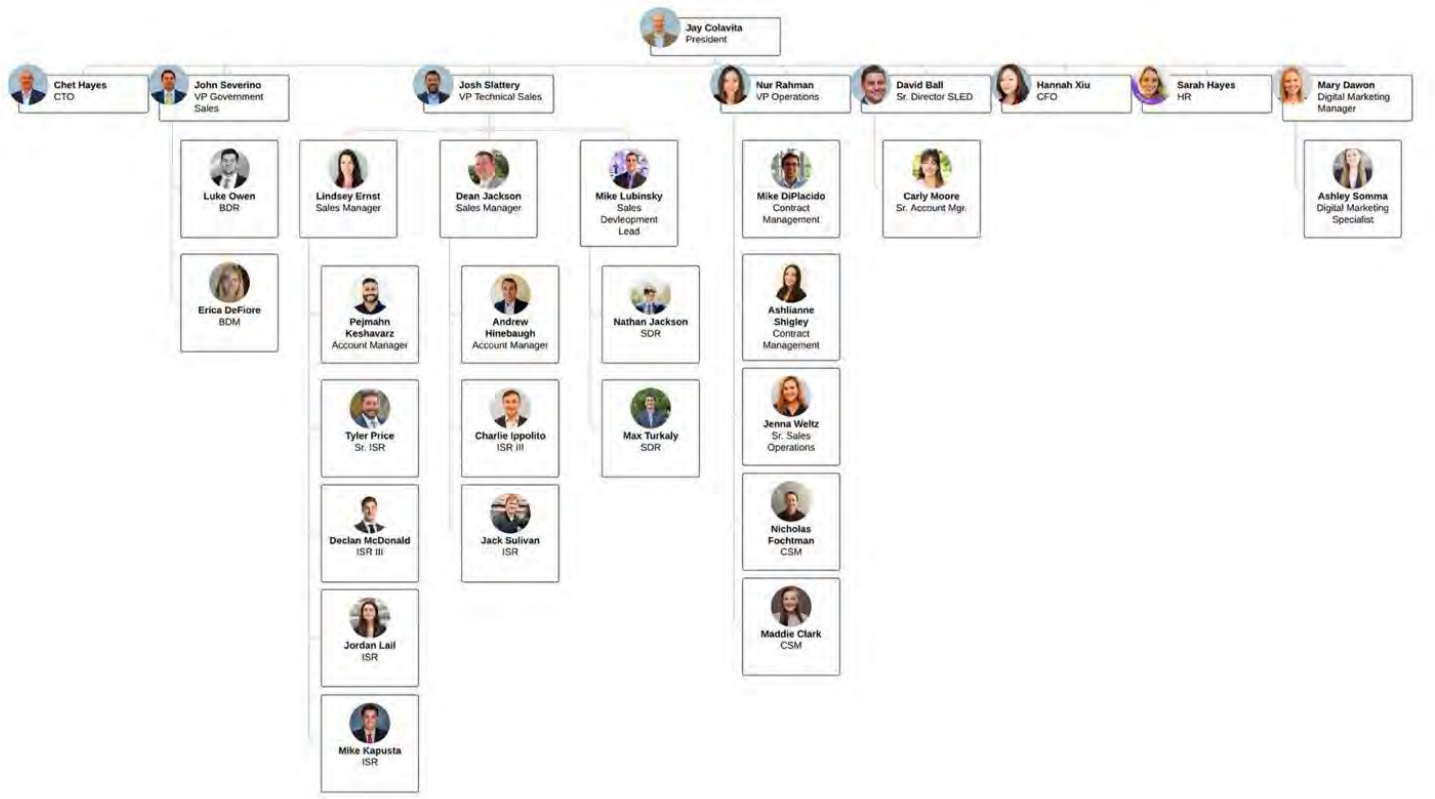
  Established in 2016, Vertosoft LLC (Vertosoft) is focused on delivering innovative and emerging technologies and services to organizations such as NCPA and public sector agencies. Consistent with our singular focus on public sector agencies, Vertosoft has deep knowledge and experience supporting all phases of the acquisition life cycle. We specialize in providing services to emerging technology companies and the public sector agencies they serve. Strategic sourcing is our forte, streamlining the time required to provide critical technology and services to government end users at reduced prices. We provide NCPA members the flexibility, agility, and responsiveness of a certified small business with the experience of a large organization. Vertosoft's staff is widely respected and relied upon for its professional, ethical business approach. Our success is based upon the leadership of a highly-experienced management team, and our staff has deep expertise in meeting each agency's specific requirements and, in the technology required to satisfy those requirements.

- *Company's Dun & Bradstreet (D&B) number.*

  080431574

[REST OF PAGE INTENTIONALLY BLANK]

- *Company's organizational chart of those individuals that would be involved in the contract.*



- *Corporate office location.*

  Vertosoft's corporate office is located at 1602 Village Market Blvd. #320 in Leesburg, VA. This is also the location for our national sales support center for our sales teams across the country. As Vertosoft focuses exclusively on software and SaaS solutions, we do not have the need for traditional hardware service centers.

  - *List the number of sales and services offices for states being bid in solicitation.*

    Vertosoft has additional locations in Charleston, SC, Raleigh, NC, Philadelphia, PA, and Tacoma, WA.

  - *List the names of key contacts at each with title, address, phone and e-mail address.*

    Vertosoft will manage the contract from our national sales center in Leesburg, Virginia. The key contacts in support of this contract will be:

i. Executive Support

Jay Colavita, President
jay@vertosoft.com
703.568.4703

ii. **Marketing**
Mary Dawson
mary@vertosoft.com
703.298.5052

iii. **Sales**
Josh Slattery, VP of Technology Sales
josh@vertosoft.com
703.915.7856

iv. **Sales Support**
Nur Rahman, Director of Operations
nur@vertosoft.com
571.355.5347

v. **Financial Reporting**
Michael DiPlacido, Government Contract Manager
michael@vertosoft.com
484.620.4567

vi. **Accounts Payable**
Hannah Xiu, Chief Financial Officer
hannah@vertosoft.com
571.216.2502

vii. **Contracts**
Michael DiPlacido, Government Contract Manager
michael@vertosoft.com
484.620.4567

- *Define your standard terms of payment.*

  Vertosoft's payment terms are NET 30 and we accept both purchase orders and credit/procurement cards as forms of payment. When a credit card is used as a form of payment, we do require a call with our finance department to help reduce errors and fraud.

- *Who is your competition in the marketplace?*

  ImmixGroup, DLT, Carahsoft

- *Provide Annual Sales for last 3 years broken out into the following categories:*
  - *Cities / Counties*
  - *K-12*
  - *Higher Education*
  - *Other government agencies or nonprofit organizations*

- *What differentiates your company from competitors?*

  Vertosoft is committed to providing the highest quality of service to NCPA members through this contract. To facilitate this high level of service, Vertosoft maintains an ISO 9001:2015 certification that demonstrates Vertosoft's commitment to the highest level of excellence and customer satisfaction. Our Quality Management program supports our core business processes and provides the tools through which we measure, control, and improve these processes which include:

  - Maintaining product catalogs and price lists on different government contract vehicles.
  - Error free quoting to the government on behalf of our technology partners.
  - Efficient purchase order (PO) processing from our public sector customers.
  - Efficient PO delivery to our technology partners.
  - Accurate invoice creation for public sector customers for solutions delivered by our technology partners.
  - Customer satisfaction measurement with the overall procurement process experience through Vertosoft.

  Vertosoft's expertise is largely focused on emerging technology companies that are providing the most innovative and cutting-edge technology to public sector organizations. While some resellers try to offer as many products as possible and convince organizations this is valuable, they are unable to develop any sort of expertise or understanding of what they are selling, resulting in agencies getting a less than optimal solution. Vertosoft focuses on the best of the best and builds a deep understanding of those innovative products and how to employ those products to best meet the needs of the agency.

  Every public agency who buys from Vertosoft is assigned a Customer Success Manager (CSM). This CSM is a United States Citizen, and a resource for the agency to ensure the correct software was delivered, and they have quick and easy access to support from the software supplier if needed. The CSM acts a champion on behalf of the agency to the supplier to ensure the highest level of service.

- *Describe how your company will market this contract if awarded.*

  Vertosoft maintains a dedicated public sector sales team with multiple years of experience utilizing national contracts such as NCPA for our customers. Our sales team will partner with

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

the NCPA marketing to educate public sector organizations in the value of using the contract and encourage them to utilize the vehicle for purchases.

Vertosoft's Software Manufacturer Partners have established national sales forces that include public sector entities. As part of our Partner's selling efforts into these entities they will encourage potential customers to use the contract to acquire the desired technology solution.

Within the first 14 days after award Vertosoft will issue a co-branded press release announcing the award and specific details of the contract. This will be combined with targeted social media postings to promote the use of the contract for eligible public sector organizations.

Within 30 days after award, Vertosoft will launch a dedicated web site with the NCPA standard logo. The website will have a copy of the original request for proposal, copy of the contract, summary of products being offered, marketing materials, and a link to NCPA website. Vertosoft will also include a dedicated toll-free number and email address for NCPA participating entities.

Within 60 days after award, Vertosoft will execute a dedicated email and contact campaign to notify existing and potential public sector agencies about the contract and provide guidance on how to leverage the contract in the future.

- *Describe how you intend to introduce NCPA to your company.*

  Within 7 days after award, Vertosoft Executive Leadership will sponsor a kick-off meeting with the Vertosoft sales team where the contract will be endorsed, and the sales team educated on the terms and conditions of the contract.

  In addition, a NCPA microsite will be created on Vertosoft's internal corporate Intranet. This will include key information about the contract, points of contact, how to use the contract to place an order, and the product catalog. This will be an ongoing tool to help the internal sales team leverage the contract on an ongoing basis.

  Withing 30 days after award, Vertosoft will meet with the individual public sector sales teams of the respective software manufacturers being offered to educate them on the terms and conditions. This will provide a force multiplier effect by having not only the Vertosoft sales team position the contract, but also having the software manufacturers position the contract as part of their sales cadence.

- *Describe your firm's capabilities and functionality of your on-line catalog / ordering website.*

  Vertosoft does provide our entire catalog of software and solutions on our website, and will be available under a public microsite dedicated to the NCPA contract.

  As Vertosoft specializes in software, we work directly with participating entities to identify the challenges they are trying to address, and we provide them with a potential solution that is part of our catalog of products. We inform the participating

entity of an efficient procurement path via the catalog and execute the contract through their standard procurement process.

- *Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)*

  Vertosoft's national service center is in Leesburg, Virginia. The service center operates Monday – Friday between 8AM ET – 8PM ET and is staffed by US Citizens. Vertosoft does offer mission critical support services that would provide 24hr x 7 x 365 services if needed.

- *Green Initiatives (if applicable)*

  - *As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.*

  As a software distributor, Vertosoft has a naturally low impact on the environment. However, Vertosoft maintains a corporate Sustainability Policy which is provided below:

  Vertosoft LLC strives to be a leader in environmental sustainability and believes that a successful future for our business and the customers we serve depends on the sustainability of the environment, communities, and economies in which we operate.

  As a responsible corporate citizen, we bear a responsibility to consider the impacts of our actions and how they affect the environment both directly in terms of our own operation, and indirectly through our purchasing decisions, the products, and services we offer to our customers and the business opportunities we pursue.

  We are committed to minimizing the impact of our operations on the environment and to demonstrating leadership by integrating environmental considerations into all our business practices.

  We are committed to protecting the environment through responsible management of our operations and give appropriate weight and consideration to this environmental policy when making future planning and investment decisions.

  Vertosoft LLC will set targets and objectives, within the scope of the environmental management system, to achieve continual improvement and a sustainable development;

  Vertosoft LLC will establish and periodically review and report progress on objectives and targets in the pursuit of continual improvement in our environmental management system for the purpose of enhancing our environmental performance and ongoing prevention of pollution.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Vertosoft LLC will minimize the environmental impacts of our own operations through best practice management of use of our energy, transportation, material consumption, water use, waste and emissions. Vertosoft will also encourage suppliers, subcontractors, retailers and recyclers of our products to adopt the same environmental principals as Vertosoft LLC;

Vertosoft LLC will raise employee awareness and support employee creativity and enthusiasm with respect to implementing our environmental policies, guidelines, programs, and initiatives. Vertosoft will also continually promote environmental awareness, responsibility, and best practices and to support the environmental sustainability culture of our company through education and in-house initiatives to reduce our environmental footprint.

- *Anti-Discrimination Policy (if applicable)*
  - *Describe your organizations' anti-discrimination policy.*

    As a federal contractor, it is the policy of Vertosoft LLC to take affirmative action as called for by applicable laws and executive orders to:
    - Provide equal employment opportunities to all qualified persons and recruit, hire, train, terminate, promote, and compensate persons in all jobs without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information or characteristics, protected veteran status, or other protected classifications in accordance with federal law.
    - Administer personnel actions in areas such as compensation, benefits, transfers, layoffs and recalls, Company-sponsored education training, tuition assistance, and social and recreational programs to ensure that no employees are discriminated against.
    - Ensure employment decisions are made in furtherance of the objective of equal employment including, but not limited to:
      - **Recruitment and selection**–Recruitment and hiring of all personnel is accomplished without discrimination against any individual whose status is protected by applicable state or local law.
      - **Promotion**–Individuals will be upgraded and promoted on the basis of their abilities, skills, and experience. The Company will undertake good faith efforts to ensure that minority and women employees, disabled individuals, and covered veterans, who are qualified, as well as those who become qualified through training, are considered for promotion.
      - **Transfers**–When vacancies occur, the Company will make every good faith effort to effect transfers of qualified minority and women employees, disabled individuals, and covered veterans, into areas where such employees may have been or may now be underutilized.
      - **Terminations**–When reductions in Company work force occur, they will be based on nondiscriminatory factors and make every good faith effort to ensure that minorities and women, disabled individuals, and covered veterans are treated in a nondiscriminatory manner.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

- *Vendor Certifications (if applicable)*
  - *Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.*

COMMONWEALTH OF VIRGINIA

DEPARTMENT OF SMALL BUSINESS & SUPPLIER DIVERSITY
101 N. 14th Street, 11th Floor
Richmond, VA 23219

VERTOSOFT LLC

is a certified Small
Business meeting all the requirements set forth under the Code of Virginia Section 2.2-16.1 et seq.
and Administrative Code 7VAC 13-20 et seq.

Certification Number: 725842
Valid Through: Apr 1, 2026

Accordingly Certified

Tracey G. Wiley, Director

CERTIFIED SWaM Small, Women and Minority-Owned
Supplier Diversity Strengthens the Commonwealth
by the Virginia Department of Small Business & Supplier Diversity

Tab 5 – Products and Services / Scope

Vertosoft is pleased to over NCPA and member agencies access our catalog of emerging and innovative technology companies. A partial list of those vendors and the value they bring has been listed below. These products span a wide range of technology categories including: Big Data and Analytics, Cybersecurity, Business Applications, Machine Learning/Artificial Intelligence, DevSecOps, and Training/Education. A detailed list of part numbers, along with pricing is found in the attached Pricing Spreadsheet.

Software

Alation	**Commercial-Off-the-Shelf (COTS) Software, Application Software** Alation is the data catalog where everyone in your organization can find the data they need to collaborate, automatically indexing your data by source. Alation automatically indexes your data by source. It also automatically gathers knowledge about your data. Like Google, Alation uses machine learning to continually improve human understanding.
AUTOMATION ANYWHERE Go be great.	**Commercial-Off-the-Shelf (COTS) Software, Application Software** Government agencies process large volumes of data and documents every day, much of it manually. Repetitive, manual processes slow down employees and the services they provide to the public. As agencies continue to modernize systems, Robotic Process Automation (RPA) can automate repetitive tasks, freeing agency employees to focus on the things only humans do well and not get burdened with monotonous tasks. With RPA from Automation Anywhere, government agencies can create a scalable, secure, and reliable intelligent Digital Workforce that is highly efficient and compliant with all federal mandates.
BeyondTrust	**Commercial-Off-the-Shelf (COTS) Software, Security Software** BeyondTrust is the worldwide leader in intelligent identity and access security, empowering organizations to protect identities, stop threats, and deliver dynamic access to empower and secure a work-from-anywhere world. Our integrated products and platform offer the industry's most advanced privileged access

	management (PAM) solution, enabling organizations to quickly shrink their attack surface across traditional, cloud and hybrid environments. With a heritage of innovation and a staunch commitment to customers, BeyondTrust solutions are easy to deploy, manage, and scale as agencies evolve. BeyondTrust solutions are deployed in all cabinet level Federal Civilian agencies and over 100+ Defense Department environments. We are trusted across all 4 branches of the DoD, including the 4th estate, with ATO's both on the classified and unclassified side.
bizagi	**Commercial-Off-the-Shelf (COTS) Software, Software as a Service applications** Bizagi's industry-leading platform for low-code process automation connects people, applications, robots, and information. As the most business-friendly and flexible solution on the market, Bizagi's cloud-native platform enables true collaboration between business and IT, delivering faster adoption and success. Fueled by a community of millions of users, Bizagi powers over 400 enterprises worldwide.
Chainbridge TECHNOLOGIES	**Commercial-Off-the-Shelf (COTS) Software, Communication Software** Chainbridge Technologies started developing their first emergency management solutions in 2004, and today their planning, preparedness, response, and recovery systems are utilized by tens of thousands of emergency managers and responders across all levels of government and the private sector. Their innovative use of cloud, mobile, GIS, and social media technologies, combined with policy and operational subject matter expertise, is applicable to the full spectrum of emergency response missions encompassing both All-Hazard and CBRN incidents.
CLAROTY	**Commercial-Off-the-Shelf (COTS) Software, Security Software** Claroty's unified platform integrates with customers' existing infrastructure to provide a full range of controls for visibility, risk and vulnerability management, threat detection, and

	secure remote access. Backed by the world's largest investment firms and industrial automation vendors, Claroty is deployed by hundreds of organizations at thousands of sites globally. The company is headquartered in New York City and has a presence in Europe, Asia-Pacific, and Latin America.
DataRobot	**Commercial-Off-the-Shelf (COTS) Software, Application Software** DataRobot is the leader in enterprise AI, delivering trusted AI technology and ROI enablement services to global enterprises. DataRobot's enterprise AI platform democratizes data science with end-to-end automation for building, deploying, and managing machine learning models. This platform maximizes value to the mission by delivering AI at scale and continuously optimizing performance over time. The company's proven combination of cutting edge software and world-class AI implementation, training, and support services, empowers any organization – regardless of size, industry, or resources – to drive better business outcomes with AI.
DEVO	**Commercial-Off-the-Shelf (COTS) Software, Security Software** Devo is reinventing logging and security analytics as the next generation SIEM platform for the Public Sector. Devo enables you to ingest data from all your data sources, closing the visibility gap that puts your organization at higher risk. Security Operations integrates with your existing security ecosystem to enrich investigations with valuable context. Being able to seamlessly integrate all your data sources and ease your scaling worries. Devo exceeds your needs with none of the infrastructure management overhead. Stop worrying about search volume and concurrency. Devo supports thousands of always real-time concurrent queries. That's what confidence in a logging and security analytics platform feels like.
digital.ai	**Commercial-Off-the-Shelf (COTS) Software, Software for Engineering and Product Development**

	Digital.ai is the first enterprise value stream management platform that enables enterprises to focus on outcomes instead of outputs, create greater business value faster, and deliver secure digital experiences their users trust. The Digital.ai Value Stream Platform seamlessly integrates all the disparate tools and processes across the various DevOps initiatives, uses data and AI/ML to create connective tissue between them, and provides the real-time, contextual insights required to drive and sustain successful digital transformation. With Digital.ai, enterprises have the visibility they've been seeking to deliver value, drive growth, increase productivity, reduce security risks, and improve customer experience.
EcoInteractive	**Commercial-Off-the-Shelf (COTS) Software, Software as a Service applications** EcoInteractive provides industry-leading enterprise SaaS solutions to government transportation and environmental organizations nationwide. Our products support a diverse range of critical workflows for agencies planning our country's vast transportation infrastructure. Our software transforms data into integrated real-time insights that enable the management of transportation improvement projects worth hundreds of billions of dollars. Our SaaS solutions are also extensively utilized in integrating workflow and data sets for the management of environmental projects.
ENVEIL ENCRYPTED VEIL	**Commercial-Off-the-Shelf (COTS) Software, Security Software** Enveil is a pioneering data security company protecting Data in Use. Enveil's business-enabling and privacy-preserving capabilities for secure data search, sharing, and collaboration protect data while it's being used or processed – the 'holy grail' of data encryption. Powered by homomorphic encryption, Enveil's ZeroReveal® solutions provide Trusted Compute in Untrusted Locations™, allowing organizations to securely derive insights, cross-match, and search third-party data assets without ever revealing the contents of the search itself or compromising the security or ownership of the underlying data. Enveil is NIAP/CSfC-certified to deliver nation-state level protection to the global marketplace. Founded by U.S. Intelligence Community alumni

	with backgrounds in mathematics, algorithmics, and machine learning, Enveil is revolutionizing data security by addressing a Data in Use vulnerability that people have been chasing for more than 20 years.
ESPER	**Commercial-Off-the-Shelf (COTS) Software, Application Software** The first cloud-based software to manage the end-to-end policymaking process. Policymakers save time and resources with a single source of truth for all policymaking activity. Esper is a mission-driven group of technologists and policy experts passionate about improving the policymaking process in government.
harness	**Commercial-Off-the-Shelf (COTS) Software, Software for Engineering and Product Development** Harness is the industry's first end-to-end software delivery platform using AI/ML. The modular platform is comprised of Continuous Integration (CI), Continuous Delivery (CD), Cloud-Cost Management (CCM), Feature Flags, Security Test Orchestration (STO), Service Reliability Management (SRM), and Chaos Engineering (CE).
HCL	**Commercial-Off-the-Shelf (COTS) Software, Communication Software, Security Software, Application Software, Software for Engineering and Product Development, Database Software, Information Worker Software** HCL is a next-generation global technology company that helps enterprises reimagine their businesses for the digital age. Its technology products, services and engineering are built on four decades of innovation, with a world-renowned management philosophy, a strong culture of invention, and a relentless focus on customer relationships. HCL serves leading enterprises across key industries, including 250 of the Fortune 500 and 650 of the Global 2000.

iDocket	**Commercial-Off-the-Shelf (COTS) Software, Industrial Automation Software** iDocket offers public access to judicial information, e-Filing, e-Recording, and property records from an ever-increasing number of the nation's local governments. Among the government services offered is iDocket's innovative local government software for other judicial processes, such as arrest, indictment, and final adjudication. This was specifically designed for government officials, including Judges, Sheriffs, District/County Attorneys, County/District Clerks, and Justices of the Peace.
IMMERSIVELABS	**Commercial-Off-the-Shelf (COTS) Software, Educational Software** 77% of security leaders say that gamification could be used to make their organization safer. Instead of checkbox training that's forgotten in days, our technology uses game mechanics and encourages creativity to meet objectives relevant to a user's role. Immersive Labs contains hundreds of cyber skill experiences and content for red teams, penetration testers and ethical hackers. And we're always adding more powered by the very latest threat intelligence.
KEEPER	**Commercial-Off-the-Shelf (COTS) Software, Security Software** Keeper is the ultimate cybersecurity and productivity application that protects every remote employee and all their devices against password-related data breaches and cyberthreats. Secure your business passwords to prevent data breaches, improve employee productivity and meet compliance standards.
MyWorkDrive	**Commercial-Off-the-Shelf (COTS) Software, System Software** MyWorkDrive provides a software-only, on-premises solution for secure remote file access from anywhere for any device. Users gain access in minutes without Sync, VPN, RDP or migrating data. MyWorkDrive is for IT leaders looking for a cloud-like file sharing solution that has ransomware protection & DLP, facilitates data governance compliance (FIPS, HIPAA, FINRA, GDPR), enhances Office 365 real-time

	online collaboration, with a lower TCO. They give you easy, secure remote access to your organization's files using your server storage with no security worries about your data being in the cloud or syncing down to remote computers.
OPENGOV	**Commercial-Off-the-Shelf (COTS) Software, Application Software** OpenGov is the leader in budgeting and performance for the public sector whose mission is to power a more effective and accountable government. We offer three easy-to-use cloud-based software solutions that transform how governments budget, measure performance, and engage the public. With OpenGov, agencies can make more informed decisions and drive better outcomes for the public.
PublicInput	**Commercial-Off-the-Shelf (COTS) Software, Application Software** PublicInput helps you increase public engagement and communication with your community, while reducing your workload burdens with an integrated solution.
Red Hat	**Commercial-Off-the-Shelf (COTS) Software, System Software, Software as a Service applications, Software for Engineering and Product Development** Red Hat delivers hardened, open source solutions that make it easier for enterprises to work across platforms and environments, from the core datacenter to the network edge. By operating transparently and responsibly, we continue to be a catalyst in open source communities, helping you build flexible, powerful IT infrastructure solutions.
SOMA GLOBAL	**Commercial-Off-the-Shelf (COTS) Software, Industrial Automation Software** Since 2017, SOMA Global has been a leading provider of cloud-native critical-response public safety software solutions. SOMA's team of public safety veterans and mission-driven developers are focused on enabling agency partners to focus on what matters most, fulfilling their mission in the communities they serve. Through world-class customer service in combination with

	SOMA Telos™ and SOMA Global's modern-cloud software solutions, operations are a unified ecosystem of pre-built applications, workflows, automations and data interoperability that can be rapidly configured based on the specific needs of your agency and community.
StreamSets	**Commercial-Off-the-Shelf (COTS) Software, Application Software** At StreamSets, a Software AG company, their mission is to ensure data engineering teams thrive in today's world of constant change. Streamsets does this by embedding the DataOps philosophy of "continuous data for the connected enterprise" into the StreamSets DataOps Platform. StreamSets empowers data engineers to build, run, monitor, and manage smart data pipelines for modern analytics. StreamSets is the only data integration platform that provides a single design experience for all design patterns for 10x greater developer productivity; smart data pipelines that are resilient to change for 80% less breakages; and a single pane of glass for observing and monitoring all pipelines to eliminate blind spots and control gaps. With StreamSets, you can deliver continuous data for modern analytics and hybrid integration in a world of constant change.
Swiftly	**Commercial-Off-the-Shelf (COTS) Software, Industrial Automation Software** Swiftly is a single platform to unify your public transit data. Swiftly's products combine to form a single, powerful platform that centers your transit agency on the industry's most accurate data. Swiftly's cloud infrastructure and subscription model simplify how agencies build their transit data stack. Agencies may choose only the products they need, access them from anywhere, and use them with the hardware of their choice.
ThirdLine	**Commercial-Off-the-Shelf (COTS) Software, Application Software** ThirdLine was founded by former city and county internal audit analysts and data scientists, along with public accounting professionals. ThirdLine integrates with municipal ERP systems and combines the power of 400 analytics across 10

	modules to expedite audits, monitor operations, and find fraud, waste, and abuse.
Tricentis	**Commercial-Off-the-Shelf (COTS) Software, Application Software** Tricentis is a global leader in enterprise continuous testing. The Tricentis AI-based, continuous testing portfolio of products provide a new and fundamentally different way to perform software testing. An approach that's totally automated, fully codeless, and intelligently driven by AI. It addresses both agile development and complex enterprise apps, enabling enterprises to accelerate their digital transformation by dramatically increasing software release speed, reducing costs, and improving software quality. Widely credited for reinventing software testing for DevOps, cloud, and enterprise applications, Tricentis has been recognized as a leader by all major industry analysts, including Forrester, Gartner, and IDC.
UDACITY	**Commercial-Off-the-Shelf (COTS) Software, Training** Udacity is a global, online training platform powering digital transformation and accelerated time-to-market initiatives for Public Sector, Fortune 500 and Global 2000 enterprises. Udacity programs provide industry-created practitioner skills through a series of "Nanodegree" programs consisting of online courses and real-world projects in artificial intelligence, machine learning, data science, autonomous systems, and cloud computing among other disciplines. In partnership with Udacity's experts, they will co-design a tailored transformation journey to solve acute workforce challenges to deliver next-level business results.
vArmour	**Software, Commercial-Off-the-Shelf (COTS) Software, Security Software** vArmour is the leading provider of Application Relationship Management software. Enterprises around the world rely on vArmour to discover, observe, and control relationships between every user, every application, and across every environment to reduce risk and increase resiliency — all without adding new agents or infrastructure.

VIRTUALITICS	**Software, Commercial-Off-the-Shelf (COTS) Software, Application Software** Virtualitics, Inc. operates a platform to merge artificial intelligence, big data, and virtual/augmented reality. Its platform enables users to visualize and understand data; and provides shared virtual office to analyze data, and present and discuss insights. Powered by a suite of AI-enabled products, Virtualitics provides a rapidly deployable end-to-end solution that quickly preprocesses and fuses data sources, builds predictive AI models, and leverages our best-in-class data analytics and visualization platform for exploration and collaboration in either desktop or virtual reality.
VL VISUAL LEASE	**Commercial-Off-the-Shelf (COTS) Software, Application Software** Visual Lease is the #1 lease optimization software. We empower organizations to transform their lease accounting compliance requirements into financial opportunities. We have a passion for simplifying the complex. We are committed to ongoing innovation and unparalleled customer service. We help our customers transform lease compliance requirements into opportunities for hard- and soft-dollar savings.
workiva	**Commercial-Off-the-Shelf (COTS) Software, Application Software** Workiva created Wdesk, a cloud-based platform that modernizes how people work within thousands of organizations worldwide. With Wdesk, there's no switching back and forth between different versions. Instead, users are able to collaborate in real-time, mitigate risk, and improve productivity. Wdesk gives users the confidence they need to make data-driven decision across the enterprise. Workiva brings together everything you need—teammates, datasets, and data sources—so you can work better in the cloud. Wherever you are, whatever you're doing. Automate what's slowing you down. Focus on what fires you up.

ZIMPERIUM.	**Commercial-Off-the-Shelf (COTS) Software, Security Software** Zimperium, Inc. is a global leader in mobile device and app security, offering real-time, on-device protection against both known and unknown threats on Android, iOS and Chromebook endpoints. The company was founded under the premise that the then current state of mobile security was insufficient to solve the growing mobile security problem. At the time, most mobile security was a port from traditional endpoint security technologies.

Services

Category	Services
Financial	Reporting Automation - Comprehensive Annual Financial Report (CAFR)
Financial	Reporting Automation – Financial Statements
Financial	Reporting Automation – Budget Book
Financial	Reporting Automation – Budget Simulations
Financial	Accounting Automation – Automated Reconciliations
Financial	Accounting Automation – Robotic Process Automation
Cloud	Managed Cloud Services
Cloud	Cloud Governance – Compliance, Financial Management
Cloud	Application Modernization
Cloud	Cloud Readiness Advisory
Machine Learning	App Accelerators
Machine Learning	Data Operations Pipeline
Machine Learning	Enhanced Robotic Process Automation – BOT development
Cybersecurity	Software Bill of Materials (SBOM) creation
Cybersecurity	Secure software supply chain risk management
Financial Service Offerings	Fair Market Value Lease
Financial Service Offerings	Purchase Option Lease
Financial Service Offerings	Payment Agreements
Financial Service Offerings	Direct and Indirect Financing

Warranty

Each software supplier provides their own Warranty that is provided to a public sector agency at the time of purchase. These warranties, and end user licensing agreements are available for review if so desired.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Tab 6 – References

Provide at least ten (10) customer references for products and/or services of similar scope dating within the past three (3) years. Please provide a range of references across all eligible government entity groups including K-12, higher education, city, county, or non-profit entities.

All references should include the following information from the entity:

- Entity Name
- Contact Name and Title
- City and State
- Phone
- Email
- Years Serviced
- Description of Services
- Annual Volume

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Tab 7 – Pricing

Please see the attached pricing sheet that was submitted electronically via the Bonfire portal.

Tab 8 – Value Added Products and Services

Presales Engineering Talent

Vertosoft's focus on emerging and innovative technologies are supported by experienced technical resources to identify the best overall solution for NCPA members. Vertosoft Account Managers are trained presales specialists who focus on specific technology domains such as Cloud Computing, Machine Learning and Artificial Intelligence, Cybersecurity, and Big Data and Analytics. Partnered with dedicated engineering resources from the software supplier, Vertosoft can provide NCPA members important insights about the technology solutions to best meet the member's needs.

Quality and Responsiveness

Vertosoft maintains an ISO 9001:2015 certification that demonstrates Vertosoft's commitment to the highest level of quality and customer satisfaction. Our Quality Management program supports our core business processes and provides the tools through which we measure, control, and improve these processes which include:

- Maintaining product catalogs and price lists on different government contract vehicles.
- Error free quoting to the government on behalf of our technology partners.
- Efficient purchase order (PO) processing from our government customers.
- Efficient PO delivery to our technology partners.
- Accurate invoice creation for government customers for solutions delivered by our technology partners.
- Payments to our technology partners upon payment from the government.
- Customer satisfaction measurement with the overall procurement process experience through Vertosoft.

Dedicated Customer Success Management Team

Vertosoft will assign a dedicated Customer Success Manager (CSM) team to NCPA members. The assigned CSM team will all be US citizens with knowledge of the different software manufacturer's software entitlement systems, license management processes, and technical support systems. Vertosoft provides a dedicated 1-800 number and email address that will connect participating entities directly with the dedicated CSM team.

The CSM will be able to provide NCPA and participating entities with the following benefits:

- Software Entitlement management support
- Customized license reporting and usage
- Service Desk Management Portal – ability to open and manage service tickets with Vertosoft CSM team
- Technical Outreach and Advisory Sessions

Vertosoft's CSM team will assist NCPA and participating entities with tracking the usage for each product. The CSM team will provide NCPA metrics on the calls/emails into the Vertosoft 1-800 and dedicated email address along with open/closed service tickets to help NCPA understand the volume and scale of support being requested and provided. Vertosoft will also provide NCPA participating entities with access to VertoDesk, which is a software entitlement portal where assigned participating entities can see the list of current software entitlements.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Marketing and Training

Each of the software suppliers supported by Vertosoft provide complimentary webinars to NCPA member agencies to help them better understand different features within the tool, so that agencies can maximize the investment in the technology.

Vertosoft also hosts 'Tech-Days' where we bring emerging technology suppliers to our public sector customers where they can engage in technical deep dives, learn about product roadmaps, and get key industry updates and insights.

Within the first 14 days after award Vertosoft will issue a co-branded press release announcing the award and specific details of the contract. This will be combined with targeted social media postings to promote the use of the contract for eligible public sector organizations.

Within 30 days after award, Vertosoft will launch a dedicated web site with the NCPA standard logo. The website will have a copy of the original request for proposal, copy of the contract, summary of products being offered, marketing materials, and a link to NCPA website. Vertosoft will also include a dedicated toll-free number and email address for NCPA participating entities.

Within 60 days after award, Vertosoft will execute a dedicated email and contact campaign to notify existing and potential public sector agencies about the contract and provide guidance on how to leverage the contract in the future.

Secure Software Supply Chain

Executive Order 14028, "Improving the Nation's Cybersecurity" called to establish baseline security standards for development of software. As part of this effort, Vertosoft is working with our suppliers to develop a 'software bill of materials' (SBOM) to help public sector agencies better understand the nested libraries that make up the software components they are using.

Minority and Women Business Enterprise (MWBE) and HUB Participation

Vertosoft believes that a diverse supplier base is important to our overall success as an organization. This is evident by hundreds of service and resell partners that Vertosoft works with around the country that are either minority, women owned, service disabled veteran, certified 8(a), or HUB Zone companies. These partners compliant our software supplier's diversity programs and help public sector agencies meet their own goals for diversity.

Government Financing and Structured Payment Plans

Vertosoft offers extended payment plans and subscription billing for technology purchases to help align structured payments to government program budgets while meeting government guidelines. Vertosoft's deep understanding of the government acquisition process allow us to provide the government with simplified terms and conditions and flexible payment options. We also can provide utility-based pricing and quarterly or monthly subscription billing for cloud-based SaaS software.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Tab 9 – Required Documents

- Federal Funds Certifications
- Clean Air and Water Act & Debarment Notice
- Contractors Requirements
- Required Clauses for Federal Assistance by FTA
- Federal Required Signatures
- Antitrust Certification Statements Texas Government Code § 2155.005
- State Notice Addendum

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

FEDERAL FUNDS CERTIFICATIONS

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at $250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency and Offeror reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of $10,000)

- Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to terminate any agreement in excess of $10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

- Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay

wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non- Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions
- Any Participating Agency will include any current and applicable prevailing wage determination in each issued solicitation and provide Offeror with any required documentation and/or forms that must be completed by Offeror to remain in compliance the applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

- Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non- Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the

offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding $100,000 in Federal funds at all appropriate tiers and all subrecipients shall certify and disclose accordingly.

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.334. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.334 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Participating Agencies will clearly identify whether Buy America Provisions apply in any issued solicitation. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

CERTIFICATION OF ACCESS TO RECORDS

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any non-financial documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents. This right of access will last only as long as the records are retained.

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

CLEAN AIR AND WATER ACT AND DEBARMENT NOTICE

By the signature below (Under Federal Required Signatures), I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, “Debarment and Suspension”, as described in the Federal Register and Rules and Regulations.

CONTRACTOR REQUIRMENTS

Contractor Certification
Contractor's Employment Eligibility
By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statues of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed.

Fingerprint & Background Checks
If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

Business Operations in Sudan, Iran
In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

REQUIRED CLAUSES FOR FEDERAL ASSISTANCE PROVIDED BY FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

a) Maintain all non-financial books, records, accounts and reports required under this Contract for a period of not less than two (2) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until the FTA Administrator, the U.S. DOT Office of the Inspector General, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

b) Permit any of the foregoing parties to inspect all non-financial work, materials, and other data and records that pertain to the Project, and to audit the non-financial books, records, and accounts that pertain to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination. The right of access detailed in this section continues only as long as the records are retained.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts.

CIVIL RIGHTS / TITLE VI REQUIREMENTS

1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other applicable implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:

   a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may affect construction activities undertaken in the course of this Project. Contractor agrees

to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.

d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.

3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.

4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"*, therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

2) Prompt Payment. Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.

3) DBE Program. In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, listed directly or by reference in the Contract between Public Agency and the FTA, and those applicable regulatory and procedural updates that are communicated to Contractor by Public Agency, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT and applicable to the scope of a particular Contract awarded to Contractor by a Public Agency as a result of solicitation, as set forth in the most current FTA Circular 4220.1F, published February 8th, 2016, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to knowingly perform any act, knowingly fail to perform any act, or refuse to comply with any reasonable public agency requests that would directly cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.
Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms, to the best of its knowledge, the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to me

made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to me made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

FEDERAL REQUIRED SIGNATURES

Offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted in the pages above. It is further acknowledged that offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances as applicable.

Offeror	Vertosoft LLC
Address	1602 Village Market Blvd SE Suite 320
City/State/Zip	Leesburg, VA 20175
Authorized Signature	Chet Hayes
Date	03/22/2023

ANTITRUST CERTIFICATION STATEMENTS
TEXAS GOVERNMENT CODE § 2155.005

I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company Name	Vertosoft LLC
Address	1602 Village Market Blvd SE Suite 320
City/State/Zip	Leesburg, VA 20175
Telephone Number	571.707.4137
Fax Number	
Email Address	chet@vertosoft.com
Printed Name	Chet Hayes
Title	Chief Technology Officer
Authorized Signature	Chet Hayes

STATE NOTICE ADDENDUM

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located nationally in all fifty states, issues this Request for Proposal (RFP) to result in a national contract.

For your reference, the links below include some, but not all, of the entities included in this proposal:

http://www.usa.gov/Agencies/State_and_Territories.shtml

https://www.usa.gov/local-governments

Contract With Vertosoft, LLC to Obtain and Implement the OpenGov Permitting, Licensing & Code Enforcement Software

Final Audit Report 2025-07-23

Created:	2025-07-23
By:	Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Status:	Canceled / Declined
Transaction ID:	CBJCHBCAABAAzqqo5wt7OlwERisu0be8Q2V_kr9goosH

"Contract With Vertosoft, LLC to Obtain and Implement the OpenGov Permitting, Licensing & Code Enforcement Software" History

Document created by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2025-07-23 - 3:26:01 PM GMT- IP address: 98.97.116.171

Document emailed to HEATHER LAMBOY (hllamboy@santafenm.gov) for signature
2025-07-23 - 3:33:20 PM GMT

Document emailed to ANDREA PHILLIPS (akphillips@santafenm.gov) for signature
2025-07-23 - 3:33:21 PM GMT

Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2025-07-23 - 3:33:21 PM GMT

Document emailed to Eric Candelaria (edcandelaria@santafenm.gov) for signature
2025-07-23 - 3:33:21 PM GMT

Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign
2025-07-23 - 3:33:22 PM GMT

Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2025-07-23 - 3:33:22 PM GMT

Document emailed to edmontoya1@santafenm.gov for signature
2025-07-23 - 3:33:23 PM GMT

Powered by Adobe Acrobat Sign

Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)

Signature Date: 2025-07-23 - 3:33:49 PM GMT - Time Source: server- IP address: 98.97.116.171

Email viewed by Eric Candelaria (edcandelaria@santafenm.gov)

2025-07-23 - 3:50:47 PM GMT- IP address: 104.47.64.254

Document e-signed by Eric Candelaria (edcandelaria@santafenm.gov)

Signature Date: 2025-07-23 - 3:51:29 PM GMT - Time Source: server- IP address: 63.232.20.2

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)

2025-07-23 - 3:52:02 PM GMT- IP address: 104.47.65.254

Document declined by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)

Decline reason: Purchases cannot be made from object 563100 - that line is only there to pay ITT for costs they incur on behalf of other Departments. If this is going to be paid by ITT and charged back to PLU or whoever, the ITT org/object needs to be on the memo.
2025-07-23 - 3:53:43 PM GMT- IP address: 63.232.20.2

Contract With Vertosoft, LLC to Obtain and Implement the OpenGov Permitting, Licensing & Code Enforcement Software

Interim Agreement Report 2025-07-25

Created:	2025-07-24
By:	Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABAAnMp2HJaqgDACA91saggc6rLu7rmqv42N

Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

"Contract With Vertosoft, LLC to Obtain and Implement the OpenGov Permitting, Licensing & Code Enforcement Software" History

Document created by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2025-07-24 - 5:47:02 PM GMT- IP address: 63.232.20.2

Document emailed to ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature
2025-07-24 - 6:01:32 PM GMT

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-07-24 - 8:00:08 PM GMT- IP address: 104.47.64.254

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-07-24 - 8:00:25 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to HEATHER LAMBOY (hllamboy@santafenm.gov) for signature
2025-07-24 - 8:00:28 PM GMT

Email viewed by HEATHER LAMBOY (hllamboy@santafenm.gov)
2025-07-24 - 8:00:49 PM GMT- IP address: 104.47.65.254

Document e-signed by HEATHER LAMBOY (hllamboy@santafenm.gov)
Signature Date: 2025-07-24 - 8:01:09 PM GMT - Time Source: server- IP address: 63.232.20.2

Powered by Adobe Acrobat Sign

Document emailed to ANDREA PHILLIPS (akphillips@santafenm.gov) for signature

2025-07-24 - 8:01:12 PM GMT

Email viewed by ANDREA PHILLIPS (akphillips@santafenm.gov)

2025-07-24 - 8:18:31 PM GMT- IP address: 104.47.64.254

CITY OF SANTA FE

The Purchasing Memo

Date: June 19, 2025

To: Governing Body, Finance Committee, and Public Works & Utilities Committee

From: Allan Mantle: Airport Operations Manager; apmantle@santafenm.gov; 505-470-8740

Via: Jimmy Gunn: Interim Airport Director

Subject: Diesel and Gasoline Fuel Truck for Airport

Vendor Name: Skymark

Munis Vendor Number: 11034

ITEM AND ISSUE:

The Airport Department respectfully requests your review and approval of the purchase of a 1,400gal. diesel and gasoline fuel truck in the total amount of $254,541 from Skymark Refuelers.

BACKGROUND AND SUMMARY:

The Airport Department needs to purchase a split diesel and gasoline fuel truck in order to be able to remotely fuel generators and heavy equipment around the airport, especially generators for stationary facilities. Having this vehicle will save the airport costs on labor and fuel fees over time. This vehicle can also be used to support other city facilities during city-wide emergencies.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Airport Fund / 545

Munis Org Name/Number: Airport Operating / 5456050

Munis Object Name/Number: Equipment /Vehicles over 1.5 tons GVW > 5K / 571000

Budget Officer / Designee: Andy Hopkins **Date:** 07/09/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-135, Coop

The contract between GSA and Skymark Refuelers [47QMCA20D0010] expires on Jan 5, 2030.

Chief Procurement Officer (CPO)/Designee: _____ **Date:** 07/11/2025

CPO Comment/Exceptions: GSAs are: NMSA 1978, Section 13-1-129

ASSOCIATED APPROVALS:

IT Components included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this an externally funded purchase? ☐ Yes | ☒ No

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? ☒ Yes | ☐ No

Project Ledger Number: _____

Approval: Josie Bolden **Title:** Controller **Date:** 07/09/2025

Comment/Exceptions: PS- I noticed that the vehicle section is checked as "no" however, this is a type of vehicle that is being purchased, which contradicts the checked box for vehicle - JB

ATTACHMENTS:

GSA Memo
Procurement document: GSA Master Agreement
Vendor's Quote

City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909
www.santafenm.gov

Alan Webber, Mayor

Councilors:
Signe I. Lindell, Mayor Pro Tem, District 1
Renee Villarreal, District 1
Michael J. Garcia, District 2
Carol Romero-Wirth, District 2
Lee Garcia, District 3
Chris Rivera, District 3
Jamie Cassutt, District 4
Amanda Chavez, District 4

MEMORANDUM

Date: June 18, 2025

To: SkyMark Refuelers, LLC

Attn: **Mike Ellis**

From: *Travis Dutton-Leyda, Chief Procurement Officer*, City of Santa Fe Purchasing Division
RE: GSA Contract 47QMCA20D0010, **MAS Contract**

The City of Santa Fe by mutual agreement between the City and SkyMark Refuelers, LLC is willing to enter into a GSA price agreement based on the following requirements:

1. Provide an updated Federal Supply Schedule to include current or updated contract dates.

2. *Purchases based on 13-1-129 (A)(1) NMSA 1978:* The Contractor is willing to extend their GSA pricing, terms and conditions to the City of Santa Fe at prices equal to or less than the contractor's current federal supply contract price (GSA), providing the contractor has indicated in writing a willingness to extend such contractor pricing, terms and conditions to the City of Santa Fe and the purchase order adequately identifies the contract relied upon.

Please respond by completing the information below. Check the proper box, fill in the requested information, including signature, scan and upload to the email you received with this request.

☒ **I agree to extend and/or renew the above referenced GSA price agreement.**

☐ **I DO NOT agree to extend and/or renew the above referenced GSA price agreement.**

Mike Ellis, Chief Business Development Officer
Print Name, Title

mellis@skymarkrefuelers.com
Email Address

Signature

6/18/25
Date

SkyMark Refuelers, LLC
Company Name

4001 E. 149th St, Suite B, Kansas City, MO 64147
Address

Cc: Travis Dutton-Leyda, Chief Procurement Officer
Procurement File

GSA Schedule
Contract # 47QMCA20D0010

EFFECTIVE 1/21/2025

GENERAL SERVICES ADMINISTRATION
TERMS AND CONDITIONS
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

SkyMark Refuelers, LLC
4001 E. 149th Street, Suite B
Kansas City, MO 64147
www.skymarkrefuelers.com

Contract Negotiator: Mike Ellis
Phone: 913-653-8112
Email: mellis@skymarkrefuelers.com

GSA Schedule Number: MAS
GSA Contract: 47QMCA20D0010
Contract Period: January 6, 2020 through January 5, 2030
Cage Code: 6Y0N0
Fed Id: 46-1814185

CUSTOMER INFORMATION:
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded prices
336211/3361V

1b. Identification of the lowest priced model number and lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply

Refer to awarded GSA Schedule Contract Pricelist, which can be found on Page 4 below.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functions responsibility and education for these types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate not applicable for this item.
Not applicable

2. Maximum Order for each SIN: **$5,000,000.00**

3. Minimum Order for each SIN: **$50,000.00**

4. Geographic Coverage (delivery area): **Domestic**

5. Points of Production
Kansas City, MO and Findlay, OH

6. Discount from list prices or statement of Net Price
Prices shown are Net Government Awarded Discount

7. Quantity Discounts
336211/3361V Refer to attached awarded GSA Schedule Contract Pricelist

8. Prompt Payment Terms: **0%, Net 30**

9. Foreign Items: **Not applicable**

10a. Time of Delivery
Delivery timeframe (ARO) varies by model in a range from 150 to 180 days

10b. Expedited Delivery: **Not available**

10c. Overnight and 2-Day Delivery: **Not available**

10d. Urgent Requirements: **Not available**

11. FOB Points: **Destination or Origin**

12a. Ordering Address
SkyMark Refuelers, LLC
4001 E. 149th Street, Suite B
Kansas City, MO 64147

12b. Ordering Procedures
Contract or Signed Confirmation of Order

13. Payment Address(es)
SkyMark Refuelers, LLC
4001 E. 149th Street, Suite B
Kansas City, MO 64147

14. Warranty Provision
Chassis warranty offered through manufacturer typically 3-5 years
Tank warranty offered through manufacturer typically 5-10 years
One year workmanship warranty

15. Export Packing Charges (if applicable)
Varies

16. Terms and conditions of rental, maintenance, and repair (if applicable)
Not applicable

17. Terms and Conditions of Installation (if applicable)
Not applicable

18a. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)
Not applicable

18b. Terms and Conditions for any other services (if applicable)
Not applicable

19. List of Service and Distribution Points
Not applicable

20. List of Participating Dealers (if applicable)
Not applicable

21. Preventive Maintenance (if applicable)
Not applicable

22a. Special attributes such as environmental attributes
Not applicable

22b. Section 508 Compliance
Not applicable

23. Unique Entity Identifier (UEI) number
KH9KNSVA8JAN22

24. Notification regarding registration in The SAM database

Contractor is registered with The SAM database
Cage Code: 6Y0N0

Effective Date 1/21/25

MFR PART NO	PRODUCT NAME	COMMERCIAL LIST PRICE	GSA(%) DISCOUNT (exclusive of the .75% IFF)	DISCOUNT PRICE OFFERED TO GSA (including IFF)	QUANTITY/VOLUME DISCOUNT
10K-Jet Refueler-MIL	10,000 Gallon Jet Refueler	$585,090.00	1%	$583,616.22	2 or more units = 2% 5+ units = 3%
7K-Jet Refueler-MIL	7,000 Gallon Jet Refueler	$333,740.00	1%	$332,899.35	2 or more units = 2% 5+ units = 3%
6K-Jet Refueler-MIL	6,000 Gallon Jet Refueler	$328,240.00	1%	$327,413.20	2 or more units = 2% 5+ units = 3%
5K-Jet Refueler-MIL	5,000 Gallon Jet Refueler	$299,640.00	1%	$298,885.24	2 or more units = 2% 5+ units = 3%
3K-Jet Refueler-MIL	3,000 Gallon Jet Refueler	$255,640.00	1%	$254,996.07	2 or more units = 2% 5+ units = 3%
3K-GSE Refueler-MIL	3,000 Gallon GSE Refueler	$257,290.00	1%	$256,641.91	2 or more units = 2% 5+ units = 3%
2K-GSE Refueler-MIL	2,000 Gallon GSE Refueler	$252,890.00	1%	$252,253.00	2 or more units = 2% 5+ units = 3%
1.2K-GSE Fuel Truck-MIL	1200 Gallon GSE Refueler	$169,290.00	1%	$168,863.58	2 or more units = 2% 5+ units = 3%
3600 Gallon Vacuum Truck-MIL	3600 Gallon Aluminum Vacuum Tank	$244,250.00	1%	$243,634.76	2 or more units = 2% 5+ units = 3%
800 GPM-Hydrant Dispenser-MIL	Hydrant Dispenser	$264,990.00	1%	$264,322.52	2 or more units = 2% 5+ units = 3%

450 GPM-Hydrant Cart-MIL	Hydrant Cart	$86,790.00	1%	$86,571.39	2 or more units = 2% 5+ units = 3%
Rail Service Truck with Grapple-MIL	Rail Truck with Grapple	$408,320.00	1%	$407,291.49	2 or more units = 2% 5+ units = 3%
Rail Service Truck with Flatbed-MIL	Flatbed Hi-Rail truck	$262,915.00	1%	$262,252.75	2 or more units = 2% 5+ units = 3%
1K-Avgas Refueler-MIL	1,000 gallon Avgas truck	$169,290.00	1%	$168,863.58	2 or more units = 2% 5+ units = 3%

4001 East 149th Street, Suite B
Kansas City, MO 64147
PH 913-653-8100

Mr. Allan Mantle
City of Santa FE Regional Airport

June 18, 2025

Quote Table:	SkyMark Dual Compartment / Dual Pumping GSE Refuelers Capacities: Model #1 = 1400 Gallons / Model #2 = 2000 Gallons / Model #3 = 3000 Gallons	
	Standard Tank Capacities and Standard Fueling Configurations	• Model #1: 1,400 Gallons *(800 / 600 Split)* / *Rear Delivery* • Model #2: 2,000 Gallons *(1000 / 1000 Split)* / *Side Delivery* • Model #3: 3,000 Gallons *(1500 / 1500 Split)* / *Side Delivery*

Section #1: 'BASE UNIT' PRICE:	**SkyMark 'Base Model' Dual Compartment GSE Refueler**
+ Section #2: ADD: Selected Options:	**Customer To Review & Confirm Options** *See Section #2*

1400 Gallon GSE Refueler, Rear Deck, RAM/Ford

2000 Gallon GSE Refueler, Side Cabinet, Navistar

Section #1: Summary Quote: SkyMark 'Base' 1400 Gallon GSE Refueler (Dual Products / Dual Pumping)

Item	Qty.	General Description		Unit Price
1	1	'Base Model' GSE Refueler:	1400 Gallons / 2-Compartment / Dual Product / GSE	
		'Base' / Standard Chassis:	Ford F-550 or RAM 5500, gas engine, auto. transmission.	
		ADD: Optional Diesel Chassis:	Optional Diesel Engine Chassis is Available *See Sect. #2*	
		Standard Product Tank:	1400 Gallons (Split 800 / 600), aluminum, US DOT-406.	
		ADD: Optional Larger Tanks:	Optional Larger Tank Capacity is Available *See Sect. #2*	
		Standard Flow System:	Dual (2) 30 GPM flow systems / (1 for gas + 1 for diesel).	
		Standard Configuration:	Includes (2) isolated systems + (2) dispensing reels + (2) flow meters + (2) canister filters;	
		Customer Selected Options:	Customer to Review and Confirm Options *See Sect. #2*	
1	**1**	**Sub Total / Unit Price: SkyMark 'Base' 1400 Gallon GSE Refueler GSA Pricing**		**$ 224,641**
ADD: Customer Selected Common Options		**ADD: Customer Selected Options / *(Confirm Yes or No)*** *See Section #2*		**$ 33,900** *Selected Options, See Section #2*
		DISCOUNT for Customer for Quote Prior to Latest GSA Pricing Increase		**($ 4,000)**
TOTAL		**Unit Price: 1400 Gallon GSE Refueler + *Includes Selected Options*** *FOB Delivered to Location*		**$ 254,541** + *Includes Selected Options (See Section #2, Attached)*

… See List of Options (Attached) …

Section #2: Customer Selected Options: Customer To Confirm YES or NO From Available Options Below

Customer Selected Options: Customer to Confirm YES or NO From Options Below				Confirm Options Below (Select YES or NO)		
Item	**Qty.**	**General Description**		**Unit Price**	**Options**	
Sub Section #2.1: List of Most Common Options Below / *Options Marked 'YES' Are Included*						
Opt. 1	**1**	**Air Conditioning**:	Factory air conditioning included on Ford & RAM *(option on International)*	**$ No Charge**	**YES**	
Opt. 2	**1-set**	**Aluminum chock holder**:	Optional aluminum chock block holder w/ new wheel chocks.	**$ 450**	**YES**	**NO**
Opt. 3	**1-kit**	**(1) Back-up camera**:	Optional (1) back-up camera system w/ an in-cab color monitor.	**$ 750**	**YES**	**NO**
Opt. 5	**1**	**Aluminum storage box**:	Optional 14" x 14" x 24" lockable aluminum storage box.	**$ 800**	**YES**	**NO**
Opt. 4	**1-kit**	**Chassis speed limiter**:	Optional chassis speed limiting system (to limit speed to 25 mph).	**$ 800**	**YES**	**NO**
Opt. 6	**1**	**Ticket printer**:	Optional electric ticket printer installed.	**$ 1,750**	**YES**	**NO**
~~**Opt. 7**~~	~~**1**~~	~~**Product recovery tank**:~~	~~Optional product recovery tank w/ gauge, fill opening, drain valve.~~	~~**$ 1,750**~~	**YES**	**NO**
~~**Opt. 8**~~	~~**1-kit**~~	~~**Wireless data transfer**:~~	~~Optional wireless data transfer kit including cellular modem.~~	~~**$ 2,000**~~	**YES**	**NO**
Opt. 9	**2ea**	**(2) product tank gauging systems**:	Optional (2) independent electronic tank gauges (1 per tank compartment). *(tank gauging to be combined and integrated into TCS-3000s - see below)*.	*$2,000 x 2 =* **$ 4,000**	***2 tank gauges*** **YES**	**NO**
Opt. 10	**2ea**	**(2) electronic registers w/ digital displays**:	Optional (2) TCS-3000 electronic registers w/ large number displays. *(in lieu of mechanical registers on 'standard model' GSE refuelers)*.	*$3,500 x 2 =* **$ 7,000**	***2ea. registers*** **YES**	**NO**
Sub Section #2.2: Additional Miscellaneous Options Available / *Options Marked 'YES' Are Included*						
Opt. 11	**1-kit**	**Stage 1 Vapor Recovery**:	Optional Stage 1 vapor recovery is available / *(gasoline compartment only)*.	**$ 1,200**	**YES**	**NO**
Opt. 12	**2ea**	**Scully Overfull Systems**:	Optional two (2) secondary Scully overfill systems are available. *($1,000 per tank compartment x 2 tank compartments = $2,000)*.	*$1,000 x 2 =* **$ 2,000**	***2ea Scully*** **YES**	**NO**
~~**Opt. 13**~~	~~**1-kit**~~	~~**Bi-Line top-of-tank fall protection system**:~~	~~Optional Bi-Line top-of-tank fall protection system included (includes dual stainless cables installed on top-of-tank along with 1 safety harness/belt).~~	~~**$ 3,500**~~	**YES**	**NO**
Opt. 14	**1**	**Freight to Location**	**Optional delivery to the end location**	**$ 4,000**	YES	
Opt. 15	**1**	**Aluminum cone holder**	Optional built in aluminum cone holder is included	**$ 150**	YES	
Sub Section #2.3: Optional Diesel Engine (In Lieu of Gas), and Optional Larger Capacity Tanks						
Opt. 16	**1**	**Optional diesel engine & emissions**:	Optional diesel engine & emissions package is available. *(in lieu of gasoline engine on 'standard model' GSE refuelers)*.	**$ 11,000**	**YES**	**NO**
~~**Opt. 17**~~	~~**1**~~	~~**2000 Gallon Capacity**:~~	~~Optional upgrade to 2000-gallon capacity (1000 / 1000 split tank). *(Includes larger capacity tank and a heavier rated GVWR chassis)*.~~	~~**$ 24,000**~~		**NO**
~~**Opt. 18**~~	~~**1**~~	~~**3000 Gallon Capacity**:~~	~~Optional upgrade to 3000-gallon capacity (1500 / 1500 split tank). *(Includes larger capacity tank and a heavier rated GVWR chassis)*.~~	~~**$ 28,000**~~		**NO**
Sub Total: Section #2: Customer Selected Options Above ……..				**$ 33,900** *(Sub Total, Selected Options*		

Continued…

Order Confirmation, and Payment Terms: A signed Confirmation of Order is required to secure your order, along with a 30% non-refundable deposit. Balance of payment is due when refueler is completed at SkyMark, and prior to shipment from factory.

Painting & Decals: Aluminum tank to remain in natural polished finish, chassis cab to remain in factory white. Equipment to be painted with the polyurethane. Safety placards, product decals, and operating decals will be installed.

Quote Validity: Quote is valid for 60 days.

Freight to Customer: Unit quoted FOB SkyMark factory. Inland/ocean freight is additional and is not included in the quoted price.

Taxes / Duties: All unknown tariffs, sales taxes, FET and duties, if applicable, are additional and are not included in pricing. The customer is obligated to remit state and local use tax on equipment purchase price if equipment is used in a taxable manner.

Completion Schedule: Approximately 150 days after receipt of an order

In-Service / Training: In-service is additional. If requested, SkyMark will dispatch technician for an additional charge.

Respectfully submitted,

Mike Ellis

SkyMark Refuelers, LLC

Governing Body Purchase Packet Skymark Refueler-Revision 1

Final Audit Report 2025-07-11

Created:	2025-07-08
By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAW4_NQZJ_31fQqUqzKxYkrBxY9u2WOktt

"Governing Body Purchase Packet Skymark Refueler-Revision 1 " History

Document created by Kristy Miera (kamiera@santafenm.gov)
2025-07-08 - 10:23:18 PM GMT- IP address: 63.232.20.2

Document emailed to jdgunn@santafenm.gov for signature
2025-07-08 - 10:26:14 PM GMT

Email viewed by jdgunn@santafenm.gov
2025-07-08 - 10:26:32 PM GMT- IP address: 52.244.129.126

Signer jdgunn@santafenm.gov entered name at signing as Jimmy Gunn
2025-07-09 - 1:22:22 PM GMT- IP address: 63.232.20.2

Document e-signed by Jimmy Gunn (jdgunn@santafenm.gov)
Signature Date: 2025-07-09 - 1:22:24 PM GMT - Time Source: server- IP address: 63.232.20.2

Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign
2025-07-09 - 1:22:27 PM GMT

Email viewed by ALEXIS LOTERO (aclotero@santafenm.gov)
2025-07-09 - 1:22:35 PM GMT- IP address: 52.244.179.71

Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-07-09 - 4:52:21 PM GMT- IP address: 104.47.64.254

Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-07-09 - 4:53:31 PM GMT - Time Source: server- IP address: 63.232.20.2

Powered by Adobe Acrobat Sign

Document emailed to Josie Bolden (jxbolden@santafenm.gov) for signature

2025-07-09 - 4:53:33 PM GMT

Email viewed by Josie Bolden (jxbolden@santafenm.gov)

2025-07-09 - 6:42:49 PM GMT- IP address: 104.47.64.254

Document e-signed by Josie Bolden (jxbolden@santafenm.gov)

Signature Date: 2025-07-09 - 6:46:36 PM GMT - Time Source: server- IP address: 63.232.20.2

Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign

2025-07-09 - 6:46:39 PM GMT

Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)

2025-07-09 - 7:08:25 PM GMT- IP address: 63.232.20.2

Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)

2025-07-11 - 9:13:59 PM GMT- IP address: 63.232.20.2

Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)

Signature Date: 2025-07-11 - 9:15:36 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.

2025-07-11 - 9:15:36 PM GMT

CITY OF SANTA FE

The Purchasing Memo

Date: June 20, 2025

To: Governing Body, Finance Committee, and Public Works & Utilities Committee

From: Micheal Dozier, Waste management Director

Via: LeRoy Alvarado Operations Supervisor LeRoy Alvarado
LeRoy Alvarado (Jun 20, 2025 08:38 MDT)

Subject: On Call Operation and Maintenance Support Services **(FY26)**

Vendor Name: Southwest Water Works LLC.

Munis Vendor Number: 10737

ITEM AND ISSUE:

The Wastewater Management Division respectfully requests your review and approval of a Statewide Price Agreement in the total amount of $432,750 including tax for Operation and maintenance services with Southwest Water Works LLC for a term of one year.

Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of $432,750 from the Wastewater Enterprise Fund to Professional Contracts.

CONTRACT NUMBER: 3250639

BACKGROUND AND SUMMARY:

The Paseo Real Wastewater treatment plant has been experiencing staffing challenges. Currently there is a high Volume of staff vacancy's which includes a supervisor's position that is responsible for one of the shifts. It is a state requirement that a level 4 certified operator oversees the shifts activities. Operating with low staffing levels also disrupts the operation, adding additional stress to be able to use their leave. The department is continually advertising for positions but is not having success acquiring candidates for these positions

FUNDING SOURCE:

Fund Name/Number: Wastewater Enterprise Fund/500

Munis Org Name/Number: WW- Treatment Plant 5000367

Munis Object Name/Number: Professional Contract/510300

Budget Officer / Designee: Andy Hopkins **Date:** 06/30/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-129, Statewide Price Agreement

SWPA #30-00000-23-00070 expiration 6/30/2026

Chief Procurement Officer (CPO) / Designee: _____ **Date:** 06/30/2025

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? ☐ **Yes |** ☒ **No**

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? ☐ **Yes |** ☒ **No**

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:

Procurement document: Statewide Price Agreement
Vendor's Quote
Certificate of Liability Insurance (COI
Determination
Contract

Item #: _____
Munis Contract #: 3250639
SWPA #: 30-00000-23-00070

CITY OF SANTA FE
GENERAL SERVICES CONTRACT

On Call Operation and Maintenance Support Services

THIS CONTRACT is made and entered into by and between the City of Santa Fe, herein after referred to as the "City," and Southwest Water Works LLC. (S3W) 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 Contract and the price for each. Product and service descriptions may be amended with the prior approval of the Contract 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.

2. **Scope of Work**

A. The Contractor shall perform the following work:

a. Operations Support
(i). Monitor and operate equipment and systems to ensure optimal performance.
(ii). Conduct routine inspections and reporting of operational status.
(iii). Respond to system alarms and troubleshoot minor issues.
(iv). Assist in implementing operational procedures and protocols.
(v). Coordinate with stakeholders to ensure seamless daily operations.

b. Preventative Maintenance (PM)
(i). Monitor and operate equipment and systems to ensure optimal performance.
(ii). Conduct routine inspections and reporting of operational status.
(iii). Respond to system alarms and troubleshoot minor issues.
(iv). Assist in implementing operational procedures and protocols as needed.
(v). Coordinate with stakeholders to ensure seamless daily operations.

c. Preventative Maintenance
(i). S3W will assist with performing scheduled maintenance tasks per Original Equipment Manuals (OEM) guidelines and
industry standards. It is assumed that the City of Santa Fe will be responsible for all
routine maintenance tasks.
(ii). As part of standard Operation and Maintenance (O&M) procedures, S3W will conduct regular inspections of equipment per City of Santa Fe Standard Operational Procedures (SOP's) and make recommendations to the city for

cleaning, lubrication, calibration, and minor repairs.
(iii). Review PM records and recommend adjustments to PM schedules.

d. Corrective Maintenance (CM)

(i). All Diagnoses and repairs of system and equipment failures will be the responsibility of the city. S3W will assist and make recommendations for such as determined necessary during routine O&M services.
(ii). The City will be responsible for Performing component replacements and system adjustments as needed. S3W will make recommendations to the city as it deems necessary to ensure uninterrupted functionality, efficiency, and compliance.
(iii). The City will be responsible for Coordination with vendors or specialized technicians for major repairs.
(iv). It will be the responsibility of the City to document corrective maintenance activities and provide root cause analysis reports. S3W will assist with documenting any corrective maintenance activities that are ongoing during the time our staff are onsite and performing routine O&M services but will not be responsible for evaluating or providing a root cause analysis.

e. Facility & Equipment Maintenance

(i). Conduct regular routine inspections and maintenance of infrastructure, HVAC, electrical, plumbing, and mechanical and other systems that are part of the regular O&M. Repairs will be limited to minor activities that do not require specialty skills or specific licensure for construction or other activities.
(ii). Support asset management initiatives by tracking equipment performance.
(iii). Recommend upgrades or replacements based on city provided lifecycle analysis.

f. Safety & Compliance

(i). Ensure compliance with health, safety, and environmental (HSE) regulations.
(ii). Conduct safety audits, risk assessments, and hazard mitigation measures.
(iii). Participate in safety drills and training sessions.
(iv). Maintain records of safety procedures and compliance reports.

g. Documentation & Reporting

(i). Maintain logs, reports, and documentation for all O&M activities during the time we are on site and managing the shift.
(ii). Become familiar with the City of Santa Fe Policies and procedures.
(iii). Provide recommendations for process improvements and cost reduction.
(iv). Support regulatory and internal audits by maintaining proper documentation.

3. Compensation.

Compensation Schedule. The City shall pay to the Contractor based upon fixed prices for each Deliverable,less retainage, if any, as identified in paragraph C of this Clause.

Level 1 & 2 Operator = Superintendent
o Regular hours = $75
o After hours = $100

Level 3 & 4 operator = Journeyman or Experienced Worker
o Regular hours = $140
o After hours = $200

A. The City shall pay to the Contractor in full payment for services satisfactorily performed at the rate stated above in section 3 (Compensation), such compensation not to exceed $432,750.00. The New Mexico gross receipts tax (8.1875%) levied on the amounts payable under this Agreement totaling $32,750.00 shall be paid by the City to the Contractor. The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed $432,750.00.

Payment shall be made upon Acceptance of each Deliverable and upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices MUST BE received by the City no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date WILL NOT BE PAID.

C. Retainage- The Parties agree there is no retainage.

D. Performance Bond. The Parties agree there is no Performance Bond.

5. **Term**

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This contract shall terminate one **(1) years from date of final signature.** The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of ten (10) years in accordance with NMSA 1978, Sections 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 Contract for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor, or their designee as authorized by the Governing Body. The Contractor may only terminate this Contract based upon the City’s uncured, material breach of this Contract.

B. Notice: City Opportunity to Cure.

1) The City shall give the 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 Contract 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 Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 17, "Appropriations", of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT.*

8. **Amendment**

A. This Contract 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 Contract 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 Contract, 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 because of this Contract. 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 Contract or assign any claims for money due or to become due under this Contract 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 Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

12. **Non-Collusion**

In signing this Contract, the Contractor certifies the 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 Contract 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. The 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 Contract, all proposed items are to be NEW and of most current production, unless otherwise specified.

16. **Records and Audit**

During the term of this Contract 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 Contract shall not foreclose the right of the City to recover excessive or illegal payments.

17. **Appropriations**

The terms of this Contract, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the legislature, this Contract, 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 Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract 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 Contract, releases the City, its officers, and employees, from all liabilities, claims and obligations whatsoever arising from or under this Contract. 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 Contract 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 Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract. 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 Contract, will continue to comply with, and that this Contract 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 Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, 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 Contract 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 Contract 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 Contract to the contrary, the City may immediately terminate the Contract.

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 Contract; Merger**

This Contract 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 contract.

This Contract is issued against the state or agency Master Agreement, established, and maintained by the [insert state or local public body name] (issuing entity), SWPA # 30-00000-23-00070 General Construction Services State-Wide and through this language hereby incorporates this agreement by reference and is included in the order of precedence.

23. **Notice**

The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, 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 Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, 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 Contract 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 Contract 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 Contract, 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, Section 38-3-2. By execution of this Contract, 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 Contract.

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 Contract or to damages resulting from personal injury caused by the Contractor's negligence.

29. **Incorporation by Reference and Precedence**

If this Contract has been procured pursuant to a request for proposals, this Contract 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 Contract, 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 Contract in reverse chronological order; (2) the Contract, 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 Contract 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 Contract. 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 Contract requires. The City has the right to inspect and test all services contemplated under this Contract to the extent practicable at all times and places during the term of the Contract. 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 Contract, the City may require the Contractor to re-perform the services in conformity with the requirements of this Contract 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 Contract; 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 Contract, 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**

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. Commercial General Liability insurance shall be written on an occurrence basis and be a 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.

B. Broader Coverage and Limits. The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, 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 Contract are sufficient to cover the obligations of Contractor hereunder.

C. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured 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.

34. **Impracticality of Performance**

A party shall be excused from performance under this Contract 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 Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

36. **Enforcement of Contract**

A party's failure to require strict performance of any provision of this Contract 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 Contract 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 Contract 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 Contract, the Contractor agrees to reimburse the City for all costs, attorneys' fees and amount of the judgment. To qualify for such defense and or payment, 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 Contract paragraphs titled "Patent, Copyright, Trademark, and Trade Secret Indemnification; Indemnification; and Limit of Liability" shall survive the expiration of this Contract. Software licenses, leases, maintenance and any other unexpired Agreements that were entered into under the terms and conditions of this Contract shall survive this Contract.

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 Contract, 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 Contract. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Contract. Failure of the Contractor to furnish a disclosure or provide additional information as requested will be grounds for immediate termination of this Contract pursuant to the conditions set forth in Paragraph 7 of this Contract.

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 Contract. 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 Contract.

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:

LeRoy Alvarado
Operations Supervisor
Wastewater Management Division
City of Santa Fe
73 Paseo Real
Santa Fe, NM 87507
C: 505-469-5358
O: 505-955-4642
lmalvarado@santafenm.gov

To the Contractor:

Ewan Young, President
Southwest Water Works LLC.
1751 Calle Medico, Suite P
Santa Fe, NM 87505
505-660-8097
ewan.young70@gmail.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.

To the Contractor:

Ewan Young, President
Southwest Water Works LLC.
1751 Calle Medico, Suite P
Santa Fe, NM 87505
505-660-8097
ewan.young70@gmail.com

42. **Succession**

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

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

CITY OF SANTA FE:

_____
Alan Webber, MAYOR

DATE:_____

CONTRACTOR:
Southwest Water Works LLC.

Ewan Young
_____
Ewan Young, PRESIDENT

DATE: 06/18/2025

NMBTIN#: _____

ATTEST:

_____
CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez
Marcos Martinez (Jun 18, 2025 16:41 MDT)
_____
SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
_____
FINANCE DIRECTOR

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE
Public Utilities/Wastewater	6/20/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
WW Tretment Plant/Professional Contract	5000367	510300		$ 432,750	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
				$ 432,750	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo
To increase account 510300 for Southwest Water Works. Plese see memo for detail and please add SOUTHWEST for posting of BAR

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
500	(432,750)
TOTAL:	**(432,750)**

Linda MacAllister	6/20/2025	*{Use this form for Finance Committee/ City Council agenda items ONLY}*	Andy Hopkins	06/30/2025	
Prepared By *{print name}*	Date	**CITY COUNCIL APPROVAL**	Budget Officer	Date	
Division Director Signature *{optional}*	Date	*City Council Approval Date*	Finance Director *{≤ $5,000}*	Date	
Department Director Signature	Date	*Agenda Item #:*	City Manager *{≤ $60,000}*	Date	

Docusign Envelope ID: 80704533-5689-498A-A455-32907714AD45

State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
(AX) 0000154826
Fulcrum Contracting LLC
5400 Sanban Dr.
Las Cruces, NM 88005

Contact: Robert Macias
Email: robert@fulcrum-contracting.com
Telephone No.: 575-650-9523

Number: **30-00000-23-00070**

Amendment No.: **Four**

Term: **July 1, 2023 - June 30, 2025**

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

Invoice:
As Requested at Time of Order

Procurement Specialist: **James Ortega**

Telephone No.: **(505) 795-2516**

Email: **james.ortega@gsd.nm.gov**

Title: **General Construction Services State-Wide**

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

Update contact information for vendor (AX) Fulcrum Contracting LLC.

From:
ron@fulcrum-contracting.com

To:
terry@fulcrum-contracting.com

Point of Contact: Robert Macias
(575) 496-2802

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

Accepted for the State of New Mexico

Dorothy Mendonca
Issuing Agent

Date: 10/7/2024

Dorothy Mendonca
New Mexico State Purchasing Agent

From: DUTTON-LEYDA, TRAVIS K.
To: MACALLISTER, LINDA M. (Contractor)
Cc: DOZIER, MICHAEL L.; ALVARADO, LEROY M.; Purchasing DET
Subject: RE: DETERMINATION REQUEST-staffing
Date: Monday, May 19, 2025 7:35:39 PM
Attachments: image002.png
image004.png

Greetings,

The scope of work as written would be General Services. This determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. I reserve the right to change this determination if the scope of work differs from the scope of work submitted for the original determination. This procurement must be conducted using the processes and procedures set forth by the City of Santa Fe, Central Purchasing, the Procurement Manual, and state statutes.

Please note:

- Save this email as a PDF and upload it into the corresponding Munis records.
- Check with WorkQuest dba Horizons of New Mexico (vendor # 8673) (mloehman@horizonsofnewmexico.org) if this service appears on their approved list.
- If your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.
  -Treasury (Point of Sale Systems) – questions: drsena@santafenm.gov; clromero@santafenm.gov. Request signature from: clromero@santafenm.gov
  -IT components (everything IT) – questions: ereview@santafenm.gov. Request signature from: edcandelaria@santafenm.gov;
  Copy: zxdushdurova@santafenm.gov; lenobes@santafenm.gov; lfworstell@santafenm.gov
  -Vehicles – questions: fleet@santafenm.gov. Request signature from: dmjaramillo@santafenm.gov
  -Grants – questions: grants@santafenm.gov. Request signature from: evlujan@santafenm.gov
  - Construction, Facilities, Furniture, Fixtures, Equipment, etc. – questions: fmdreview@santafenm.gov. Request signature from: jsburnett@santafenm.gov _
  -Emergency Related Purchases – questions oem@santafenm.govand. Request signature from: bgwilliams@santafenm.gov
  -Asset over $5k – questions: accountspayable@santafenm.gov. Request signature from: jxbolden@santafenm.gov
- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented procedures/laws/rules are followed. _
- > $20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is =/> $60k, per

NMSA 1978, Section 13-1-102, the procurement method must be ITB (if you choose not to use a cooperative or an existing contract). If you feel you need to process an RFP, you must get an Authorization and Plan approved before you process.

- < $20k per year, one quote is acceptable.
- From $20k to $60k per year, if you aren't using a cooperative or existing contract, you'll need to provide 3 quotes in your req. Must use the Munis Bid Module after 12/21/2023.
- Please keep this as part of the procurement file for future reference.
- Figure out your funding source and **inform Purchasing**. To ensure that the proper documents and language are used, it is important to identify the funding source for the subsequent contract. For instance, if federal funds are involved, the procurement request and subsequent contract must include the necessary federal language. Therefore, it is crucial to determine the funding source beforehand.
- Please review the pages linked below to determine whether any of the existing contracts/price agreements or cooperative agreements are applicable to this request. You might be able to use an existing price agreement to save time and money.
  - https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/ (if you choose to use a Statewide, you do not need to ask Horizons if they can do the work. State Purchasing must offer the SOW to Horizons prior to placing the award on their website.)
  - https://naspovaluepoint.org/categories/
  - https://www.omniapartners.com/publicsector/contracts
  - https://www.buyboard.com/home.aspx
  - https://www.h-gac.com/Home
  - https://www.gsaelibrary.gsa.gov/
  - https://www.sourcewell-mn.gov/contract-search

- Submit or send your request to the appropriate MS Teams channel or email address:
  - RFPs requests to https://teams.microsoft.com/l/channel/19%3ad63b9c8b586d424fa5eed34177146ac5%40thread.tacv2/RFP%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
  - ITBs requests to https://teams.microsoft.com/l/channel/19%3a48e1e4588c0440a09cfbd9b907ed42d4%40thread.tacv2/ITB%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
  - Determination requests to purchasing_det@santafenm.gov
  - And all other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Book time to meet with me

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1

Vendor Registration and Current Procurement Opportunities:
https://cityofsantafenmvendors.munisselfservice.com/Vendors/VBids/SearchResults.aspx

Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd

CITY OF SANTA FE
FINANCE

"A journey of a thousand miles begins with a single step" ~ Lao Tzu

---

From: MACALLISTER, LINDA M. (Contractor) <lmmacallister@santafenm.gov>
Sent: Monday, May 19, 2025 7:34 PM
To: Purchasing DET <purchasing_det@santafenm.gov>
Cc: DOZIER, MICHAEL L. <mldozier@santafenm.gov>; ALVARADO, LEROY M. <lmalvarado@santafenm.gov>
Subject: DETERMINATION REQUEST-staffing

Hi Travis,

Can you give us a determination for the following SOW.

This Scope of Work outlines the responsibilities of contract support staff in assisting the City of Santa Fe with the operation and maintenance of facilities, equipment, and systems. The work includes supporting daily operations, conducting routine inspections, assisting with preventative maintenance, and making recommendations for corrective actions and system improvements. Staff will also help ensure safety compliance, maintain records, and support

documentation efforts while coordinating closely with city personnel to ensure smooth, efficient, and compliant operations.

Thank you,

Linda MacAllister

Contract Specialist
City of Santa Fe Waste Water/Purchasing
Cell: 505-577-6731

SOUTWAT-06 CCHAVEZ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/13/2025

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

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

PRODUCER License # 0757776 HUB International Insurance Services (SOW) 6565 Americas Parkway Suite 720 Albuquerque, NM 87110	CONTACT NAME: PHONE (A/C, No, Ext): (505) 828-4000 FAX (A/C, No): (866) 487-3972 E-MAIL ADDRESS:
INSURED Southwest Waterworks LLC 1751 Calle Medico Suite P Santa Fe, NM 87505	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : Selective of the Southeast 39926 INSURER B : New Mexico Mutual Casualty Company 40627 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			S 2504877	1/17/2025	1/17/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 500,000 $ 15,000 $ 1,000,000 $ 3,000,000 $ 3,000,000
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			S 2504877	1/17/2025	1/17/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		0109051.103	1/17/2025	1/17/2026	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

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

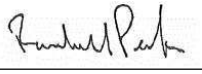
CERTIFICATE HOLDER

City of Santa Fe
Wastewater Management Division
73 Paseo Real
Santa Fe, NM 87507

CANCELLATION

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



© 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

DocuSign Envelope ID: 08155BB7-B8D5-4532-A8FC-8DB8C864AF74

State of New Mexico
General Services Department
Purchasing Division
Statewide Price Agreement # 30-00000-23-00070

	Item	UOM	Description	(CI) Southwest Water Works, LLC.	(CJ) The Aisling Company, LLC	(CK) Tresco Inc	(CL) Villalobos Builders, LLC	(CM) WWRC, Inc.	(CN) Weil Construction, Inc.
Projects under Sixty Thousand $60,000.00	1	Hour	Superintendent, regular hours	$75.00	$165.00	$98.80	$79.78	$92.00	$75.00
	2	Hour	Superintendent, after hours	$100.00	$225.00	$98.80	$119.67	$115.00	$75.00
	3	Hour	Journeyman or Experienced Worker, regular hours worked	$140.00	$145.00	$110.00	$70.88	$80.00	$60.00
	4	Hour	Journeyman or Experienced Worker, after hours worked	$200.00	$205.00	$110.00	$106.32	$90.00	$90.00
	5	Hour	Laborer, regular hours worked.	$55.00	$105.00	$77.63	$34.42	$65.00	$45.00
	6	Hour	Laborer, after hours worked	$60.00	$125.00	$77.63	$51.63	$75.00	$67.50
Projects over Sixty Thousand ($60,000.00) Requiring a Wage Decision	7	Hour	Superintendent, regular hours	$95.00	$165.00	$98.80	$79.78	$120.00	$75.00
	8	Hour	Superintendent, after hours	$155.00	$225.00	$98.80	$119.67	$145.00	$75.00
	9	Hour	Journeyman or Experienced Worker, regular hours worked	$160.00	$145.00	$110.00	$70.88	$97.00	$60.00
	10	Hour	Journeyman or Experienced Worker, after hours worked	$225.00	$205.00	$110.00	$106.32	$115.00	$90.00
	11	Hour	Laborer, regular hours worked	$60.00	$105.00	$77.63	$34.42	$80.00	$45.00
	12	Hour	Laborer, after hours worked	$65.00	$125.00	$77.63	$51.63	$100.00	$67.50
Applicable to all Projects	13	Hour	Diagnosis, project estimates, troubleshooting, other	$175.00	$445.00	$98.80	$85.10	$135.00	$85.00
	14	%	Discount off all parts and materials. Invoice will include copies of all purchases for parts and materials, including vendor and date purchased. Enter zero if no discount is offered.	0.0%	0.0%	0.0%	5.0%	0.0%	0.0%
	15	Day	Daily per diem rate for overnight stay as needed. Including dinner and breakfast per person.	$150.00	$245.00	$250.00	$135.00	$175.00	$115.00
	16	Mile	One way per mile cost, per service vehicle required, measured from the awarded Contractor's office/shop to the requested job site, for travel in excess of 50 miles one way, based on mapquest.com.	$0.63	$3.75	$0.65	$0.66	$1.75	$0.66

THE CITY OF
SANTA FE

MEMORANDUM

DATE: July 23, 2025

TO: Alan Webber, Mayor

FROM: Nicole Ault, Behavioral Health Manager for Fire Department, Sten Johnson, Assistant Fire Chief

CC: Brian Moya, Fire Chief

SUBJECT: MOA with New Mexico Highland's University

ITEM AND ISSUE: The Fire Department respectfully requests your review and approval of a Memorandum of Agreement with New Mexico Highland's University for the purpose of providing internships for Highland's Department of Social Work students in the Fire Department and Community Health and Safety Department.

BACKGROUND AND SUMMARY: The City of Santa Fe has provided internships in the past for students at local Universities to support the development of various workforce areas. The students will be supervised by a Licensed Clinical Social Worker from the Fire Department and a Field Practicum Supervisor from the University to assure compliance with all sections of the MOA.

ACTION REQUESTED: Approval of Memorandum of Agreement with New Mexico Highland's University for the training and support of future workforce participants.

NEW MEXICO HIGHLANDS UNIVERSITY®

SCHOOL OF SOCIAL WORK

MEMORANDUM OF AGREEMENT

NEW MEXICO HIGHLANDS UNIVERSITY SCHOOL OF SOCIAL WORK (NMHU) and the City of Santa Fe, New Mexico (Agency) jointly agree to provide practicum instruction for NMHU students according to the terms of this Memorandum of Agreement (The Agreement).

Where the term "Agency" appears in this Memorandum of Agreement, and the "Agency" has an obligation to perform an act or provide a good or service, the Director of the Mobile Integrated Health Unit, City of Santa Fe Fire Department, or his/her assignee shall make reasonable efforts to ensure that the Agency's obligations are fulfilled.

The Agreement shall become effective when executed by the parties and shall remain in effect for a period of five years. Within one (1) month of the termination date of the Agreement, the parties shall review it for the purpose of considering renewal. Prior to the termination date of the Agreement, either party may terminate the Agreement for good cause by providing one (1) month prior written notice to the other party. "Good cause" shall include, but shall not be limited to, a material violation of any term, condition or policy of 1) the Agreement, 2) the most recent edition of the NMHU Field Practice Manual (the Field Manual), or 3) the NMHU Academic/ Behavioral Code (the NMHU Code).

PROVISIONS

1. Agency and NMHU shall comply with the provisions of a) Title VI, *Civil Rights Act of 1964* (respecting affirmative action), including any amendments thereto, b) Section 504, *Rehabilitation Act of 1973,* including any amendments thereto, and c) the *Americans with Disabilities Act*, including any amendments thereto.

2. Assignment of students to the Agency shall be made jointly by NMHU and the Director of the Mobile Integrated Health Unit of the Santa Fe Fire Department. The parties agree that a student may be asked to withdraw from the Practicum a) for academic deficiency or behavioral misconduct as defined by NMHU policies and/ or the NMHU Code, or b) in the event Agency is unable to comply with, or is in material violation of, any term, condition or policy of the Agreement or the Field Manual. Reasons for such action shall be specified in writing.

3. The appointment of Agency personnel to serve as practicum instructors to students assigned to the Agency shall be made jointly by the Director of the Mobile Integrated Health Unit of the Santa Fe Fire Department and NMHU.

4. Any time schedule established under this paragraph for the student's completion of the practicum shall be consistent with the following requirements:

    a) Agency and NMHU shall jointly i) establish a time schedule for each student's fulfillment of the practicum, ii) require each practicum student to keep a written log setting forth the number of hours completed at the Practicum and any other information that may be required by the Field Manual, and iii) recommend a grade for each student in conformance with the policies and format established by NMHU and the NMHU code.

b) Student shall be required to complete a set amount of hours per academic year in accordance with Council on Social Work Education (CSWE) accreditation standards. The number of hours shall be determined by the field consultant, field instructor and student consistent with NMHU policies.

c) In the event Agency's internal policy requires a field practicum student to perform services and/ or contribute time above and beyond that required by NMHU for fulfillment of the Practicum requirement, then Agency, student and the NMHU Director of Field Education (or his/her designee) shall jointly identify and approve such additional terms and shall attach to this Agreement a written description of additional requirements and also document them within the Learning Contract as described in paragraphs 4a and 6 of the Agreement.

d) No modifications of a student's time schedule shall be required or permitted unless first approved in writing by the NMHU Director of Field Education (or his/her designee).

5. a) NMHU shall not be liable for any acts of a student while present at the field practicum site for any purpose other than the fulfillment of the practicum as specified in the learning contract, including during the NMHU semester break, on school holidays recognized by NMHU, or while a student if providing volunteer services to Agency not identified in the Learning Contract.

   b) Neither party shall be responsible for liability incurred as a result of the other part's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitation of the *New Mexico Tort Claims Act*, Sections 41-1 *et seq*., NMSA 1978, as amended.

6. Agency and NMHU shall assist the student in the development of a Learning Contract outlining specific educational objectives to be achieved by the students through the field practicum, together with a time schedule for the completion of those objectives. The Learning Contract shall be consistent with the policies and objectives established by NMHU and any course syllabi now in effect or to be developed outlining field practicum course work.

7. Agency and NMHU shall provide supervision and education in conformance with the *New Mexico Social Work Practice Act the NASW Code of Ethics*, CSWE rules, standards and guidelines, policies and criteria established by NMHU, and all internal agency policies.

8. Agency and NMHU shall prohibit the publication by field practicum students and/ or faculty of any material relating to the practicum experience that has not first been approved for publication in writing by the Agency and NMHU.

9. Agency and NMHU shall require any student proposing to engage in human participant research at the field practicum site to submit any such proposal for prior approval by the Human Subjects Committee of New Mexico Highlands University, to the extent required by the NASW Code of Ethics and any appertaining laws and administrative rules.

10. Agency and NMHU understand that students are not employees of the Agency and the Agency will not cover students with Workers' Compensation insurance.

11. Students participating in the practicum instruction or field practicum contemplated under this Agreement with Agency are required, as a prerequisite to participation to execute a Confidentiality and Information Use Agreement, which mandates compliance with the Health Insurance Portability and Accountability Act ("HIPAA") and otherwise maintaining the privacy

and confidentiality of protected health information that Students may encounter or receive while participating in all practicum with Agency.

NMHU RESPONSIBILITIES

10. NMHU shall provide Agency with copies of a) the Field Manual, and b) any supplementary materials reflecting NMHU policies and objectives relating to practicum instruction.

11. NMHU shall appoint a Field Consultant to serve as a facilitator for communication among the Agency, field instructor, students and school. The field consultant's duties shall be as set forth in the Field Manual. The field consultant shall conduct agency site visits as required by NMHU and CSWE.

12. When requested by Agency, or when required by NMHU and CSWE, NMHU shall provide opportunities for the professional development of field instructors, as follows:

    a) NMHU shall provide, where possible, seminars, trainings, workshops, regional meetings, and appropriate educational material.
    b) To the extent consistent with NMHU policies and the policies and standards of CSWE and the New Mexico Board of Social Work Examiners, participating field instructors may qualify to be granted adjunct professor status at NMHU.

AGENCY RESPONSIBILITIES

13. Agency shall provide the student with a workload consistent with the terms of the Learning Contract developed by the parties and student and shall not modify any such terms without the prior approval of the student and field consultant.

14. Agency shall inform NMHU of any change in Agency policy, procedure and/ or staffing that might impact on practicum instruction or on Agency's ability to carry out the terms and conditions of this Agreement.

15. The Director of the Santa Fe Mobile Integrated Health Unit shall ensure that any field instructor assigned to instruct students shall be available for site visits conducted by the field consultant for the purpose of evaluating and grading the student's field performance.

16. Agency shall allow attendance by field instructors at any mandatory training session(s) sponsored by NMHU pursuant to this Agreement.

17. Agency shall assign no more than two field students per field instructor, regardless of discipline.

18. Agency shall provide the student with work space, materials, supplies and phone access needed to complete practicum responsibilities.

19. In the event Agency intends to seek reimbursement by a third party for services provided by a field practicum student pursuant to this Agreement, Agency shall attach to this Agreement written verification of its intent to seek reimbursement, identifying a) the payor to be billed, b) the proposed method for documenting the student's time and service, and c) the licensee authorized to seek third party reimbursement. The Agency's intent to seek third party reimbursement must be signified by the agency representative acknowledgement below:

☐ Will seek 3rd party reimbursement.

☐ Will not seek 3rd party reimbursement.

Agency Name	**New Mexico Highlands University School of Social Work**
Title	**Director/Coordinator, Field Education**
Authorized Signature	Melissa Williamson **Melissa Williamson**
Date	07/02/2025 **Date**

Online Document Link 1130 Rev 11/1/12

IN WITNESS WHEREOF, the Agency has executed this Agreement as of the date of the signature by the required approval authority below.

CITY OF SANTA FE:

_____
ALAN WEBBER, MAYOR

DATE:_____

ATTEST:

_____
ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

_____
ASSISTANT CITY ATTORNEY

Nicole Ault

_____
Nicole Ault, LCSW
Behavioral Health Manager, City of Santa Fe Fire Dept.

CITY OF SANTA FE

The Purchasing Memo

Date: July 28, 2025

To: Governing Body, Finance Committee, and Public Works & Utilities Committee

From: Sten Johnson, Assistant Fire Chief SJ

Via: Brian Moya, Fire Chief BM

Subject: Fire Fighter Physicals

Vendor Name: Life Extension Clinics, Inc. dba Life Scan Wellness Centers

Munis Vendor Number: 7906

ITEM AND ISSUE:

Fire Department respectfully requests your review and approval of a professional services contract in the total amount of $601,453.00 for firefighter physicals for a term of four years with Life Extension Clinics, Inc. dba Life Scan Wellness Centers:

FY 2026	$150,363.25	($139,000.00 + New Mexico gross receipts tax $11,363.25)
FY 2027	$150,363.25	($139,000.00 + New Mexico gross receipts tax $11,363.25)
FY 2028	$150,363.25	($139,000.00 + New Mexico gross receipts tax $11,363.25)
FY 2029	$150,363.25	($139,000.00 + New Mexico gross receipts tax $11,363.25)

CONTRACT NUMBER:

The FY26 Munis contract number is 3260064.

BACKGROUND AND SUMMARY:

The objective of the resultant contract is to implement a consistent, National First Protection Agency (NFPA) 1582-compliant medical monitoring program that improves firefighter wellness and reduces line-of-duty deaths and injuries. The Contractor shall provide baseline and annual medical examinations and evaluations that include a full range of diagnostics, screenings, and immunizations.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: General Fund/Fund 100

Munis Org Name/Number: Fire Administration/1002001

Munis Object Name/Number: Professional Contracts/510300

Budget Officer / Designee: Andy Hopkins **Date:** 07/30/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

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

The total compensation of this contract is $601,453.00 including gross receipts tax and expenses.

Chief Procurement Officer (CPO)/Designee: _____ **Date:** 07/30/2025

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? ☐ **Yes** | ☒ **No**

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? ☐ **Yes** | ☒ **No**

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:
Horizons declination
CPO Service Determination Email
Procurement document: RFP
Vendor's Bid (Note: proposals and Evaluation Committee Reports shall only be emailed (by CPD) to the committee directly, not included in this packet.)
Certificate of Liability Insurance (COI)
Professional Services Contract

Item #: _____
Munis Contract #: 3240064
RFP#: 25160

CITY OF SANTA FE

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the "City," and Life Extension Clinics, Inc. D/B/A Life Scan Wellness Centers, hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the Chief Procurement Officer of the City has made the determination that this Agreement is in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, section 13-1-111; and

WHEREAS, the Contractor is one of such requisite and qualifications and is willing to engage with the City for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor understanding and consenting to the foregoing is willing to render such professional services as outlined in the Agreement; and

The City and the Contractor hereby agree as follows:

1. Scope of Work

The Contractor shall provide the following services-for the City:

The objective of the resultant contract is to implement a consistent, National First Protection Agency (NFPA) 1582-compliant medical monitoring program that improves firefighter wellness and reduces line-of-duty deaths and injuries. The Contractor shall provide baseline and annual medical examinations and evaluations that include a full range of diagnostics, screenings, and immunizations.

1. The physical examinations conducted by the contractor must adhere to the following standards:
   a. United States Occupational Safety and Health Administration (OSHA) Regulations (Standards 29 CFR).
   b. National Fire Protection Agency (NFPA) 1582 - 2018 Edition, Standard on Comprehensive Occupational Medical Program for Fire Departments which contains minimal standards for release to work.
   c. United States Department of Transportation (USDOT) 49 CFR 391.41-391.49 excluding drug and alcohol testing. A Medical Examiner's certificate (DOT Certification) shall be issued to each fire department employee and a copy must be provided to the SFFD's Medical Officer.

2. The contractor shall be able to provide onsite services, including all services required in the resultant contract.

3. The contractor will work with the SFFD Health & Safety Officer to ensure that all requirements of the resultant contract are met in a timely manner. This includes the daily

scheduling for annual physicals and all follow-ups. Annual firefighter physicals shall be done in agreement with the SFFD duty schedule in order to maintain continuous service to the community. The schedule will be agreed upon by both parties at least 30 days prior to the start date of annual physical testing with the intent to begin physicals as coordinated with the Health and Safety Officer of each calendar year.

4. Each firefighter annual physical shall consist of the following components:
   a. Components of the Annual Occupational Medical Evaluation of Members (NFPA 1582-18, 7.4)
      i. **Blood Testing {1582-18, 7.7.1}-** Blood tests shall be performed annually and will include the following:
         1. CBC with differential, RBC indices and morphology and platelet count.
         2. Electrolytes (N, K, Cl, HCO3 or CO2).
         3. Renal function (BUN, creatinine).
         4. Glucose.
         5. Liver function tests (ALT, AST, direct and indirect bilirubin, alkaline phosphatase).
         6. Total cholesterol, HDL, LDL and clinically useful lipid ratios (e.g., percent LDL) and triglycerides.
         7. Prostate specific antigen (PSA) after the age of 40 for positive family history, if African American or if otherwise clinically indicated. After the age of 50 for all other males.
         8. Thyroid function; TSH & free T4.
         9. The following additional tests can be offered as agreed between both party's on a year-to-year basis:
            - Vitamin D
            - Cortisol
            - Progesterone (female option)
            - Estrone (E1) (female option)
            - Estradiol (E2) (female option)
            - Testosterone

      ii. **Infectious Disease Screening and Immunizations (1582-18, 7.7.9)** The following infectious disease screenings and/or immunizations shall be provided, as indicated:
         1. Tuberculosis (TB) screening - baseline tuberculin blood test (interferon gamma release assay); subsequent tuberculosis screening to be performed annually by interferon gamma release assay or tuberculin skin testing using the tuberculin purified protein derivative (PPD). This is to be agreed upon annually between SFFD and selected vendor and guided by frequency according to CDC guidelines unless the member has a history of positive tuberculin screening test, in which case CDC guidelines for management and subsequent chest radiographic surveillance apply.
         2. Hepatitis C virus screening & antibody test - baseline and following occupational exposure.
         3. Hepatitis B virus vaccinations and titers - as specified in CDC guidelines; laboratory confirmation of immunity to be tested 1-2 months after completion of the vaccination 3 dose series.
         4. Tetanus/diphtheria/pertussis (Tdap) vaccine - can be given once to replace the Td booster every 10 years or the 5-year wound management Td dose.
         5. Measles, mumps and rubella (MMR) vaccine - in absence of documented immunity, two doses of MMR to be administered according to current immunization guidelines.
         6. Hepatitis A vaccine

7. Varicella vaccine - offered to all non-immune personnel
8. Influenza vaccine - offered to all personnel annually.
9. HIV screening - available to personnel upon their request.

iii. **Heavy Metal Evaluation (1582-18, 7.7.12}**

1. 7.7.12.1 Baseline testing for heavy metals shall be required when indicated by known exposure or substantial risk.
2. 7.7.12.2 Evaluations shall be performed following known exposures, for recurrent exposures or where required under federal, state or provincial regulations.

iv. **Urine Laboratory Testing (1582-18, 7.7.2)-** Urine lab tests required shall be performed annually and include the following:

1. Dipstick analysis for glucose, ketones, leukocyte esterase, protein, blood and bilirubin.
2. Microscopic analysis for RBC, WBC, casts and crystals if indicated by dipstick analysis results.
3. Analysis for occupational chemical exposure if indicated

v. **Audiology Testing (1582-18, 7.7.3)** Hearing thresholds shall be assessed annually in each ear at each of the following frequencies:

1. 500 Hz
2. 1000 Hz
3. 2000 Hz
4. 3000 Hz
5. 4000 Hz
6. 6000 Hz
7. 8000 Hz

Audiology testing shall compare audiogram results obtained during the yearly evaluations with baseline and subsequent test results. Standard threshold shifts shall be corrected for age as permitted by OSHA.

vi. **Vision Testing.** Ishihara, color and depth perception.

vii. **Electrocardiograms (ECGs) {1582-18, 7.7.6)**

1. 7.7.6.1 A resting 12-lead ECG shall be performed as part of the baseline medical evaluation and shall be performed annually.

2.7.7.6.2 Evaluations shall compare baseline to subsequent ECGs.

viii. **Spirometry (1582-18, 7.7.4)** Pulmonary function testing shall be conducted annually to measure the following components:

1. Forced vital capacity (FVC).
2. Forced expiratory volume in 1.0 seconds (FEVl).
3. FVC and FEVl ratio.

ix. **Cancer Screenings (1582-18, 7.7.13 through 7.7.20)**

Contractor shall annually inform members of the heightened risks of cardiovascular disease and various types of cancer associated with firefighting. In addition to medical screening, contractor shall also provide ultrasound imaging to include, at a minimum:

1. Carotid arteries
2. Echocardiogram (heart with function)
3. Aorta and aortic valves
4. Thyroid
5. Internal Organs - liver, pancreas, gall bladder, kidneys and spleen
6. Bladder
7. Testicular and prostate - Men
8. Ovaries and uterus - Women

x. **Physical Exam and Consultation (1582-18, 7.6)** The annual physical examination shall include each of the following components:

1. Vital signs
2. Head, eyes, ears, nose and throat (HEENT)
3. Neck
4. Cardiovascular
5. Pulmonary
6. Breast
7. GI
8. Genitourinary
9. Hernia
10. Lymph nodes
11. Neurological
12. Musculoskeletal
13. Skin (including cancer screening).
14. Vision

xi. **Chest Radiograph (1582-18, 7.7.5)** Chest x-rays shall include an initial baseline and shall be repeated as medically indicated. Evaluator shall compare any chest radiographs with baseline and subsequent radiographs.

xii. Medical Record Keeping (1582-18, 4.1.13)

The fire department comprehensive occupational medical program shall include collection and maintenance of a confidential medical and health information system for members. All medical record keeping shall comply with the requirements of 29 CFR 1910.1020, "Access to employee exposure and medical records," and other applicable regulations and laws. This database shall include any follow-up or additional fitness and/or medical testing performed outside of these guidelines. The information shall be maintained as part of an individual's comprehensive medical record. The contractor shall be responsible for archiving these additional records as a part of each employee's confidential medical file.

xiii. Reporting and Contractor Responsibilities (1582-18, 4.2)

a. The City of Santa Fe and the contractor shall maintain complete and accurate testing records on each City employee, including, but not limited to, annual requirements for specific tests. A "Fit for Duty" certificate will be provided to SFFD for each employee on an annual basis. Both parties shall comply with HIPPA. The SFFD shall also receive from the contractor an aggregate report on the data collected during the annual physicals which describes the overall health of the fire department. Each fire department member shall receive a copy of the information gathered during their annual physical, including interpretive data.
b. Contractor shall understand the physiological, psychological, and environmental demands placed on fire fighters.
c. Evaluate fire department candidates and members to identify medical conditions that could affect their ability to safely respond to and participate in emergency operations.
d. Utilize the essential job task descriptions supplied by the fire department to determine a candidate's or a member's medical certification.
e. Report the results of the medical evaluation to the current member, including any medical condition(s) identified during the medical evaluation, and the recommendation as to whether the current member is medically certified to safely perform the essential tasks.
f. Forward copies of any abnormal results along with patient instructions regarding primary care follow-up to current members who were instructed to seek (as appropriate) medical follow-up to address any medical conditions, or lab abnormalities, identified during the medical evaluation.

g. Provide SFFD with written medical clearance for everyone to perform emergency response service in compliance with NFPA 1582-18.
h. Provide SFFD with written respiratory protection clearance for everyone to wear positive and negative pressure respiratory protection in compliance with OSHA respiratory protection standard, 29 CFR 1910.134.
i. Provide SFFD with a Medical Examiner's Certificate (DOT Certification) for each fire department employee in compliance with United States Dept. of Transportation 49 CFR 391.41-391.49.

2. Standard of Performance; Licenses

A. The Contractor does hereby accept its designation as a professional service, rendering services related to health screening for the City, as set forth in this Agreement. The Contractor represents that Contractor possesses the personnel, experience, and knowledge necessary to perform the services described under this Contract.

B. The Contractor agrees to obtain and maintain throughout the term of this Contract, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives, and subcontractors.

3. Compensation

A. The City shall pay to the Contractor in full payment for services satisfactorily performed at the rate of six hundred sixty five dollars ($665.00) per physical, such compensation not to exceed one hundred thirty nine thousand dollars, ($139,000.00), excluding gross receipts tax. The New Mexico gross receipts tax levied on the amounts payable under this Agreement totaling $11,363.25 shall be paid by the City to the Contractor at the rate of 8.1875%. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed $150,363.25**

B. Payment. The total compensation under this Agreement shall not exceed [$139,000.00] excluding New Mexico gross receipts tax. **PLEASE NOTE NO PROPERTY TAX WILL BE PAID TO THE CONTRACTOR BY THE City. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The Parties do not intend for the Contractor to continue to provide Services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the Services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for Services provided in excess of the total compensation amount without this Agreement being amended in writing prior to services, in excess of the total compensation amount being provided.**

C. Payment shall be made upon Acceptance of each Deliverable and upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices MUST BE received by the City no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date WILL NOT BE PAID.

D. **Notice of Extended Payment Provision For Grant Funded Contracts**. This contract allows the owner to make payment within 45 days after submission of an undisputed request for payment.

4. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Contract shall terminate **four (4) years from date of final signature** unless terminated pursuant to paragraph 5 (Termination) and paragraph 6 (Appropriations).

5. Termination

A. Grounds. The City may terminate this Agreement for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. 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) 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 6, "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.*

6. Appropriations

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately 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 Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

7. Status of Contractor

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its 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 Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. 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.

8. Assignment

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

9. Subcontracting

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

10. Release

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Contract.

11. Confidentiality

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

12. Product of Service – Copyright

All materials developed or acquired by the Contractor under this Contract shall become the property of the City and shall be delivered to the City no later than the termination date of this Contract. Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

13. Conflict of Interest; Governmental Conduct Act

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract 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 Article are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this

Article were erroneous on the effective date of this Contract 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 Article were erroneous on the effective date of this Contract 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 Contract to the contrary, the City may immediately terminate the Contract.

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

14. 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 Contract 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 Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

15. Entire Agreement.

This Agreement, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Agreement, and the related Exhibits and Schedules, the statements in the body of this Agreement shall control.

16. Merger

This Contract 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 contract.

All terms and conditions of the **RFP 25160** and the Contractor's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

17. Penalties for violation of law

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

18. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures 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 Contract. If

Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

19. Applicable Law

The laws of the State of New Mexico shall govern this Contract, 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, section 38-3-2. By execution of this Contract, 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 Contract.

20. 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 Contract may be terminated by the City.

21. Professional Liability Insurance

Contractor shall maintain professional liability insurance throughout the term of this Contract providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Contract.

22. Other Insurance

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be a 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.

B. **Business Automobile Liability** insurance for all owned, non-owned automobiles, with a combined single limit not less than $1,000,000 per accident.

C. **Broader Coverage and Limits**. The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, 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 Contract are sufficient to cover the obligations of Contractor hereunder.

D. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured 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.

23. Records and Financial Audit

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

24. Indemnification

The Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Contract, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Contract. If any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the City.

25. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Contract 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 Contract modifies or waives any provision of the New Mexico Tort Claims Act.

26. Invalid Term or Condition

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

27. Enforcement of Contract

A party's failure to require strict performance of any provision of this Contract 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 Contract 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.

28. Notices

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City: Sten Johnson, Assistant Fire Chief, PO Box 909, Santa Fe, NM 87504, sajohnson@santafenm.gov

To the Contractor: Todd LeDuc, CEO, 1011 North MacDill Avenue, Tampa, FL 33607, todd.leduc@lifescanwellness.com

29. Authority

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter a binding contract.

30. Non-Collusion

In signing this Agreement, the Contractor certifies the 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's Chief Procurement Officer.

31. Default/Breach

In case of Default and/or Breach by the Contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and/or damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages, and the City may also seek all other remedies under the terms of this Agreement and under law or equity.

32. Equitable Remedies

The Contractor acknowledges that its failure to comply with any provision of this Agreement will cause the City irrevocable harm and that a remedy at law for such a failure would be an inadequate remedy for the City, and the Contractor consents to the City 's obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. The City's rights to obtain equitable relief pursuant to this Agreement shall be in addition to, and not in lieu of, any other remedy that the City may have under applicable law, including, but not limited to, monetary damages.

33. Default and Force Majeure

The City reserves the right to cancel all, or any part of any orders placed under this Agreement without cost to the City, if the Contractor fails to meet the provisions of this Agreement 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 subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor 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 Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Agreement.

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

CITY OF SANTA FE:

_____
ALAN WEBBER, CITY MAYOR

CONTRACTOR:
LIFE EXTENSION CLINCS, INC.
D/B/A LIFE SCAN WELLNESS

Todd LeDuc (Jul 25, 2025 12:27:23 EDT)
TODD LEDUC, CEO

DATE: Jul 25, 2025

NMBTIN#: _____

City of SF Business License #: _____

ATTEST:

_____
ANDREA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

_____
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
_____
EMILY OSTER, FINANCE DIRECTOR

Services Offered to the City of Santa Fe (2024)

Approved:
These services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities and are available through Horizons of New Mexico.

- ADA Accessibility Consulting Services
- Auctioneering Services
- Bulk Mailing and Sorting
- Call Center Services
- Computer Refurbishing
- Courier Services
- Decontamination, Sanitation and Sterilization Services
- Debris Removal
- Document Imaging
- Document Shredding
- Envelope Stuffing
- General Labor
- Hard Drive Destruction
- Janitorial and Housekeeping Services – Including Carpet Cleaning & Floor Care
- Landscape Irrigation
- Landscaping
- Mailing Services
- Management of an Assistive Technology Reuse and Recycling Program
- Medical Waste Disposal
- Meeting Minute Preparation Services
- Pest Control and Extermination Services
- Printing Services
- Rest Area Maintenance
- Screen Printing
- Snow Removal
- Temporary Staffing Services
- Yard, Grounds, and Lawn Maintenance

Permissive:
The services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities as permissible for sale under the State Use Act through Horizons of New Mexico. While the Council recognizes that certain Horizons of New Mexico members are capable of performing the services listed below, said services are considered permissive and excluded from the mandatory aspect of the State Use Program. Any procurement of the below services through Horizons of New Mexico is at the discretion of the purchasing agent and will be considered by the Council on a case-by-case basis.

- Graphic Design
- Graphic Design - Logo Design
- IT – Enterprise Application
- IT – IV & V
- IT Network and Database Management
- IT Support
- IT Security Services
- IT – Web Design
- IT – Web Programmer
- Marketing
- Social Media Marketing
- Training Services

For the complete State Use service list, please go to: http://horizonsofnewmexico.org/services.html

6121 Indian School Rd. NE Suite 102, Albuquerque, NM 87110 | 505-345-1540 |
mloehman@horizonsofnewmexico.org

From: DUTTON-LEYDA, TRAVIS K.
To: JOHNSON, STEN A.
Subject: RE: Contract Determination request
Date: Friday, April 25, 2025 3:21:20 PM
Attachments: image002.png
image004.png

Sten, of course! You too!

The scope of work as written would be Professional Services. This determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. I reserve the right to change this determination if the scope of work differs from the scope of work submitted for the original determination. This procurement must be conducted using the processes and procedures set forth by the City of Santa Fe, Central Purchasing, the Procurement Manual, and state statutes.

Please note:

- Save this email as a PDF and upload it into the corresponding Munis records.
- Check with WorkQuest dba Horizons of New Mexico (mloehman@horizonsofnewmexico.org) if this service appears on their approved list.
- If your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.
  -Treasury (Point of Sale Systems) – questions: drsena@santafenm.gov; clromero@santafenm.gov. Request signature from: clromero@santafenm.gov
  -IT components (everything IT) – questions: ereview@santafenm.gov. Request signature from: edcandelaria@santafenm.gov;
  Copy: zxdushdurova@santafenm.gov; lenobes@santafenm.gov; lfworstell@santafenm.gov
  -Vehicles – questions: fleet@santafenm.gov. Request signature from: dmjaramillo@santafenm.gov
  -Grants – questions: grants@santafenm.gov. Request signature from: evlujan@santafenm.gov
  - Construction, Facilities, Furniture, Fixtures, Equipment, etc. – questions: fmdreview@santafenm.gov. Request signature from: jsburnett@santafenm.gov_
  -Emergency Related Purchases – questions oem@santafenm.govand. Request signature from: bgwilliams@santafenm.gov
  -Asset over $5k – questions: accountspayable@santafenm.gov. Request signature from: jxbolden@santafenm.gov

- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented procedures/laws/rules are followed. _
- > $20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.

- If you are processing a procurement where the forecasted amount is =/> $60k, per NMSA 1978, Section 13-1-102, if you aren't using a cooperative or existing contract, you must process an RFP.
- < $20k per year, one quote is acceptable.
- From $20k to $60k per year, if you aren't using a cooperative or existing contract, you'll need to provide 3 quotes in your req. Must use the Munis Bid Module after 12/21/2023.
- Figure out your funding source and **inform Purchasing**. To ensure that the proper documents and language are used, it is important to identify the funding source for the subsequent contract. For instance, if federal funds are involved, the procurement request and subsequent contract must include the necessary federal language. Therefore, it is crucial to determine the funding source beforehand.
- Review the pages linked below to determine whether any of the existing price agreements/contracts or cooperative agreements are applicable to this request. You might be able to use an existing price agreement/contract to save time and money.
    - https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/ (if you choose to use a Statewide, you do not need to ask Horizons if they can do the work. State Purchasing must offer the SOW to Horizons prior to placing the award on their website.)
    - https://naspovaluepoint.org/categories/
    - https://www.omniapartners.com/publicsector/contracts
    - https://www.buyboard.com/home.aspx
    - https://www.h-gac.com/Home
    - https://www.gsaelibrary.gsa.gov/
    - https://www.sourcewell-mn.gov/contract-search

- Submit or send your request to the appropriate MS Teams channel or email address:
    - RFPs requests to https://teams.microsoft.com/l/channel/19%3ad63b9c8b586d424fa5eed34177146ac5%40thread.tacv2/RFP%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
    - ITBs requests to https://teams.microsoft.com/l/channel/19%3a48e1e4588c0440a09cfbd9b907ed42d4%40thread.tacv2/ITB%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f
    - Determination requests to purchasing_det@santafenm.gov
    - And all other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Book time to meet with me

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

https://santafenm.gov/finance-2/purchasing-1

Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd

CITY OF SANTA FE
FINANCE

Book time to meet with me

"A journey of a thousand miles begins with a single step" ~ Lao Tzu

SCOPE OF WORK

Scope of Services

1. The City of Santa Fe Fire Department (SFFD) staff performs an important and dangerous job. The nature of the work and associated stress that our personnel face, place them at a much higher risk for cardiovascular disease and cancer. Furthermore, there is a high rate of injuries in the fire service. The fire service in general and specifically the SFFD has the ability to improve these statistics by implementing regular physical examinations. A comprehensive medical examination can have a tremendous impact on reducing firefighter line of duty deaths and/or injuries by identifying and treating the higher risk individuals and detecting cancer early with bloodwork and ultrasounds. A medical evaluation can provide a baseline for every firefighter and allows for detections of any change in the firefighter's health during his/her career.
2. The SFFD is seeking a Professional Services Agreement with a company that will provide comprehensive medical evaluations for our personnel. The contractor shall provide annual physical examinations with ultrasounds and blood tests for approximately 170 City of Santa Fe employed Fire Department personnel (hereinafter referred to as "firefighter"). The annual medical evaluation shall be completed every 12 months and be compared to baseline and subsequent evaluation to identify clinically relevant changes. The annual

medical physical shall be provided by the contractor through the use of a board certified MD and/or mid-level healthcare provider defined as a certified nurse practitioner or physician's assistant.

3. The physical examinations conducted by the contractor must adhere to the following standards:
   a) United States Occupational Safety and Health Administration (OSHA) Regulations (Standards 29 CFR).
   b) National Fire Protection Agency (NFPA) 1582 - 2018 Edition, Standard on Comprehensive Occupational Medical Program for Fire Departments which contains minimal standards for release to work.
   c) United States Department of Transportation (USDOT) 49 CFR 391.41-391.49 excluding drug and alcohol testing. A Medical Examiner's certificate (DOT Certification) shall be issued to each fire department employee and a copy must be provided to the Santa Fe Fire Department's Medical Officer.
4. The contractor shall be able to provide onsite services, including all services required in the agreement.
5. The contractor will work with the SFFD Health & Safety Officer to ensure that all requirements of the agreement are met in a timely manner. This includes the daily scheduling for annual physicals and all follow ups. Annual firefighter physicals shall be done in agreement with the SFFD duty schedule

1n order co maintain continuous service co me community. The schedule will be agreed upon by both parties at least 30 days prior to the start date of annual physical testing with the intent to begin physicals in February of each calendar year.

6. Each firefighter annual physical shall consist of the following components:
   a) Components of the Annual Occupational Medical Evaluation of Members (NFPA 1582-18, 7.4)

      i) **Blood Testing {1582-18, 7.7.1}**- Blood tests shall be performed annually and will include the following:
         (1) CBC with differential, RBC indices and morphology and platelet count.
         (2) Electrolytes (N, K, Cl, HCO3 or CO2).

{3) Renal function (BUN, creatinine).

         (4) Glucose.
         (5) Liver function tests (ALT, AST, direct and indirect bilirubin, alkaline phosphatase).
         (6) Total cholesterol, HDL, LDL and clinically useful lipid ratios (e.g., percent LDL) and triglycerides.
         (7) Prostate specific antigen (PSA) after the age of 40 for positive family history, if African American or if otherwise clinically indicated. After the age of 50 for all other males.
         (8) Thyroid function; TSH & free T4.
         (9) Vitamin D as optioned from year to year
         (10) Cortisol as optioned from year to year
         (11) Progesterone as optioned by the individual
         (12) Estrone (E1) as optioned by the individual
         (13) Estradiol (E2) as optioned by the individual
         (14) Testosterone for females as optioned by the individual

ii) **Infectious Disease Screening and Immunizations (1582-18, 7.7.9)** The following infectious disease screenings and/or immunizations shall be provided, as indicated:
(1) Tuberculosis (TB) screening - baseline tuberculin blood test (interferon gamma release assay); subsequent tuberculosis screening to be performed annually by interferon gamma release assay or tuberculin skin testing using the tuberculin purified protein derivative (PPD). This to be agreed upon annually between SFFD and selected vendor, and guided by frequency according to CDC guidelines unless the member has a history of positive tuberculin screening test, in which case CDC guidelines for management and subsequent chest radiographic surveillance apply.
(2) Hepatitis C virus screening & antibody test - baseline and following occupational exposure.
(3) Hepatitis B virus vaccinations and titers - as specified in CDC guidelines; laboratory confirmation of immunity to be tested 1-2 months after completion of the vaccination 3 dose series.
(4) Tetanus/diphtheria/pertussis (Tdap) vaccine - can be given once to replace the Td booster every 10 years or the 5-year wound management Td dose.
(5) Measles, mumps and rubella (MMR) vaccine - in absence of documented immunity, two doses of MMR to be administered according to current immunization guidelines.
(6) Hepatitis A vaccine
(7) Varicella vaccine - offered to all non-immune personnel
(8) Influenza vaccine - offered to all personnel annually.
(9) HIV screening - available to personnel upon their request.

iii) **Heavy Metal Evaluation (1582-18, 7.7.12}**
(1) 7.7.12.1 Baseline testing for heavy metals shall be required when indicated by known exposure or substantial risk.
(2) 7.7.12.2 Evaluations shall be performed following known exposures, for recurrent exposures or where required under federal, state or provincial regulations.

iv) **Urine Laboratory Testing (1582-18, 7.7.2)**- Urine lab tests required shall be performed annually and include the following:
(1) Dipstick analysis for glucose, ketones, leukocyte esterase, protein, blood and bilirubin.

Microscopic analysis for RBC, WBC, casts and crystals if indicated by dipstick analysis results.
(2) Analysis for occupational chemical exposure if indicated

v) **Audiology Testing (1582-18, 7.7.3)** Hearing thresholds shall be assessed annually in each ear at each of the following frequencies:
(1) 500 Hz
(2) 1000 Hz
(3) 2000 Hz
(4) 3000 Hz
(5) 4000 Hz
(6) 6000 Hz
(7) 8000 Hz

Audiology testing shall compare audiogram results obtained during the yearly evaluations with baseline and subsequent test results. Standard threshold shifts shall be corrected for age as permitted by OSHA.

vi) **Vision Testing.** Ishihara, color and depth perception.

vii) **Electrocardiograms (ECGs) {1582-18, 7.7.6)**

(1) 7.7.6.1 A resting 12-lead ECG shall be performed as part of the baseline medical evaluation and shall be performed annually.
(2) 7.7.6.2 Evaluations shall compare baseline to subsequent ECGs.

viii) **Spirometry (1582-18, 7.7.4)** Pulmonary function testing shall be conducted annually to measure the following components:
(1) Forced vital capacity (FVC).
(2) Forced expiratory volume in 1.0 seconds (FEVl).
(3) FVC and FEVl ratio.

ix) **Cancer Screenings (1582-18, 7.7.13 through 7.7.20)**
Contractor shall annually inform members of the heightened risks of cardiovascular disease and various types of cancer associated with fire fighting. In addition to medical screening, contractor shall also provide ultrasound imaging to include, at a minimum:
(1) Carotid arteries
(2) Echocardiogram (heart with function)
(3) Aorta and aortic valves
(4) Thyroid
(5) Internal Organs - liver, pancreas, gall bladder, kidneys and spleen
(6) Bladder
(7) Testicular and prostate - Men
(8) Ovaries and uterus - Women

x) **Physical Exam and Consultation (1582-18, 7.6)** The annual physical examination shall include each of the following components:
(1) Vital signs
(2) Head, eyes, ears, nose and throat (HEENT)
(3) Neck
(4) Cardiovascular
(5) Pulmonary
(6) Breast
(7) GI
(8) Genitourinary
(9) Hernia
(10) Lymph nodes
(11) Neurological
(12) Musculoskeletal
(13) Skin (including cancer screening).
(14) Vision

xi) **Chest Radiograph (1582-18, 7.7.5)** Chest x-rays shall include an initial baseline and shall be repeated as medically indicated. Evaluator shall compare any chest radiographs with baseline and subsequent radiographs.

7. **Medical Record Keeping (1582-18, 4.1.13)**

The fire department comprehensive occupational medical program shall include collection and maintenance of a confidential medical and health information system for members. All medical record keeping shall comply with the requirements of 29 CFR 1910.1020, "Access to employee exposure and medical records," and other applicable regulations and laws. This data base shall include any follow up or additional fitness and/or medical testing performed outside of these guidelines. The information shall be maintained as part of an individual's comprehensive medical record. The contractor shall be responsible for archiving these additional records as a part of each employee's confidential medical file.

8. **Reporting and Contractor Responsibilities (1582-18, 4.2)**

a) The City of Santa Fe and the contractor shall maintain complete and accurate testing records on each City employee, including, but not limited to, annual requirements for specific tests. A "Fit for Duty" certificate will be provided to SFFD for each employee on an annual basis. Both parties shall comply with HIPPA. The Santa Fe Fire Department shall also receive from the contractor an aggregate report on the data collected during the annual physicals which describes the overall health of the fire department. Each fire department member shall receive a copy of the information gathered during their annual physical, including interpretive data.

b) Contractor shall understand the physiological, psychological, and environmental demands

placed on fire fighters.

c) Evaluate fire department candidates and members to identify medical conditions that could affect their ability to safely respond to and participate in emergency operations.

d) Utilize the essential job task descriptions supplied by the fire department to determine a candidate's or a member's medical certification.

e) Report the results of the medical evaluation to the current member, including any medical condition(s) identified during the medical evaluation, and the recommendation as to whether the current member is medically certified to safely perform the essential job tasks.

f) Forward copies of any abnormal results along with patient instructions regarding primary care follow-up to current members who were instructed to seek (as appropriate) medical follow-up

to address any medical conditions, or lab abnormalities, identified during the medical evaluation.

g) Provide SFFD with written medical clearance for each individual to perform emergency response service in compliance with NFPA 1582-18.

h) Provide SFFD with written respiratory protection clearance for each individual to wear positive and negative pressure respiratory protection in compliance with OSHA respiratory protection standard, 29 CFR 1910.134.

i) Provide SFFD with a Medical Examiner's Certificate (DOT Certification) for each fire department employee in compliance with United States Dept. of Transportation 49 CFR 391.41-391.49.

From: JOHNSON, STEN A. <sajohnson@santafenm.gov>
Sent: Friday, April 25, 2025 3:20 PM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Subject: Contract Determination request

Thank you for all your help today.
Have a good weekend.

Sten A Johnson
Assistant Chief – Support Services
City of Santa Fe Fire Department
200 Murales Rd.
Santa Fe, New Mexico 87501

505-467-9799

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/21/2025

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

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

PRODUCER
Sihle Insurance Group Inc.
1021 Douglas Ave.
Altamonte Springs FL 32714

CONTACT NAME: Certificate Department
PHONE (A/C, No, Ext): 407-869-5490 **FAX (A/C, No):** 407-389-3580
E-MAIL ADDRESS: Certificates@sihle.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford Underwriters Insurance Company	30104
INSURER B : MSIG Specialty Insurance USA Inc	34886
INSURER C : Palomar Excess and Surplus Insurance Company	16754
INSURER D :	
INSURER E :	
INSURER F :	

INSURED LIFEEXT-01
Life Extension Clinics Inc.
dba Life Scan Wellness Centers
1011 N MacDill Avenue
Tampa FL 33607

COVERAGES **CERTIFICATE NUMBER:** 742063436 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			21SBMBA9FTH	11/10/2024	11/10/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY [X] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY	N	N	HNO1000294-2	3/2/2025	3/2/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB [ ] OCCUR			21SBMBA9FTH	11/10/2024	11/10/2025	EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$ 1,000,000
	DED X RETENTION $ 10,000							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
C A	Cyber Liability EPLI			PLMCBS2YANEQNE002 21SBMBA9FTH	6/26/2024 11/10/2024	6/26/2025 11/10/2025	Each Occurrence Aggregate Limit	$2,000,000 $25,000

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

Network Security Incident & Privacy Incident $2,000,000 Each Claim Limit of Liability $10,000 deductible is applicable

CERTIFICATE HOLDER

Santa Fe Fire Department
200 Murals Rd
Santa Fe NM 87501

CANCELLATION

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

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

SCHEDULE

Name(s) Of Person(s) Or Organization(s):	
Any person or organization you are required to include on this policy by written contract or written agreement in effect during this policy period and executed prior to the "loss".	
Additional Premium	$ Included

Section IV – Business Auto Conditions, A. Loss Conditions, 5., Transfer Of Rights Of Recovery Against Others To Us does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a written contract or written agreement with that person or organization.

We will retain the additional premium shown above, regardless of any early termination of this endorsement of this Policy.

 Includes copyrighted material of Insurance Services Office, Inc., with its permission

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

THE HARTFORD

BLANKET ADDITIONAL INSURED BY CONTRACT

This endorsement modifies insurance provided under the following:

BUSINESS LIABILITY COVERAGE FORM

Except as otherwise stated in this endorsement, the terms and conditions of the Policy apply.

A. The following is added to Section **C. WHO IS AN INSURED**:

Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs **a.** through **f.** below are additional insureds when you have agreed, in a written contract or written agreement, or when required by a written permit issued by a state or governmental agency or subdivision or political subdivision that such person or organization be added as an additional insured on your Coverage Part, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by any other endorsement issued by us and made a part of this Coverage Part.

The insurance afforded to such additional insured will not be broader than that which you are required by the contract, agreement, or permit to provide for such additional insured.

The insurance afforded to such additional insured only applies to the extent permitted by law.

The limits of insurance that apply to additional insureds are described in Section **D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE**. How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section **E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS**.

a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

(a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

(b) Any express warranty unauthorized by you;

(c) Any physical or chemical change in the product made intentionally by the vendor;

(d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

© 2021, The Hartford
(May include copyrighted material of Insurance Services Office, Inc., with its permission)

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Paragraphs **(d)** or **(f)**; or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

b. Lessors Of Equipment

(1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

c. Lessors Of Land Or Premises

(1) Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:

(a) Any "occurrence" which takes place after you cease to lease that land or be a tenant in that premises; or

(b) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

d. Architects, Engineers Or Surveyors

(1) Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

(a) In connection with your premises;

(b) In the performance of your ongoing operations performed by you or on your behalf; or

(c) In connection with "your work" and included within the "products-completed operations hazard", but only if:

(i) The written contract, written agreement or permit requires you to provide such coverage to such additional insured; and

(ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services, including:

(i) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or

(ii) Supervisory, surveying, inspection, architectural or engineering activities.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the "bodily injury", "property

© 2021, The Hartford
(May include copyrighted material of Insurance Services Office, Inc., with its permission)

damage", or "personal and advertising injury" arises out of the rendering of or the failure to render any professional service.

e. State Or Governmental Agency Or Subdivision Or Political Subdivision Issuing Permit

(1) Any state or governmental agency or subdivision or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:

(a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or

(b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

f. Any Other Party

(1) Any other person or organization who is not in one of the categories or classes listed above in Paragraphs **a.** through **e.** above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

(a) In the performance of your ongoing operations performed by you or on your behalf;

(b) In connection with your premises owned by or rented to you; or

(c) In connection with "your work" and included within the "products-completed operations hazard", but only if:

(i) The written contract, written agreement or permit requires you to provide such coverage to such additional insured; and

(ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

(a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or

(b) Supervisory, surveying, inspection, architectural or engineering activities.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the "bodily injury", "property damage", or "personal and advertising injury" arises out of the rendering of or the failure to render any professional service described in Paragraphs **f.(2)(a)** or **f.(2)(b)** above.

© 2021, The Hartford
(May include copyrighted material of Insurance Services Office, Inc., with its permission)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION TO CERTIFICATE HOLDER(S)

This policy is subject to the following additional Conditions:

A. If this policy is cancelled by the Company, other than for non-payment of premium, notice of such cancellation will be provided at least thirty (30) days in advance of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.

B. If this policy is cancelled by the company for non-payment of premium, or by the insured, notice of such cancellation will be provided within ten (10) days of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.

If notice is mailed, proof of mailing to the last known mailing address of the certificate holder(s) on file with the agent of record or the Company will be sufficient proof of notice.

Any notification rights provided by this endorsement apply only to active certificate holder(s) who were issued a certificate of insurance applicable to this policy's term.

Failure to provide such notice to the certificate holder(s) will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon the Company or its agents or representatives.

© 2018, The Hartford
(May include copyrighted material of Insurance Services Office, Inc., with its permission)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – SCHEDULED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

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

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
Any person or organization you are required to include as an additional insured on this policy by written contract or written agreement in effect during this policy period and executed prior to the "loss".

A. SECTION II – COVERED AUTOS LIABILITY COVERAGE, A. Coverage, 1. Who Is An Insured is amended to include as an "insured" the person(s) or organization(s) shown in the Schedule, but only with respect to their liability for "bodily injury" or "property damage" to which this insurance applies, caused in whole or in part, by an "accident" resulting from the ownership, maintenance or use of a covered "auto".

However, the insurance afforded to such "insured":

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

B. SECTION II - COVERED AUTOS LIABILITY COVERAGE, B. Exclusions is amended to include:

This insurance does not apply to:

"Bodily injury" or "property damage" for which the Person(s) or Organization(s) shown in the Declarations or Schedule is obligated to pay damages by reason of the assumption of liability in a contract or agreement

C. SECTION II – COVERED AUTOS LIABILITY COVERAGE, C. Limits Of Insurance is amended to include:

The most we will pay on behalf of the "insured" shown in the Schedule is the amount of insurance:

1. Required by the contract or agreement you have entered into with the "insured"; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

© 2021 MSIG Holdings (U.S.A.), Inc.
All rights reserved Includes copyrighted material of Insurance Services Office, Inc., with its permission.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AMENDMENT OF OTHER INSURANCE CONDITION - PRIMARY OR PRIMARY AND NON-CONTRIBUTORY WHEN REQUIRED BY WRITTEN CONTRACT OR WRITTEN AGREEMENT

This endorsement modifies insurance provided under the following:

UMBRELLA LIABILITY SUPPLEMENTAL POLICY

Except as otherwise stated in this endorsement, the terms and conditions of the Supplemental Policy apply.

A. The following is added to Section **C. WHO IS AN INSURED**:

Any person or organization with whom you agreed, because of a written contract, written agreement or because of a permit issued by a state or political subdivision, to provide insurance such as is afforded under this Supplemental Policy, but only with respect to your operations, "your work" or facilities owned or used by you.

a. This provision does not apply:

(1) Unless the written contract or written agreement has been executed, or the permit has been issued prior to the "bodily injury", "property damage", or "personal and advertising injury"; and

(2) Unless the limits of liability specified in such written contract, written agreement or permit are greater than the limits shown for "underlying insurance"; or

(3) Beyond the period of time required by the written contract or written agreement.

b. In no event shall any coverage afforded to any such person or organization apply to any claim or "suit" to which "underlying insurance" does not apply. Coverage provided by this Supplemental Policy for any such additional insured will follow the provisions, exclusions and limitations of the "underlying insurance".

B. Solely as with respect to the insurance afforded to any person or organization qualifying as an additional insured under Section **A.** above, Paragraph **7. Other Insurance** in Section **E. CONDITIONS** is deleted and replaced by the following:

7. Other Insurance

a. This Supplemental Policy shall apply in excess of all "underlying insurance" whether or not valid and collectible. It shall also apply in excess of other valid and collectible insurance (except other insurance purchased specifically to apply in excess of this insurance) which also applies to any loss for which insurance is provided by this Supplemental Policy.

These excess provisions apply, whether such other insurance is stated to be:

(1) Primary;

(2) Contributing;

(3) Excess; or

(4) Contingent.

b. However, the following provisions apply to other insurance available to any person or organization qualifying as an additional insured under Section **C. WHO IS AN INSURED**, as amended by Section **A.** of this endorsement and who is also an additional insured under the Business Liability Coverage scheduled in the "underlying insurance":

(1) Primary Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit to provide primary insurance to the additional insured, then, after the "underlying insurance" is exhausted, this insurance will be primary. If other insurance is also primary, we will share with all that other insurance by the method described in Paragraph **c.** below.

© 2018, The Hartford
(May include copyrighted material of Insurance Services Office, Inc., with its permission)

(2) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement, or permit to provide insurance to the additional insured that is primary and non-contributory, then, after the "underlying insurance" is exhausted, this insurance will be primary and we will not seek contribution from the additional insured's own insurance.

Paragraphs **(1)** and **(2)** do not apply to other insurance on which the additional insured qualifies as an additional insured pursuant to the terms of that policy or has been added as an additional insured by endorsement.

c. Method Of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

C. Paragraph **D.6. How Limits Apply To Additional Insured** is deleted and replaced by the following:

How Limits Apply To Additional Insureds

a. If you have agreed in a written contract, written agreement or permit that another person or organization be added as an additional insured on the Business Liability Coverage scheduled in the "underlying insurance" and such person or organization also qualifies as an additional insured under this Supplemental Policy, the most we will pay on behalf of such insured is the lesser of:

(1) The limits of insurance specified in the written contract, written agreement or permit, less any amounts payable by any "underlying insurance"; or

(2) The Limits of Insurance shown in the Umbrella Liability Supplemental Policy Declarations.

b. Such amount shall be a part of and not in addition to the Limits of Insurance shown in the Umbrella Liability Supplemental Policy Declarations and described in other provisions of this Section.

© 2018, The Hartford
(May include copyrighted material of Insurance Services Office, Inc., with its permission)

Signature: STEN JOHNSON

Email: sajohnson@santafenm.gov

Signature: BRIAN MOYA

Email: bjmoya@santafenm.gov

City of Santa Fe, New Mexico

Memorandum

DATE: **July 31, 2025**

TO: **Governing Body, August 13 , 2025**
Finance Committee, August 11, 2025
Quality of Life Committee, August 6, 2025

VIA: **Johanna Nelson, Interim Director, Office of Affordable Housing** Johanna Nelson (Jul 31, 2025 12:03:15 MDT)

FROM: **Rocio Gosende, Project Manager, Office of Affordable Housing** Rocio Gosende (Jul 31, 2025 12:04:12 MDT)

ITEM AND ISSUE:
Request for Approval of the 2025-2026 Contractual agreement with the Santa Fe Civic Housing Authority. (Rocio Gosende, Project Manager, Office of Affordable Housing, rmgosende@santafenm.gov, (505) 629-7379)

BACKGROUND AND SUMMARY:

State Agency: Department of Finance and Administration (DFA)

Subaward Project Description (Purpose): Grant of Coronavirus State and Local Fiscal Recovery Funds to close financial gap on renovation and rehabilitation of 62 rental housing units in City of Santa Fe for affordable housing at 60% AMMI and below, for the purpose of completing the Scope of Work attached to the Subrecipient Agreement with the City of Santa Fe.

Scope of Work
The property was built in 1964 and has 62 apartment homes for families, configured as: thirteen 1BR and fifty 2BR. In 2002, tax exempt bonds were used to refinance the project and make superficial repairs and upgrades, however, it is generally run-down and does not support a high quality of life for its residents. The renovation will allow the reconfiguration of the unit mix into three 1BR units, fifty 2BR units and nine 3BR units to better meet the needs of families living there. Thirty-six existing homes will be fully renovated, one building will be demolished, and a new residential building with 24 homes that includes ground floor common areas will be constructed. Other improvements include updated systems site-side, including security, fire protection, water, natural gas and wastewater lines. New access driveways, parking, sidewalks and family-friendly play areas, yard walls, gates, a .45 mi. paved recreation path, dog park, community garden and landscaping are also part of the renovation plan.

The Department of Finance and Administration has provided funds to the City of Sante Fe through its Coronavirus Local Fiscal Recovery Fund (CSLFRF) Program. The City is contracting Santa Fe Civic Housing Authority (County) therefore exempt from Procurement to execute this project and perform the services and necessary tasks required in order to accomplish the objectives of the GRANTOR'S Program which have been agreed to by the STATE, as outlined in the Scope of Work.

PRIOR APPROVALS AND SUPPORTING INFORMATION:
FUNDING SOURCE:
Fund Name/Number: FA 22-ZG3512-3 FED P/T SLFRF
Munis Org Name/Number: MUNIS ORG: 2400223

City of Santa Fe, New Mexico

Memorandum

Munis Object Name/Number: MUNIS OBJ: 490210
Budget Officer / Designee: Date:
Budget Officer Comment/Exceptions:
PROCUREMENT METHOD:
The procurement method used was:
Exemption

ACTION REQUESTED:
The Office of Affordable Housing respectfully requests your review and approval of the 2025-2026 Contract with Santa Fe Civic Housing Authority to execute this project.

CITY OF SANTA FE

The Purchasing Memo

DATE: ~~**October 14, 2022**~~ June 24, 2025

TO: **Finance Division**

VIA: **Johanna Nelson, Interim Director, Office of Affordable Housing**

Subject: **Casa Connection Contract with Santa Fe Civic Housing Authority**

FROM: **Rocio Gosende, Project Manager, Office of Affordable Housing**

Munis Vendor Number:

ITEM AND ISSUE:

Office of Affordable Housing respectfully requests your review and approval of the Casa Connection project in the total amount of $2,000,000.00– not to exceed, or excluding tax] for Construction for a term of [**Start Date** July 1, 2023 **End Date** June 30, 2026 with Santa Fe Civic Housing Authority

CONTRACT NUMBER:

Subrecipient Name: City of Santa F

Agreement Number: 22-ZG3512-3e

Subrecipient Unique Entity Identifier: (UEI) QLN2YKMMJ8X6

Federal Identification Number: 21.027

MUNIS Grantor ID: DFA-700007

BACKGROUND AND SUMMARY:

State Agency: Department of Finance and Administration (DFA)

Subaward Project Description (Purpose): Grant of Coronavirus State and Local Fiscal Recovery Funds to close financial gap on renovation and rehabilitation of 62 rental housing units in City of Santa Fe for affordable housing at 60% AMMI and below, for the purpose of completing the Scope of Work attached to the Subrecipient Agreement with the City of Santa Fe.

The property was built in 1964 and has 62 apartment homes for families, configured as: thirteen 1BR and fifty 2BR. In 2002, tax exempt bonds were used to refinance the project and make superficial repairs and upgrades, however, it is generally run-down and does not support a high quality of life for its residents. The renovation will allow the reconfiguration of the unit mix into three 1BR units, fifty 2BR units and nine 3BR units to better meet the needs of families living there. Thirty-six existing homes will be fully renovated, one building will be demolished, and a new residential building with 24 homes that includes ground floor common areas will be constructed. Other improvements include updated systems site-side, including security, fire protection, water, natural gas and wastewater lines. New access driveways, parking, sidewalks and family-friendly play areas, yard walls, gates, a .45 mi. paved recreation path, dog park, community garden and landscaping are also part of the renovation plan.

The Department of Finance and Administration has provided funds to the City of Sante Fe through its Coronavirus Local Fiscal Recovery Fund (CSLFRF) Program. The City is contracting Santa Fe Civic Housing Authority (County) therefore exempt from Procurement to execute this project and perform the services and necessary tasks required in order to accomplish the objectives of the GRANTOR'S Program which have been agreed to by the STATE, as outlined in the Scope of Work.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: FA 22-ZG3512-3 FED P/T SLFRF

Munis Org Name/Number: **MUNIS ORG:** 2400223

Munis Object Name/Number: **MUNIS OBJ:** 490210

Budget Officer / Designee: Andy Hopkins **Date:** 07/16/2025

Budget Officer Comment/Exceptions:

PROCUREMENT METHOD:

The procurement method used was:

Exemption

Chief Procurement Officer (CPO)/Designee: **Date:** 07/16/2025

CPO Comment/Exceptions:

ASSOCIATED APPROVALS:

IT Components included? ☐ **Yes |** ☐ **No**

Approval: **Title:** **Date:**

Comment/Exceptions:

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

Approval: **Title:** **Date:**

Comment/Exceptions:

Vehicles included? ☐ **Yes | X No**

Approval: **Title:** **Date:**

Comment/Exceptions:

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

Approval: **Title:** **Date:**

Comment/Exceptions:

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

If yes, what is the issuing agency:

Department of Finance and Administration (DFA)

Approval: **Title:** **Date:**

Comment/Exceptions:

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

Project Ledger Number:

Approval: **Title:** **Date:**

Comment/Exceptions:

ATTACHMENTS:

Item#_____
Munis Bid # _____

RECOVERY FUNDS SUBRECIPIENT
CONTRACT BETWEEN CITY OF SANTA FE
AND SANTA FE CIVIC HOUSING AUTHORITY
FOR CONSTRUCTION SERVICES

FEDERAL AWARD IDENTIFICATION

In accordance with the Code of Federal Regulations (CFR), 2 C.F.R. Part 200.332 requires that the following information be provided to any Subrecipient of a federal award:

Federal Awarding Office	United States Department of the Treasury
Grant Program	Coronavirus State and Local Recovery Fund
Federal Award Identification Number	21.027
Federal Award Date	June 9, 2021
Award End Date	October 31, 2026
Research and Development Award?	No
Federal Statutory Authority	Title VI of the Social Security Act, Section 602
Total Amount in Federal Award (this is not the amount in the grant agreement)	$1,751,542,935.00

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, herein after referred to as the "City", and **Santa Fe Civic Housing Authority "SFCHA"** herein after referred to as the "Contractor" or "Subrecipient" or "SFCHA."

RECITALS

WHEREAS, the City executed a subrecipient contract, attached as "Exhibit B" with the New Mexico Department of Finance and Administration's Local Government Division "STATE" for a subaward of $2,000,000.00 (two million dollars and zero cents) using a funding allocation from the Coronavirus State and Local Fiscal Recovery Fund "SLFRF" Program to close the financial gap on renovation and rehabilitation of sixty-two (62) rental units located at 5999 Airport Road for affordable housing at 60% Area Median Income and below, which falls within the first statutory category for recipients of SLFRF awards to respond to the COVID-19 public health emergency;

WHEREAS, recipients are responsible for ensuring that any procurement using SLFRF funds, or payments under procurement contracts using such funds, Coronavirus State and Local Fiscal Recovery Funds Compliance and Reporting Guidance are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable;

WHEREAS, the Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open

competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate; and

WHEREAS, Subrecipients under the SLFRF program are entities that receive a subaward from a recipient to carry out the purposes (program or project) of the SLFRF award on behalf of the recipient.

WHEREAS, this Agreement represents a subaward and as the City is a subrecipient of this SLFRF award from the STATE, and, as such, **Santa Fe Civic Housing Authority** must maintain records to satisfy all compliance requirements for use of SLFRF and comply with all reporting requirements for expenditures of SLFRF;

WHEREAS, SLFRF funds support the shovel-ready project, which has additional funding sources for its financing structure, including a competitive 9% Low Income Housing Tax Credit Award funding from the state Mortgage Finance Authority along with New Mexico Housing Trust Fund, HOME, and National Housing Trust Fund financing.

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. “Subrecipient” means an entity, usually but not limited to non–Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. 2 C.F.R. § 200.1

D. “You” and “your” refers to **Santa Fe Civic Housing Authority. ,** “We,” “us” or “our” refers to the City and whose accounts are created under this Agreement.

2. **Scope of Work**

The STATE” has provided funds, through its allocation from the U.S. Department of Treasury SLFRF Program, to the City who is then subawarding this same funding to the subrecipient in accordance with this Agreement. The subrecipient shall perform the services and tasks described in the Scope of Work attached as **“Exhibit A.”** Subrecipients shall follow strict compliance with all applicable federal, state, or local laws, regulations, and administrative policies, including, but not limited to, the references above as well as the following:

(a) subrecipient will comply with the Code of Federal Regulations (C.F.R.).

(b) subrecipient will comply with 2 C.F.R. Part 200 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards as well as any specific federal departmental grant requirement in other sections of the C.F.R.

(c) subrecipient will adhere to both the Federal Procurement Laws contained in 2 C.F.R. Part 200.318 to 200.326 as well as the State Procurement Laws for Political Subdivisions contained in the New Mexico Procurement Code.

(d) subrecipient will adhere to the requirements of the Treasury's SLFRF Program.

(e) subrecipient will adhere to the Scope of Work and Budget in Exhibits A and B.

(f) subrecipient will comply with Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25 where applicable.

(g) subrecipient will incorporate, where applicable, the contractual provision requirements outlined in 2 C.F.R. Part 200.326 which is further discussed in Section 7 of this Agreement.

(h) subrecipient will comply, when applicable, with any applicable national policy requirements for federal grants which is further discussed in section 7 of this agreement.

(i) subrecipient will not pay any contractor who is listed by the federal government as debarred and/or suspended which is further discussed in section 7 of this agreement. subrecipient agrees to alert the city immediately if a contractor working for the subrecipient becomes debarred or suspended.

(j) Subrecipient acknowledges and agrees that the City is a “subrecipient” of SLFRF funds as such term is used in the SLFRF regulations, and subrecipient shall provide, upon the reasonable request of the City, financial and performance reports sufficient to demonstrate subrecipient’s compliance with SLFRF and as otherwise necessary for City to satisfy the subrecipient monitoring and management requirements of 2 C.F.R. Part 200.331 to 200.333.

Pursuant to information submitted to the City for inclusion in the Treasury's SLFRF Program, the subrecipient shall perform the following tasks:

- Properly procure the Country Club apartments and sublease the land and complete the project substantially as described in Exhibits A and B, Scope of Work and Budget. Any and all expenses associated with the project are the sole responsibility of the Subrecipient. The ownership of any property furnished hereunder will be the property of the subrecipient. The subrecipient shall have the sole responsibility to maintain possession of the said property, maintain the property, repair the property when needed and maintain any applicable insurance amounts. Any future costs related to these requirements remain the sole responsibility of the subrecipient. The subrecipient agrees to notify the City and the Treasury, in writing, and request the preferred method of disposition for any property or equipment purchased with federal funds if said property or equipment is no longer of use to the subrecipient. in addition, if an annual inventory is requested by the City then the subrecipient will provide prompt access to all inventory records.

3. **Compensation**

Compensation Schedule. The City shall pay to the SFCHA for the Closing, and subsequent draws until the award is fully drawn down.

A. Payment. The total compensation under this Agreement shall not exceed two million dollars ($ 2,000,000.00) including New Mexico gross receipts. This amount is a maximum and not a guarantee that the work assigned to be performed by the SFCHA under this Agreement shall equal the amount stated herein. The Parties do not intend for the SFCHA to continue to provide Services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the Services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for Services provided in excess of the total compensation amount without this Agreement being amended in writing prior to services, in excess of the total compensation amount being provided.

B. Payment shall be made upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices MUST BE received by the City no later than seven (7) days after the termination of this Agreement. Payment Invoices received after such date WILL NOT BE PAID.

C. The contractor may use SLFRF funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, if the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026. Costs for projects incurred by the subrecipient prior to March 3, 2021 are not eligible, as provided for in Treasury's final rule. Any funds not obligated or expended for eligible uses by the timelines above must be returned to Treasury, including any unobligated or unexpended funds that have been provided to subrecipients and contractors as part of the award closeout process pursuant to 2 C.F.R. 200.344(d). Distribution, use, reporting and return of these funds will be in accordance

with the United States Treasury Department's Compliance and Reporting Guidance handbook dated April 29, 2025, found at https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf .

4. **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 June 30, 2026.

5. **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.

6. **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) 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.*

7. **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.

8. **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.

9. **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.

10. **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.

11. **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.

12. **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.

13. **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.

14. **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.

15. **Reporting, Monitoring, and Review**

a. Requirements

The subrecipient is required to participate in monitoring and review activities necessary to assess the work performed under the Subaward and determine whether the Subrecipient has timely achieved the Scope of Work stated in Exhibit A to this Subaward. The ongoing monitoring of the subrecipient will reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

b. Risk Assessment

The risk assessment may include factors such as prior experience in managing Federal funds, previous audits, personnel, and policies or procedures for award execution and oversight.

c. Monitoring

Monitoring and review activities will be detailed in a Monitoring Plan based on the City's risk assessment of the subrecipient and will be provided to the subrecipient. The Monitoring Plan may include, but not be limited to, the subrecipient's technical progress compared to the intended milestones and deliverables; the subrecipient's actual expenditures compared to the approved budget, review of subrecipient's reimbursement requests including detailed backup documentation, or other subject matter specified by the City.

d. Performance and Final Status

Subrecipient shall submit all financial, performance and other reports to the city no later than forty-five (45) calendar days after the end of the initial term if no extension terms are exercised, or the final extension term exercised by the City, containing an evaluation and review of subrecipient's performance and the final status of subrecipient's obligations hereunder.

e. Violations Reporting

Subrecipient shall disclose, in a timely manner, in writing to the State and the Federal Awarding Agency, all violations of federal or State criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal Award. The State or the Federal Awarding Agency may impose any penalties for noncompliance allowed under 2 C.F.R. Part 180 and 31 U.S.C. 3321, which may include, without limitation, suspension or debarment.

f. Inspection

SUBRECIPIENT shall permit the City, the State, the federal government, and any other duly authorized agent of a governmental agency to audit, inspect, examine, excerpt, copy and transcribe SUBRECIPIENT Records during the Record Retention Period. SUBRECIPIENT shall make SUBRECIPIENT Records available during normal business hours at SUBRECIPIENT's office or place of business, or at other mutually agreed upon times or locations, upon no fewer than two Business Days' notice from the City, unless the City determines that a shorter period of notice, or no notice, is necessary to protect the interests of the City.

g. Final Audit Report

SUBRECIPIENT shall promptly submit to the City a copy of any final audit report of an audit performed on SUBRECIPIENT's records that relates to or affects this Agreement or the Work, whether the audit is conducted by SUBRECIPIENT or a third party. Additionally, if SUBRECIPIENT is required to perform a single audit under 2 C.F.R. Part 200.501, *et seq*., then SUBRECIPIENT shall submit a copy of the results of that audit to the City within the same timelines as the submission to the federal government.

16. **Appropriations**

The terms of this Agreement, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the Governing Body 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.

17. **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.

18. **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.

19. **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.

20. **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.

21. **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.

22. **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.

23. **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.

24. **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.

25. **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.

26. **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, § 38-3-2. 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.

27. **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.

28. **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.

29. **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.

30. **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.

31. **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.

32. **Insurance**

If the services contemplated under this Agreement will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Agreement, the following insurance coverage(s), naming the City as additional insured.

A. Commercial General Liability insurance shall be written on an occurrence basis and be a 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.

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.

Contractor shall maintain the above insurance for the term of this Agreement and name the City as an additional insured 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.

33. **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.

34. **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.

35. **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.

36. **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 or payment, 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.

37. **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.

38. **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.

39. **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 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.

40. **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:
City of Santa Fe
Office of Affordable Housing
PO Box 909
Santa Fe, New Mexico 87504-0909

To the Contractor:

Santa Fe Civic Housing Authority
664 Alta Vista
Santa Fe, NM 87505

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.

To the Contractor:

Santa Fe Civic Housing Authority
664 Alta Vista
Santa Fe, NM 87505

41. **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:

_____
ALAN WEBBER, MAYOR

DATE:_____

CONTRACTOR:
Santa Fe Civic Housing Authority

Carmina Padilla
_____
ED ROMERO, EXECUTIVE DIRECTOR

DATE: 07/03/2025

CRS#:_____

ATTEST:

_____
ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

_____
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
_____
FINANCE DIRECTOR

Exhibit A: Scope of Work

The property at 5999 Airport Road was built in 1964 and has 62 apartment homes for families, configured as: thirteen 1BR and fifty 2BR. In 2002, tax exempt bonds were used to refinance the project and make superficial repairs and upgrades, however, it is generally run-down and does not support a high quality of life for its residents. The scope of work shall for this agreement shall be to acquire the 38 units at the site and provide a land lease from Santa Fe Civic Housing Authority to restore the 38 units and add an additional 24 units to the renovated project.

Performance Measures (per EC 5- Infrastructure Projects):

a) Projected/actual construction start date (11/2025/year)
b) Projected/actual initiation of operations (Currently in Operation))
c) Location: 5999 Airport Road. Other reporting requirements as outlined in DFA Agreement Number 22-ZG3512-3

Exhibit B: Copy of Executed Subrecipient Agreement Between The New Mexico Department of Finance and Administration and City of Santa Fe

Casa Connection Contract - Final

Final Audit Report 2025-07-07

Created:	2025-07-01
By:	JULIE KENNY (jckenny@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvq3MyLaybsCPtaJA5k_YkzQhKDUzkPC_

"Casa Connection Contract - Final" History

Document created by JULIE KENNY (jckenny@santafenm.gov)
2025-07-01 - 4:07:53 PM GMT- IP address: 63.232.20.2

Document emailed to ed romero (edromero@sfcha.com) for signature
2025-07-01 - 4:09:35 PM GMT

Email viewed by ed romero (edromero@sfcha.com)
2025-07-03 - 7:52:14 PM GMT- IP address: 65.141.78.186

Document e-signed by ed romero (edromero@sfcha.com)
Signature Date: 2025-07-03 - 7:53:08 PM GMT - Time Source: server- IP address: 65.141.78.186

Document emailed to feruybalid@santafenm.gov for signature
2025-07-03 - 7:53:10 PM GMT

Email viewed by feruybalid@santafenm.gov
2025-07-07 - 9:39:50 PM GMT- IP address: 104.47.64.254

Signer feruybalid@santafenm.gov entered name at signing as Frank E. Ruybalid
2025-07-07 - 9:40:23 PM GMT- IP address: 63.232.20.2

Document e-signed by Frank E. Ruybalid (feruybalid@santafenm.gov)
Signature Date: 2025-07-07 - 9:40:25 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.
2025-07-07 - 9:40:25 PM GMT

Powered by Adobe Acrobat Sign

STATE OF NEW MEXICO SUBRECIPIENT AGREEMENT
FOR
HOUSING INFRASTRUCURE

COVER PAGE

State Agency Department of Finance and Administration	**Agreement Number** **22-ZG3512-3**
Subrecipient Name City of Santa Fe **Subrecipient Unique Entity Identifier (UEI)** QLN2YKMMJ8X6	**Subaward Period of Performance** Start Date *July 1, 2023* End Date *June 30, 2026*
Subaward Amount $ 2,000,000.00 (This amount reflects the amount of federal funds obligated by this action and the current financial obligation)	**Subaward Budget Period** Start Date *July 1, 2023* End Date *June 30, 2026*

Subaward Project Description (Purpose)

Grant of Coronavirus State and Local Fiscal Recovery Funds to close financial gap on renovation and rehabilitation of 62 rental housing units in City of Santa Fe for affordable housing at 60% AMMI and below, for the purpose of completing the Scope of Work attached to this Subrecipient Agreement as Exhibit B.

Exhibits

The following are Exhibit and Attachments are included within this Agreement:

1. Exhibit A, Federal Award Information
2. Exhibit B, Scope of Work and Budget
3. Exhibit C, Federal Provisions
4. Exhibit D, Assurances of Compliance with Civil Rights Requirements
5. Exhibit E, Davis-Bacon Act Requirements (If Applicable)
6. Exhibit F, Eligible and Restricted Uses of CSFRF Funds
7. Exhibit G, CSFRF Quarterly Reports

Contact Information

Pass-Through Entity (State):	Subrecipient:
Agency Name: Local Government Division of Department of Finance and Administration Representative: Jeannette Gallegos Address: 407 Galisteo Street Address: Room 202 City, State Zip: Santa Fe, NM 87501 Email: Jeannette.Gallegos@dfa.nm.gov	Name: City of Santa Fe Representative: Alan M. Webber, Mayor Address: PO Box 909, 120 E. Lincoln Ave City, State Zip: Santa Fe, NM 87504-0276 Email: amwebber@santafenm.gov

FEDERAL AWARD IDENTIFICATION

In accordance with the Code of Federal Regulations (C.F.R.), 2 C.F.R. Part 200.332 requires that the following information be provided to any Subrecipient of a federal award:

Federal Awarding Office	United States Department of the Treasury
Grant Program	Coronavirus Local Fiscal Recovery Fund
Assistance Listing Number	21.027
Federal Award Date	June 9, 2021
Award End Date	October 31, 2026
Indirect Cost Rate	
Research and Development Award?	No
Federal Statutory Authority	Title VI of the Social Security Act, Section 602
Total Amount in Federal Award (this is not the amount in the grant agreement)	$1,751,542,935.00

SUBRECIPIENT AGREEMENT BETWEEN
THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION
AND
City of Santa Fe

THIS SUBRECIPIENT AGREEMENT is hereby made and entered into this 4 day of January 2024, by and between the New Mexico Department of Finance and Administration ("DFA") (hereinafter referred to as "**STATE**"), and Espanola Pathways (hereinafter referred to as "**SUBRECIPIENT**").

WHEREAS**,** the U.S. Department of Treasury (hereinafter referred to as "Treasury" or "GRANTOR") has made federal funds available to the STATE under the Coronavirus State and Local Fiscal Recovery Fund ("CSLFRF") Program (Assistance Listing Number ("ALN") 21.027);

WHEREAS, Recipients under the CSLFRF Program are the eligible entities identified in sections 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021 that receive a CSLFRF award. Subrecipients under the CSLFRF Program are entities that receive a subaward from a recipient to carry out the purposes (program or project) of the CSLFRF award on behalf of the recipient;

WHEREAS, Recipients are accountable to Treasury for oversight of their subrecipients, including ensuring their subrecipients comply with the CSLFRF statute, CSLFRF Award Terms and Conditions, Treasury's Interim Final Rule, and reporting requirements, as applicable; and,

WHEREAS, this Agreement addresses the flow of funds from the Treasury above to the STATE who will then provide the same referenced subaward funds to the SUBRECIPIENT, as legally allowed by the relevant law and regulations, for any approved scope of work as further discussed in Section 1 of this agreement;

NOW THEREFORE, the STATE and the SUBRECIPIENT do mutually agree to the following terms and conditions of this agreement:

1. **Definitions**

   a. **"Agreement Funds**" means the funds that have been appropriated, designated, encumbered, or otherwise made available for payment by the State under this Agreement.

   b. "**Agreement**" means this agreement, including all attached Exhibits, all documents incorporated by reference, all referenced statutes, rules and cited authorities, and any future modifications thereto.

   c. "**Award**" means an award by a Recipient to a Subrecipient funded in whole or in part by a Federal Award. The terms and conditions of the Federal Award flow down to the Award unless the terms and conditions of the Federal Award specifically indicate otherwise.
   d. "**Breach of Agreement**" means the failure of a Party to perform any of its obligations in accordance with this Agreement, in whole or in part or in a timely or satisfactory manner.

The institution of proceedings under any bankruptcy, insolvency, reorganization or similar law, by or against State, or the appointment of a receiver or similar officer for State or any of its property, which is not vacated or fully stayed within 30 days after the institution of such proceeding, shall also constitute a breach.

e. "**Budget**" means the budget for the Work described in Exhibit B.

f. "**Business Day**" means any day in which the State is open and conducting business, but shall not include Saturday, Sunday or any day on which the State observes one of the legal public holidays.

g. "**Effective Date**" means the date on which this Agreement is approved and signed by the New Mexico agency, as shown on the Signature for this Agreement.

h. "**Exhibits**" means the exhibits and attachments included with this Agreement as shown on the Cover Page for this Agreement.

i. "**Federal Award**" means an award of Federal financial assistance or a cost-reimbursement Agreement, under the Federal Acquisition Regulations or by a formula or block grant, by a Federal Awarding Agency to the Recipient. "Federal Award" also means an agreement setting forth the terms and conditions of the Federal Award. The term does not include payments to an Agreement or payments to an individual that is a beneficiary of a Federal program.

j. "**Federal Awarding Agency**" means a Federal agency providing a Federal Award to a Recipient. The US Department of the Treasury is the Federal Awarding Agency for the Federal Award, which is the subject of this Agreement.

k. "**Goods**" means any movable material acquired, produced, or delivered by State as set forth in this Agreement and shall include any movable material acquired, produced, or delivered by the State in connection with the Services.

l. "**Grant Funds**" means the funds that have been appropriated, designated, encumbered, or otherwise made available for payment by the State under this Agreement.

m. "**STATE**" means the State agency shown on the Signature and Cover Page of this Agreement, for the purposes of this Federal Award.

n. "**Incident**" means any accidental or deliberate event that results in or constitutes an imminent threat of the unauthorized access, loss, disclosure, modification, disruption, or destruction of any communications or information resources of the State, which are included as part of the Work. Incidents include, without limitation, (i) successful attempts to gain unauthorized access to a State system or State Records regardless of where such information is located; (ii) unwanted disruption or denial of service; (iii) the unauthorized use of a State system for the processing or storage of data; or (iv) changes to State system

hardware, firmware, or software characteristics without the State's knowledge, instruction, or consent.

o. "**Initial Term**" means the time period defined in the agreement.

p. "**IPRA**" means the Inspection of Public Records Act, a New Mexico state law that provides the public and media access to public information. The law requires open access to almost all public records in state and local government, with few exceptions

q. "**Matching Funds**" means the funds provided the State as a match required to receive the Grant Funds.

r. "**Party**" means the State or STATE, and "Parties" means both the State and Subrecipient.

s. "**PCI**" means payment card information including any data related to credit card holders' names, credit card numbers, or other credit card information as may be protected by state or federal law.

t. "**PHI**" means any protected health information, including, without limitation any information whether oral or recorded in any form or medium: **(i)** that relates to the past, present, or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and **(ii)** that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. PHI includes, but is not limited to, any information defined as Individually Identifiable Health Information by the federal Health Insurance Portability and Accountability Act.

u. "**PII**" means personally identifiable information including, without limitation, any information maintained by the State about an individual that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

v. "**Services**" means the services to be performed by Subrecipient as set forth in this Agreement and shall include any services to be rendered by Subrecipient in connection with the Goods.

w. "**State Confidential Information**" means any and all State Records not subject to disclosure under IPRA. State Confidential Information shall include, but is not limited to, PII, PHI, PCI, Tax Information, CJI, and State personnel records not subject to disclosure under IPRA. State Confidential Information shall not include information or data concerning individuals that is not deemed confidential but nevertheless belongs to the State, which has been communicated, furnished, or disclosed by the State to Subrecipient which (i) is subject to disclosure pursuant to IPRA; (ii) is already known to Subrecipient without restrictions at the time of its disclosure to Subrecipient; (iii) is or subsequently

becomes publicly available without breach of any obligation owed by Subrecipient to the State; (iv) is disclosed to Subrecipient, without confidentiality obligations, by a third party who has the right to disclose such information; or (v) was independently developed without reliance on any State Confidential Information.

x. "**State Fiscal Year**" means a 12-month period beginning on July 1 of each calendar year and ending on June 30 of the following calendar year. If a single calendar year follows the term, then it means the State Fiscal Year ending in that calendar year.

y. "**State Records**" means any and all State data, information, and records, regardless of physical form, including, but not limited to, information subject to disclosure under IPRA.

z. "**Subcontractor**" means third parties, if any, engaged by Subrecipients to aid in performance of the Work.

aa. "**Tax Information**" means federal and State of New Mexico tax information including, without limitation, federal and State tax returns, return information, and such other tax-related information as may be protected by federal and State law and regulation. Tax Information includes, but is not limited to all information defined as federal tax information in Internal Revenue Service Publication 1075.

bb. "**Uniform Guidance**" means the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

cc. "**Work Product**" means the tangible and intangible results of the Work, whether finished or unfinished, including drafts. Work Product includes, but is not limited to, documents, text, software (including source code), research, reports, proposals, specifications, plans, notes, studies, data, images, photographs, negatives, pictures, drawings, designs, models, surveys, maps, materials, ideas, concepts, know-how, information, and any other results of the Work. "Work Product" does not include any material that was developed prior to the Effective Date that is used, without modification, in the performance of the Work.

dd. "**Work**" means the Goods delivered and Services performed pursuant to this Agreement.

ee. Any other term used in this Agreement that is defined in an Exhibit shall be construed and interpreted as defined in that Exhibit.

2. **Scope of Work**

The GRANTOR has provided funds, through its CSLFRF Program, to the STATE who is then providing this same funding to the SUBRECIPIENT in accordance with this Agreement. Information related to the federal award is attached as **"Exhibit A."** The SUBRECIPIENT shall perform the services and necessary tasks required in order to accomplish the objectives of the GRANTOR'S Program which have been agreed to by the STATE, as outlined in **"Exhibit B."**

SUBRECIPIENT'S full and timely performance of Exhibit B-Scope of Work shall include strict compliance with all applicable federal, state or local laws, regulations and administrative policies as they relate to the SUBRECIPIENT'S specific approved project including but not limited to the references above as well as the following:

(a) SUBRECIPIENT will comply with 31 C.F.R. Part 35 Subpart A – Coronavirus State and Local Fiscal Recovery Funds.

(b) SUBRECIPIENT will comply with 2 C.F.R. Part 200 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards as well as any specific federal departmental grant requirement in other sections of the C.F.R.

(c) SUBRECIPIENT will adhere to both the Federal Procurement Laws contained in 2 C.F.R. Part 200.318 to 200.326 as well as the State Procurement Laws for Political Subdivisions contained in the New Mexico Procurement Code.

(d) SUBRECIPIENT will adhere to the requirements of the GRANTOR'S CSLFRF Program.

(e) SUBRECIPIENT will adhere to the Scope of Work and Budget in Exhibit B.

(f) SUBRECIPIENT will comply with Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25 where applicable.

(g) SUBRECIPIENT will incorporate, where applicable, the contractual provision requirements outlined in 2 C.F.R. Part 200.326 which is further discussed in Section 7 of this agreement.

(h) SUBRECIPIENT will comply, when applicable, with any applicable National Policy Requirements for federal grants which is further discussed in Section 7 of this agreement.

(i) SUBRECIPIENT will not pay any contractor who is listed by the federal government as debarred and/or suspended which is further discussed in Section 7 of this agreement. SUBRECIPIENT agrees to alert the STATE immediately if a contractor working for the SUBRECIPIENT becomes debarred or suspended.

(j) SUBRECIPIENT acknowledges and agrees that the STATE is a "recipient" of CSLFRF funds as such term is used in the CSLFRF regulations, and SUBRECIPIENT shall provide, upon the reasonable request of the STATE, financial and performance reports sufficient to demonstrate SUBRECIPIENT'S compliance with CSLFRF and as otherwise necessary for STATE to satisfy the subrecipient monitoring and management requirements of 2 C.F.R. Part 200.331 to 200.333.

Pursuant to information submitted to the STATE for inclusion in the GRANTOR'S CSLFRF Program, the SUBRECIPIENT shall perform the following tasks:

Properly procure and complete the project substantially as described in Exhibit B, Scope of Work and Budget. Any and all expenses associated with the project are the sole responsibility of the SUBRECIPIENT. The ownership of any property furnished hereunder will be the property of the SUBRECIPIENT. The SUBRECIPIENT shall have the sole responsibility to maintain possession of the said property, maintain the property, repair the property when needed and maintain any applicable insurance amounts. Any future costs related to these requirements remain the sole responsibility of the SUBRECIPIENT.

In compliance with the above, the SUBRECIPIENT agrees to notify the STATE and federal GRANTOR, in writing, and request the preferred method of disposition for any property or equipment purchased with federal funds if said property or equipment is no longer of use to the SUBRECIPIENT. In addition, if an annual inventory is requested by the STATE then the SUBRECIPIENT will provide prompt access to all inventory records.

3. **Term of Agreement**

The terms of this agreement shall become effective upon execution by DFA for the period of July 1, 2023, through June 30, 2026. All funds must be obligated by the STATE by December 31, 2024, and all funds must be expended by June 30, 2026, and reimbursement requested by the SUBRECIPIENT to the STATE by July 15, 2026.

4. **Payment Terms of Grant Funding**

a. The maximum budget for the scope of work identified in Section 1 above:

$2,000,000 (Two Million Dollars and zero cents)

b. Taxes. Subaward, budget amount includes applicable New Mexico tax, including but not limited to the New Mexico Gross Receipts and Compensating Tax at N.M.S.A. (1978) § 7-9-1 *et seq*. ("NMGRT"). The SUBRECEIPENT is subject to and shall be liable for payment of all applicable New Mexico taxes, at the prevailing rate, for all work performed under Exhibit B—Scope of Work. The SUBRECIPIENT is solely responsible for the payment of all applicable New Mexico taxes.

c. Payment Procedures

(1) The STATE shall pay the SUBRECIPIENT in the amounts and in accordance with the schedule and other conditions set forth in Exhibit B. SUBRECIPIENT segregate, on each invoice, the applicable New Mexico tax.

(2) SUBRECIPIENT shall initiate payment requests by invoice to the STATE, in a form and manner approved by the STATE.

(3) The STATE shall pay each invoice within forty-five (45) days following the STATE's receipt of that invoice, so long as the amount invoiced correctly represents Work

completed by the SUBRECIPIENT and previously accepted by the STATE during the term that the invoice covers. If the STATE determines that the amount of any invoice is not correct, then SUBRECIPIENT shall make all changes necessary to correct that invoice.

(4) The acceptance of an invoice shall not constitute acceptance of any Work performed or deliverables provided under this Agreement.

Advancement of funds, under this Agreement, is contingent upon the SUBRECIPIENT complying with all of the requirements for allowable uses for funds under the CSLFRF Program and providing sufficient documentation to the STATE as reasonably determined by the STATE. The SUBRECIPIENT is responsible for payment to its vendors unless otherwise specifically approved by the STATE.

d. Financial Documentation

The SUBRECIPIENT will provide copies of all related financial documentation to the STATE with the first quarterly report, supplying sufficient documentation to meet the reporting requirements of the CSLFRF Program. Any questioned costs which may occur at any point in this process (including the five (5) year period after grant closeout by the federal GRANTOR) will be the sole responsibility of the SUBRECIPIENT with respect to any activity covered by this agreement.

If this agreement extends beyond the current fiscal year and notwithstanding anything to the contrary and when applicable, both parties acknowledge and agree that pursuant to the applicable state law, this agreement is subject to an annual appropriation dependency requirement to the effect that the renewal of this agreement is contingent upon the appropriation of funds by either party to fulfill any future payment requirements of this agreement. If either party fails to appropriate sufficient monies to provide for any future payment requirements under this agreement, this agreement shall terminate on the last day of the last fiscal year for which funds were appropriated.

5. **Reporting, Monitoring, and Review**

a. Requirements

The SUBRECIPIENT is required to participate in monitoring and review activities necessary to assess the work performed under the Subaward and determine whether the Subrecipient has timely achieved the Scope of Work stated in Exhibit B to this Subaward. The ongoing monitoring of the SUBRECIPIENT will reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

b. Risk Assessment

The risk assessment may include factors such as prior experience in managing Federal funds, previous audits, personnel, and policies or procedures for award execution and oversight.

c. Monitoring

Monitoring and review activities will be detailed in a Monitoring Plan based on the STATE'S risk assessment of the SUBRECIPIENT and will be provided to the SUBRECIPIENT. The Monitoring Plan may include, but not be limited to, the SUBRECIPIENT'S technical progress compared to the intended milestones and deliverables; the SUBRECIPIENT'S actual expenditures compared to the approved budget, review of SUBRECIPIENT'S reimbursement requests including detailed backup documentation, or other subject matter specified by the STATE.

d. Performance and Final Status

SUBRECIPIENT shall submit all financial, performance and other reports to the STATE no later than 45 calendar days after the end of the Initial Term if no Extension Terms are exercised, or the final Extension Term exercised by the STATE, containing an evaluation and review of SUBRECIPIENT's performance and the final status of SUBRECIPIENT's obligations hereunder.

e. Violations Reporting

SUBRECIPIENT shall disclose, in a timely manner, in writing to the State and the Federal Awarding Agency, all violations of federal or State criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal Award. The STATE or the Federal Awarding Agency may impose any penalties for noncompliance allowed under 2 C.F.R. Part 180 and 31 U.S.C. 3321, which may include, without limitation, suspension or debarment.

f. Inspection

SUBRECIPIENT shall permit the STATE, the federal government, and any other duly authorized agent of a governmental agency to audit, inspect, examine, excerpt, copy and transcribe SUBRECIPIENT Records during the Record Retention Period. SUBRECIPIENT shall make SUBRECIPIENT Records available during normal business hours at SUBRECIPIENT's office or place of business, or at other mutually agreed upon times or locations, upon no fewer than two Business Days' notice from the STATE, unless the STATE determines that a shorter period of notice, or no notice, is necessary to protect the interests of the STATE.

g. Final Audit Report

SUBRECIPIENT shall promptly submit to the STATE a copy of any final audit report of an audit performed on SUBRECIPIENT's records that relates to or affects this Agreement or the Work, whether the audit is conducted by SUBRECIPIENT or a third party. Additionally, if SUBRECIPIENT is required to perform a single audit under 2 C.F.R. Part 200.501, *et seq*., then SUBRECIPIENT shall submit a copy of the results of that audit to the STATE within the same timelines as the submission to the federal government.

6. **Amendments and Assignments**

If there is a need to review and/or revise this agreement, the requesting party shall submit a written amendment to the other party, with the understanding that no amendment to this agreement shall be valid unless it is agreed and signed by both parties. This agreement shall not be assignable by either party without written consent of the other, except for assignment resulting from merger, consolidation, or reorganization of the assigning party.

7. **Records, Audits, and Other Grant Compliance Issues**

It is understood that this agreement may be utilized as part of the American Rescue Plan Act (Coronavirus State and Local Fiscal Relief Fund – ALN 21.027) and therefore both parties agree to maintain accounts and records, including personnel, property, and financial records, adequately to identify and account for all costs pertaining to this agreement and to ensure full compliance with the requirements of the above program. The SUBRECIPIENT will comply with all applicable federal law, regulations, executive orders, grant policies, procedures, and directives. Even though federal funding may be available, the Federal Government is not a party to this agreement and is not subject to any obligations or liabilities to the STATE, SUBRECIPIENT, or any other party pertaining to any matter resulting from the agreement.

a. Work Product Information

(1) The SUBRECIPIENT may receive from the STATE work product information that the STATE utilizes. The SUBRECIPIENT assumes sole responsibility for verification of the accuracy of all information and for legal compliance with all rules and instructions required herein. The SUBRECIPIENT further acknowledges that the STATE makes and assumes no representations or warranties with regard to the work product information. Work product information may include, but is not limited to, procurement policies, procurement forms, contractor insurance requirements, various standard contracts, specific grant program forms or other relevant documents.

(2) With respect to the SUBRECIPIENT'S use of any work product transmitted by or originally created by the STATE, the SUBRECIPIENT acknowledges it is the SUBRECIPIENT'S decision to act accordingly. The SUBRECIPIENT has the option to either adopt such product as the SUBRECIPIENT'S own or the SUBRECIPIENT may utilize the following other options available to the SUBRECIPIENT:

i. Modify the STATE'S work product appropriate to the SUBRECIPIENT'S own needs;

ii. Create and adopt the SUBRECIPIENT'S own work product separate from the STATE'S work products; or,

iii. Adopt a work product created by other State or Federal agencies when applicable to the SUBRECIPIENT'S needs.

(3) If the SUBRECIPIENT utilizes any of the STATE'S work products in any way then the

SUBRECIPIENT acknowledges that the STATE makes no representations or warranties with regard to the same.

b. Audit

For audit purposes, all records will be made available by both parties to any authorized representative of either party and said records will be maintained and retained for five (5) years after closeout of the grant program. If any confidential information is obtained during the course of this agreement, both parties agree not to release that information without the approval of the other party unless instructed otherwise by court order, grantor, auditor, public information request or as required by law.

c. Records

The STATE and SUBRECIPIENT agree that all records shall be made available to either party at no additional charge for such information. The SUBRECIPIENT also agrees to provide the STATE, the Government Accountability Office (GAO), the Treasury's Office of Inspector General (OIG), Pandemic Relief Accountability Committee (PRAC), or any of their authorized representatives access to any books, documents, papers, and records of the SUBRECIPIENT which are directly pertinent to this agreement for the purposes of making audits, examinations, excerpts, and transcriptions. The SUBRECIPIENT agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed at no additional charge.

In compliance with grantor and national policy requirements, including the above referenced federal grant requirements, both parties agree to adhere to the following regulations, where applicable:

(a) Federally Required Contractual Provisions:

(1) **Administrative, Contractual or Legal Remedies** are required in all contracts in excess of the simplified acquisition threshold amount that are funded with federal funds and are addressed in various sections of this Agreement;

(2) **Termination Provision** requires all contracts in excess of $10,000 to contain a provision for termination of the contract for cause or convenience and this provision is addressed in Section 8 of this Agreement;

(3) For all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, **Equal Employment Opportunity**, including Executive Order 11246 which was further amended by Executive Order 11375, which requires equal opportunity for all persons, without regard to race, color, religion, sex or national origin, employed or seeking employment with government contractors or with contractors performing under federally assisted construction contracts (See Exhibit C);

(4) For all applicable contracts in excess of $100,000 that involve the employment of mechanics or laborers, **Contract Work Hours and Safety Standards Act** which prohibits certain unsanitary, hazardous or dangerous working conditions and requires that wages of every mechanic and laborer to be on the basis of a standard work week of forty hours with any work in excess of forty hours per week to be compensated at a rate of not less than one and one-half times the basic rate of pay (See Exhibit C);

(5) For all contracts that meet the definition of "funding agreement" under 37 C.F.R. Part 401.2(a) and involve a contract with a small business firm or nonprofit organization regarding the assignment or performance of experimental, developmental or research work must comply with the **Rights to Inventions Made Under a Contract or Agreement** contained in 37 C.F.R. Part 401 (*See* Exhibit C);

(6) All contracts, subcontracts and sub-grants in excess of $150,000 must contain a provision which requires compliance with all applicable standards, orders or regulations issued pursuant to the **Clean Air Act** and the **Federal Water Pollution Control Act** (*See* Exhibit C);

(7) **Debarment and Suspension (Executive Orders 12549 and 12689 and 2 C.F.R. Part 180)** which prohibit the contracting with any party listed on the "System for Award Management" (SAM), formerly identified as the "Excluded Parties List System" (EPLS.gov), which identifies all parties that have active exclusions (i.e., suspensions, debarments) imposed by a federal agency (*See* Exhibit C);

(8) **Byrd Anti-Lobbying Prohibition (31 U.S.C. 1352)** prohibits the use of federal funds to pay any person or organization for influencing or attempting in influence anyone with any federal contract, grant or other award covered by 31 U.S.C. 1352 and also requires that Contractors that apply or bid for an award exceeding $100,000 where federal funds are used must file the required certification stating that the parties will not and have not used federal funds to pay any person or organization for influencing or attempting to influence anyone with any federal contract, grant, or other award covered by 31 U.S.C. 1352 (*See* Exhibit C);

(9) For all construction contracts in excess of $2,000 and required by federal grant regulations, the **Davis Bacon Act** which requires payments of wages for laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor and said wage payments will be made at least weekly (*See* Exhibit E);

(10) **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment** wherein 2 C.F.R. Part 200.216 prohibits use of federal grant or loan funds to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei

Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(11) **Domestic Preferences for Procurements** for when federal funds are utilized, and where appropriate and to the extent consistent with other laws and regulations, 2 C.F.R. Part 200.322 allows a federal award to provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products); and,

(12) **Procurement of Recovered Materials** as required by 2 C.F.R. Part 200.323 which requires procurements in excess of $10,000 to contain the highest percentage of recovered materials practicable while consistent with maintaining a satisfactory level of competition.

(b) National Policy Requirements:

(1) **Civil Rights Act of 1964**, including Title VI, which states that no person shall on the grounds of race, color or national origin shall be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance;

(2) **Age Discrimination Act of 1975** which prohibits discrimination based on age in programs or activities receiving federal financial assistance;

(3) **Americans with Disabilities Act of 1990**, with respect to building construction or alteration, prohibits discrimination based on a disability defined as a physical or mental impairment that substantially limits a major life activity;

(4) **Section 504 of the Rehabilitation Act of 1973,** if specifically required by the federal agency, which prohibits the exclusion of an otherwise qualified individual because of a disability in programs receiving federal financial assistance including program accessibility, accessible new construction and alterations, reasonable accommodations and effective communication with hearing and visually disabled (this requirement may vary with each federal agency);

(5) For all construction or repair contracts, **Copeland "Anti-Kickback" Act** which requires all contracts and sub-grants for construction or repair to contain a provision that prohibits a contractor or sub-contractor from inducing, by any means, any person employed in the construction, completion or repairs of public work to give up any part of the compensation to which he is otherwise entitled;

(6) **Energy Policy and Conservation Act** which require the contractors to comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan;

(7) **Reporting Provision** requires that all contracts should include a requirement that the SUBRECIPIENT assist the STATE, when applicable, with any awarding agency requirements and regulations pertaining to reporting;

(8) **Record Retention Provision** requires that any contract executed must include a provision that all required records will be maintained by the contractor/firm for a minimum period of three years after the STATE formally closes out each federal program (STATE and SUBRECIPIENT grant managers should verify the three-year record retention period with each respective grant agency to ensure that a longer period is not required);

(9) **2013 National Defense Authorization Act (41 United States Code (U.S.C.) 4712, Pilot Program for Enhancement of Recipient and Subrecipient Employee Whistleblower Protection)** subjects any subawards and contracts over the federal simplified acquisition threshold to the provisions of the above act regarding rights and remedies for employee whistleblower protections;

(10) **National Flood Insurance Act of 1968 and Flood Disaster Protection Act of 1973** which require recipients of federal grants that are acquiring, constructing or repairing property in a special flood hazard area, and with an estimated cost in excess of $10,000, to purchase flood insurance;

(11) **Wild and Scenic Rivers Act of 1968** which protects components or potential components of the national wild and scenic rivers system;

(12) **Resource Conservation and Recovery Act** which requires proper handling and disposal of solid waste;

(13) **Toxic Substance Control Act** which places restrictions on chemicals that pose unreasonable risks, such as surfaces that could be covered with lead-based paint;

(14) **Federal Agency Seal(s), Logos, Crests, or Reproductions of Flags or Likeness of Federal Agency Officials** are prohibited from being utilized without specific federal agency pre-approval;

(15) **False Claims Act and 32 U.S.C. Chapter 38 (Administrative Remedies)** which prohibits the submission of false or fraudulent claims for payment to the federal government identifying administrative remedies for false claims and statements made which the CONTRACTOR herein acknowledges; and,

(16) **Section 603 Title VI of the Social Security Act** which establishes the Coronavirus State and Local Fiscal Recovery Fund and identifies eligible and ineligible uses for the Fund monies (See Exhibit E).

In compliance with Section 7(a)(7) above, the SUBRECIPIENT agrees to verify that all

contractors or subcontractors employed are not parties listed as active exclusions (i.e., suspensions, debarments) on the "System for Award Management" (SAM) for parties debarred, suspended or otherwise excluded from contracting on any projects involving federal funds. SUBRECIPIENT agrees to require the contractor to provide immediate notice, but in no case later than three (3) business days, after being notified that the contractor, or any subcontractor, has been added to the SAM or otherwise been debarred from contracting on any projects involving federal funds.

In no event shall the SUBRECIPIENT allow any contractor to utilize a subcontractor at any time during the duration of this agreement who has been debarred from contracting on any projects involving federal funds. If the contractor is prohibited in any way from contracting on any projects involving federal funds at any time during the duration of this agreement, then both the SUBRECIPIENT and STATE must be notified. STATE may, at its sole discretion, immediately implement the termination provisions discussed in Section 12 below if the SUBRECIPIENT decides to continue with the project using a "debarred" or "active exclusion" contractor or subcontractor.

8. **Liability and Indemnity**

a. Liability

This Agreement is intended for the benefit of the STATE and the SUBRECIPIENT and does not confer any rights upon any other third parties. All rights by and between the STATE and the SUBRECIPIENT are limited to the actions outlined in the applicable local, state and federal laws, regulations and policies.

b. Indemnity

The SUBRECIPIENT will indemnify, defend, and hold harmless the STATE, including the STATE'S employees and agents, from and against any and all claims or liabilities arising from the fault of the SUBRECIPIENT, its employees or agents in carrying out the SUB RECIPIENT'S duties and obligations under the terms of this agreement. The STATE will indemnify, defend, and hold harmless the SUBRECIPIENT, including the SUBRECIPIENT'S employees and agents, from and against any and all claims or liabilities arising from the fault of the STATE, its employees or agents in carrying out the STATE'S duties and obligations under the terms of this agreement. Notwithstanding the forgoing, in no event shall SUBRECIPIENT be liable for, and shall not indemnify, defend or hold harmless STATE for, any loss or liability resulting from the gross negligence or willful misconduct of STATE. This section will survive the termination of this agreement. In the event that either party takes any action to enforce this mutual indemnity provision, the prevailing party shall be entitled to recover reasonable attorney's fees and costs arising as a result thereof.

9. **Insurance**

SUBRECIPIENT shall obtain and maintain, and ensure that each Subcontractor shall obtain and maintain, insurance as specified in this section at all times during the term of this Agreement. All insurance policies required by this Agreement that are not provided through self-insurance shall

be issued by insurance companies as approved by the STATE.

A. Workers' Compensation

Workers' compensation insurance as required by state statute, and employers' liability insurance covering all SUBRECIPIENT or Subcontractor employees acting within the course and scope of their employment.

B. General Liability

Commercial general liability insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

i. $1,000,000 each occurrence;

ii. $1,000,000 general aggregate;

iii. $1,000,000 products and completed operations aggregate; and

iv. $50,000 any one fire.

C. Automobile Liability

Automobile liability insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of $1,000,000 each accident combined single limit.

D. Cyber/Network Security and Privacy Liability

Liability insurance covering civil, regulatory, and statutory damages, contractual damages, data breach management exposure, and any loss of income or extra expense as a result of actual or alleged breach, violation, or infringement of right to privacy, consumer data protection law, confidentiality or other legal protection for personal information, as well as State Confidential Information with minimum limits as follows:

i. $1,000,000 each occurrence; and
ii. $2,000,000 general aggregate.

E. Professional Liability Insurance

Professional liability insurance covering any damages caused by an error, omission or any negligent act with minimum limits as follows:

i. $1,000,000 each occurrence; and
ii. $1,000,000 general aggregate.

F. Crime Insurance

Crime insurance including employee dishonesty coverage with minimum limits as follows:

i. $1,000,000 each occurrence; and
ii. $1,000,000 general aggregate.

B. Additional Insured

The STATE shall be named as additional insured on all commercial general liability policies (leases and construction Agreements require additional insured coverage for completed operations) required of SUBRECIPIENT and Subcontractors. This means the certificate of insurance shall explicitly state: "The State of New Mexico is an additional insured."

C. Primacy of Coverage

Coverage required of SUBRECIPIENT and each Subcontractor shall be primary and noncontributory over any insurance or self-insurance program carried by SUBRECIPIENT or the STATE.

D. Cancellation

All commercial insurance policies shall include provisions preventing cancellation or non-renewal, except for cancellation based on non-payment of premiums, without at least 30 days prior notice to SUBRECIPIENT.

E. Subrogation Waiver

All commercial insurance policies secured or maintained by SUBRECIPIENT or its Subcontractors in relation to this Agreement shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against SUBRECIPIENT or the STATE, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

F. Certificates

For each commercial insurance plan provided by SUBRECIPIENT under this Agreement, SUBRECIPIENT shall provide to the STATE certificates evidencing SUBRECIPIENT's insurance coverage required in this Agreement within seven (7) Business Days following the Effective Date. SUBRECIPIENT shall provide to the STATE certificates evidencing Subcontractor insurance coverage required under this Agreement within seven Business Days following the Effective Date, except that, if SUBRECIPIENT's Subcontractor is not in effect as of the Effective Date, SUBRECIPIENT shall provide to the STATE certificates showing Subcontractor insurance coverage required under this Agreement within seven Business Days

following SUBRECIPIENT's execution of the Subcontractor. No later than fifteen (15) days before the expiration date of SUBRECIPIENT's or any Subcontractor's coverage, SUBRECIPIENT shall deliver to the STATE certificates of insurance evidencing renewals of coverage. At any other time during the term of this Agreement, upon request by the STATE, SUBRECIPIENT shall, within seven (7) Business Days following the request by the STATE, supply to the STATE evidence satisfactory to the STATE of compliance with the provisions of this section.

10. **Breach**

In the event of a Breach of Agreement, the aggrieved Party shall give written notice of Breach of Agreement to the other Party. If the notified Party does not cure the breach, at its sole expense, within 30 days after the delivery of written notice, the Party may exercise any of the remedies as described in §11 for that Party. Notwithstanding any provision of this Agreement to the contrary, the STATE, in its discretion, need not provide notice or a cure period and may immediately terminate this Agreement in whole or in part or institute any other remedy in this Agreement in order to protect the public interest of the STATE.

11. **Remedies**

a. STATE's Remedies

If SUBRECIPIENT is in breach under any provision of this Agreement and fails to cure such breach, the STATE, following the notice and cure period set forth in §10, shall have all of the remedies listed in this section in addition to all other remedies set forth in this Agreement or at law. The STATE may exercise any or all of the remedies available to it, in its discretion, concurrently or consecutively.

i. Termination for Breach

In the event of SUBRECIPIENT's uncured breach, the STATE may terminate this entire Agreement or any part of this Agreement. Additionally, if SUBRECIPIENT fails to comply with any terms of the Federal Award, then the STATE may, in its discretion or at the direction of a Federal Awarding Agency, terminate this entire Agreement or any part of this Agreement. SUBRECIPIENT shall continue performance of this Agreement to the extent not terminated, if any.

1. Obligations and Rights

To the extent specified in any termination notice, SUBRECIPIENT shall not incur further obligations or render further performance past the effective date of such notice, and shall terminate outstanding orders and Subcontractors with third parties. However, SUBRECIPIENT shall complete and deliver to the STATE all Work not cancelled by the termination notice, and may incur obligations as necessary to do so within this Agreement's terms. At the request of the STATE, SUBRECIPIENT shall assign to the STATE all of SUBRECIPIENT's rights, title, and interest in and to such terminated orders or Subcontractors. Upon termination, SUBRECIPIENT shall take timely, reasonable and

necessary action to protect and preserve property in the possession of SUBRECIPIENT but in which the STATE has an interest. At the STATE's request, SUBRECIPIENT shall return materials owned by the STATE in SUBRECIPIENT's possession at the time of any termination. SUBRECIPIENT shall deliver all completed Work Product and all Work Product that was in the process of completion to the STATE at the STATE's request.

2. Payments

Notwithstanding anything to the contrary, the STATE shall only pay SUBRECIPIENT for accepted Work received as of the date of termination. If, after termination by the STATE, the STATE agrees that SUBRECIPIENT was not in breach or that SUBRECIPIENT's action or inaction was excusable.

3. Damages and Withholding

Notwithstanding any other remedial action by the STATE, SUBRECIPIENT shall remain liable to the STATE for any damages sustained by the STATE in connection with any breach by SUBRECIPIENT, and the STATE may withhold payment to SUBRECIPIENT for the purpose of mitigating the STATE's damages until such time as the exact amount of damages due to the STATE from SUBRECIPIENT is determined. The STATE may withhold any amount that may be due SUBRECIPIENT as the STATE deems necessary to protect the STATE against loss including, without limitation, loss as a result of outstanding liens and excess costs incurred by the STATE in procuring from third parties replacement Work as cover.

ii. Remedies Not Involving Termination

The STATE, in its discretion, may exercise one or more of the following additional remedies:

1. Suspend Performance

Suspend SUBRECIPIENT's performance with respect to all or any portion of the Work pending corrective action as specified by the STATE without entitling SUBRECIPIENT to an adjustment in price or cost or an adjustment in the performance schedule. SUBRECIPIENT shall promptly cease performing Work and incurring costs in accordance with the STATE's directive, and the STATE shall not be liable for costs incurred by SUBRECIPIENT after the suspension of performance.

2. Withhold Payment

Withhold payment to SUBRECIPIENT until SUBRECIPIENT corrects its Work.

3. Deny Payment

Deny payment for Work not performed, or that due to SUBRECIPIENT's actions or

inactions, cannot be performed or if they were performed are reasonably of no value to the state; provided, that any denial of payment shall be equal to the value of the obligations not performed.

4. Removal

Demand immediate removal of any of SUBRECIPIENT's employees, agents, or Subcontractors from the Work whom the STATE deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable or whose continued relation to this Agreement is deemed by the STATE to be contrary to the public interest or the STATE's best interest.

5. Intellectual Property

If any Work infringes, or if the STATE in its sole discretion determines that any Work is likely to infringe, a patent, copyright, trademark, trade secret or other intellectual property right, SUBRECIPIENT shall, as approved by the STATE (i) secure that right to use such Work for the STATE and SUBRECIPIENT; (ii) replace the Work with noninfringing Work or modify the Work so that it becomes noninfringing; or, (iii) remove any infringing Work and refund the amount paid for such Work to the STATE.

b. SUBRECIPIENT's Remedies

If the STATE is in breach of any provision of this Agreement and does not cure such breach, SUBRECIPIENT, following the notice and cure period in §10 and the dispute resolution process in §12, shall have all remedies available at law and equity.

12. **Termination of Agreement and Dispute Resolution**

While both parties agree to negotiate all contractual disputes in good faith, the STATE reserves the right to terminate this Agreement at any time upon written notice of termination or if the SUBRECIPIENT has failed to comply with the terms of this Agreement, the grant itself or any applicable law and regulation. All questioned costs are the sole responsibility of the SUBRECIPIENT.

If the parties are unable to independently and satisfactorily resolve any disagreement, then both parties agree that any contractual disagreement will be resolved under the jurisdiction of the State of New Mexico. In the event that court action is necessary then the parties agree that whoever prevails in the litigation is entitled to reasonable attorney's fees and costs as fixed by the Court.

13. **Conflicts of Interest**

a. Actual Conflicts of Interest

SUBRECIPIENT shall not engage in any business or activities, or maintain any relationships, that conflict in any way with the full performance of the obligations of SUBRECIPIENT under this Agreement. Such a conflict of interest would arise when a SUBRECIPIENT or Subcontractor's employee, officer or agent were to offer or provide any tangible personal benefit to an employee of the STATE, or any member of his or her immediate family or his or her partner, related to the award of, entry into or management or oversight of this Agreement.

b. Apparent Conflicts of Interest

SUBRECIPIENT acknowledges that, with respect to this Agreement, even the appearance of a conflict of interest shall be harmful to the STATE's interests. Absent the STATE's prior written approval, SUBRECIPIENT shall refrain from any practices, activities or relationships that reasonably appear to be in conflict with the full performance of SUBRECIPIENT's obligations under this Agreement.

c. Disclosure to the State

If a conflict or the appearance of a conflict arises, or if SUBRECIPIENT is uncertain whether a conflict or the appearance of a conflict has arisen, SUBRECIPIENT shall submit to the STATE a disclosure statement setting forth the relevant details for the STATE's consideration. Failure to promptly submit a disclosure statement or to follow the STATE's direction in regard to the actual or apparent conflict constitutes a breach of this Agreement.

14. **Notices and Representatives**

Each individual identified as a Principal Representative on the Cover Page for this Agreement shall be the principal representative of the designating Party. All notices required or permitted to be given under this Agreement shall be in writing, and shall be delivered:

a. by hand with receipt required;

b. by certified or registered mail to such Party's principal representative at the address set forth below; or

c. as an email with read receipt requested to the principal representative at the email address, if any, set forth on the Cover Page for this Agreement.

If a Party delivers a notice to another through email and the email is undeliverable, then, unless the Party has been provided with an alternate email contact, the Party delivering the notice shall deliver the notice by hand with receipt required or by certified or registered mail to such Party's principal representative at the address set forth on the Cover Page for this Agreement. Either Party may change its principal representative or principal representative contact information or may designate specific other individuals to receive certain types of notices in addition to or in lieu of a principal representative, by notice submitted in accordance with this section without a formal amendment to this Agreement. Unless otherwise provided in this Agreement, notices shall be effective upon delivery of the written notice.

15. **Rights in Work Product and Other Information**

a. Work Product

i. Copyrights

To the extent that the Work Product (or any portion of the Work Product) would not be considered works made for hire under applicable law, SUBRECIPIENT hereby assigns to the STATE, the entire right, title, and interest in and to copyrights in all Work Product and all works based upon, derived from, or incorporating the Work Product; all copyright applications, registrations, extensions, or renewals relating to all Work Product and all works based upon, derived from, or incorporating the Work Product; and all moral rights or similar rights with respect to the Work Product throughout the world. To the extent that SUBRECIPIENT cannot make any of the assignments required by this section, SUBRECIPIENT hereby grants to the STATE a perpetual, irrevocable, royalty-free license to use, modify, copy, publish, display, perform, transfer, distribute, sell, and create derivative works of the Work Product and all works based upon, derived from, or incorporating the Work Product by all means and methods and in any format now known or invented in the future. The STATE may assign and license its rights under this license.

ii. Patents

In addition, SUBRECIPIENT grants to the STATE (and to recipients of Work Product distributed by or on behalf of the STATE) a perpetual, worldwide, no-charge, royalty-free, irrevocable patent license to make, have made, use, distribute, sell, offer for sale, import, transfer, and otherwise utilize, operate, modify and propagate the contents of the Work Product. Such license applies only to those patent claims licensable by SUBRECIPIENT that are necessarily infringed by the Work Product alone, or by the combination of the Work Product with anything else used by the STATE.

iii. Assignments and Assistance

Whether or not SUBRECIPIENT is under Agreement with the STATE at the time, SUBRECIPIENT shall execute applications, assignments, and other documents, and shall render all other reasonable assistance requested by the STATE, to enable the STATE to secure patents, copyrights, licenses and other intellectual property rights related to the Work Product. The Parties intend the Work Product to be works made for hire. SUBRECIPIENT assigns to the STATE and its successors and assigns, the entire right, title, and interest in and to all causes of action, either in law or in equity, for past, present, or future infringement of intellectual property rights related to the Work Product and all works based on, derived from, or incorporating the Work Product.

b. Exclusive Property of the STATE

Except to the extent specifically provided elsewhere in this Agreement, any pre-existing STATE Records, STATE software, research, reports, studies, photographs, negatives or other documents, drawings, models, materials, data and information shall be the exclusive property of the STATE (collectively, "STATE Materials"). SUBRECIPIENT shall not use, willingly allow, cause or permit Work Product or STATE Materials to be used for any purpose other than the performance of SUBRECIPIENT's obligations in this Agreement without the prior written consent of the STATE. Upon termination of this Agreement for any reason, SUBRECIPIENT shall provide all Work Product and STATE Materials to the STATE in a form and manner as directed by the STATE.

c. Exclusive Property of SUBRECIPIENT

SUBRECIPIENT retains the exclusive rights, title, and ownership to any and all pre-existing materials owned or licensed to SUBRECIPIENT including, but not limited to, all pre-existing software, licensed products, associated source code, machine code, text images, audio and/or video, and third-party materials, delivered by SUBRECIPIENT under this Agreement, whether incorporated in a Deliverable or necessary to use a Deliverable (collectively, "SUBRECIPIENT Property"). SUBRECIPIENT Property shall be licensed to the STATE as set forth in this Agreement or a STATE approved license agreement: (i) entered into as exhibits to this Agreement, (ii) obtained by the STATE from the applicable third-party vendor, or (iii) in the case of open source software, the license terms set forth in the applicable open source license agreement.

16. **General Provisions**

a. Assignment

SUBRECIPIENT's rights and obligations under this Agreement are personal and may not be transferred or assigned without the prior, written consent of the STATE. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of SUBRECIPIENT's rights and obligations approved by the STATE shall be subject to the provisions of this Agreement.

b. Subcontractors

SUBRECIPIENT shall not enter into any subgrant or Subcontract in connection with its obligations under this Agreement without the prior, written approval of the STATE. SUBRECIPIENT shall submit to the STATE a copy of each such subgrant or Subcontract upon request by the STATE. All subgrants and Subcontracts entered into by SUBRECIPIENT in connection with this Agreement shall comply with all applicable federal and state laws and regulations, shall provide that they are governed by the laws of the State of New Mexico, and shall be subject to all provisions of this Agreement. If the entity with whom SUBRECIPIENT enters into a Subcontract or subgrant would also be considered a SUBRECIPIENT, then the Subcontract or subgrant entered into by SUBRECIPIENT shall also contain provisions permitting both SUBRECIPIENT and the STATE to perform all monitoring of that Subcontract in accordance with the Uniform Guidance.

c. Binding Effect

Except as otherwise provided, all provisions of this Agreement, including the benefits and burdens, shall extend to and be binding upon the Parties' respective successors and assigns.

d. Authority

Each Party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such Party's obligations have been duly authorized.

e. Captions and References

The captions and headings in this Agreement are for convenience of reference only, and shall not be used to interpret, define, or limit its provisions. All references in this Agreement to sections (whether spelled out or using the § symbol), subsections, exhibits or other attachments, are references to sections, subsections, exhibits or other attachments contained herein or incorporated as a part hereof, unless otherwise noted.

f. Counterparts

This Agreement may be executed in multiple, identical, original counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

g. Entire Understanding

This Agreement represents the complete integration of all understandings between the Parties related to the Work, and all prior representations and understandings related to the Work, oral or written, are merged into this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein.

h. Digital Signatures

If any signatory signs this agreement using a digital signature in accordance with the STATE Grant and Purchase Order Policies regarding the use of digital signatures issued under the State Fiscal Rules, then any agreement or consent to use digital signatures within the electronic system through which that signatory signed shall be incorporated into this Agreement by reference.

i. Modification

Except as otherwise provided in this Agreement, any modification to this Agreement shall only be effective if agreed to in a formal amendment to this Agreement, properly executed and approved in accordance with applicable New Mexico law and State Fiscal Rules. Modifications permitted under this Agreement, other than Agreement amendments, shall conform to the policies issued by the STATE.

j. Statutes, Regulations, Fiscal Rules, and Other Authority

Any reference in this Agreement to a statute, regulation, fiscal policy or other authority shall be interpreted to refer to such authority then current, as may have been changed or amended since the Effective Date of this Agreement.

k. External Terms and Conditions

Notwithstanding anything to the contrary herein, the STATE shall not be subject to any provision included in any terms, conditions, or agreements appearing on SUBRECIPIENT's or a Subcontractor's website or any provision incorporated into any click-through or online agreements related to the Work unless that provision is specifically referenced in this Agreement.

l. Severability

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under this Agreement in accordance with the intent of this Agreement.

m. Survival of Certain Agreement Terms

Any provision of this Agreement that imposes an obligation on a Party after termination or expiration of this Agreement shall survive the termination or expiration of this Agreement and shall be enforceable by the other Party.

n. Third Party Beneficiaries

Except for the Parties' respective successors and assigns described in this Agreement, this Agreement does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely to the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to this Agreement, and do not create any rights for such third parties.

o. Waiver

A Party's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

p. Standard and Manner of Performance

SUBRECIPIENT shall perform its obligations under this Agreement in accordance with the highest standards of care, skill and diligence in SUBRECIPIENT's industry, trade, or profession.

q. Licenses, Permits, and Other Authorizations

SUBRECIPIENT shall secure, prior to the Effective Date, and maintain at all times during the term of this Agreement, at its sole expense, all licenses, certifications, permits, and other authorizations required to perform its obligations under this Agreement, and shall ensure that all employees, agents and Subcontractors secure and maintain at all times during the term of their employment, agency or Subcontractor, all license, certifications, permits and other authorizations required to perform their obligations in relation to this Agreement.

r. Compliance with State and Federal Law, Regulations, and Executive Orders

SUBRECIPIENT shall comply with all State and Federal law, regulations, executive orders, State and Federal Awarding Agency policies, procedures, directives, and reporting requirements at all times during the term of this Grant.

17. **Severability, Entire Agreement and Captions**

This Agreement shall be governed by and construed in accordance with the laws of the State New Mexico. If any provision of this Agreement is held invalid, void, or unenforceable under any law or regulation or by a court of competent jurisdiction, such provision will be deemed amended in a manner which renders it valid, or if it cannot be so amended, it will be deemed to be deleted. Such amendment or deletion will not affect the validity of any other provision of this Agreement. This Agreement, any CSLRF Grant Program documentation, any attached documents, and any referenced documents represent the entire agreement between the STATE and the SUBRECIPIENT and supersede all prior negotiations, representations or agreements, either written or oral. In the event of a conflict between this Agreement and other documents, the terms of this Agreement shall control.

Each paragraph of this Agreement has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any paragraph or in any way determine its interpretation.

IN WITNESS WHEREOF, the STATE and the SUBRECIPIENT do hereby execute this Agreement as of the date of signature by the STATE below.

THIS GRANT AGREEMENT has been approved by:

City of Santa Fe:

_____ _____

Alan M. Webber, Mayor Date

NEW MEXICO DEPARTMENT OF DEPARTMENT OF FINANCE AND ADMINISTRATION:

_____ _____

Jeannette Gallegos, Acting Local Government Division Director Date

EXHIBIT A

FEDERAL AWARD INFORMATION

In accordance with the Code of Federal Regulations (CFR), 2 CFR Section 200.332 requires that the following information be provided to any Subrecipient of a federal award:

Federal Award Identification: Coronavirus State and Local Fiscal Recovery Funds

Subrecipient Name: **City of Santa Fe**

Subrecipient Unique Identification (ID) Number: **QLN2YKMMJ8X6**

Federal Award Identification Number: Coronavirus State and Local Fiscal Recovery Funds

Subaward Period of Performance (Start and End Date): July 1, 2023, through June 30, 2026

Amount of Federal Funds Obligated to Subrecipient: **$2,000,000.00**

Federal Award Project Description (in accordance with Federal Funding Accountability and Transparency Act (FFATA): Coronavirus State and Local Fiscal Recovery Funds

Name of Federal Awarding Agency: U.S. Department of the Treasury

Name of Pass-Through Entity and Contact Information:

Department of Finance and Administration
407 Galisteo Street
Santa Fe, NM 87501
(505) 827-4985

Assistance Listing Number (ALN): 21.027

EXHIBIT B

SCOPE OF WORK AND BUDGET

SUBRECIPIENT will use CSLFRF funds to provide full performance of all tasks listed below. CSLFRF funds will be requested monthly according to the Request for Payment procedures specified in this Agreement. All funds shall be obligated and expended by SUBRECIPIENT in accordance with this Agreement. The period of performance to execute work and/or incur costs against the $2,000,000.00 subaward funding for this project is July 1, 2023 – June 30, 2026, unless extended by the New Mexico legislature. Monthly reports shall be provided to the STATE showing costs incurred to the $2,000,000.00 subaward funding.

The property was built in 1964 and has 62 apartment homes for families, configured as: thirteen 1BR and fifty 2BR. In 2002, tax exempt bonds were used to refinance the project and make superficial repairs and upgrades, however, it is generally run-down and does not support a high quality of life for its residents. The renovation will allow the reconfiguration of the unit mix into three 1BR units, fifty 2BR units and nine 3BR units to better meet the needs of families living there. Thirty-six existing homes will be fully renovated, one building will be demolished, and a new residential building with 24 homes that includes ground floor common areas will be constructed. Other improvements include updated systems site-side, including security, fire protection, water, natural gas and wastewater lines. New access driveways, parking, sidewalks and family-friendly play areas, yard walls, gates, a .45 mi. paved recreation path, dog park, community garden and landscaping are also part of the renovation plan.

I. Significant Changes to Scope of Work

The SUB RECIPIENT is required to notify and seek written approval of the STATE in advance of any proposed material changes to the scope of work under this Subaward (i.e., significant changes to the statement of project objectives or the schedule of technical milestones and deliverables). Such changes may require the STATE to re-evaluate the eligibility of the work under this Subaward.

EXHIBIT C

FEDERAL PROVISIONS

1. APPLICABILITY OF PROVISIONS.

1.1. The Grant to which these Federal Provisions are attached has been funded, in whole or in part, with an Award of Federal funds. In the event of a conflict between the provisions of these Federal Provisions, the Special Provisions, the body of the Grant, or any attachments or exhibits incorporated into and made a part of the Grant, the provisions of these Federal Provisions shall control.

1.2. The State of New Mexico is accountable to Treasury for oversight of their subrecipients, including ensuring their subrecipients comply with the CSFRF statute, CSFRF Award Terms and Conditions, Treasury's Final Rule, and reporting requirements, as applicable.

1.3. Additionally, any subrecipient that issues a subaward to another entity (2nd tier subrecipient), must hold the 2nd tier subrecipient accountable to these provisions and adhere to reporting requirements.

1.4. These Federal Provisions are subject to the Award as defined in §2 of these Federal Provisions, as may be revised pursuant to ongoing guidance from the relevant Federal or State of New Mexico agency or institutions of higher education.

2. DEFINITIONS.

2.1. For the purposes of these Federal Provisions, the following terms shall have the meanings ascribed to them below.

2.1.1. "Award" means an award of Federal financial assistance, and the Grant setting forth the terms and conditions of that financial assistance, that a non-Federal Entity receives or administers.

2.1.2. "Entity" means:

2.1.2.1. a Non-Federal Entity;

2.1.2.2. a foreign public entity;

2.1.2.3. a foreign organization;

2.1.2.4. a non-profit organization;

2.1.2.5. a domestic for-profit organization (for 2 CFR parts 25 and 170 only);

2.1.2.6. a foreign non-profit organization (only for 2 CFR part 170) only);

2.1.2.7. a Federal agency, but only as a Subrecipient under an Award or Subaward to a non-Federal entity (or 2 CFR 200.1); or

2.1.2.8. a foreign for-profit organization (for 2 CFR part 170 only).

2.1.3. "Executive" means an officer, managing partner or any other employee in a management position.

2.1.4. "Expenditure Category (EC)" means the category of eligible uses as defined by the US Department of Treasury in "Appendix 1 of the Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds" report available at www.treasury.gov.

2.1.5. "Federal Awarding Agency" means a Federal agency providing a Federal Award to a Recipient as described in 2 CFR 200.1

2.1.6. "Grant" means the Grant to which these Federal Provisions are attached.

2.1.7. "Grantee" means the state identified as such in the Grant to which these Federal Provisions are attached.

2.1.8. "Non-Federal Entity means a State, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a Federal Award as a Recipient or a Subrecipient.

2.1.9. "Nonprofit Organization" means any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

2.1.9.1. Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;

2.1.9.2. Is not organized primarily for profit; and

2.1.9.3. Uses net proceeds to maintain, improve, or expand the operations of the organization.

2.1.10. "OMB" means the Executive Office of the President, Office of Management and Budget.

2.1.11. "Pass-through Entity" means a non-Federal Entity that provides a Subaward to a Subrecipient to carry out part of a Federal program.

2.1.12. "Prime Recipient" means the New Mexico State agency or institution of higher education identified as the Grantor in the Grant to which these Federal Provisions are attached.

2.1.13. "Subaward" means an award by a Prime Recipient to a Subrecipient funded in whole or in part by a Federal Award. The terms and conditions of the Federal Award flow down to the Subaward unless the terms and conditions of the Federal Award specifically indicate otherwise in accordance with 2 CFR 200.101. The term does not include payments to a Contractor or payments to an individual that is a beneficiary of a Federal program.

2.1.14. "Subrecipient" or "Subgrantee" means a non-Federal Entity (or a Federal agency under an Award or Subaward to a non-Federal Entity) receiving Federal funds through a Prime Recipient to support the performance of the Federal project or program for which the Federal funds were awarded. A Subrecipient is subject to the terms and conditions of the Federal Award to the Prime Recipient, including program compliance requirements. The term does not include an individual who is a beneficiary of a federal program.

2.1.15. "System for Award Management (SAM)" means the Federal repository into which an Entity must enter the information required under the Transparency Act, which may be found at http://www.sam.gov. "Total Compensation" means the cash and noncash dollar value earned by an Executive during the Prime Recipient's or Subrecipient's preceding fiscal year (see 48 CFR 52.204-10, as prescribed in 48 CFR 4.1403(a)) and includes the following:

2.1.15.1. Salary and bonus;

2.1.15.2. Awards of stock, stock options, and stock appreciation rights, using the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2005) (FAS 123R), Shared Based Payments;

2.1.15.3. Earnings for services under non-equity incentive plans, not including group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of Executives and are available generally to all salaried employees;

2.1.15.4. Change in present value of defined benefit and actuarial pension plans;

2.1.15.5. Above-market earnings on deferred compensation which is not tax-qualified;

2.1.15.6. Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the Executive exceeds $10,000.

2.1.16. "Transparency Act" means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by §6202 of Public Law 110-252.

2.1.17. "Uniform Guidance" means the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The terms and conditions of the Uniform Guidance flow down to Awards to Subrecipients unless the Uniform Guidance or the terms and conditions of the Federal Award specifically indicate otherwise.

2.1.18. "Unique Entity ID Number" means the twelve-character alphanumeric ID assigned to an entity by SAM.gov to uniquely identify a business entity. Information on UEIs can be found at: sam.gov/content/duns-uei

3. COMPLIANCE.

3.1. Subrecipient shall comply with all applicable provisions of the Transparency Act and the regulations issued pursuant thereto, all applicable provisions of the Uniform Guidance, and all applicable Federal Laws and regulations required by this Federal Award. Any revisions to such provisions or regulations shall automatically become a part of these Federal Provisions, without the necessity of either party executing any further instrument. The State of New Mexico, at its discretion, may provide written notification to Subrecipient of such revisions, but such notice shall not be a condition precedent to the effectiveness of such revisions.

3.2. Per US Treasury Final Award requirements, State programs or services must not include terms or conditions that undermine efforts to stop COVID-19 or discourage compliance with recommendations and CDC guidelines.

4. SYSTEM FOR AWARD MANAGEMENT (SAM) AND UNIQUE ENTITY IDENTIFIER (UEI) REQUIREMENTS.

4.1. SAM. Subrecipient shall maintain the currency of its information in SAM until the Subrecipient submits the final financial report required under the Award or receives final payment, whichever is later. Subrecipient shall review and update SAM information at least annually after the initial registration, and more frequently if required by changes in its information.

4.2. UEI. Subrecipient shall provide its UEI number to its State, and shall update Subrecipient's information in SAM at least annually after the initial registration, and more frequently if required by changes in Subrecipient's information.

5. TOTAL COMPENSATION.

5.1. Subrecipient shall include Total Compensation in SAM for each of its five most highly compensated Executives for the preceding fiscal year if:

5.1.1. The total Federal funding authorized to date under the Award is $30,000 or more; and

5.1.2. In the preceding fiscal year, Subrecipient received:

5.1.2.1. 80% or more of its annual gross revenues from Federal procurement Agreements and Subcontractors and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and

5.1.2.2. $30,000,000 or more in annual gross revenues from Federal procurement Agreements and Subcontractors and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and

5.1.2.3. 5.1.2.3 The public does not have access to information about the compensation of such Executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or § 6104 of the Internal Revenue Code of 1986.

6. REPORTING.

6.1. Subrecipient shall report data elements to SAM and to the State as required in this Exhibit. No direct payment shall be made to Subrecipient for providing any reports required under these Federal Provisions and the cost of producing such reports shall be included in the Grant price. The reporting requirements in this Exhibit are based on guidance from the OMB, and as such are subject to change at any time by OMB. Any such changes shall be automatically incorporated into this Grant and shall become part of Subrecipient's obligations under this Grant.

7. EFFECTIVE DATE AND DOLLAR THRESHOLD FOR FEDERAL REPORTING.

7.1. Reporting requirements in §8 below apply to new Awards as of October 1, 2010, if the initial award is $30,000 or more. If the initial Award is below $30,000 but subsequent Award modifications result in a total Award of $30,000 or more, the Award is subject to the reporting requirements as of the date the Award exceeds $30,000. If the initial Award is $30,000 or more, but funding is subsequently de-obligated such that the total award amount falls below $30,000, the Award shall continue to be subject to the reporting requirements. If the total award is below $30,000 no reporting required; if more than $30,000 and less than $50,000 then FFATA reporting is required; and, $50,000 and above CSFRF reporting is required.

7.2. The procurement standards in §9 below are applicable to new Awards made by the State as of December 26, 2015. The standards set forth in §11 below are applicable to audits of fiscal years beginning on or after December 26, 2014.

8. SUBRECIPIENT REPORTING REQUIREMENTS.

8.1. Subrecipient shall report as set forth below.

8.1.1. Subrecipient shall use the CSFRF Subrecipient Quarterly Report Workbook as referenced in Exhibit F to report to the State Agency within ten (10) days following each quarter ended September, December, March and June. Additional information on specific requirements are detailed in the CSFRF Subrecipient Quarterly Report Workbooks and "Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds" report available at www.treasury.gov.

EC 1 – Public Health

All Public Health Projects

a) Description of structure and objectives
b) Description of relation to COVID-19
c) Identification of impacted and/or disproportionately impacted communities
d) Capital Expenditures
    i. Presence of capital expenditure in project
    ii. Total projected capital expenditure
    iii. Type of capital expenditure
    iv. Written justification
    v. Labor reporting

COVID-19 Interventions and Mental Health (1.4, 1.11, 1.12, 1.13)

a) Amount of total project used for evidence-based programs
b) Evaluation plan description

COVID-19 Small Business Economic Assistance (1.8)

a) Number of small businesses served

COVID-19 Assistance to Non-Profits (1.9)

a) Number of non-profits served

COVID-19 Aid to Travel, Tourism, and Hospitality or Other Impacted Industries (1.10)

a) Sector of employer
b) Purpose of funds

EC 2 – Negative Economic Impacts

All Negative Economic Impacts Projects

a) Description of project structure and objectives
b) Description of project's response to COVID-19
c) Identification of impacted and/or disproportionately impacted communities
d) Amount of total project used for evidence-based programs and description of evaluation plan *(not required for 2.5, 2.8, 2.21-2.24, 2.27-2.29, 2.31, 2.34-2.36)*
e) Number of workers enrolled in sectoral job training programs
f) Number of workers completing sectoral job training programs
g) Number of people participating in summer youth employment programs
h) Capital Expenditures
    i. Presence of capital expenditure in project
    ii. Total projected capital expenditure
    iii. Type of capital expenditure
    iv. Written justification
    v. Labor reporting

Household Assistance (2.1-2.8)

a) Number of households served
b) Number of people or households receiving eviction prevention services (2.2 & 2.5 only) *(Federal guidance may change this requirement in July 2022)*
c) Number of affordable housing units preserved or developed (2.2 & 2.5 only) *(Federal guidance may change this requirement in July 2022)*

Healthy Childhood Environments (2.11-2.13)

a) Number of children served by childcare and early learning *(Federal guidance may change this requirement in July 2022)*
b) Number of families served by home visiting *(Federal guidance may change this requirement in July 2022)*

Education Assistance (2.14, 2.24-2.27)

a) National Center for Education Statistics ("NCES") School ID or NCES District ID
b) Number of students participating in evidence-based programs *(Federal guidance may change this requirement in July 2022)*

Housing Support (2.15, 2.16, 2.18)

a) Number of people or households receiving eviction prevention services *(Federal guidance may change this requirement in July 2022)*
b) Number of affordable housing units preserved or developed *(Federal guidance may change this requirement in July 2022)*

Small Business Economic Assistance (2.29-2.33)

a) Number of small businesses served

Assistance to Non-Profits (2.34)

a) Number of non-profits served

Aid to Travel, Tourism, and Hospitality or Other Impacted Industries (2.35-2.36)

a) Sector of employer
b) Purpose of funds
c) If other than travel, tourism and hospitality (2.36) – description of hardship

EC 3 – Public Health – Negative Economic Impact: Public Sector Capacity

Payroll for Public Health and Safety Employees (EC 3.1)

a) Number of government FTEs responding to COVID-19

Rehiring Public Sector Staff (EC 3.2)

a) Number of FTEs rehired by governments

EC 4 – Premium Pay

All Premium Pay Projects

a) List of sectors designated as critical by the chief executive of the jurisdiction, if beyond those listed in the final rule
b) Numbers of workers served
c) Employer sector for all subawards to third-party employers
d) Written narrative justification of how premium pay is responsive to essential work during the public health emergency for non-exempt workers or those making over 150 percent of the state/county's average annual wage
e) Number of workers to be served with premium pay in K-12 schools

EC 5 – Infrastructure Projects

All Infrastructure Projects

a) Projected/actual construction start date (month/year)
b) Projected/actual initiation of operations date (month/year)
c) Location (for broadband, geospatial data of locations to be served)
d) Projects over $10 million
    i. Prevailing wage certification or detailed project employment and local impact report
    ii. Project labor agreement certification or project workforce continuity plan
    iii. Prioritization of local hires
    iv. Community benefit agreement description, if applicable

Water and sewer projects (EC 5.1-5.18)

a) National Pollutant Discharge Elimination System (NPDES) Permit Number (if applicable; for projects aligned with the Clean Water State Revolving Fund)
b) Public Water System (PWS) ID number (if applicable; for projects aligned with the Drinking Water State Revolving Fund)
c) Median Household Income of service area
d) Lowest Quintile Income of the service area

Broadband projects (EC 5.19-5.21)

a) Confirm that the project is designed to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds.
    i. If the project is not designed to reliably meet or exceed symmetrical 100 Mbps download and upload speeds, explain why not, and
    ii. Confirm that the project is designed to, upon completion, meet or exceed 100 Mbps download speed and between at least 20 Mbps and 100 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.
b) Additional programmatic data will be required for broadband projects and will be defined in a subsequent version of the US Treasury Reporting Guidance, including, but not limited to *(Federal guidance may change this requirement in July 2022)*:
    i. Number of households (broken out by households on Tribal lands and those not on Tribal lands) that have gained increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, with the number of households with access to minimum speed standard of reliable 100 Mbps symmetrical upload and download and number of households with access to minimum speed standard of reliable 100 Mbps download and 20 Mbps upload

ii. Number of institutions and businesses (broken out by institutions on Tribal lands and those not on Tribal lands) that have projected increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, in each of the following categories: business, small business, elementary school, secondary school, higher education institution, library, healthcare facility, and public safety organization, with the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps symmetrical upload and download; and number of each type of institution with access to the minimum speed standard of reliable 100 Mbps download and 20 Mbps upload.

iii. Narrative identifying speeds/pricing tiers to be offered, including the speed/pricing of its affordability offering, technology to be deployed, miles of fiber, cost per mile, cost per passing, number of households (broken out by households on Tribal lands and those not on Tribal lands) projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, number of households with access to minimum speed standard of reliable 100 Mbps symmetrical upload and download, number of households with access to minimum speed standard of reliable 100 Mbps download and 20 Mbps upload, and number of institutions and businesses (broken out by institutions on Tribal lands and those not on Tribal lands) projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, in each of the following categories: business, small business, elementary school, secondary school, higher education institution, library, healthcare facility, and public safety organization. Specify the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps symmetrical upload and download; and the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps download and 20 Mbps upload.

All Expenditure Categories

a) Program income earned and expended to cover eligible project costs

8.1.2. A Subrecipient shall report the following data elements to the State no later than five (5) days after the end of the month following the month in which the Subaward was made.

8.1.2.1. Subrecipient UEI Number;

8.1.2.2. Subrecipient UEI Number if more than one electronic funds transfer (EFT) account;

8.1.2.3. Subrecipient parent's organization UEI Number;

8.1.2.4. Subrecipient's address, including: Street Address, City, State, Country, Zip + 4, and Congressional District;

8.1.2.5. Subrecipient's top 5 most highly compensated Executives if the criteria in §4 above are met; and

8.1.2.6. Subrecipient's Total Compensation of top 5 most highly compensated Executives if the criteria in §4 above met.

8.1.3. To Prime Recipient. A Subrecipient shall report to its State, the following data elements:

8.1.3.1. Subrecipient's UEI Number as registered in SAM.

8.1.3.2. Primary Place of Performance Information, including: Street Address, City, State, Country, Zip code + 4, and Congressional District.

8.1.3.3. Narrative identifying methodology for serving disadvantaged communities. See the "Project Demographic Distribution" section in the "Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds" report available at www.treasury.gov. This requirement is applicable to all projects in Expenditure Categories 1 and 2.

8.1.3.4. Narrative identifying funds allocated towards evidenced-based interventions and the evidence base. See the "Use of Evidence" section in the "Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds" report available at www.treasury.gov. See section 8.1.1 for relevant Expenditure Categories.

8.1.3.5. Narrative describing the structure and objectives of the assistance program and in what manner the aid responds to the public health and negative economic impacts of COVID-19. This requirement is applicable to Expenditure Categories 1 and 2. For aid to travel, tourism, and hospitality or other impacted industries (EC 2.11-2.12), also provide the sector of employer, purpose of funds, and if not travel, tourism and hospitality a description of the pandemic impact on the industry.

8.1.3.6. Narrative identifying the sector served and designated as critical to the health and well-being of residents by the chief executive of the jurisdiction and the number of workers expected to be served. For groups of workers (e.g., an operating unit, a classification of worker, etc.) or, to the extent

applicable, individual workers, other than those where the eligible worker receiving premium pay is earning (with the premium pay included) below 150 percent of their residing state or county's average annual wage for all occupations, as defined by the Bureau of Labor Statistics Occupational Employement and Wage Statistics, whichever is higher, OR the eligible worker reciving premium pay is not exempt from the Fair Labor Standards Act overtime provisions, include justification of how the premium pay or grant is responsive to workers performing essential work during the public health emergency. This could include a description of the essential workers' duties, health or financial risks faced due to COVID-19 but should not include personally identifiable information. This requirement applies to EC 4.1, and 4.2.

8.1.3.7. For infrastructure projects (EC 5) or capital expenditures in any expenditure category, narrative identifying the projected construction start date (month/year), projected initiation of operations date (month/year), and location (for broadband, geospatial location data).

8.1.3.7.1. For projects over $10 million:

8.1.3.7.1.1. Certification that all laborers and mechanics employed by Contractors and Subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the "Davis-Bacon Act"), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the Agreement work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing-wage-in-construction law (commonly known as "baby Davis-Bacon Acts"). If such certification is not provided, a recipient must provide a project employment and local impact report detailing (1) the number of employees of Contractors and sub-contractors working on the project; (2) the number of employees on the project hired directly and hired through a third party; (3) the wages and benefits of workers on the project by classification; and (4) whether those wages are at rates less than those prevailing. Recipients must maintain sufficient records to substantiate this information upon request.

8.1.3.7.1.2. A Subrecipient may provide a certification that a project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)). If the recipient does not provide such certification, the recipient

must provide a project workforce continuity plan, detailing: (1) how the Subrecipient will ensure the project has ready access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project; (2) how the Subrecipient will minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project; and (3) how the Subrecipient will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities; (4) whether workers on the project will receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market; and (5) whether the project has completed a project labor agreement.

8.1.3.7.1.3. Whether the project prioritizes local hires.

8.1.3.7.1.4. Whether the project has a Community Benefit Agreement, with a description of any such agreement.

8.1.4. Subrecipient also agrees to comply with any reporting requirements established by the US Treasury, Governor's Office and the applicable State agency. The State of New Mexico may need additional reporting requirements after this agreement is executed. If there are additional reporting requirements, the State will provide notice of such additional reporting requirements via Exhibit G – CSFRF Reporting Modification Form.

9. PROCUREMENT STANDARDS.

9.1. Procurement Procedures. A Subrecipient shall use its own documented procurement procedures which reflect applicable State, local, and Tribal laws and applicable regulations, provided that the procurements conform to applicable Federal law and the standards identified in the Uniform Guidance, including without limitation, 2 CFR 200.318 through 200.327 thereof.

9.2. Domestic preference for procurements (2 CFR 200.322). As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all Agreements and purchase orders for work or products under this award.

9.3. Procurement of Recovered Materials. If a Subrecipient is a State Agency or an agency of a political subdivision of the State, its Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

10. ACCESS TO RECORDS.

10.1. A Subrecipient shall permit Prime Recipient and its auditors to have access to Subrecipient's records and financial statements as necessary for Recipient to meet the requirements of 2 CFR 200.332 (Requirements for pass-through entities), 2 CFR 200.300 (Statutory and national policy requirements) through 2 CFR 200.309 (Period of performance), and Subpart F-Audit Requirements of the Uniform Guidance.

11. SINGLE AUDIT REQUIREMENTS.

11.1. If a Subrecipient expends $750,000 or more in Federal Awards during the Subrecipient's fiscal year, the Subrecipient shall procure or arrange for a single or program-specific audit conducted for that year in accordance with the provisions of Subpart F-Audit Requirements of the Uniform Guidance, issued pursuant to the Single Audit Act Amendments of 1996, (31 U.S.C. 7501-7507). 2 CFR 200.501.

11.1.1. Election. A Subrecipient shall have a single audit conducted in accordance with Uniform Guidance 2 CFR 200.514 (Scope of audit), except when it elects to have a program-specific audit conducted in accordance with 2 CFR 200.507 (Program-specific audits). The Subrecipient may elect to have a program-specific audit if Subrecipient expends Federal Awards under only one Federal program (excluding research and development) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of Prime Recipient. A program-specific audit may not be elected for research and development unless all of the Federal Awards expended were received from Recipient and Recipient approves in advance a program-specific audit.

11.1.2. Exemption. If a Subrecipient expends less than $750,000 in Federal Awards during its fiscal year, the Subrecipient shall be exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503 (Relation to other audit requirements), but records shall be available for review or audit by appropriate officials of the Federal agency, the State, and the Government Accountability Office.

11.1.3. Subrecipient Compliance Responsibility. A Subrecipient shall procure or otherwise arrange for the audit required by Subpart F of the Uniform Guidance and ensure it is properly performed and submitted when due in accordance with the Uniform Guidance. Subrecipient shall prepare appropriate financial statements, including the schedule of expenditures of Federal awards in accordance with 2 CFR 200.510 (Financial statements) and provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit required by Uniform Guidance Subpart F-Audit Requirements.

12. GRANT PROVISIONS FOR SUBRECIPIENT AGREEMENTS.

12.1. In addition to other provisions required by the Federal Awarding Agency or the State, Subrecipients shall comply with the following provisions. Subrecipients shall include all of the following applicable provisions in all Subcontractors entered into by it pursuant to this Grant.

12.1.1. [Applicable to federally assisted construction Agreements.] **Equal Employment Opportunity**. Except as otherwise provided under 41 CFR Part 60, all Agreements that meet the definition of "federally assisted construction Agreement" in 41 CFR Part 60-1.3 shall include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, Office of Federal Agreement Compliance Programs, Equal Employment Opportunity, Department of Labor.

12.1.2. [Applicable to on-site employees working on government-funded construction, alteration and repair projects.] **Davis-Bacon Act**. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). See Exhibit E.

12.1.3. **Rights to Inventions Made Under a grant or agreement**. If the Federal Award meets the definition of "funding agreement" under 37 CFR 401.2 (a) and the Prime Recipient or Subrecipient wishes to enter into an Agreement with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the Prime Recipient or Subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Agreements and Cooperative Agreements," and any implementing regulations issued by the Federal Awarding Agency.

12.1.4. **Clean Air Act** (42 U.S.C. 7401-7671q.) and the **Federal Water Pollution Control Act** (33 U.S.C. 1251-1387), as amended. Agreements and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal awardees to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal Awarding Agency and the Regional Office of the Environmental Protection Agency (EPA).

12.1.5. **Debarment and Suspension** (Executive Orders 12549 and 12689). A Agreement award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in SAM, in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

12.1.6. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352). Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal Agreement, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

12.1.7. **Never Agreement with the enemy** (2 CFR 200.215). Federal awarding agencies and recipients are subject to the regulations implementing "Never Agreement with the enemy" in 2 CFR part 183. The regulations in 2 CFR part 183 affect covered Agreements, grants and cooperative agreements that are expected to exceed $50,000 within the period of performance, are performed outside the United States and its territories, and are in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

12.1.8. **Prohibition on certain telecommunications and video surveillance services or equipment** (2 CFR 200.216). The State is prohibited from obligating or expending loan or grant funds on certain telecommunications and video surveillance services or equipment pursuant to 2 CFR 200.216.

12.1.9. **Title VI of the Civil Rights Act**. The Subgrantee, Contractor, Subcontractor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this Agreement (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S. C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CRF Part 22, and herein incorporated by reference and made part of this Agreement or agreement.

13. CERTIFICATIONS.

13.1. Subrecipient Certification. Subrecipient shall sign a "State of New Mexico Agreement with Recipient of Federal Recovery Funds" Certification Form in Exhibit E and submit to State Agency with signed grant agreement.

13.2. Unless prohibited by Federal statutes or regulations, the State may require Subrecipient to submit certifications and representations required by Federal statutes or regulations on an annual basis. 2 CFR 200.208. Submission may be required more frequently if Subrecipient fails to meet a requirement of the Federal award. Subrecipient shall certify in writing to the State at the end of the Award that the project or activity was completed or the level of effort was expended. 2 CFR 200.201(3). If the required level of activity or effort was not carried out, the amount of the Award must be adjusted.

14. EXEMPTIONS.

14.1. These Federal Provisions do not apply to an individual who receives an Award as a natural person, unrelated to any business or non-profit organization he or she may own or operate in his or her name.

14.2. A Subrecipient with gross income from all sources of less than $300,000 in the previous tax year is exempt from the requirements to report Subawards and the Total Compensation of its most highly compensated Executives.

EVENT OF DEFAULT AND TERMINATION.

14.3. Failure to comply with these Federal Provisions shall constitute an event of default under the Grant and the State of New Mexico may terminate the Grant upon 30 days prior written notice if the default remains uncured five calendar days following the termination of the 30-day notice period. This remedy will be in addition to any other remedy available to the State of New Mexico under the Grant, at law or in equity.

14.4. Termination (2 CFR 200.340). The Federal Award may be terminated in whole or in part as follows:

14.4.1. By the Federal Awarding Agency or Pass-through Entity, if a Non-Federal Entity fails to comply with the terms and conditions of a Federal Award;

14.4.2. By the Federal awarding agency or Pass-through Entity, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities;

14.4.3. By the Federal awarding agency or Pass-through Entity with the consent of the Non-Federal Entity, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;

14.4.4. By the Non-Federal Entity upon sending to the Federal Awarding Agency or Pass-through Entity written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Federal Awarding Agency or Pass-through Entity determines in the case of partial termination that the reduced or modified portion of the Federal Award or Subaward will not accomplish the purposes for which the Federal Award was made, the Federal Awarding Agency or Pass-through Entity may terminate the Federal Award in its entirety; or

14.4.5. By the Federal Awarding Agency or Pass-through Entity pursuant to termination provisions included in the Federal Award.

CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS
UNDER FEDERAL AWARDS

Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 19641965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR section 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Clean Air Act and the Federal Water Pollution Control Act. Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 74017671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

EXHIBIT D

AGREEMENT WITH SUBRECIPIENT OF FEDERAL RECOVERY FUNDS

Section 602(b) of the Social Security Act (the Act), as added by section 9901 of the American Rescue Plan Act (ARPA), Pub. L. No. 117-2 (March 11, 2021), authorizes the Department of the Treasury (Treasury) to make payments to certain Subrecipients from the Coronavirus State Fiscal Recovery Fund. The State of New Mexico has signed and certified a separate agreement with Treasury as a condition of receiving such payments from the Treasury. This agreement is between your organization and the State and your organization is signing and certifying the same terms and conditions included in the State's separate agreement with Treasury, apply to your organization. Your organization is referred to as a Subrecipient.

As a condition of your organization receiving federal recovery funds from the State, the authorized representative below hereby (i) certifies that your organization will carry out the activities listed in section 602(c) of the Act and (ii) agrees to the terms attached hereto. Your organization also agrees to use the federal recovery funds as specified in bills passed by the Legislature and signed by the Governor.

Under penalty of perjury, the undersigned official certifies that the authorized representative has read and understood the organization's obligations in the Assurances of Compliance and Civil Rights Requirements, that any information submitted in conjunction with this assurances document is accurate and complete, and that the organization is in compliance with the nondiscrimination requirements.

Subrecipient Organization Name: City of Santa Fe

Subrecipient Organization Representative: Alan M. Webber

Title: Mayor

Signature_____

Date: _____

Agreement with Subrecipient of Federal Recovery Funds
Terms And Conditions

1. Use of Funds.

   a. Subrecipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 602(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance.

   b. Subrecipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.

2. Period of Performance. The period of performance for this subaward is shown on page one of this Agreement. Subrecipient may use funds to cover eligible costs incurred, as set forth in Treasury's implementing regulations, during this period of performance.

3. Reporting. Subrecipient agrees to comply with any reporting obligations established by Treasury as they relate to this award. Subrecipient also agrees to comply with any reporting requirements established by the Governor's Office and State Agency. The State will provide notice of such additional reporting requirements via Exhibit G – Reporting Modification Form.

4. Maintenance of and Access to Records
   a. Subrecipient shall maintain records and financial documents sufficient to evidence compliance with section 602(c), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.

   b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Subrecipient in order to conduct audits or other investigations.

   c. Records shall be maintained by Subrecipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.

5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.

6. Administrative Costs. Subrecipient may use funds provided under this award to cover both direct and indirect costs. Subrecipient shall follow guidance on administrative costs issued by the Governor's Office and State agency.

7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Subrecipient.

8. Conflicts of Interest. The State of New Mexico understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Subrecipient and Contractors must disclose in writing to the Agency or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112. The Agency shall disclose such conflict to Treasury.

9. Compliance with Applicable Law and Regulations.
   a. Subrecipient agrees to comply with the requirements of section 602 of the Act, regulations adopted by Treasury pursuant to section 602(f) of the Act, and guidance issued by Treasury regarding the foregoing. Subrecipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Subrecipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.

   b. Federal regulations applicable to this award include, without limitation, the following:

      i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.

      ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.

      iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.

      iv. OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (Agreements and Subcontractors described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.

v. Subrecipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.

vi. Government wide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.

vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.

viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.

ix. Generally applicable federal environmental laws and regulations.

c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:

i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;

iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;

iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and

v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

Remedial Actions. In the event of Subrecipient's noncompliance with section 602 of

10. the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 602(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 602(e) of the Act and any additional payments may be subject to withholding as provided in sections 602(b)(6)(A)(ii)(III) of the Act, as applicable.

11. Hatch Act. Subrecipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C.§§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

12. False Statements. Subrecipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or Agreements, and/or any other remedy available by law.

13. Publications. Any publications produced with funds from this award must display the following language: "This project is being supported, in whole or in part, by federal award number SLFRF0126 awarded to the State of New Mexico by the U.S. Department of the Treasury."

14. Debts Owed the Federal Government.
    a. Any funds paid to the Subrecipient (1) in excess of the amount to which the Subrecipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to sections 602(e) and 603(b)(2)(D) of the Act and have not been repaid by the Subrecipient shall constitute a debt to the federal government.

    b. Any debts determined to be owed to the federal government must be paid promptly by Subrecipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Subrecipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.
    a. The United States expressly disclaims any and all responsibility or liability to Subrecipient or third persons for the actions of Subrecipient or third persons

resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any Agreement, or Subcontractor under this award.

b. The acceptance of this award by Subrecipient does not in any way establish an agency relationship between the United States and Subrecipient.

16. Protections for Whistleblowers.
    a. In accordance with 41 U.S.C. § 4712, Subrecipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal Agreement or grant, a gross waste of federal funds, an abuse of authority relating to a federal Agreement or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal Agreement (including the competition for or negotiation of an Agreement) or grant.

    b. The list of persons and entities referenced in the paragraph above includes the following:
        i. A member of Congress or a representative of a committee of Congress;
        ii. An Inspector General;
        iii. The Government Accountability Office;
        iv. A Treasury employee responsible for Agreement or grant oversight or management;
        v. An authorized official of the Department of Justice or other law enforcement agency;
        vi. A court or grand jury; or
        vii. A management official or other employee of Subrecipient, Contractor, or Subcontractor who has the responsibility to investigate, discover, or address misconduct.

    c. Subrecipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Subrecipient should encourage its Contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

10. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Subrecipient should encourage its employees, Subrecipients, and

Contractors to adopt and enforce policies that ban text messaging while driving, and Subrecipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

As a condition of receipt of federal financial assistance from the Department of the Treasury, the Subrecipient provides the assurances stated herein. The federal financial assistance may include federal grants, loans and Agreements to provide assistance to the Subrecipient's beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass Agreements of guarantee or insurance, regulated programs, licenses, procurement Agreements by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Subrecipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Subrecipient's program(s) and activity(ies), so long as any portion of the Subrecipient's program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Subrecipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Subrecipient acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Subrecipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Subrecipient shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Subrecipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Subrecipient's programs, services, and activities.

3. Subrecipient agrees to consider the need for language services for LEP persons when Subrecipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit http://www.lep.gov.

4. Subrecipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Subrecipient and Subrecipient's successors, transferees, and assignees for the period in which such assistance is provided.

5. Subrecipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every Agreement or agreement subject to Title VI and its regulations between the Subrecipient and the Subrecipient's sub-grantees, Contractors, Subcontractors, successors, transferees, and assignees:

   The sub-grantee, Contractor, Subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits Subrecipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this Agreement (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42
   U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this Agreement or agreement.

6. Subrecipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Subrecipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Subrecipient for the period during which it retains ownership or possession of the property.

7. Subrecipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Subrecipient shall comply with information requests, on-site compliance reviews and reporting requirements.

8. Subrecipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and

implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Subrecipient also must inform the Department of the Treasury if Subrecipient has received no complaints under Title VI.

9. Subrecipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other agreements between the Subrecipient and the administrative agency that made the finding. If the Subrecipient settles a case or matter alleging such discrimination, the Subrecipient must provide documentation of the settlement. If Subrecipient has not been the subject of any court or administrative agency finding of discrimination, please so state.
10. If the Subrecipient makes sub-awards to other agencies or other entities, the Subrecipient is responsible for ensuring that sub-Subrecipients also comply with Title VI and other applicable authorities covered in this document State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that that they are effectively monitoring the civil rights compliance of sub- Subrecipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

EXHIBIT E

DAVIS-BACON ACT REQUIREMENTS
(IF APPLICABLE)

Overview

Section 1606 of the American Recovery and Reinvestment Act (ARRA) of 2009, Pub. L. No. 111-5, 123 Stat. 115 (Feb. 17, 2009) (the "Recovery Act"), requires grant award recipients, subrecipients, contractors, and subcontractors to comply with the wage requirements of the Davis-Bacon Act (40 U.S.C. 3141 *et seq*.) and related acts, stating:

Notwithstanding any other provision of law and in a manner consistent with other provisions in this Act, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code.

Scope of the Davis-Bacon Act The Davis-Bacon Act prevailing wage requirements apply to laborers and mechanics employed under contracts or subcontracts in excess of $2,000 for construction, alteration, or repair activities (including but not limited to painting and decorating) that are funded, in whole or in part, under BTOP grant awards. In general:

- Laborers and mechanics – Are workers whose duties are manual or physical in nature, including apprentices, trainees and helpers, but do not include workers whose duties are primarily managerial, administrative, executive, or clerical. See 29 C.F.R. section 5.2(m).

- The $2,000 threshold – Pertains to the amount of the prime construction contract, not to the amount of individual subcontracts. Accordingly, if the prime construction contract exceeds $2,000, all construction work on the project (including subcontracts) is covered by the Davis-Bacon Act. See 29 C.F.R. section 5.5(a)(6).

- Construction, alteration, or repair activities – Are those occurring at the "site of the work" that involve the alteration, remodeling, or installation of items fabricated off-site; painting and decorating; manufacturing or furnishing of materials, articles, supplies, or equipment on the site of the building or work; and, in certain cases, transportation between the site of the work and other points. See 29 C.F.R. section 5.2(j).

- Site of the work – Is the physical place or places where the building or work called for in the contract will remain, and any other site where a significant portion of the building or work is constructed, provided that such site is established specifically for the performance of the contract or project, and includes job headquarters, tool yards, batch plants, borrow pits, etc., if they are dedicated exclusively, or nearly so, to performance of the contract or project, and are adjacent or virtually adjacent to the site of the work. The site of the work does not include permanent home offices, branch plant establishments, fabrication plants, tool yards, etc., of a contractor or subcontractor whose location and continued operation are determined wholly without regard to a particular Federal or Federally assisted contract or project. See 29 C.F.R. section 5.2(l).

- Application to Governmental Agencies - Governmental agencies, such as states or their political subdivisions, are not subject to the Davis Bacon Act requirements when construction work is being performed by their own employees on a "force account" basis. See 29 C.F.R. section 5.2(h).

Davis-Bacon Act prevailing wage requirements are likely to apply to construction and related activities undertaken in connection with Infrastructure Round 1 and Comprehensive Community Infrastructure (CCI) Round 2 projects. In many cases, Davis-Bacon Act prevailing wage requirements will also apply to activities under BTOP grants for Sustainable Broadband Adoption (SBA) and Public Computer Centers (PCC), when construction and related activities (including minor renovation of facilities) can be segregated from the other work contemplated by the grant. See 29 C.F.R. section 4.116; F.A.R. section 22.402(b).

Davis-Bacon Act Requirements

Required contract provisions (appearing at 29 C.F.R. section 5.5) and the applicable wage determination(s) for the activities contemplated by a construction project must be included in any contract or subcontract to which the Davis-Bacon Act applies providing, among other items, that:

- Laborers and mechanics must be paid the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) at least once a week;

- No paycheck deductions or rebates are permitted, except as permitted under Department of Labor (DOL) regulations (29 C.F.R. sections 3.5-3.6);

- Wage and fringe benefit rates must be no less than those contained in DOL wage determination for the labor classification for the work actually performed.

The recipient is responsible for ensuring that the required contract provisions appear in all contracts and subcontracts entered into by recipients, subrecipients, contractors, and subcontractors for construction, alteration and repair activities covered by the Davis-Bacon Act and related acts. Applicable wage determinations included in the contract must be verified by the recipient within 10 days of the contract date.

In cases where state wage rates (determined under state statutes often called "Mini-Davis-Bacon Acts") are higher than the Federal wage rates, the state wage rates take precedence and should be included in contracts in lieu of the lower, Federal wage rates. In cases of construction projects on tribal lands, the recipient should contact its assigned Federal Program Officer (FPO) for guidance on the interplay among the Davis-Bacon Act, state Mini-Davis-Bacon acts, and the Tribal Employment Rights Ordinance (TERO).

Contracts for amounts over $100,000 that are covered by the Davis-Bacon Act must include additional standard clauses (also appearing in 29 C.F.R. section 5.5) providing, among other things, that overtime for laborers and mechanics must be paid at a rate 1.5 times the basic rate of pay for time worked in excess of 40 hours per week.

In addition, the DOL Davis-Bacon poster (WH-1321) must be prominently posted at the site of the work. Refer to: (www.dol.gov/whd/regs/compliance/posters/fedprojc.pdf 1321).

Davis-Bacon Wage Rate Determinations

DOL conducts statewide surveys seeking payment data on wage and fringe benefit rates from construction contractors and other interested parties, such as labor unions. Wage determinations are issued by locality, typically on a county-by-county basis. Davis-Bacon Act wage determinations are published on DOL's Wage Determinations OnLine (WDOL) website accessible at: www.wdol.gov. The Davis-Bacon Act prevailing wages are determined by DOL based on wages paid to various classes of laborers and mechanics employed on specific types of construction projects in an area.

If DOL has not published a wage determination for work that is needed to complete a BTOP construction project, the recipient may seek a Conformance. The recipient must submit a Conformance request using Standard Form (SF) 1444. Please go to www.wdol.gov/library.aspx to obtain a copy of the form and instructions.

To complete the form, the recipient must describe the work to be done (identified with a classification that is used in the subject area in the construction industry) and propose a wage rate that bears a reasonable relationship to existing wage determinations. Typically, the rate must not be less than the wage determination for an unskilled laborer and, for a skilled craft, must be at least equal to the lowest wage determination for any other skilled craft.

Infrastructure and CCI recipients should submit the completed SF-1444 through Grants Online as an "Other Action Request." The SF1444 will be routed to the National Oceanic and Atmospheric Administration (NOAA) Grants Officer and transmitted to the DOL Wage and Hour Division for review and approval. The Wage and Hour Division has committed to act on Conformance requests within 30 days.

SBA and PCC recipients should submit completed SF-1444 Conformance requests through the Post-Award Monitoring (PAM) System. To do so, the recipient should create a report package of the type "POR: PAM Other Request." After filling out and attaching the Request Template, recipient should attach the completed SF-1444 form using the "Add File" button. The SF-1444 will be routed to the National Institute of Standards and Technology (NIST) Grants Officer and transmitted to the DOL Wage and Hour Division for review and approval. The Wage and Hour Division has committed to act on Conformance requests within 30 days.

Recordkeeping and Monitoring Obligations

Recipients, subrecipients, contractors, and subcontractors must prepare weekly certified payroll documentation using Form WH347 (available at: www.dol.gov/whd/forms/wh347.pdf), properly completed for laborers and mechanics performing activities covered by the Davis-Bacon Act requirements of the Recovery Act. Subrecipients, contractors, and subcontractors must submit this information to the BTOP grant award recipient on a weekly basis within seven days of the regular payment date of the subrecipient's, contractor's or subcontractor's payroll period.

A recipient must review the weekly certified payroll documentation it receives from its subrecipients, contractors and subcontractors on an ongoing basis. See 29 C.F.R. sections 3.3-3.4. If a subrecipient receives the original payroll documents, the subrecipient should review these documents and forward the original documents to the recipient on a weekly basis within the time period described above.

The recipient must maintain in its files the original Davis-Bacon Act payroll records it prepares for itself, as well as those prepared by subrecipients, contractors, and subcontractors. The recipient is not required to submit any of the payroll documents to the BTOP Grants Office unless the assigned Grants Officer makes a request for such records. The payroll records must be maintained so as to be easily accessed by BTOP Grants Officers and by other duly authorized officials. The

recipient must retain these records as provided in the Department of Commerce (DOC) Uniform Administrative Requirements for Grants and Cooperative Agreements, 15 C.F.R. section 14.53 or 24.42, as applicable, generally for the later of three years after closeout of the award, or until any litigation, claim, or audit is resolved.

Enforcement and Penalties

Violation of the requirements of Section 1606 of the Recovery Act and the Davis-Bacon Act and related acts is a serious offense. Compliance is subject to audit during OMB Circular A-133 audits (including program-specific audits) of BTOP grant recipients and subrecipients, as well as audits and investigations by the DOC Office of Inspector General, the Government Accountability Office (GAO), the DOL Wage and Hour Division, and other duly authorized officials. A violation of the Davis-Bacon Act wage requirements may lead NTIA to impose appropriate enforcement action in connection with a BTOP grant award, up to and including suspension or termination of the award. In addition, contracting parties are subject to payment of back wages, and suspension or debarment from future contracts for a period of up to three years. Monetary damages may also apply. Falsification of certified payroll records or the required kickback of wages may subject a violator to civil or criminal prosecution, the penalty for which may include fines and/or imprisonment.

EXHIBIT F

ELIGIBLE AND RESTRICTED USES OF CSLFRF FUNDS

As described in the CSLFRF statute and summarized above, there are four enumerated eligible uses of CSLFRF award funds. As a recipient of an award under the CSLFRF program, your organization is responsible for complying with requirements for the use of funds. In addition to determining a given project's eligibility, recipients are also responsible for determining subrecipient's or beneficiaries' eligibility and must monitor use of CSLFRF award funds.

To help recipients build a greater understanding of eligible uses, Treasury's Interim Final Rule establishes a framework for determining whether a specific project would be eligible under the CSLFRF program, including some helpful definitions. For example, Treasury's Interim Final Rule establishes:

- A framework for determining whether a project "responds to" a "negative economic impact" caused by the COVID-19 public health emergency;

- Definitions of "eligible employers", "essential work," "eligible workers", and "premium pay" for cases where premium pay is an eligible use;

- A definition of "general revenue" and a formula for calculating revenue lost due to the COVID-19 public health emergency;

- A framework for eligible water and sewer infrastructure projects that aligns eligible uses with projects that are eligible under the Environmental Protection Agency's Drinking Water and Clean Water State Revolving Funds; and,

- A framework for eligible broadband projects designed to provide service to unserved or underserved households, or businesses at speeds sufficient to enable users to generally meet household needs, including the ability to support the simultaneous use of work, education, and health applications, and also sufficiently robust to meet increasing household demands for bandwidth.

Treasury's Interim Final Rule also provides more information on four important restrictions on use of CSLFRF award funds: recipients may not deposit CSLFRF funds into a pension fund; recipients that are States or territories may not use CSLFRF funds to offset a reduction in net tax revenue caused by the recipient's change in law, regulation, or administrative interpretation; and, recipients may not use CSLFRF funds as non-Federal match where prohibited. In addition, the Interim Final Rule clarifies certain uses of CSLFRF funds outside the scope of eligible uses, including that recipients generally may not use CSLFRF funds directly to service debt, satisfy a judgment or settlement, or contribute to a "rainy day" fund. Recipients should refer to Treasury's Interim Final Rule for more information on these restrictions.

EXHIBIT G

CSFRF SUBRECIPIENT QUARTERLY REPORT

1. CSFRF SUBRECIPIENT QUARTERLY REPORT WORKBOOK

1.1 The CSFRF Subrecipient Quarterly Report Workbook must be submitted to the STATE within ten (10) calendar days following each quarter ended September, December, March and June.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/23/2025

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

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

PRODUCER
Berger Briggs Insurance & Risk Solutions, Inc. An ISU Network Member
4333 Pan American Fwy NE, Suite A
Albuquerque, NM 87107

CONTACT NAME: Barbara Stierwalt
PHONE (A/C, No, Ext): (505) 962-2654 FAX (A/C, No):
E-MAIL ADDRESS: bstierwalt@bbirs.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Selective Insurance Company of America	26301
INSURER B : Selective Way Insurance Company	26301
INSURER C : Navigators Insurance Company	42307
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Santa Fe Civic Housing Authority
664 Alta Vista St
Santa Fe, NM 87505

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			S 2324140	9/30/2024	9/30/2025	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 20,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			S 2324140	9/30/2024	9/30/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR			S 2324140	9/30/2024	9/30/2025	EACH OCCURRENCE	$ 2,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 2,000,000
	DED X RETENTION $ 10,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N	N / A		WC 9077330	9/30/2024	9/30/2025	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Professional Liab			CH24MPLX00671NC	5/29/2025	5/29/2026	Aggregate	1,000,000

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

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

City of Santa Fe
PO Box 909
500 Market St Suite 200
Santa Fe, NM 87501

CANCELLATION

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

ACORD 25 (2016/03) © 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Berger Briggs Insurance & Risk Solutions, Inc. An ISU Network Member	Santa Fe Civic Housing Authority 664 Alta Vista St Santa Fe, NM 87505
POLICY NUMBER SEE PAGE 1	
CARRIER: SEE PAGE 1 / NAIC CODE: SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:

.

The policy includes an additional insured and/or waiver of subrogation endorsement (or provision) that provides additional insured and/or waiver of subrogation status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. See forms attached.

ACORD 101 (2008/01) © 2008 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

ADDITIONAL INSURED — DESIGNATED PERSON OR ORGANIZATION

POLICY NUMBER: S 2324140

COMMERCIAL GENERAL LIABILITY
CG 20 26 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
CITY OF SANTA FE PO BOX 909 SANTA FE, NM 87504-0909
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

20000FS 2324140 775

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 your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or

2. In connection with your premises owned by or rented to you.

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.

Copyright, Insurance Services Office, Inc., 2018

ElitePac®
General Liability Extension Endorsement

COMMERCIAL GENERAL LIABILITY
CG 73 00 10 23

SUMMARY OF COVERAGES (including index)

This is a summary of the various additional coverages and coverage modifications provided by this endorsement. No coverage is provided by this summary. Refer to the actual endorsement (Pages **3**-through-**9**) for changes affecting your insurance protection.

DESCRIPTION	PAGE FOUND
Additional Insureds — Primary and Non-Contributory Provision	Page 8
Blanket Additional Insureds — As Required By Contract	Page 5
• Owners, Lessees or Contractors (includes Architects, Engineers or Surveyors) • Lessors of Leased Equipment • Managers or Lessors of Premises • Mortgagees, Assignees and Receivers • Any Other person or organization other than a joint venture • Grantors of Permits	
Broad Form Vendors Coverage	Page 7
Damage To Premises Rented To You (Including Fire, Lightning or Explosion)	Page 3
Electronic Data Liability ($100,000)	Page 4
Employee Definition Amended	Page 9
Employees As Insureds Modified	Page 5
Employer's Liability Exclusion Amended (Not applicable in New York)	Page 3
Incidental Malpractice Exclusion modified	Page 8
Knowledge of Occurrence, Claim, Suit or Loss	Page 8
Liberalization Clause	Page 8
Mental Anguish Amendment (Not applicable to New York)	Page 10
Newly Formed or Acquired Organizations	Page 5
Non-Owned Aircraft	Page 3
Non-Owned Watercraft (under 60 feet)	Page 3
Not-for-profit Members — as additional insureds	Page 5
Personal And Advertising Injury — Discrimination Amendment (Not applicable in New York)	Page 9
Products Amendment (Medical Payments)	Page 4
Supplementary Payments Amended — Bail Bonds ($5,000) and Loss of Earnings ($1,000)	Page 4
Two or More Coverage Parts or Policies Issued By Us	Page 9
Unintentional Failure to Disclose Hazards	Page 8
Waiver of Transfer of Rights of Recovery (subrogation)	Page 8
When Two or More Coverage Parts of this Policy Apply to a Loss	Page 3

Copyright, 2023 Selective Insurance Company of America. All rights reserved.
Includes copyrighted material of Insurance Services Office, Inc., with its permission.

20000FS 2324140 812

THIS PAGE IS INTENTIONALLY LEFT BLANK.

Copyright, 2023 Selective Insurance Company of America. All rights reserved.
Includes copyrighted material of Insurance Services Office, Inc., with its permission.

ElitePac®
General Liability Extension Endorsement

COMMERCIAL GENERAL LIABILITY
CG 73 00 10 23

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies the insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

The **SECTIONS** of the Commercial General Liability Coverage Form identified in this endorsement will be amended as shown below. However, **if (a) two or more Coverage Parts of this policy, or (b) two or more forms or endorsements within the same Coverage Part apply to a loss,** coverage provision(s) with the broadest language will apply, unless specifically stated otherwise within the particular amendment covering that loss.

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

20000FS 2324140 814

COVERAGES — Amendments

SECTION I — COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY

EXCLUSIONS

Employer's Liability Amendment

(This provision is not applicable in the State of New York).

The following is added to Exclusion **e. Employer's Liability** under **COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions:**

This exclusion also does not apply to any "temporary worker".

Non-Owned Aircraft, Auto or Watercraft

A. Paragraph **(2)** of Exclusion **g. Aircraft, Auto Or Watercraft** under **COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions** is deleted in its entirety and replaced with the following:

(2) A watercraft you do not own that is:

(a) Less than 26 feet long and not being used to carry persons or property for a charge; or

(b) At least 26 feet, but less than 60 feet long, and not being used to carry persons or property for a charge. Any person is an insured who uses or is responsible for the use of such watercraft with your expressed or implied consent. However, if the insured has any other valid and collectible insurance for "bodily injury" or "property damage" that would be covered under this provision, or on any other basis, this coverage is then excess, and subject to Condition **4. Other Insurance, b. Excess Insurance** under **SECTION IV — COMMERCIAL GENERAL LIABILITY CONDITIONS.**

B. The following is added to Exclusion **g. Aircraft, Auto Or Watercraft** under **COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions:**

This exclusion does not apply to:

(6) Any aircraft, not owned or operated by any insured, which is hired, chartered or loaned with a paid crew. However, if the insured has any other valid and collectible insurance for "bodily injury" or "property damage" that would be covered under this provision, or on any other basis, this coverage is then excess, and subject to Condition **4. Other Insurance, b. Excess Insurance** under **SECTION IV — COMMERCIAL GENERAL LIABILITY CONDITIONS.**

Damage To Premises Rented to You

A. The last paragraph of Paragraph **2. Exclusions** under **COVERAGE A BODILY INJURY AND PROPERTY DAMAGE** is deleted in its entirety and replaced with the following:

Exclusions **c. through n.** do not apply to damage by fire, lightning or explosion to premises rented to you or temporarily occupied by you with the permission of the owner. A separate limit of insurance applies to this coverage as described in **SECTION III — LIMITS OF INSURANCE.**

Copyright, 2023 Selective Insurance Company of America. All rights reserved.
Includes copyrighted material of Insurance Services Office, Inc., with its permission.

B. Paragraph **6.** under **SECTION III — LIMITS OF INSURANCE** is deleted in its entirety and replaced with the following:

6. Subject to Paragraph **5.** above, the most we will pay under **COVERAGE A** for damages because of "property damage" to any one premises, while rented to you, or in the case of damage caused by fire, lightning or explosion, while rented to you or temporarily occupied by you with permission of the owner, for all such damage caused by fire, lightning or explosion proximately caused by the same event, whether such damage results from fire, lightning or explosion or any combination of the three, is the amount shown in the Declarations for the Damage To Premises Rented To You Limit.

C. Paragraph **a.** of Definition **9.** "Insured contract" under **SECTION V — DEFINITIONS** is deleted in its entirety and replaced with the following:

a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning or explosion to premises while rented to you or temporarily occupied by you with the permission of the owner is not an "insured contract";

Electronic Data Liability

A. Exclusion **p. Access or Disclosure Of Confidential Or Personal Information And Data-related Liability** under **COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions** is deleted in its entirety and replaced by the following:

p. Access or Disclosure Of Confidential Or Personal Information And Data-related Liability

Damages arising out of:

(1) Any access to or disclosure of any person's or organization's confidential or personal information, including patents, trade secrets, processing methods, customer lists, financial information, credit card information or any other type of nonpublic information; or

(2) The loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate "electronic data" that does not result from physical injury to tangible property.

This exclusion applies even if damages are claimed for notification costs, credit monitoring expenses, forensic expenses, public relations expenses or any other loss, cost or expense incurred by you or others arising out of that which is described in Paragraph **(1)** or **(2)** above.

B. The following paragraph is added to **SECTION III — LIMITS OF INSURANCE:**

Subject to **5.** above, the most we will pay under **COVERAGE A** for "property damage" because of all loss of "electronic data" arising out of any one "occurrence" is a sub-limit of $100,000.

SECTION I — COVERAGE C MEDICAL PAYMENTS

EXCLUSIONS

Any Insured Amendment

Exclusion **a. Any Insured** under **COVERAGE C MEDICAL PAYMENTS, 2. Exclusions** is deleted in its entirety and replaced with the following:

a. Any Insured

To any insured.

This exclusion does not apply to:

(1) "Not-for-profit members";

(2) "Golfing facility" members who are not paid a fee, salary, or other compensation; or

(3) "Volunteer workers".

This exclusion exception does not apply if **COVERAGE C MEDICAL PAYMENTS** is excluded by another endorsement to this Coverage Part.

Product Amendment

Exclusion **f. Products-Completed Operations Hazard** under **COVERAGE C MEDICAL PAYMENTS, 2. Exclusions** is deleted in its entirety and replaced with the following:

f. Products-Completed Operations Hazard

Included within the "products-completed operations hazard".

This exclusion does not apply to "your products" sold for use or consumption on your premises, while such products are still on your premises.

This exclusion exception, does not apply if **COVERAGE C MEDICAL PAYMENTS** is excluded by another endorsement to this Coverage Part.

SECTION I — SUPPLEMENTARY PAYMENTS — COVERAGES A AND B

Expenses For Bail Bonds And Loss Of Earnings

A. Subparagraph **1.b.** under **SUPPLEMENTARY PAYMENTS — COVERAGES A AND B** is deleted in its entirety and replaced with the following:

b. Up to $5,000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

Copyright, 2023 Selective Insurance Company of America. All rights reserved.
Includes copyrighted material of Insurance Services Office, Inc., with its permission.

B. Subparagraph **1.d.** under **SUPPLEMENTARY PAYMENTS — COVERAGES A AND B** is deleted in its entirety and replaced with the following:

d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to $1,000 a day because of time off from work.

SECTION II — WHO IS AN INSURED — Amendments

Not-for-Profit Organization Members

The following paragraph is added to **SECTION II — WHO IS AN INSURED:**

If you are an organization other than a partnership, joint venture, or a limited liability company, and you are a not-for-profit organization, the following are included as additional insureds:

1. Your officials;

2. Your trustees;

3. Your members;

4. Your board members;

5. Your commission members;

6. Your agency members;

7. Your insurance managers;

8. Your elective or appointed officers; and

9. Your "not-for-profit members".

However only with respect to their liability for your activities or activities they perform on your behalf.

Employees As Insureds Modified

A. Subparagraph **2.a.(1)(a)** under **SECTION II — WHO IS AN INSURED** does not apply to "bodily injury" to a "temporary worker" caused by a co-"employee" who is not a "temporary worker".

B. Subparagraph **2.a.(2)** under **SECTION II — WHO IS AN INSURED** does not apply to "property damage" to the property of a "temporary worker" or "volunteer worker" caused by a co-"employee" who is not a "temporary worker" or "volunteer worker".

C. Subparagraph **2.a.(1)(d)** under **SECTION II — WHO IS AN INSURED** does not apply to "bodily injury" caused by cardio-pulmonary resuscitation or first aid services administered by a co-"employee".

With respect to this provision only, Subparagraph **(1)** of Exclusion **2. e. Employer's Liability** under **SECTION I — COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY** does not apply.

Newly Formed Or Acquired Organizations

A. Subparagraph **3.a.** under **SECTION II — WHO IS AN INSURED** is deleted in its entirety and replaced with the following:

a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier. However, **COVERAGE A** does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization.

B. The following paragraph is added to **SECTION II — WHO IS AN INSURED,** Paragraph **3:**

If you are engaged in the business of construction of dwellings three stories or less in height, or other buildings three stories or less in height and less than 25,000 square feet in area, you will also be an insured with respect to "your work" only, for the period of time described above, for your liability arising out of the conduct of any partnership or joint venture of which you are or were a member, even if that partnership or joint venture is not shown as a Named Insured. However, this provision only applies if you maintain or maintained an interest of at least fifty percent in that partnership or joint venture for the period of that partnership or joint venture.

This provision does not apply to any partnership or joint venture that has been dissolved or otherwise ceased to function for more than thirty-six months.

With respect to the insurance provided by this provision, **Newly Formed or Acquired Organizations,** the following is added to **SECTION IV — COMMERCIAL GENERAL LIABILITY**, Paragraph **4. Other Insurance,** Subparagraph **b. Excess Insurance:**

The insurance provided by this provision, **Newly Formed or Acquired Organizations,** is excess over any other insurance available to the insured, whether primary, excess, contingent or on any other basis.

(All other provisions of this section remain unchanged)

Blanket Additional Insureds — As Required By Contract

A. Subject to the **Primary and Non-Contributory** provision set forth in this endorsement, **SECTION II — WHO IS AN INSURED** is amended to include as an additional insured:

1. Owners, Lessees or Contractors/Architects, Engineers and Surveyors

a. Any person or organization for whom you are performing operations when you and such person or organization have agreed in a written contract, written agreement or written permit that such person or organization be added as an additional insured on your commercial general liability policy; and

20000FS 2324140 816

Copyright, 2023 Selective Insurance Company of America. All rights reserved.
Includes copyrighted material of Insurance Services Office, Inc., with its permission.

b. Any other person or organization, including any architects, engineers or surveyors not engaged by you, whom you are required to add as an additional insured under your policy in the contract or agreement in Paragraph **a.** above:

Such person or organization is an additional insured 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 of omissions of those acting on your behalf;

in the performance of your ongoing operations performed for the additional insured in Paragraph **a.,** above.

However, this insurance does not apply to:

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services by or for you, including:

(1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and

(2) Supervisory, inspection, architectural or engineering activities.

Professional services do not include services within construction means, methods, techniques, sequences and procedures employed by you in connection with your operations in your capacity as a construction contractor.

A person or organization's status as an additional insured under this endorsement ends when your operations for the person or organization described in Paragraph **a.** above are completed.

2. Other Additional Insureds

Any of the following persons or organizations with whom you have agreed in a written contract, written agreement or written permit that such persons or organizations be added as an additional insured on your commercial general liability policy:

a. Lessors of Leased Equipment

Any person or organization from whom you lease equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

b. Managers or Lessors of Premises

Any person or organization from whom you lease premises, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by you or those acting on your behalf in connection with the ownership, maintenance or use of that part of the premises leased to you.

This insurance does not apply to any "occurrence" which takes place after you cease to be a tenant of that premises.

c. Mortgagees, Assignees or Receivers

Any person or organization with respect to their liability as mortgagee, assignee or receiver and arising out of the ownership, maintenance or use of your premises.

This insurance does not apply to any "occurrence" which takes place after the mortgage is satisfied, or the assignment or receivership ends.

d. Any Person or Organization Other Than A Joint Venture

Any person or organization (other than a joint venture of which you are a member), but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts of omissions of those acting on your behalf in the performance of your ongoing operations or in connection with property owned by you.

e. State or Governmental Agency or Political Subdivision — Permits or Authorizations

Any state or governmental agency or subdivision or political subdivision, but only with respect to:

(1) Operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization; or

Copyright, 2023 Selective Insurance Company of America. All rights reserved.
Includes copyrighted material of Insurance Services Office, Inc., with its permission.

(2) The following hazards for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization in connection with premises you own, rent or control and to which this insurance applies:

(a) The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures;

(b) The construction, erection or removal of elevators; or

(c) The ownership, maintenance or use of any elevators covered by this insurance.

This insurance does not apply to:

i. "Bodily injury" or "property damage" arising out of operations performed for the federal government, state or municipality; or

ii. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

With respect to Paragraphs **2.b.** through **2.d.,** this insurance does not apply to structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

B. The insurance coverage afforded to the additional insureds in this coverage extension:

1. Does not apply unless the written contract or written agreement has been signed by the Named Insured or written permit issued prior to the "bodily injury" or "property damage" or "personal and advertising injury";

2. Only applies to the extent permitted by law; and

3. Will not be broader than that which you are required by the written contract, written agreement, or written permit to provide to such additional insured.

Broad Form Vendors Coverage

Subject to the **Primary and Non-Contributory** provision set forth in this endorsement, **SECTION II — WHO IS AN INSURED** is amended to include as an additional insured any person or organization (referred to below as vendor) for whom you have agreed in a written contract or written agreement to provide coverage as an additional insured under your policy. Such person or organization is an additional insured only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business. However, the insurance afforded the vendor does not apply to:

a. "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement; however this exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

b. Any express warranty unauthorized by you;

c. Any physical or chemical change in the product made intentionally by the vendor;

d. Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business in connection with the sale of the product; or

f. Products which, after distribution or sale by you, have been labeled or re-labeled or used as a container, part of ingredient of any other thing or substance by or for the vendor; however this insurance does not apply to any insured person or organization, from who you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

The provisions of this coverage extension do not apply unless the written contract or written agreement has been signed by the Named Insured prior to the "bodily injury" or "property damage".

Copyright, 2023 Selective Insurance Company of America. All rights reserved.
Includes copyrighted material of Insurance Services Office, Inc., with its permission.

Incidental Malpractice

Subparagraph **2.a.(1)(d)** under **SECTION II — WHO IS AN INSURED** is deleted in its entirety and replaced with the following:

(d) Arising out of his or her providing or failing to provide professional health care services.

This does not apply to nurses, emergency medical technicians or paramedics if you are not in the business or occupation of providing any such professional services.

This also does not apply to "bodily injury" caused by cardio-pulmonary resuscitation or first aid services administered by a co-"employee".

This provision does not apply if you are a Social Service or Senior Living risk.

SECTION IV — COMMERCIAL GENERAL LIABILITY CONDITIONS — Amendments

Knowledge Of Occurrence, Claim, Suit Or Loss

The following is added to Paragraph **2. Duties in the Event of Occurrence, Offense, Claim or Suit** under **SECTION IV — COMMERCIAL GENERAL LIABILITY CONDITIONS:**

The requirements under this paragraph do not apply until after the "occurrence" or offense is known to:

1. You, if you are an individual;

2. A partner, if you are a partnership;

3. An "executive officer" or insurance manager, if you are a corporation;

4. Your members, managers or insurance manager, if you are a limited liability company; or

5. Your elected or appointed officials, officers, members, trustees, board members, commission members, agency members, or your administrator or your insurance manager if you are an organization other than a partnership, joint venture, or limited liability company.

Primary and Non-Contributory Provision

The following is added to Paragraph **4. Other Insurance, b. Excess Insurance** under **SECTION IV — COMMERCIAL GENERAL LIABILITY CONDITIONS:**

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

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

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

Unintentional Failure To Disclose Hazards

The following is added to Paragraph **6. Representations** under **SECTION IV — COMMERCIAL GENERAL LIABILITY CONDITIONS:**

However, if you should unintentionally fail to disclose any existing hazards in your representations to us at the inception date of the policy, or during the policy period in connection with any additional hazards, we shall not deny coverage under this Coverage Part based upon such failure to disclose hazards.

Waiver Of Transfer Of Rights Of Recovery

The following is added to Paragraph **8. Transfer of Rights Of Recovery Against Others To Us** under **SECTION IV — COMMERCIAL GENERAL LIABILITY CONDITIONS**:

We will waive any right of recovery against a person or organization because of payments we make under this Commercial General Liability Coverage Part. This waiver applies only if the insured has agreed in a written contract or written agreement to:

1. Waive any right of recovery against that person or organization; or

2. Assume the liability of that person or organization pursuant to a written contract or written agreement that qualifies as an "insured contract"; and

3. Include such person or organization as an additional insured on your policy.

Such waiver by us applies only to that person or organization identified above, and only to the extent that the insured has waived its right of recovery against such person or organization prior to loss.

Liberalization

The following condition is added to **SECTION IV — COMMERCIAL GENERAL LIABILITY CONDITIONS:**

If we revise this Coverage Part to provide more coverage without additional premium charge, subject to our filed company rules, your policy will automatically provide the additional coverage as of the day the revision is effective in your state.

Copyright, 2023 Selective Insurance Company of America. All rights reserved.
Includes copyrighted material of Insurance Services Office, Inc., with its permission.

Two or More Coverage Parts or Policies Issued By Us

(This provision is not Applicable in the state of New York or Wisconsin).

The following condition is added to **SECTION IV — COMMERCIAL GENERAL LIABILITY CONDITIONS:**

It is our intention that the various coverage parts or policies issued to you by us, or any company affiliated with us, do not provide any duplication or overlap of coverage. We have exercised diligence to draft our coverage parts and policies to reflect this intention. However, if the facts and circumstances that will respond to any claim or "suit" give rise to actual or claimed duplication or overlap of coverage between the various coverage parts or policies issued to you by us or any company affiliated with us, the limit of insurance under all such coverage parts or policies combined shall not exceed the highest applicable limit under this coverage, or any one of the other coverage forms or policies.

This condition does not apply to any Excess or Umbrella policy issued by us specifically to apply as excess insurance over this coverage part or policy to which this coverage part is attached.

SECTION V — DEFINITIONS

Discrimination

(This provision does not apply in New York).

A. The following is added to Definition **14.** "Personal and advertising injury":

"Personal and advertising injury" also means "discrimination" that results in injury to the feelings or reputation of a natural person, however only if such "discrimination" or humiliation is:

1. Not done by or at the direction of:

a. The insured; or

b. Anyone considered an insured under **SECTION II — WHO IS AN INSURED;**

2. Not done intentionally to cause harm to another person.

3. Not directly or indirectly related to the employment, prospective employment or termination of employment of any person or persons by any insured.

4. Not arising out of any "advertisement" by the insured.

B. The following definition is added to **SECTION V — DEFINITIONS:**

"Discrimination" means:

a. Any act or conduct that would be considered discrimination under any applicable federal, state, or local statute, ordinance or law;

b. Any act or conduct that results in disparate treatment of, or has disparate impact on, a person, because of that person's race, religion, gender, sexual orientation, age, disability or physical impairment; or

c. Any act or conduct characterized or interpreted as discrimination by a person based on that person's race, religion, gender, sexual orientation, age, disability or physical impairment.

It does not include acts or conduct characterized or interpreted as sexual intimidation or sexual harassment, or intimidation or harassment based on a person's gender.

Electronic Data

The following definition is added to **SECTION V — DEFINITIONS:**

"Electronic data" means information, facts or programs stored as or on, created or used on, or transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cell, data processing devices or any other media which are used with electronically controlled equipment. For the purpose of the Electronic Data Liability coverage provided by this endorsement, Definition **17.** "Property damage" is deleted in its entirety and replaced by the following:

17. "Property damage" means:

a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it; or

b. Loss of, loss of use of, damage to, corruption of, inability to access, or inability to properly manipulate "electronic data", resulting from physical injury to tangible property. All such loss of "electronic data" shall be deemed to occur at the time of the "occurrence" that caused it.

For the purpose of the Electronic Data Liability coverage provided by this endorsement, "electronic data" is not tangible property.

Employee Amendment

Definition **5.** "Employee" under **SECTION V — DEFINITIONS** is deleted in its entirety and replaced by the following:

5. "Employee" includes a "leased worker", or a "temporary worker". If you are a School, "Employee" also includes a student teacher.

Golfing Facility

The following definition is added to **SECTION V — DEFINITIONS:**

"Golfing facility" means a golf course, golf club, driving range, or miniature golf course.

Copyright, 2023 Selective Insurance Company of America. All rights reserved.
Includes copyrighted material of Insurance Services Office, Inc., with its permission.

Mental Anguish Amendment

(This provision does not apply in New York).

Definition **3.** "Bodily injury" under **SECTION V — DEFINITIONS** is deleted in its entirety and replaced with the following:

3. "Bodily injury" means bodily injury, sickness or disease sustained by a person, including death resulting from any of these at any time. This includes mental anguish resulting from any bodily injury, sickness or disease sustained by a person. (In New York, mental anguish has been determined to be "bodily injury").

Not-for-profit Member

The following definition is added to **SECTION V — DEFINITIONS:**

"Not-for-profit member" means a person who is a member of a not-for-profit organization, including clubs and churches, who receives no financial or other compensation.

Copyright, 2023 Selective Insurance Company of America. All rights reserved.
Includes copyrighted material of Insurance Services Office, Inc., with its permission.

From: DUTTON-LEYDA, TRAVIS K.
To: GOSENDE, ROCIO M.
Cc: LOVATO, JOANN D.
Subject: RE: Casa Connection Contract: Determination of Service
Date: Tuesday, June 24, 2025 2:02:52 PM
Attachments: image001.png
image002.jpg
image003.jpg
image004.png
image005.png

Greetings,

Government to government services/goods are exempt per NMSA Section, 13-1-98 (A).

A. procurement of items of tangible personal property or services by a state agency or a local public body from a state agency, a local public body or external procurement unit except as otherwise provided in Sections 13-1-135 through 13-1-137 NMSA 1978;

The **Santa Fe Civic Housing Authority** is an independent *local government entity*, not a private organization or part of the city bureaucracy.

- It was **created by the City Council** under New Mexico Municipal Housing Law (NMSA § 3-45-1), but operates independently to administer public housing and Section 8 Housing Choice Vouchers highergov.com+11santafenm.gov+11www2.ntia.doc.gov+11.
- The City of Santa Fe explicitly notes that it **does not oversee** this Authority, which is responsible for its own operations and governance .
- A U.S. federal grant document also refers to it as a **"local government entity"** santafehousingaction.org+6www2.ntia.doc.gov+6findhelp.org+6.

Thank you.

Regards,

Travis Dutton-Leyda
Chief Procurement Officer
City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

Book time to meet with me

https://santafenm.gov/finance-2/purchasing-1

Vendor Registration Sites and Current Procurement Opportunities:

[Current] https://cityofsantafenmvendors.munisselfservice.com/Vendors/VBids/SearchResults.aspx

[Transitioning] https://procurement.opengov.com/portal/santafenm

[Current] https://www.withpavilion.com/

Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd

Chart, text

"A journey of a thousand miles begins with a single step" ~ Lao Tzu

---

From: DUTTON-LEYDA, TRAVIS K.
Sent: Monday, June 16, 2025 11:09 AM
To: GOSENDE, ROCIO M. <rmgosende@santafenm.gov>
Cc: KENNY, JULIE C. <jckenny@santafenm.gov>
Subject: RE: Casa Connection Contract: Determination of Service

Rocio,

Upon review of the draft contract with Santa Fe Civic Housing Authority, it appears that the Scope of Work in Exhibit A lacks the necessary detail for compliance, monitoring, and payment purposes. To meet federal SLFRF requirements and ensure the City can properly administer and oversee the subaward, the Scope of Work should be expanded to include clear tasks, timelines, deliverables, and performance metrics.

Please revise Exhibit A accordingly.

Based on the limited information provided, the scope of work is classified as **Construction**. This determination is made solely for the purpose of addressing the classification question and does not constitute a comprehensive review of the scope or the procurement method's compliance with all applicable legal or regulatory requirements.

This determination is subject to change if the scope of work is modified from the original submission.

The procurement process must comply with all applicable requirements, including but not limited to:

- The City of Santa Fe's Procurement Manual
- Central Purchasing procedures
- Applicable state statutes
- Requirements of the New Mexico Department of Workforce Solutions, if applicable

Please note:

- Save this email as a PDF and upload it into the corresponding Munis record(s).
- If your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.

  -Treasury (Point of Sale Systems) – questions: drsena@santafenm.gov; clromero@santafenm.gov. Request signature from: clromero@santafenm.gov
  -IT components (everything IT) – questions: ereview@santafenm.gov. Request signature from: edcandelaria@santafenm.gov;
  Copy: zxdushdurova@santafenm.gov; lenobes@santafenm.gov; lfworstell@santafenm.gov
  -Vehicles – questions: fleet@santafenm.gov. Request signature from: dmjaramillo@santafenm.gov
  -Grants – questions: grants@santafenm.gov. Request signature from: evlujan@santafenm.gov
  - Construction, Facilities, Furniture, Fixtures, Equipment, etc. – questions: fmdreview@santafenm.gov. Request signature from: jsburnett@santafenm.gov
  -Emergency Related Purchases – questions oem@santafenm.govand. Request signature from: klmorgan@santafenm.gov
  -Asset over $5k – questions: accountspayable@santafenm.gov. Request signature from: jxbolden@santafenm.gov
- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented procedures/laws/rules are followed.
- When processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is =/> $60k, per NMSA 1978, Section 13-1-102, the procurement method must be ITB (if you choose not to use a cooperative or an existing contract). If you feel you need to process an RFP, you must get an Authorization and Plan approved before you process.
- < $20k per year, one quote is acceptable.
- From $20k to $60k per year, if you aren't using a cooperative or existing contract, you must provide 3 quotes in your req. Must use the Munis Bid Module, OpenGov, or Pavilion.
- **Identify your funding source and notify Purchasing.**
  It's essential to determine the funding source early, as it impacts the required documentation and contract language. For example, if federal funds are being used, specific federal provisions must be included in both the procurement request and the resulting contract. Notifying Purchasing of the funding source upfront ensures compliance and avoids delays.
- Follow the link below to review existing price agreements, contracts, or cooperative agreements that might be applicable to this request. You might be able to use an existing price agreement/contract to save time and money.
  - Pavilion: Free Cooperative Contract Search for Governments (please work with

Purchasing if you think you found an existing or cooperative contract that might work)

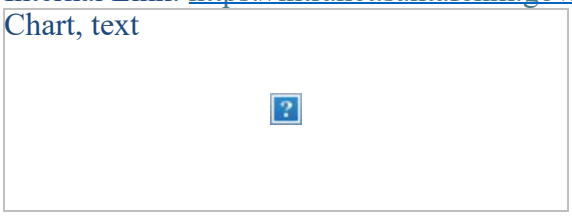
- Submit via **Submit Purchase Requests** or the appropriate email address:
  - Determination requests to purchasing_det@santafenm.gov
  - All other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Book time to meet with me

Regards,
Travis Dutton-Leyda, City of Santa Fe Chief Procurement Officer
200 Lincoln Avenue
Santa Fe, NM 87501
505-629-8351
tkduttonleyda@santafenm.gov

Vendor Registration Sites and Current Procurement Opportunities:
[Current] https://santafenm.gov/finance-2/purchasing-1
[Transitioning] https://procurement.opengov.com/portal/santafenm
[Current] https://www.withpavilion.com/
Internal Link: https://intranet.santafenm.gov/central_purchasing_division_cpd



"A journey of a thousand miles begins with a single step" ~ Lao Tzu

Scope of Work

The STATE" has provided funds, through its allocation from the U.S. Department of Treasury SLFRF Program , to the City who is then subawarding this same funding to the subrecipient in accordance with this Agreement. The subrecipient shall perform the services and tasks described in the Scope of Work attached as ***"Exhibit A."*** *Subrecipients shall follow strict compliance with all applicable federal, state, or local laws, regulations, and administrative policies, including, but not limited to, the references above as well as the following:*

a. *subrecipient will comply with the Code of Federal Regulations (C.F.R.).*

b. *subrecipient will comply with 2 C.F.R. Part 200 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards as well as any specific federal departmental grant requirement in other sections of the C.F.R.*

c. *subrecipient will adhere to both the Federal Procurement Laws contained in 2 C.F.R. Part 200.318 to 200.326 as well as the State Procurement Laws for Political Subdivisions contained in the New Mexico Procurement Code.*

d. *subrecipient will adhere to the requirements of the Treasury's SLFRF Program.*

e. *subrecipient will adhere to the Scope of Work and Budget in Exhibits A and B.*

f. *subrecipient will comply with Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25 where applicable.*

g. *subrecipient will incorporate, where applicable, the contractual provision requirements outlined in 2 C.F.R. Part 200.326 which is further discussed in Section 7 of this Agreement.*

h. *subrecipient will comply, when applicable, with any applicable national policy requirements for federal grants which is further discussed in section 7 of this agreement.*

i. *subrecipient will not pay any contractor who is listed by the federal government as debarred and/or suspended which is further discussed in section 7 of this agreement. subrecipient agrees to alert the city immediately if a contractor working for the subrecipient becomes debarred or suspended.*

j. *Subrecipient acknowledges and agrees that the City is a "subrecipient" of SLFRF funds as such term is used in the SLFRF regulations, and subrecipient shall provide, upon the reasonable request of the City, financial and performance reports sufficient to demonstrate subrecipient's compliance with SLFRF and as otherwise necessary for City to satisfy the subrecipient monitoring and management requirements of 2 C.F.R. Part 200.331 to 200.333.*

Pursuant to information submitted to the City for inclusion in the Treasury's SLFRF Program, the subrecipient shall perform the following tasks:

- *Properly procure the Country Club apartments and sublease the land and complete the project substantially as described in Exhibits A and B, Scope of Work and Budget. Any and all expenses associated with the project are the sole responsibility of the Subrecipient. The ownership of any property furnished hereunder will be the property of the subrecipient. The subrecipient shall have the sole responsibility to maintain possession of the said property, maintain the property, repair the property when needed and maintain any applicable insurance amounts. Any future costs related to these requirements remain the sole responsibility of the subrecipient. The subrecipient agrees to notify the City and the Treasury, in writing, and request the preferred method of disposition for any property or equipment purchased with federal funds if said property or equipment is no longer of use to the subrecipient. in addition, if an annual inventory is requested by the City then the subrecipient will provide prompt access to all inventory records.*

Exhibit A: Scope of Work

The property at 5999 Airport Road was built in 1964 and has 62 apartment homes for families, configured as: thirteen 1BR and fifty 2BR. In 2002, tax exempt bonds were used to

refinance the project and make superficial repairs and upgrades, however, it is generally run-down and does not support a high quality of life for its residents. The scope of work shall for this agreement shall be to acquire the 38 units at the site and provide a land lease from Santa Fe Civic Housing Authority to restore the 38 units and add an additional 24 units to the renovated project.

Performance Measures (per EC 5- Infrastructure Projects):

a. *Projected/actual construction start date (11/2025month/year)*
b. *Projected/actual initiation of operations (Currently in Operation))*
a. *Location: 5999 Airport Road. (for broadband, geospatial data of locations to be served)*
c. *Other reporting requirements as outlined in DFA Agreement Number 22-ZG3512-3*

From: GOSENDE, ROCIO M. <rmgosende@santafenm.gov>
Sent: Monday, June 16, 2025 10:10 AM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Cc: KENNY, JULIE C. <jckenny@santafenm.gov>
Subject: RE: Casa Connection Contract: Determination of Service
Importance: High

Good morning,

Can you please give me a determination for the Casa Connection contract today!?
NEW Casa Connection Contract Draft - with SFCHA (12.6)_ JJS_9145 (1) (003).docx

Thanks,

Rocio M. Gosende
Office of Affordable Housing
Projects Manager
Desk: 505-955-6574 | **Mobile:** 505-629-7379
P.O. Box 909, Santa Fe, NM 87504-0909

From: GOSENDE, ROCIO M.
Sent: Wednesday, June 11, 2025 11:04 AM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Cc: KENNY, JULIE C. <jckenny@santafenm.gov>
Subject: Casa Connection Contract: Determination of Service
Importance: High

Travis,

Contract for Casa Connections:
Attached is the contract that needs to be reviewed immediately!
Can we get a determination by end of today?

If there is a portal for Determination Requests, please advise.

Thanks,

Rocio M. Gosende
Office of Affordable Housing
Projects Manager
Desk: 505-955-6574 | **Mobile:** 505-629-7379
P.O. Box 909, Santa Fe, NM 87504-0909

Services Offered to the City of Santa Fe (2024)

Approved:
These services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities and are available through Horizons of New Mexico.

- ADA Accessibility Consulting Services
- Auctioneering Services
- Bulk Mailing and Sorting
- Call Center Services
- Computer Refurbishing
- Courier Services
- Decontamination, Sanitation and Sterilization Services
- Debris Removal
- Document Imaging
- Document Shredding
- Envelope Stuffing
- General Labor
- Hard Drive Destruction
- Janitorial and Housekeeping Services – Including Carpet Cleaning & Floor Care
- Landscape Irrigation
- Landscaping
- Mailing Services
- Management of an Assistive Technology Reuse and Recycling Program
- Medical Waste Disposal
- Meeting Minute Preparation Services
- Pest Control and Extermination Services
- Printing Services
- Rest Area Maintenance
- Screen Printing
- Snow Removal
- Temporary Staffing Services
- Yard, Grounds, and Lawn Maintenance

Permissive:
The services have been approved by the New Mexico Council for Purchasing from Persons with Disabilities as permissible for sale under the State Use Act through Horizons of New Mexico. While the Council recognizes that certain Horizons of New Mexico members are capable of performing the services listed below, said services are considered permissive and excluded from the mandatory aspect of the State Use Program. Any procurement of the below services through Horizons of New Mexico is at the discretion of the purchasing agent and will be considered by the Council on a case-by-case basis.

- Graphic Design
- Graphic Design - Logo Design
- IT – Enterprise Application
- IT – IV & V
- IT Network and Database Management
- IT Support
- IT Security Services
- IT – Web Design
- IT – Web Programmer
- Marketing
- Social Media Marketing
- Training Services

For the complete State Use service list, please go to: http://horizonsofnewmexico.org/services.html

July 29, 2025

Chief Brian Moya &
Fire Marshal Geronimo G. Griego
Santa Fe Fire Department

Re: Fireworks Permit application for Kiwanis Club (Zozobra)
Show date: August 29, 2025

Dear Chief Brian Moya & Fire Marshal Geronimo G. Griego:

We are hereby requesting a permit to stage a firework display that will be held in conjunction with the Kiwanis Club of Santa Fe performance for the 2025 "Burning of Zozobra". This production will be held on the night of August 29, 2025 at Ft. Marcy Park.

1) Certificate of Insurance for Fireworks Display, noting additional insureds of Kiwanis Club of Santa Fe and the City of Santa Fe and its agents.
2) Copy of New Mexico State Fire Marshal's Fireworks License for Western Enterprises, Inc.
3) Copy of BATF&E Explosives License for Western Enterprises, Inc.; Copy of United States DOT "Hazardous Materials Certificate of Registration" for Western Enterprises, Inc.,
4) Copy of Product Listing of fireworks that will be used in the fireworks display for this particular event. (Please note; the largest size product is 1.25" Aerial and 2.5" Mine Bag. For your understanding, "Mine Bags" are **NOT** aerial shells. These devices fire stars into the sky directly out of the mortars, appearing as a floral vase. These Mine Bags have been used at this performance for many years.
5) Copy of a site map diagram of the launch site of the fireworks display, with notations for secured safety perimeter ("fall-out area" of fireworks display), and street closures.
6) Letter of certification of experience for Jim Burnett, lead technician in charge of the performance.

You will also find attached an "Operations Schedule" for your understanding. This schedule provides you with a "time-table" for the "load-in/firing/load-out" of the fireworks equipment and pyrotechnic products as well.

We hope this provides you with the information you need for the permit application.

If you have any questions or problems, please feel free to call us immediately at 580-855-2203.

Respectfully,

Jim Burnett, President
WESTERN ENTERPRISES, INC.

City of Santa Fe Fire Department
P.O. Box 909, 200 Murales Road · Santa Fe, New Mexico 87504
(505) 955-3110 · FAX (505) 955-3115

Fire Prevention Use Only:
Date Request Received: _____ Date of Burn: _____ Permit #: _____

1.3 G Display Fireworks & 1.4G Articles Pyrotechnic, UN0431 (for professional use ONLY)

FIREWORKS PERMIT APPLICATION

APPLICANT NAME: Western Enterprises, Inc / Kiwanis Club of Santa Fe

MAILING ADDRESS: PO Box 60 CITY, ZIP: Carrier, OK 73727

PHONE: (580) 855 -2203 FAX: (____) ____-_____

E-MAIL: cheryld@fireworksbywestern.com

FIREWORKS SITE LOCATION: Fort Marcy Park

OWNER/BUSINESS NAME (if applicable): _____

PURPOSE OF FIREWORKS: Santa Fe Kiwanis - Burning of Zozobra

TYPE OF BURN MATERIALS INVOLVED: _____
1.3 G Display Fireworks & 1.4G Articles Pyrotechnic, UN0431 (for professional use ONLY)

PROTECTIVE MEASURES (i.e. fire extinguisher, hose at what distance from burn, etc.):
Security for perimeter as noted on map, fire extinguisher, fire department on site

DATE OF FIREWORKS: August 29, 2025

START TIME OF DISPLAY: Apprx 8:30pm END TIME OF DISPLAY: apprx 11:30pm

ADDITIONAL INFORMATION, SECONDARY CONTACT, ETC.: _____
Sarah Pecha 580-855-2203

APPLICANT SIGNATURE: _____ DATE: 7/29/25

☐ Please indicate if you are non-profit by checking this box. Proof must be given of non-profit status.
$10 fee for all burn permits, except non-profits

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/29/2025

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

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

PRODUCER
Acrisure Great Lakes Partners Insurance Services
223 West Grand River Ave #1
Howell MI 48843

CONTACT NAME:
PHONE (A/C, No, Ext): 216-658-7100 FAX (A/C, No): 216-658-7101
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Everest Indemnity Insurance Company	10851
INSURER B : Everest Denali Insurance Company	16044
INSURER C : AXIS Surplus Insurance Company	26620
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Western Enterprises, Inc.
13513 W. Carrier Road
Carrier OK 73727

COVERAGES **CERTIFICATE NUMBER:** 1442371710 **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	Y		GCI0010180-251	2/15/2025	2/15/2026	EACH OCCURRENCE	$ 1,000,000
	[X] COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
	[ ] CLAIMS-MADE [X] OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
	[ ] POLICY [X] PRO-JECT [X] LOC							$
B	AUTOMOBILE LIABILITY			GCD0010075-251	2/15/2025	2/15/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	[X] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[X] HIRED AUTOS [X] NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
C	[ ] UMBRELLA LIAB [X] OCCUR			P-001-000247418-06	2/15/2025	2/15/2026	EACH OCCURRENCE	$ 4,000,000
	[X] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$ 4,000,000
	[ ] DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.
Additional Insureds: Kiwanis Club of Santa Fe & its Agents; Kiwanis Club International; City of Santa Fe & Its Agents; SREG Santa Fe LLC; Public Service of New Mexico

Display Date: August 29, 2025

Location: Santa Fe, NM

CERTIFICATE HOLDER

Kiwanis Club of Santa Fe
c/o Ray Sandoval
PO Box 622
Santa Fe NM 87504

CANCELLATION

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

© 1988-2010 ACORD CORPORATION. All rights reserved.

New Mexico Department of Homeland Security And Emergency Management

STATE FIRE MARSHAL'S OFFICE FIREWORKS LICENSING & SAFETY

In accordance with the Fireworks Licensing & Safety Act 60-2C-1 Through 60-2C-11
Effective February 1990, and subsequent amendment (1997 & 1999)

Western Enterprises, Inc.
13513 W. Carrier Road
Carrier, OK 73727

This license is issued to the person, firm, or corporation selling DISPLAY FIREWORKS.

THIS LICENSE IS NON-TRANSFERABLE AND MUST BE DISPLAYED AT ALL TIMES

NOTICE: This license may be revoked or suspended by the State Fire Marshal, his Deputy, or Designee for violating any of the provisions of Chapter #60 Article #2C NMSA 1978 "FIREWORKS LICENSING & SAFETY ACT"

STATE FIRE MARSHAL

J. Wilson

ISSUED BY THE STATE FIRE MARSHAL'S DIVISION

DATE OF ISSUE: 02/24/2025

2025
Expires 01/31/2026

CLASS B DISTRIBUTOR LICENSE

#25-4-004

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

Federal Explosives License/Permit
(18 U.S.C. Chapter 40)

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To: ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number: **5-OK-047-23-7D-00004**
Chief, Federal Explosives Licensing Center (FELC): Mana Howard	Expiration Date: **April 1, 2027**

Name
WESTERN ENTERPRISES INC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)
13513 W CARRIER ROAD
CARRIER, OK 73727-

Type of License or Permit
23-IMPORTER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Licensee/Permittee Responsible Person Signature: James V. Burnett
Position/Title: President
Printed Name: James V. Burnett
Date: 6/3/2024

Mailing Address (Changes? Notify the FELC of any changes.)
WESTERN ENTERPRISES INC
PO BOX 60
CARRIER, OK 73727-

Previous Edition is Obsolete
WESTERN ENTERPRISES INC;13513 W CARRIER ROAD;73727;5-OK-047-23-7D 00004;April 1, 2027;23-IMPORTER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part I
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address *(27 CFR 555.54(a)(1))*. Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. (The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)

Right of Succession *(27 CFR 555.59)*. (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: WESTERN ENTERPRISES INC

Business Name:

License/Permit Number: 5-OK-047-23-7D-00004

License/Permit Type: 23-IMPORTER OF EXPLOSIVES

Expiration: April 1, 2027

Please Note: Not Valid for the Sale or Other Disposition of Explosives.

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION

HAZARDOUS MATERIALS CERTIFICATE OF REGISTRATION FOR REGISTRATION YEAR(S) 2025-2028

Registrant: WESTERN ENTERPRISES INC
ATTN: Sarah Pecha
PO BOX 60
CARRIER, OK 73727-0133

This certifies that the registrant is registered with the U.S. Department of Transportation as required by 49 CFR Part 107, Subpart G.

This certificate is issued under the authority of 49 U.S.C. 5108. It is unlawful to alter or falsify this document.

Reg. No: 061025550069HJ Effective: July 1, 2025 Expires: June 30, 2028

HM Company ID: 10252

Record Keeping Requirements for the Registration Program

The following must be maintained at the principal place of business for a period of three years from the date of issuance of this Certificate of Registration:

(1) A copy of the registration statement filed with PHMSA; and

(2) This Certificate of Registration

Each person subject to the registration requirement must furnish that person's Certificate of Registration (or a copy) and all other records and information pertaining to the information contained in the registration statement to an authorized representative or special agent of the U. S. Department of Transportation upon request.

Each motor carrier (private or for-hire) and each vessel operator subject to the registration requirement must keep a copy of the current Certificate of Registration or another document bearing the registration number identified as the "U.S. DOT Hazmat Reg. No." in each truck and truck tractor or vessel (trailers and semi-trailers not included) used to transport hazardous materials subject to the registration requirement. The Certificate of Registration or document bearing the registration number must be made available, upon request, to enforcement personnel.

For information, contact the Hazardous Materials Registration Manager, PHH-52, Pipeline and Hazardous Materials Safety Administration, U.S. Department of Transportation, 1200 New Jersey Avenue, SE, Washington, DC 20590, telephone (202) 366-4109.

PYROTECHNIC PRODUCT LISTING FOR
ZOZOBRA 2025
Class of Fireworks - Combination of 1.4G & 1.3G

ZOZOBRA

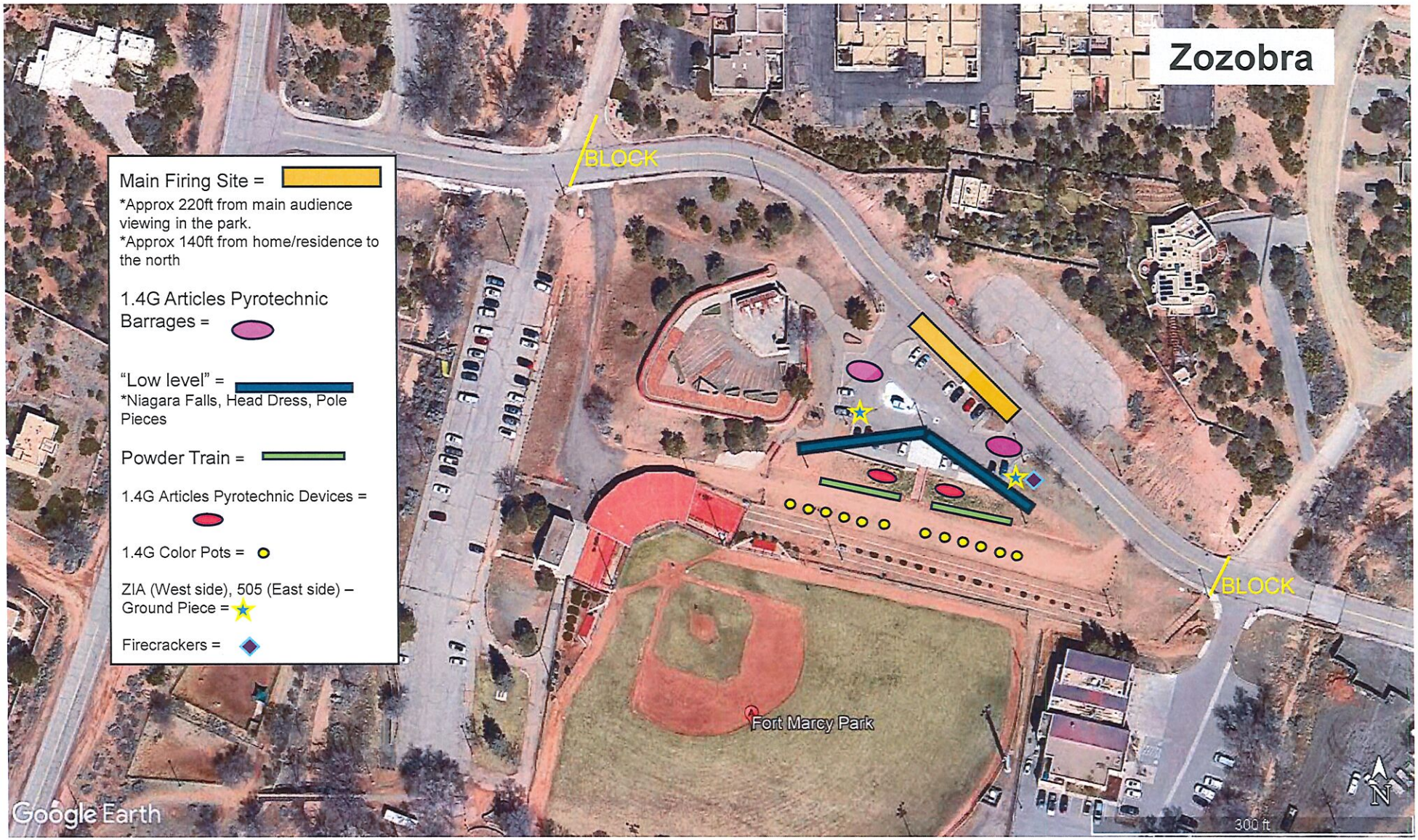
1 - Head Piece for Zozobra
2 - Side Pole Pieces for Zozobra
100-feet Niagara Falls (50-feet on each side)
60,000 firecrackers inside Zozobra's head
8 – Fountain Gerbs on arms and fingers of Zozobra
1 – 10 feet X 10 feet Zia Logo Ground Display Set Piece
1 – 10 feet X 10 feet 505 Ground Display Set Piece
2 - Red Strobe Zozobra's Mouthpiece

Low-level Close proximity

2 – 40mm Aerial – National Anthem
5 – 40mm Comet – National Anthem
300 – ½" Comets (left and right of Zozobra)
100 – 40mm Mines or Comets (staged on hillside, left and right below Zozobra)
16 – 25mm comets (staged on hillside, left and right below Zozobra)
26 – Flame Pots (staged on retaining wall and alongside steps)
12 – 2" Gerb Fountains (staged on retaining wall)
8 – 50mm mines (stage on hillside, left and right below Zozobra)
6 – 100mm mines (strategically placed)
500 – 1.25" 1.4G Articles Pyrotechnic low level Barrage Cakes (comets, crossettes, crackling stars, etc.)
4 - Gerb Fans on Poles
Powder Train (left & right sides, by retaining wall)

Low-level Aerial Pyrotechnics

6,000 – 1.25" low-level Barrage Cakes (comets, crossettes, crackling stars, etc.)
400 - .75 low-level Barrage Cakes (comets, crossettes, crackling stars, etc.)
100 – 2.5" Mine Bags


Zozobra
BLOCK
BLOCK
Main Firing Site =
*Approx 220ft from main audience viewing in the park.
*Approx 140ft from home/residence to the north
1.4G Articles Pyrotechnic Barrages =
"Low level" =
*Niagara Falls, Head Dress, Pole Pieces
Powder Train =
1.4G Articles Pyrotechnic Devices =
1.4G Color Pots =
ZIA (West side), 505 (East side) – Ground Piece =
Firecrackers =
Fort Marcy Park
Google Earth
300 ft
N

To Whom It May Concern:

This letter is to provide an AHJ (authority having jurisdiction) with a brief overview of the experience in pyrotechnics of James V. Burnett.

Mr. Burnett is the President of Western Enterprises, Inc., which is a pyrotechnic production company that has staged thousands of pyrotechnic performances across the country and also in Canada for close to seven decades. He is second-generation having worked with his father in the fireworks company most of his life, which essentially translates to him working in the fireworks industry for 50+ years, during this time he has personally been the primary lead operator in over 600 fireworks displays.

He is a member of APA (American Pyrotechnic Association) in which he participates in the Fireworks Display Committee and Standards Committee for AFSL (American Fireworks Safety Laboratory), which is instrumental in establishing safety standards and guidelines for fireworks imported into the United States. He is also a member of the PGI (Pyrotechnics Guild International).

Mr. Burnett conducts several "Display Operator Training Seminars" each year in several states, and he is personally licensed as a "Display Operator" in the states of Arkansas, Colorado, Texas, and Oklahoma.

If you need any further information, please do not hesitate to contact us at 580-855-2203.

Sincerely,

Sarah Pecha, VP
Western Enterprises, Inc.

Operations schedule for Kiwanis Club of Santa Fe "Burning of Zozobra"
AUGUST 29, 2025

THURSDAY – 8/28/25

6:00 PM	Crew arrives. No pyrotechnics set up or fired on this night. This is only a dress rehearsal.

FRIDAY –8/29/25

7:00 AM – Finish	**(1)** Crew arrives early, begins initial preparation of close-proximity pyrotechnics **inside** Zozobra. Close proximity pyrotechnics are also set up above Zozobra and on either side of Zozobra. **(2)** Security of fireworks site is confirmed at all times when product is on site. **(3)** Low-level Aerial Pyrotechnics are begun to be set-up at approximately 5:30pm. **(4)** Fireworks are wired into electrical rails, and electrical firing connections are confirmed for continuity. **(5)** Communication is confirmed with all security personnel and also with sound contractor for the event. **(6)** Continuity test check made before show. **(7)** Security of entire display site is confirmed with Police and Fire. **(8)** At designated time the display is fired. **(9)** After fireworks display is over, there will be a "quick-check" of the grounds for any unexploded pyrotechnics, and cool-down of mortars and racks. **(10)** Mortars and racks are checked for any unfired pyrotechnics. **(11)** All fireworks equipment is loaded back into truck. **(12)** Final check of site before leaving.

SATURDAY – 8/30/25

8:00 AM – Finish	Crew members arrive back on site to do "first-light check" of area for any unexploded pyrotechnics.

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Federal Explosives Licensing Center (FELC)
www.atf.gov

Federal Explosives Licensing Center
244 Needy Road
Martinsburg, West Virginia 25405
telephone: (877)283-3352 fax: (304)616-4401

10/31/2024

NOTICE OF CLEARANCE

for individuals transporting, shipping, receiving, or possessing explosive materials.

ISSUED TO: WESTERN ENTERPRISES INC

NOTICE DATE: 10/31/2024

Federal Explosives license/permit no.: 5-OK-047-23-7D-00004
Expiration Date: April 1, 2027
Explosives License/Permit Type: 23-IMPORTER OF EXPLOSIVES

EXPIRATION DATE: This Notice expires when superseded by a newer Notice which will list all current responsible persons and employee possessors, or when the license or permit expires - whichever comes first.

WARNING. Only those individuals listed below as RESPONSIBLE PERSONS and EMPLOYEE POSSESSORS with a background clearance status of "CLEARED" or "PENDING" are authorized to transport, ship, receive, or possess explosive materials in the course of employment with you.

"DENIED" STATUS. If an employee possessor has a background clearance status of "DENIED", you MUST take immediate steps to remove the employee from a position requiring the transporting, shipping, receiving, or possessing of explosive materials. Also, if the employee has been listed as a person authorized to accept delivery of explosive materials, you MUST remove the employee from such list and immediately, and in no event later than the second business day after such change, notify distributors of such change, as stated in 27 CFR 555.33(a).

CHANGE IN RESPONSIBLE PERSONS. You MUST report any change in responsible persons to the Chief, Federal Explosives Licensing Center, within 30 days of the change and new responsible persons MUST include "appropriate identifying information" as defined in 27 CFR 555.11. Fingerprints and photos are NOT required, however they will be required upon renewal of the license or permit.

CHANGE OF EMPLOYEES. You MUST report any change of employee/possessors to the Chief, FELC, within 30 days. Reports relating to newly hired employees must be submitted on ATF Form 5400.28 for EACH employee.

Premises Address: 13513 W CARRIER ROAD
CARRIER, OK 73727

Mailing Address:
WESTERN ENTERPRISES INC
PO BOX 60
CARRIER, OK 73727

This 'Notice of Clearance' is provided to you as required by 18 U.S.C. 843(h) and MUST be retained as part of your permanent records and be made available for examination or inspection by ATF officers as required by 27 CFR 555.121. If you receive a Notice subsequent to this Notice, this Notice will no longer be valid.

In accordance with 27 CFR 555.33, Background Checks and Clearances, and 27 CFR 555.57, Change of Control, Change in Responsible Persons, and Change of Employees, ATF's Federal Explosives Licensing Center (FELC) has conducted background checks on the individual(s) you identified as a responsible person(s) and an employee/possessor(s) on your application, or reported after the issuance of your license/permit.

The following is a SUMMARY of the results of the background checks conducted on the individuals you reported as responsible persons and employee/possessors. ATF will be notifying ALL individuals listed on this document of their respective status by separate letter mailed to their residence address.

PLEASE BE ADVISED THAT IT IS UNLAWFUL FOR ANY PERSON REFLECTING A STATUS OF "DENIED" TO TRANSPORT, SHIP, RECEIVE, OR POSSESS EXPLOSIVE MATERIALS.

Please carefully review this Notice to ensure that all the information is accurate. If this Notice is incorrect, please return the Notice to the Chief, FELC, with a statement showing the nature of the error(s). The Chief, FELC, shall correct the error, and return a corrected Notice.

Number of RESPONSIBLE PERSON(S) : 2
Number of EMPLOYEE POSSESSOR(S): 60

LAST NAME, First Name, Middle Name	Clearance Status
RESPONSIBLE PERSONS:	2
0001 BURNETT, JAMES VINCENT	Cleared
0002 PECHA, SARAH E	Cleared
EMPLOYEE POSSESSORS:	60
[redacted]	Cleared
[redacted]	Cleared
[redacted]	Cleared

continued

LAST NAME, First Name, Middle Name	Clearance Status
[redacted]	Cleared
[redacted]	Cleared
0006 BORTON, FRANCINE CAROL	Cleared
[redacted]	Cleared
[redacted]	Cleared
0009 BURNETT, RONALD DUANE	Cleared
[redacted]	Cleared
[redacted]	Cleared
[redacted]	Cleared
[redacted]	Cleared
[redacted]	Cleared

CITY OF SANTA FE
FIRE DEPARTMENT

July 30, 2025

Firework Permit Number

2024-0002

ATTN: WESTERN ENTERPRISE, INC
KIWANIS CLUB OF SANTA FE

RE: BURNING OF ZOZOBRA
490 BISHOPS LODGE RD.
SANTA FE, NM 87501

This firework display permit shall be officially recognized if the following conditions are complied with the IFC 2021 Section 105.6.15:

1. Permission is granted for 1.3G Display Fireworks & 1.4G Article Pyrotechinc as per the IFC 2021 Section 5608.3.
2. Shall provide this firework permit signed by the Fire Marshal/ Fire Code Official filled out on site for verification.
3. Site map with firing site(s), drop zone distances, and safe zone distances.
4. Shall provide no smoking signs.
5. Shall include date, time, and location on site map.
6. List of all fireworks to be used with their descriptions.
7. As soon as fireworks arrive on site, they will not be left unattended under any circumstances.
8. In the event of unfavorable wind conditions, the firework display will be postponed until favorable wind conditions exist (wind conditions not to exceed 10 mph).
9. If **any** of the above requirements are **NOT FOLLOWED**, this firework permit **will be REVOKED** by the fire code official. The applicant acknowledges and agrees to this statement and all requirements listed above.

Fire Chief/ Fire Code Official

July 30, 2025

CITY OF SANTA FE

The Purchasing Memo

Date: June 24, 2025

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

From: Sandra Emory, Youth and Family Services Program Manager Sandra Emory

Via: Henri Hammond-Paul, Community Health and Safety Department Director

Sierra Vigil-Trujillo, Youth and Family Services Project Administrator SVT Sierra Trujillo (Jun 25, 2025 09:17 MDT)

Subject: DOH Community Violence Grant Amendment

ITEM AND ISSUE:

Request for Approval of Amendment No. 1 to Item # 25-0176 Intergovernmental Agreement No. 25-665-2011-00001-00 with the State of New Mexico Department of Health to Increase the Total Amount to $1,278,387.10 for a Coordinated Community Response to Community Violence to Include but not Limited to Youth Violence and Gun Violence. (Sandra Emory, Youth and Family Services Program Manager; sxemory@santafenm.gov)

1. Request for Approval of a Budget Amendment Resolution (BAR) to Allocate Grant Proceeds of an Additional $460,000 into FY26 Revenue and Expenses for a Coordinated Community Response to Community Violence.

BACKGROUND AND SUMMARY:

The City of Santa Fe Youth and Family Services Division in collaboration with Santa Fe County Community Services Department and the Santa Fe Police Department applied for and received a grant from the State of New Mexico's Department of Health for $818,387.10 as part of our coordinated response to community and youth violence. All reimbursement requests must be made by June 30, 2026.

In May 2025 the Division was awarded an additional $460,000 in funding to support programming.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Juvenile Justice Fund/223

Munis Org Name/Number: Juvenile Justice/2230123

Munis Object Name/Number: Grants and Services/510400, Other Consulting/510340

Budget Officer / Designee: Andy Hopkins **Date:** 06/27/2025

Budget Officer Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this an externally funded purchase? ☐ Yes | ☒ No

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? ☐ Yes | ☒ No

Project Ledger Number: YFD2522302

Approval: ERIKA LUJAN (Jun 30, 2025 07:51 MDT) **Title:** Grants Manager **Date:** 06/30/2025

Comment/Exceptions: _____

ATTACHMENTS:

Grant agreement
Budget Amendment Resolution (BAR)
Previous packet

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

NEW MEXICO DEPARTMENT OF HEALTH
INTERGOVERNMENTAL GRANT AGREEMENT
AMENDMENT No. **ONE**

THIS AGREEMENT is made and entered into by and between the **NEW MEXICO DEPARTMENT OF HEALTH**, hereinafter referred to as the **DEPARTMENT,** acting through its Cabinet Secretary, and the **CITY OF SANTA FE,** herein called the **CONTRACTOR**, acting through its duly appointed Governor(s).

THE PURPOSE OF THIS AMENDMENT IS TO:

1. Amend Article I. Term of Agreement to reflect an extension of the Term date from June 30 30, 2025 to a new Term Date of **June 30, 2026**.

2. Amend Article III. Limitation of Cost to reflect an increase in the amount of $460,000.00 and and new contract total of $1,278,437.10

3. Amend Attachment 2 Budget to reflect increase and updated language throughout.

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED CONTRACT ARE AMENDED AS FOLLOWS:

Article I. Term of Agreement, is hereby amended to read as follows:

ARTICLE I. **Term of Agreement**

THIS AGREEMENT SHALL BECOME EFFECTIVE ON THE DATE UPON WHICH IT IS EXECUTED BY THE AGENCY SECRETARY OR DESIGNEE. This Agreement shall terminate **June 30, 2026**, Unless terminated pursuant to Article VI (Term of Agreement), or Article XIX (Appropriation).

Article III Limitation of Cost is hereby amended to read as follows:

ARTICLE III. Limitation of Cost

The total amount of this monies payable to the Contractor under this Agreement shall not exceed **$1,278,437.10.** The annual budget is attached hereto as **"Attachment 2 – Budget"** and incorporated herein by reference.
Attachment 2 - Budget is hereby amended to read as follows:

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

Attachment 2 – Budget

The total amount of this agreement shall not exceed $1,278,437.10.

Per diem and mileage, and other miscellaneous expenses, will be paid in accordance with the Department of Finance and Administration (DFA) Rule 2.42.2 NMAC.

Task Description	Deliverable	Budget	Payment Terms and/or Due Dates
I. Project Administration Contract	Quarterly report of completed contractual project administration.	Not to exceed $120,000.00	I. Invoice @ $30,000.00 per quarter. Not to exceed quantity of 4. Quarter 1 (July, August and September) Due no later than 10/10/25 Quarter 2 (October, November and December) Due no later than 1/10/26 Quarter 3 (January, February and March) Due no later than 4/10/26 Quarter 4

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

			(April, May and June) Due no later than 7/10/26
II. Increase gun violence detection and response infrastructure and technology through receipt of technical assistance for implementation of purchased gunshot detection technology.	Proof of purchase and any technical assistance received.	Not to exceed $354,000.00	II. Invoice @ $354,000.00 upon receipt of purchase. Due no later than 7/10/25
III. Community-based service provider(s)	Narrative report detailing partnerships implemented with community-based service provider(s).	Not to exceed $804,437.10	III. Invoice @ $402,218.55 Not to exceed quantity of 2. 1st report due no later than 1/10/26 Final report due no later than 7/10/26
Total Budget		**$1,281,437.10**	

All other articles of this contract remain the same.

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

IN WITNESS WHEREOF, the Agency and the Contractor have caused this Agreement to be executed, Said Agreement to become effective as of the date set forth below upon which it is executed by Agency Secretary or Designee.

CONTRACTOR –

Signed by:
Alan Webber
160E64737EC8453...
Authorized Signatory

Date: May 9, 2025 | 2:17 PM MDT

Mayor
Printed Title of Authorized Signatory

Not Applicable
Legal Counsel, Contractor, if applicable

Date:

Agency – DEPARMENT OF HEALTH

Signed by:
Dr. Miranda Durham
CFF48B83395A4E0...
Secretary or Designee, DOH

Date: May 9, 2025 | 3:11 PM MDT

DocuSigned by:
Shawnee Romo
11CA06D403674FF...
Chief Financial Office, DOH

Date: May 9, 2025 | 3:05 PM MDT

Approved as to legal form and sufficiency

DocuSigned by:
Joey Wright
7693383540894D9...
Office of General Counsel, DOH

Date: May 9, 2025 | 2:31 PM MDT

IN WITNESS WHEREOF, the Agency and the Contract have caused this Agreement to be executed, said Agreement to become effective as of the date set forth below upon which it is executed by Agency Secretary or Designee.

Contractor - CITY OF SANTA FE:

ANDREA PHILLIPS (Jul 30, 2025 16:15:30 MDT)

Date: 07/30/2025

MARK SCOTT, CITY MANAGER

ATTEST:

ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster 07/30/2025

EMILY OSTER, FINANCE DIRECTOR

Agency - Department of Health

Date: _____

Secretary or Designee, DOH

Date: _____

Chief Financial Officer, DOH

Approved as to legal form and sufficiency.

Date: _____

Office of General Counsel, DOH

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

STATE OF NEW MEXICO
DEPARTMENT OF HEALTH
INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **DEPARTMENT OF HEALTH**, hereinafter referred to as the "Agency," and **CITY OF SANTA FE**, hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the Agency.

WHEREAS, the Agency is the State agency and desires to engage and the contractor is willing to provide the services outlined pursuant to Article II **-** Scope of Work.

NOW THEREFORE, the Agency and the Contractor in consideration of mutual covenants and agreements herein contained, do hereby agree as follows:

ARTICLE I. Term of Agreement

THIS AGREEMENT SHALL BECOME EFFECTIVE ON THE DATE UPON WHICH IT IS EXECUTED BY THE AGENCY SECRETARY OR DESIGNEE. This Agreement shall terminate **June 30, 2025, unless** terminated pursuant to Article VI (Termination of Agreement), or Article XIX (Appropriations).

ARTICLE II. Scope of Work

The Contractor shall provide the program of services as set forth in the scope of work which is attached hereto as "**Attachment 1 – Scope of Work**" and incorporated herein by reference, unless Attachment 1 is amended or this agreement is terminated pursuant to Article VI (Termination of Agreement), or Article XIX (Appropriations), infra. In consideration for the provision of those services, the Agency agrees to purchase and the Contractor agrees to perform the services identified in the scope of work.

ARTICLE III. Limitation of Cost

The total amount of the monies payable to the Contractor under this Agreement shall not exceed **$818,387.10** The annual budget is attached hereto as "**Attachment 2 – Budget**" and incorporated herein by reference.

ARTICLE IV. Payment

The Agency shall make monthly payments to the Contractor for services and costs specified in **Attachment 2 - Budget**. The Contractor shall submit certified and documented invoices and vouchers monthly for actual work performed and expenses incurred to the Agency. The Contractor's failure to submit such payment vouchers, invoices, and supporting documentation within fifteen (15) days after they are due may result in the non-availability of funds for payment and/or the denial of payment by the Agency.

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

ARTICLE V. Return of Funds

Upon termination of this Agreement, or after the services provided for herein have been rendered, surplus money, if any, shall be returned by the Contractor to the Agency.

ARTICLE VI. Termination of Agreement

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

B. Notice; Agency Opportunity to Cure.

1. Except as otherwise provided in Article (VI)(B)(3), the Agency shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.
2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the 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 Agency; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Article XIX, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Agency'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 AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.

D. Termination Management. Immediately upon receipt by either the Agency or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Agency; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this Agreement. Any non-expendable personal property or equipment provided to or

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

purchased by the Contractor with contract funds shall become property of the Agency upon termination and shall be submitted to the Agency as soon as practicable.

ARTICLE VII. Funds Accountability

The parties shall provide for strict accountability of all monies made subject to this Agreement. The Contractor shall maintain fiscal records, follow generally accepted accounting principles, and account for all receipts and disbursements of funds transferred to the Contractor pursuant to this Agreement. The Contractor will include all monies made subject to this Agreement in the annual audit and will provide the Agency with a copy of the annual audit.

ARTICLE VIII. Maintenance of Records

The Contractor shall maintain detailed expenditure records that indicate the date, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, the New Mexico Department of Finance and Administration and the New Mexico State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

ARTICLE IX. Confidentiality

A. 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 the prior written approval of the Agency.

ARTICLE X. Amendments

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 Agency 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 Article VI herein, or to agree to the reduced funding.

ARTICLE XI. 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 Agency.

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

ARTICLE XII. 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 Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, Contractor acknowledges and agrees to the exclusive jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

ARTICLE XIII. Acquisition of Property

The parties agree that neither party shall acquire any property as the result of this Agreement, unless approved by the Agency or defined in the scope of work.

ARTICLE XIV. Liability

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation or alleged violation of requirements applicable to the performance of the Agreement. Each party shall be liable for its actions according to this Agreement subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, et. seq., NMSA 1978, as amended.

ARTICLE XV. Execution of Documents

The Agency and the Contractor agree to execute any document(s) necessary to implement the terms of this Agreement.

ARTICLE XVI. Sub-Contracts

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval by the Agency Secretary or Designee. No such subcontract shall relieve the primary Contractor from any obligations and liabilities under this Agreement, nor shall subcontract obligate direct payment from the Agency. Contractor must notify subcontractors that they are subject to Article VIII - Maintenance of Records of this agreement.

ARTICLE XVII. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws, rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures 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.

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

ARTICLE XVIII. 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 Agency.

ARTICLE XIX. Appropriations

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency 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.

THIS SECTION IS INTENTIONALLY LEFT BLANK

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

IN WITNESS WHEREOF, the Agency and the Contractor have caused this Agreement to be executed, said Agreement to become effective as of the date set forth below upon which it is executed by Agency Secretary or Designee.

Contractor –

Signed by:
Mayor Alan Webber
100E647537EC8435...
Authorized Signatory

Date: Feb 13, 2025 | 1:05 PM MST

Mayor
Printed Title of Authorized Signatory

Legal Counsel, Contractor, if applicable

Date:

Agency – DEPARTMENT OF HEALTH

DocuSigned by:
Miranda Durham
CFF48B69395A4E8...
Secretary or Designee, DOH

Date: Feb 20, 2025 | 9:08 PM MST

DocuSigned by:
Shawnee Romo
11CA06D403674FF...
Chief Financial Officer, DOH

Date: Feb 14, 2025 | 9:54 AM MST

Approved as to legal form and sufficiency.

DocuSigned by:
Joey Wright
7B9338354089 4D9...
Office of General Counsel, DOH

Date: Feb 13, 2025 | 2:49 PM MST

THIS SECTION IS INTENTIONALLY LEFT BLANK

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

Attachment 1 – Scope of Work

The Contractor shall perform the following work:

Per CH56-HB68-2022 Violence Intervention Program Act, the Grantee, The City of Santa Fe, in collaboration with Santa Fe County, have identified the creation of a coordinated community response to community violence to include but not limited to youth violence and gun violence. This Violence Prevention Program is a Public Health approach that will aim to support, educate and engage youth that are at high risk of being perpetrators or victims of youth violence, or gun violence. Direct program participants are youth and young adults up to age 24 who are on parole, are suspected of a firearms assault, or have experienced gun violence. Intergenerational healing programs include families and caregivers of impacted youth and young adults. Youth violence interruption goals are to increase supportive services; train community-based partners in restorative justice best practices; deliver culturally responsive, trauma-informed, strengths-focused case management; and cultivate economic stability and economic justice for program participants. Violence Interruption coordinates with community partners, in a multisectoral partnership, to reimagine community safety with strong preventative measures that amplifies the voices of those impacted by gun violence.

The Violence Prevention Unit (VPU) is currently housed in the City of Santa Fe, the unit will collaborate with key community stakeholders—Santa Fe County, County and City Law Enforcement, Juvenile Probation and Parole Officers (JPPO), Public Defenders, local nonprofits (such as Gerard's House, YouthWorks and others), public and charter schools, and the District Attorney's office—to identify youth and young adults who are at the highest risk for victimization or retaliation due to their involvement in cycles of violence. By working together, these agencies will combine their expertise and data to select individuals who are most vulnerable to becoming embroiled in gun violence or aggravated assault. Funding will be sub-granted to local organizations who work with youth ages 11-24 that are involved in or at risk of being involved in gun violence.

Recognizing that certain populations, particularly those from systemically marginalized or historically underserved communities, are disproportionately impacted by gun violence and aggravated assault. Therefore, the VPU is intentional with partnering with community organizations that have deep ties to these populations, ensuring that the voices and perspectives of those directly affected by violence are heard and integrated into the development of strategies.
Participants will participate in CONNECT, a coordinated care network run jointly by the City and County of Santa Fe. Spanning 60 supportive programs at local organizations, CONNECT network navigators are linked through a shared technology platform whereby they send and receive secure electronic referrals, address residents' social needs, and improve individual and community health.

A. Grantee will implement a VIP to include:
    1) clearly defined, measurable objectives of the program to improve public health and safety through evidence-based violence reduction interventions;
    2) a comprehensive violence reduction strategic plan, including consistent quality improvement and quality assurance measures, and a description of the strategies and tasks developed; describing the goals of the plan, including community-based services or joint community-based services and law enforcement intervention

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

strategies;

3) Per CH56-HB68-2022 Violence Intervention Program Act, Grantee is required to use at least fifty percent of its grant for the purpose of entering into agreements with one or more community-based service providers in the locally focused geographic area in which the grant funds would be used;
4) Per CH56-HB68-2022 Violence Intervention Program Act, Grantee shall report to the appropriate criminal justice coordinating council established pursuant to Section 31-28-3 NMSA 1978 regarding outcomes of the grant;
5) Per CH56-HB68-2022 Violence Intervention Program Act, a final report for FY25 is due to the NMDOH no later than November 1, 2025. At a minimum the final report shall include: (1) purpose and amount of this FY25 grant received by the grantee; and (2) processes, outputs and outcomes resulting from this FY25 grant, including relevant data as required by department rules.

THIS SECTION IS INTENTIONALLY LEFT BLANK

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

Attachment 2 – Budget

The total amount of this agreement shall not exceed $818,387.10.

Per diem and mileage, and other miscellaneous expenses, will be paid in accordance with the Department of Finance and Administration (DFA) Rule 2.42.2 NMAC.

Task Description	Deliverable	Budget	Due Date
I. Project administration contract	Quarterly report of completed contractual project administration.	Not to exceed $60,000.00	I. Invoice @ $30,000.00 per quarter not to exceed quantity of 2. Quarter 1 (January, February & March). Due no later than 4/10/25 Quarter 2 (April, May & June) Due no later than 7/10/25
II. Increase gun violence detection and response infrastructure and technology through receipt of technical assistance for implementation of purchased gunshot detection technology.	Proof of purchase and any technical assistance received.	Not to exceed $354,000.00	II. Invoice @ $354,000.00 upon receipt of purchase. Due no later than 7/10/25

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

III. Community-based service provider(s) partnerships	Narrative report detailing partnerships implemented with community-based service provider(s).	Not to exceed $404,437.10	III.	Invoice @ $404,437.10 not to exceed quantity of 1. Report due no later than 7/10/25
Total Budget		**$818,387.10**		

Funding Information:
06101 General Funds

THIS SECTION IS INTENTIONALLY LEFT BLANK

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

From: DOHASD.forms, DOH
To: Suzanne, Liza, DOH (they/them)
Cc: Maese, Kathleen, DOH
Subject: FW: Determination of Services for FY25 City of Santa Fe Violence Intervention Fund Grant
Date: Thursday, January 16, 2025 10:34:13 AM
Attachments: image002.png
image004.png
image005.png
image006.png
image007.png
image009.png

Good morning,
Please find the Professional Services Determination determined by the State Purchasing Division below.

Based on this deeming the contractual options are below:

If overall compensation is not to exceed $5K, Only need a PO and (If utilizing a State Wide Price Agreement SWPA), 1 quote, Origin will be PSC, (if not utilizing a SWPA) 2 quotes are required, Origin will be PSC.

If overall compensation is between $5K -$60K, A Professional Service contract template is required, or DOIT Template if IT professional services (If utilizing a Statewide Price Agreement SWPA), 1 quote, Origin will be CRB, (if not utilizing a SWPA) 3 quotes are required due to dollar amount (best practices) and cannot exceed 12 months if not on SWPA, Origin will be CRB. If proprietary as Sole source may be conducted upon further discussions.

If overall compensation is over $60K and exceeds 12months, (if using a SWPA) Professional Service Contract template or DOIT Template if IT professional services and 1 quote is required, (If not utilizing a SWPA) a competitive process is required (RFP), Origin will be CRB. If proprietary as Sole source may be conducted upon further discussions.

Thank you,

Francisco Lopez
Purchasing Agent Advanced

NMHealth

Administrative Services Department
1190 S. St. Frances Drive Suite N3054
Santa Fe, NM 87505
Email: Francisco.Lopez@doh.nm.gov
ph: (505) 629-8655
www.nmhealth.org

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

Accredited since 2015

Investing for tomorrow, delivering today

The information contained in this electronic message is privileged, confidential, proprietary, and intended only for the use of the owner of the e-mail address listed as the recipient of this message. If you are not the intended recipient, or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, copying of this communication, or unauthorized use is strictly prohibited and subject to prosecution to the fullest extent of the law! If you are not the intended recipient, please delete this electronic message and DO NOT ACT UPON, FORWARD, COPY OR OTHERWISE DISSEMINATE IT OR ITS CONTENTS.

From: determination, spd, GSD <spd.determination@gsd.nm.gov>
Sent: Wednesday, January 15, 2025 3:46 PM
To: DOHASD.forms, DOH <dohasd.forms@doh.nm.gov>
Subject: RE: Determination of Services for FY25 City of Santa Fe Violence Intervention Fund Grant

Francisco:

The scope of work as written would be PROFESSIONAL SERVICES. Please note this determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. Therefore, the agency may conduct the procurement independently of the State Purchasing Division (SPD). Any resulting contract(s) and amendment(s) must be processed through the Contracts Review Bureau (CRB) of SPD. Both CRB and SPD reserve the right to change this determination if the contract scope of work differs from the scope of work submitted for the original determination or if a later attached scope of work should contain goods or general services.

- While this scope of work has been determined to be professional services, please check the Horizons website to determine whether the scope of work must be offered to Horizons for their right of first refusal.

- When processing this procurement, please ensure that the Contracts Review Bureau contract template (or the DoIT contract template if IT related) is used.

- When processing this procurement, please ensure that the Contracts Review Bureau contract numbering system is used.

Thank you for submitting this scope of work for my review.

Sincerely,

Brian Fitzgerald

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

Attorney
State Purchasing Division
1100 St. Francis Drive, Rm. 2016
Santa Fe, New Mexico 87505

From: DOHASD.forms, DOH <dohasd.forms@doh.nm.gov>
Sent: Wednesday, January 15, 2025 3:02 PM
To: determination, spd, GSD <spd.determination@gsd.nm.gov>
Subject: FW: Determination of Services for FY25 City of Santa Fe Violence Intervention Fund Grant

Good afternoon,
Please review and provide your determination on the scope of work below.

Thank you,

Francisco Lopez
Purchasing Agent Advanced

NMHealth

Accredited since 2015

Administrative Services Department
1190 S. St. Frances Drive Suite N3054
Santa Fe, NM 87505
Email: Francisco.Lopez@doh.nm.gov
ph: (505) 629-8655
www.nmhealth.org

Investing for tomorrow, delivering today.

The information contained in this electronic message is privileged, confidential, proprietary, and intended only for the use of the owner of the e-mail address listed as the recipient of this message. If you are not the intended recipient, or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, copying of this communication, or unauthorized use is strictly prohibited and subject to prosecution to the fullest extent of the law! If you are not the intended recipient, please delete this electronic message and DO NOT ACT UPON, FORWARD, COPY OR OTHERWISE DISSEMINATE IT OR ITS CONTENTS.

From: Suzanne, Liza, DOH (they/them) <Liza.Suzanne@doh.nm.gov>
Sent: Wednesday, January 15, 2025 2:41 PM
To: DOHASD.forms, DOH <dohasd.forms@doh.nm.gov>
Cc: Maese, Kathleen, DOH <Kathleen.Maese@doh.nm.gov>
Subject: Determination of Services for FY25 City of Santa Fe Violence Intervention Fund Grant

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

"FY25 - Submit for GSD determination and Horizon Right of First Refusal".

Summary of scope

Per CH56-HB68-2022 Violence Intervention Program Act, the Grantee, The City of Santa Fe, in collaboration with Santa Fe County, have identified the creation of a coordinated community response to community violence to include but not limited to youth violence and gun violence. This Violence Prevention Program is a Public Health approach that will aim to support, educate and engage youth that are at high risk of being perpetrators or victims of youth violence, or gun violence. Direct program participants are youth and young adults up to age 24 who are on parole, are suspected of a firearms assault, or have experienced gun violence. Intergenerational healing programs include families and caregivers of impacted youth and young adults. Youth violence interruption goals are to increase supportive services; train community-based partners in restorative justice best practices; deliver culturally responsive, trauma-informed, strengths-focused case management; and cultivate economic stability and economic justice for program participants. Violence Interruption coordinates with community partners, in a multisectoral partnership, to reimagine community safety with strong preventative measures that amplifies the voices of those impacted by gun violence.

The Violence Prevention Unit (VPU) is currently housed in the City of Santa Fe, the unit will collaborate with key community stakeholders—Santa Fe County, County and City Law Enforcement, Juvenile Probation and Parole Officers (JPPO), Public Defenders, local nonprofits (such as Gerard's House, YouthWorks and others), public and charter schools, and the District Attorney's office—to identify youth and young adults who are at the highest risk for victimization or retaliation due to their involvement in cycles of violence. By working together, these agencies will combine their expertise and data to select individuals who are most vulnerable to becoming embroiled in gun violence or aggravated assault. Funding will be sub-granted to local organizations who work with youth ages 11-24 that are involved in or at risk of being involved in gun violence.

Recognizing that certain populations, particularly those from systemically marginalized or historically underserved communities, are disproportionately impacted by gun violence and aggravated assault. Therefore, the VPU is intentional with partnering with community organizations that have deep ties to these populations, ensuring that the voices and perspectives of those directly affected by violence are heard and integrated into the development of strategies.
Participants will participate in CONNECT, a coordinated care network run jointly by the City and County of Santa Fe. Spanning 60 supportive programs at local organizations, CONNECT network navigators are linked through a shared technology platform whereby they send and receive secure electronic referrals, address residents' social needs, and improve individual and community health.

A. Grantee will implement a VIP to include:

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

1. clearly defined, measurable objectives of the program to improve public health and safety through evidence-based violence reduction interventions;
2. a comprehensive violence reduction strategic plan, including consistent quality improvement and quality assurance measures, and a description of the strategies and tasks developed; describing the goals of the plan, including community-based services or joint community-based services and law enforcement intervention strategies;
3. Per CH56-HB68-2022 Violence Intervention Program Act, Grantee is required to use at least fifty percent of its grant for the purpose of entering into agreements with one or more community-based service providers providers in the locally focused geographic area in which the grant funds would be used;
4. Per CH56-HB68-2022 Violence Intervention Program Act, Grantee shall report to the appropriate criminal justice coordinating council established pursuant to Section 31-28-3 NMSA 1978 regarding outcomes of the grant;
5. Per CH56-HB68-2022 Violence Intervention Program Act, a final report for FY25 is due to the NMDOH no later than November 1, 2025. At a minimum the final report shall include: (1) purpose and amount of this FY25 grant received by the grantee; and (2) processes, outputs and outcomes resulting from this FY25 grant, including relevant data as required by department rules.

Deliverables

Task Description	Deliverable	Due Date
Project administration contract	Quarterly report of completed contractual project administration.	Invoice quarterly not to exceed $X quantity of 2 Quarter 1 (January, February & March) due no later than April 10, 2025 Quarter 2 (April, May & June) due no later than July 10, 2025
Increase gun violence detection and response infrastructure and technology through receipt of technical	Proof of purchase and any technical assistance received.	Invoice once upon receipt of purchase not to exceed $X due no later than July 10, 2025

assistance for implementation of purchased gunshot detection technology.		
Community-based service provider(s) partnerships	Narrative report detailing partnerships implemented with community-based service provider(s).	Invoice quarterly not to exceed $X quantity of 2 Quarter 1 (January, February & March) due no later than April 10, 2025 Quarter 2 (April, May & June) due no later than July 10, 2025
Total Budget		

Liza Suzanne
Violence Prevention Program Coordinator
Pronouns: they/them (*https://communitycommons.org/collections/Pronouns-and-Well-Being*)

Center for Health Protection
New Mexico Department of Health

ph: (505) 470-7264
email: liza.suzanne@doh.nm.gov
nmhealth.org

Facebook | X | LinkedIn | Instagram | Youtube

Working with New Mexicans to become the healthiest state by 2040.

This e-mail and any documents accompanying this e-mail transmission contain information that is privileged, confidential, and proprietary, which is intended only for the use of the individual named as the recipient of this message. Any disclosure, copying, distribution, or use of this information by any person other than the intended recipient is strictly prohibited. If you have received this email in error, please contact the sender and advise the sender of the error in transmission, and immediately delete the copy that you received.

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

From: DOHASD.forms, DOH
To: Suzanne, Liza, DOH (they/them)
Cc: Maese, Kathleen, DOH
Subject: FW: [EXTERNAL] Re: FW: Determination of Services for FY25 City of Santa Fe Violence Intervention Fund Grant
Date: Thursday, January 16, 2025 10:37:43 AM
Attachments: image001.png
image002.png
image004.png
image005.png
image006.png
image007.png

Good morning,

Please find Right of first refusal made by Horizons below.

Thank you,

Francisco Lopez
Purchasing Agent Advanced

NMHealth

Accredited since 2015

Administrative Services Department
1190 S. St. Frances Drive Suite N3054
Santa Fe, NM 87505
Email: Francisco.Lopez@doh.nm.gov
ph: (505) 629-8655
www.nmhealth.org

Investing for tomorrow, delivering today.

The information contained in this electronic message is privileged, confidential, proprietary, and intended only for the use of the owner of the e-mail address listed as the recipient of this message. If you are not the intended recipient, or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, copying of this communication, or unauthorized use is strictly prohibited and subject to prosecution to the fullest extent of the law! If you are not the intended recipient, please delete this electronic message and DO NOT ACT UPON, FORWARD, COPY OR OTHERWISE DISSEMINATE IT OR ITS CONTENTS.

From: Matt Loehman <mloehman@horizonsofnewmexico.org>
Sent: Wednesday, January 15, 2025 3:57 PM
To: DOHASD.forms, DOH <dohasd.forms@doh.nm.gov>
Subject: [EXTERNAL] Re: FW: Determination of Services for FY25 City of Santa Fe Violence Intervention Fund Grant

CAUTION: This email originated outside of our organization. Exercise caution prior to clicking on links or opening attachments.

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

Good afternoon,

Thank you very much for the opportunity, but we will decline this procurement.

Best regards,

Matt

Matt Loehman
Executive Director

Horizons of New Mexico
6121 Indian School Rd. NE, Suite 220
Albuquerque, NM 87110

office phone: (505) 345-1540
email: mloehman@horizonsofnewmexico.org
web: www.horizonsofnewmexico.org

The State Use Act helps people with disabilities become gainfully employed, and it saves you valuable time and resources otherwise used during the procurement process.

On Wed, Jan 15, 2025 at 3:02 PM DOHASD.forms, DOH <dohasd.forms@doh.nm.gov> wrote:

> Good afternoon,
>
> See below Scope of work being offered to Horizons of New Mexico for right of first refusal.
>
> Thank you,
>
> Francisco Lopez
> Purchasing Agent Advanced
>
> NMHealth
>
> Administrative Services Department
> 1190 S. St. Frances Drive Suite N3054
> Santa Fe, NM 87505
> Email: Francisco.Lopez@doh.nm.gov
> ph: (505) 629-8655
> www.nmhealth.org

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

Accredited since 2015

Investing for tomorrow, delivering today.

The information contained in this electronic message is privileged, confidential, proprietary, and intended only for the use of the owner of the e-mail address listed as the recipient of this message. If you are not the intended recipient, or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, copying of this communication, or unauthorized use is strictly prohibited and subject to prosecution to the fullest extent of the law! If you are not the intended recipient, please delete this electronic message and DO NOT ACT UPON, FORWARD, COPY OR OTHERWISE DISSEMINATE IT OR ITS CONTENTS.

From: Suzanne, Liza, DOH (they/them) <Liza.Suzanne@doh.nm.gov>
Sent: Wednesday, January 15, 2025 2:41 PM
To: DOHASD.forms, DOH <dohasd.forms@doh.nm.gov>
Cc: Maese, Kathleen, DOH <Kathleen.Maese@doh.nm.gov>
Subject: Determination of Services for FY25 City of Santa Fe Violence Intervention Fund Grant

"FY25 - Submit for GSD determination and Horizon Right of First Refusal".

Summary of scope

Per CH56-HB68-2022 Violence Intervention Program Act, the Grantee, The City of Santa Fe, in collaboration with Santa Fe County, have identified the creation of a coordinated community response to community violence to include but not limited to youth violence and gun violence. This Violence Prevention Program is a Public Health approach that will aim to support, educate and engage youth that are at high risk of being perpetrators or victims of youth violence, or gun violence. Direct program participants are youth and young adults up to age 24 who are on parole, are suspected of a firearms assault, or have experienced gun violence. Intergenerational healing programs include families and caregivers of impacted youth and young adults. Youth violence interruption goals are to increase supportive services; train community-based partners in restorative justice best practices; deliver culturally responsive, trauma-informed, strengths-focused case management; and cultivate economic stability and economic justice for program participants. Violence Interruption coordinates with community partners, in a multisectoral partnership, to reimagine community safety with strong preventative measures that amplifies the voices of those impacted by gun violence.

The Violence Prevention Unit (VPU) is currently housed in the City of Santa Fe, the unit will

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

collaborate with key community stakeholders—Santa Fe County, County and City Law Enforcement, Juvenile Probation and Parole Officers (JPPO), Public Defenders, local nonprofits (such as Gerard's House, YouthWorks and others), public and charter schools, and the District Attorney's office—to identify youth and young adults who are at the highest risk for victimization or retaliation due to their involvement in cycles of violence. By working together, these agencies will combine their expertise and data to select individuals who are most vulnerable to becoming embroiled in gun violence or aggravated assault. Funding will be sub-granted to local organizations who work with youth ages 11-24 that are involved in or at risk of being involved in gun violence.

Recognizing that certain populations, particularly those from systemically marginalized or historically underserved communities, are disproportionately impacted by gun violence and aggravated assault. Therefore, the VPU is intentional with partnering with community organizations that have deep ties to these populations, ensuring that the voices and perspectives of those directly affected by violence are heard and integrated into the development of strategies.
Participants will participate in CONNECT, a coordinated care network run jointly by the City and County of Santa Fe. Spanning 60 supportive programs at local organizations, CONNECT network navigators are linked through a shared technology platform whereby they send and receive secure electronic referrals, address residents' social needs, and improve individual and community health.

A. Grantee will implement a VIP to include:

    1. clearly defined, measurable objectives of the program to improve public health and safety through evidence-based violence reduction interventions;
    2. a comprehensive violence reduction strategic plan, including consistent quality improvement and quality assurance measures, and a description of the strategies and tasks developed; describing the goals of the plan, including community-based services or joint community-based services and law enforcement intervention strategies;
    3. Per CH56-HB68-2022 Violence Intervention Program Act, Grantee is required to use at least fifty percent of its grant for the purpose of entering into agreements with one or more community-based service providers providers in the locally focused geographic area in which the grant funds would be used;
    4. Per CH56-HB68-2022 Violence Intervention Program Act, Grantee shall report to the appropriate criminal justice coordinating council established pursuant to Section 31-28-3 NMSA 1978 regarding outcomes of the grant;
    5. Per CH56-HB68-2022 Violence Intervention Program Act, a final report for FY25 is due to the NMDOH no later than November 1, 2025. At a minimum the final report shall include: (1) purpose and amount of this FY25 grant received by the

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

grantee; and (2) processes, outputs and outcomes resulting from this FY25 grant, including relevant data as required by department rules.

Deliverables

Task Description	Deliverable	Due Date
Project administration contract	Quarterly report of completed contractual project administration.	Invoice quarterly not to exceed $X quantity of 2 Quarter 1 (January, February & March) due no later than April 10, 2025 Quarter 2 (April, May & June) due no later than July 10, 2025
Increase gun violence detection and response infrastructure and technology through receipt of technical assistance for implementation of purchased gunshot detection technology.	Proof of purchase and any technical assistance received.	Invoice once upon receipt of purchase not to exceed $X due no later than July 10, 2025
Community-based service provider(s) partnerships	Narrative report detailing partnerships implemented with community-based service provider(s).	Invoice quarterly not to exceed $X quantity of 2 Quarter 1 (January, February & March) due no later than April 10, 2025

		Quarter 2 (April, May & June) due no later than July 10, 2025
Total Budget		

Liza Suzanne
Violence Prevention Program Coordinator
Pronouns: they/them (*https://communitycommons.org/collections/Pronouns-and-Well-Being*)

Center for Health Protection
New Mexico Department of Health

ph: (505) 470-7264
email: liza.suzanne@doh.nm.gov
nmhealth.org

Facebook | X | LinkedIn | Instagram | Youtube

Working with New Mexicans to become the healthiest state by 2040.

This e-mail and any documents accompanying this e-mail transmission contain information that is privileged, confidential, and proprietary, which is intended only for the use of the individual named as the recipient of this message. Any disclosure, copying, distribution, or use of this information by any person other than the intended recipient is strictly prohibited. If you have received this email in error, please contact the sender and advise the sender of the error in transmission, and immediately delete the copy that you received.

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

State of New Mexico
Change Order Request Form

	Purchase Order: 66500-0000203356	Date: 4/25/25		Page
ATTACH COPY OF CURRENT PURCHASE ORDER INVOICE (if appliable)				of
	Buyer: Joshua D Abeyta	**Phone: 505-827-2504**		

Vendor Information	
SHARE Vendor ID:	54360
Vendor Name:	City of Santa Fe

Line No. From PO	Item / Description of Change Order	(A) Current Line Amount	(B) Line Amount Increase/Decrease	(C) New Total Line Amount	
1	keep ASIS	$ 818,387.10	$ 460,000.00	$ 1,278,387.10	

Fund	Dept	Account	PC Bus Unit	Project	Activity	Oper Unit	Bud Ref	Class	RPT Cat
6101	ZG1016	547400	66500		DIRECT	20112300	92248	G1016	

2			$ -	

Fund	Dept	Account	PC Bus Unit	Project	Activity	Oper Unit	Bud Ref	Class	RPT Cat

3			$ -	

Fund	Dept	Account	PC Bus Unit	Project	Activity	Oper Unit	Bud Ref	Class	RPT Cat

4			$ -	

Fund	Dept	Account	PC Bus Unit	Project	Activity	Oper Unit	Bud Ref	Class	RPT Cat

5			-		
	TOTALS	$ 818,387.10	**460,000.00**	$ 1,278,387.10	-

Description of Modifications to Purchase Order: **Increase total amount by $460,000.00 for FY26 expansion request.**

Approval Signature Liza Suzanne Digitally signed by Liza Suzanne Date: 2025.04.30 09:08:29 -06'00'	**Approval Signature**
Budget Approval	

Form ASD PURCH FY23

State of New Mexico
Purchase Order

PO Number to be on all Invoices and Correspondence

Department of Health
1190 St. Francis Dr
P. O. Box 26110
Santa Fe NM 87502-6110
United States

Dispatched **Dispatch Via Print**

Purchase Order	Date	Revision
66500-0000203356	02-27-2025	
Payment Terms	**Freight Terms**	**Ship Via**
Pay Now	FOB Destination	Best Way
Buyer	**Phone**	**Currency**
Joshua D Abeyta		USD

Supplier: 0000054360
CITY OF SANTA FE
PO BOX 909
SANTA FE NM 87504-0000
United States

Ship To: 1190 St. Francis Dr
P. O. Box 26110
Santa Fe NM 87502-6110
United States

Bill To: 1190 St Francis Dr.
P O Box 26110
Santa Fe NM 87502-6110
United States

Origin: EXE **Excl\Excl#:** 13-1-98-A

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Intervention Services- Train community-based partners in restorative justice best practices; deliver culturally responsive, trauma-informed, strengths-focused case management; and cultivate economic stability and economic 66500-06101-ZG1016-547400- - - -20112300-92248-G1016	1.00	EA	$818,387.10	$818,387.10	02/27/2025

Schedule Total $818,387.10

Contract ID: 25-665-2011-00001 00 Contract Line: 0 Release: 1 Category Line: 0

Task Description Deliverable Budget DueDate
I. Project administration
II. Increase Gun Violence Detection and response infrastructure and technology through receipt of technical assistance for implementation of purchased gunshot detection technology.
III. Community-Based service provider(s) partnerships
I. Quarterly Report of completed contractual project administration
II. Proof of purchase and any technical assistance received.
III. Narrative report detailing partnerships implemented with community-based service providers
I. Invoice @ $30,000.00 per quarter Not to exceed quantity of 2.
Quarter 1 (January, February & March). Due no later than 4/10/25
Quarter 2 (April, May & June). Due no later than 7/10/25
II. Invoice @ $354,000.00 upon receipt of purchase.

Agency Approval - I certify that the proposed purchase represented by this document is authorized by and is made in accordance with all State (and if applicable Federal) legislation rules and regulation. I further certify that adequate unencumbered cash and budget expenditure authority exists for this proposed purchase and all other outstanding purchase commitments and accounts payable.

Authorized Signature

Docusign Envelope ID: D6C4A5C2-D8DE-4B34-9F9D-10F2614EEA20

State of New Mexico
Purchase Order

PO Number to be on all Invoices and Correspondence

Department of Health
1190 St. Francis Dr
P. O. Box 26110
Santa Fe NM 87502-6110
United States

Dispatched **Dispatch Via Print**

Purchase Order	Date	Revision
66500-0000203356	02-27-2025	
Payment Terms	**Freight Terms**	**Ship Via**
Pay Now	FOB Destination	Best Way
Buyer	**Phone**	**Currency**
Joshua D Abeyta		USD

Supplier: 0000054360
CITY OF SANTA FE
PO BOX 909
SANTA FE NM 87504-0000
United States

Ship To: 1190 St. Francis Dr
P. O. Box 26110
Santa Fe NM 87502-6110
United States

Bill To: 1190 St Francis Dr.
P O Box 26110
Santa Fe NM 87502-6110
United States

Origin: EXE **Exc\Excl#:** 13-1-98-A

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
	Due no later than 7/10/25 III. Invoice @ $404,437.10 Not to exceed quantity of 1. Report due no later than 7/10/25					

Item Total $818,387.10

Total PO Amount $818,387.10

Agency Approval - I certify that the proposed purchase represented by this document is authorized by and is made in accordance with all State (and if applicable Federal) legislation rules and regulation. I further certify that adequate unencumbered cash and budget expenditure authority exists for this proposed purchase and all other outstanding purchase commitments and accounts payable.

Authorized Signature

Log # *{Finance use only}* :	
Journal # *{Finance use only}* :	

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

DEPARTMENT / DIVISION NAME	DATE
Community Health and Safety/Youth and Family Services	6.20.25

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Grants and Services	2230123	510400	YFD2522302	400,000	
Other Consulting	2230123	510340	YFD2522302	60,000	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
NM Depatment of Health - Violence Intervention Fund - Community Health and Safety Department - Youth and Family	2230123	490180	YFD2522302	(460,000)	
				$ -	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

NMDOH Violence intervention grant for community-based contrast (increase of funds)

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
TOTAL:	**0**

Sandra Emory 6.20.25
Prepared By *{print name}* Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andy Hopkins 06/24/2025
Budget Officer Date

Division Director Signature *{optional}* Date

Finance Director *{≤ $5,000}* Date

06/24/2025
Department Director Signature Date

City Manager *{≤ $60,000}* Date

TRUJILLO, SIERRA V.

From: Grants
Sent: Thursday, June 12, 2025 5:06 PM
To: TRUJILLO, SIERRA V.; Grants
Cc: EMORY, SANDRA X.
Subject: RE: COSF Updates

HI there,

We will update the same project ledger to reflect amendment and amount(s)

Please reach out to Andy Hopkins in Budgets for assistance with the BAR/edits.
Have a great evening! ☺
Thanks,

Cathy M. Thompson
Accounting Financial Analyst/Grants
(505) 629-3951
CMThompson@santafenm.gov

From: TRUJILLO, SIERRA V. <svtrujillo@santafenm.gov>
Sent: Thursday, June 12, 2025 12:29 PM
To: Grants <grants@santafenm.gov>
Cc: EMORY, SANDRA X. <sxemory@santafenm.gov>
Subject: FW: COSF Updates

Good afternoon!

Following up on our conversation with Erika and Cathy yesterday regarding to DOH grant extension through June 30, 2026, and the additional $400,000 in funding- we've attached the updated IGA and new PO for your reference.

Could you please let us know if we should submit a new project ledger request, or if this information is sufficient to update the existing project ledger? The current Project ID is YFD2522302.

Thank you!

Best,
Sierra Vigil-Trujillo
Project Administrator
Youth & Family Services Division
(505) 955-6824
CITY OF SANTA FE

CITY OF SANTA FE

The Purchasing Memo

Date: April 3, 2025

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

From: Julie Sanchez, Youth and Family Services Division Director JULIE SANCHEZ (Apr 3, 2025 15:23 MDT)

Via: Henri Hammond-Paul, Community Health and Safety Department Director

Subject: Approval of Grant Agreement from the State of New Mexico's Department of Health in the amount of $818,387.10 for a coordinated community response to community violence to include but not limited to youth violence and gun violence. (Julie Sanchez, Youth and Family Services Division Director, jjsanchez@santafenm.gov)

Request for Approval of a Budget Amendment Resolution (BAR) to Budget $818,387.00 into FY25 Revenue and Expenses for a coordinated community response to community violence. (Julie Sanchez, Youth and Family Services Division Director, jjsanchez@santafenm.gov)

ITEM AND ISSUE:

The Youth and Family Services Division respectfully requests Approval of Grant Agreement from the State of New Mexico's Department of Health in the amount of $818,387.10 for a coordinated community response to community violence to include but not limited to youth violence and gun violence.

Additionally, the Youth and Family Services Division respectfully requests Approval of a Budget Amendment Resolution (BAR) to Budget $818,387.10 into FY25 Revenue and Expenses for a coordinated community response to community violence.

BACKGROUND AND SUMMARY:

The City of Santa Fe Youth and Family Services Division in collaboration with Santa Fe County Community Services Department and the Santa Fe Police Department applied for and received a grant from the State of New Mexico's Department of Health for $818,387.10 as part of our coordinated response to community and youth violence. All reimbursement requests must be made by June 30, 2026.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: [Juvenile Justice Fund/223]

Munis Org Name/Number: [Juvenile Justice/2230123]

Munis Object Name/Number: [Grants and Services/510400] [Other Consulting/510340]

Budget Officer / Designee: Andy Hopkins **Date:** Apr 4, 2025

Budget Officer Comment/Exceptions: -

ASSOCIATED APPROVALS:

IT Components included? ☐ **Yes |** ☒ **No**

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? ☐ **Yes |** ☒ **No**

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

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

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:

Grant agreement
Budget Amendment Resolution (BAR)
Project Ledger

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE
Community Health and Safety/Youth & Family	4/3/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Grants and Services	2230123	510400	YFD2522302	404,437.00	
Software (Non-Exempt)	2230315	570850	POL2522303	354,000.00	
Other Consulting	2230123	510340	YFD2522302	60,000.00	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
NM Department of Health - Violence Intervention Fund - Communtiy Health and Safety Department - Youth and Family Division Portion	2230123	490180	YFD2522302	(464,437)	
NM Department of Health - Violence Intervention Fund - Santa Fe Police Department Portion	2230315	490180	POL2522303	(354,000)	
				$ -	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

NM DOH Violence Intervention Grant for Communtiy Based Contracts and Police Department Gun Violence Technology.

{Complete section below if BAR results in a net change to ANY Fund}	
Fund(s) Affected	Fund Balance Increase/(Decrease)
TOTAL:	0

Marcella Apodaca	4/3/2025	*{Use this form for Finance Committee/ City Council agenda items ONLY}*	Andy Hopkins	Apr 4, 2025
Prepared By *{print name}*	Date	**CITY COUNCIL APPROVAL**	Budget Officer	Date
JULIE SANCHEZ (Apr 3, 2025 15:23 MDT)	Apr 3, 2025	*City Council Approval Date*		
Division Director Signature *{optional}*	Date		Finance Director *{≤ $5,000}*	Date
	Apr 3, 2025	*Agenda Item #:*		
Department Director Signature	Date		City Manager *{≤ $60,000}*	Date

City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form

Date of Request: 02/19/2025

Project Title: NMDOH - Violence Intervention Grant

Project Type: ☐ CIP ☑ Grant ☐ Internal Tracking

Project ID: POL2522303
Grant ID: S2560
Approved By: Erika Lujan (Apr 2, 2025 17:08 MDT)
CT (Finance Use Only)

Department: Police/SFPD Project Manager: AM BOWEN Ext: 6678

Project Date Range: 2/20/25 to 06/30/2025 ☐ Create Fixed Asset

---

☑ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: NMDOH IGA 25.665.2011.00001.00 % of Funding: 43

MUNIS ORG: 2230315 MUNIS OBJ: 490180 Awarded Amount: 354000.00

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: software MUNIS ORG: 2230315 MUNIS OBJ: 570850

Grants Only (list all grants if applicable): (GRANT ALSO TIED TO PROJ. YFD2522302-464287.00)

Grantor Name: NMDOH IGA 25.665.2011.00001.00 Awarded Amount: 818,387.10

AR Charge Code: 2230315.490180 ☑ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700003 Federal CFDA (if applicable): N/A

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) ☑ Attached Grant Documentation

City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form

Date of Request: 02/19/2025

Project Title: NMDOH - Violence Intervention Grant

Project Type: ☐ CIP ☑ Grant ☐ Internal Tracking

Project ID: YFD2522302
Grant ID: S2560
Approved By: Erika Lujan (Apr 2, 2025 17:09 MDT)
CT (Finance Use Only)

Department: Comm. Health and Safety Project Manager: Julie Sanchez Ext: 6678

Project Date Range: 2/20/25 to 06/30/2025 ☐ Create Fixed Asset

---

☑ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: NMDOH IGA 25.665.2011.00001.00 % of Funding: 57

MUNIS ORG: 2230123 MUNIS OBJ: 490180 Awarded Amount: $464,387.00

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: GRANTS/SVCS & OTH CNSLTNG MUNIS ORG: 2230123 MUNIS OBJ: 510400/510340

Grants Only (list all grants if applicable): (GRANT ALSO FUND PROJ: POL2522303-354000.00)

Grantor Name: NMDOH IGA 25.665.2011.00001.00 Awarded Amount: 818,387.10

AR Charge Code: 2230123.490180 ☑ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700003 Federal CFDA (if applicable): N/A

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ ☑ Grant funds multiple projects (Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) ☑ Attached Grant Documentation

gunshot detection technology.			
III. Community-based service provider(s) partnerships	Narrative report detailing partnerships implemented with community-based service provider(s).	Not to exceed $404,437.10	III. Invoice @ $404,437.10 not to exceed quantity of 1. Report due no later than July 10, 2025
Total Budget		**$818,387.10**	

Funding Information:
06101 General Funds

THIS SECTION IS INTENTIONALLY LEFT BLANK

Agreement No. 25 665 3030 XXXXX XX

STATE OF NEW MEXICO
DEPARTMENT OF HEALTH
INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **DEPARTMENT OF HEALTH**, hereinafter referred to as the "Agency," and **CITY OF SANTA FE**, hereinafter referred to as the "Contractor," and is effective as of the date set forth below upon which it is executed by the Agency.

WHEREAS, the Agency is the State agency and desires to engage and the contractor is willing to provide the services outlined pursuant to Article II **-** Scope of Work.

NOW THEREFORE, the Agency and the Contractor in consideration of mutual covenants and agreements herein contained, do hereby agree as follows:

ARTICLE I. Term of Agreement

THIS AGREEMENT SHALL BECOME EFFECTIVE ON THE DATE UPON WHICH IT IS EXECUTED BY THE AGENCY SECRETARY OR DESIGNEE. This Agreement shall terminate **June 30, 2025,** unless terminated pursuant to Article VI (Termination of Agreement), or Article XIX (Appropriations).

ARTICLE II. Scope of Work

The Contractor shall provide the program of services as set forth in the scope of work which is attached hereto as "**Attachment 1 – Scope of Work**" and incorporated herein by reference, unless Attachment 1 is amended or this agreement is terminated pursuant to Article VI (Termination of Agreement), or Article XIX (Appropriations), infra. In consideration for the provision of those services, the Agency agrees to purchase and the Contractor agrees to perform the services identified in the scope of work.

ARTICLE III. Limitation of Cost

The total amount of the monies payable to the Contractor under this Agreement shall not exceed **$818,387.10.** The annual budget is attached hereto as "**Attachment 2 – Budget**" and incorporated herein by reference.

ARTICLE IV. Payment

The Agency shall make monthly payments to the Contractor for services and costs specified in **Attachment 2 - Budget**. The Contractor shall submit certified and documented invoices and vouchers quarterly for actual work performed and expenses incurred to the Agency. The Contractor's failure to submit such payment vouchers, invoices, and supporting documentation within fifteen (15) days after they are due may result in the non-availability of funds for payment and/or the denial of payment by the Agency.

ARTICLE V. Return of Funds

Upon termination of this Agreement, or after the services provided for herein have been rendered, surplus money, if any, shall be returned by the Contractor to the Agency.

ARTICLE VI. Termination of Agreement

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

B. Notice; Agency Opportunity to Cure.

1. Except as otherwise provided in Article (VI)(B)(3), the Agency shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the 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 Agency; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Article XXII, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Agency'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 AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

D. Termination Management. Immediately upon receipt by either the Agency or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Agency; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become

property of the Agency upon termination and shall be submitted to the Agency as soon as practicable.

ARTICLE VII. Funds Accountability

The parties shall provide for strict accountability of all monies made subject to this Agreement. The Contractor shall maintain fiscal records, follow generally accepted accounting principles, and account for all receipts and disbursements of funds transferred to the Contractor pursuant to this Agreement. The Contractor will include all monies made subject to this Agreement in the annual audit and will provide the Agency with a copy of the annual audit.

ARTICLE VIII. Maintenance of Records

The Contractor shall maintain detailed expenditure records that indicate the date, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, the New Mexico Department of Finance and Administration and the New Mexico State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

ARTICLE IX. Confidentiality

A. 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 the prior written approval of the Agency.

ARTICLE X. Amendments

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 Agency 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 Article VI herein, or to agree to the reduced funding.

ARTICLE XI. 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 Agency.

ARTICLE XII. 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 Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, Contractor acknowledges and agrees to the exclusive jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

ARTICLE XIII. Acquisition of Property

The parties agree that neither party shall acquire any property as the result of this Agreement, unless approved by the Agency or defined in the scope of work.

ARTICLE XIV. Liability

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation or alleged violation of requirements applicable to the performance of the Agreement. Each party shall be liable for its actions according to this Agreement subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, et. seq., NMSA 1978, as amended.

ARTICLE XV. Execution of Documents

The Agency and the Contractor agree to execute any document(s) necessary to implement the terms of this Agreement.

ARTICLE XVI. Sub-Contracts

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval by the Agency Secretary or Designee. No such subcontract shall relieve the primary Contractor from any obligations and liabilities under this Agreement, nor shall subcontract obligate direct payment from the Agency. Contractor must notify subcontractors that they are subject to Article VIII - Maintenance of Records of this agreement.

ARTICLE XVII. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws, rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures 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.

ARTICLE XVIII. 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 Agency.

ARTICLE XIX. Appropriations

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency 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.

THIS SECTION IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Agency and the Contractor have caused this Agreement to be executed, said Agreement to become effective as of the date set forth below upon which it is executed by Agency Secretary or Designee.

Contractor – CITY OF SANTA FE

Alan Webber (May 7, 2025 14:53 MDT)

Alan Webber, Mayor — Date: 05/07/2025

Mayor

Printed Title of Authorized Signatory

ANDREA SALAZAR (May 7, 2025 15:32 MDT)

City Clerk GB MTG 04/30/2025 — Date: 05/07/2025

Assistant City Attorney — Date: Mar 6, 2025

Finance Director — Date: 04/18/2025

Agency – DEPARTMENT OF HEALTH

Secretary or Designee, DOH — Date: _____

Chief Financial Officer, DOH — Date: _____

Approved as to legal form and sufficiency.

Office of General Counsel, DOH — Date: _____

THIS SECTION IS INTENTIONALLY LEFT BLANK

Attachment 1 – Scope of Work

The Contractor Shall perform the following work:

Summary of scope

Per CH56-HB68-2022 Violence Intervention Program Act, the Grantee, The City of Santa Fe, in collaboration with Santa Fe County, have identified the creation of a coordinated community response to community violence to include but not limited to youth violence and gun violence. This Violence Prevention Program is a Public Health approach that will aim to support, educate and engage youth that are at high risk of being perpetrators or victims of youth violence, or gun violence. Direct program participants are youth and young adults up to age 24 who are on parole, are suspected of a firearms assault, or have experienced gun violence. Intergenerational healing programs include families and caregivers of impacted youth and young adults. Youth violence interruption goals are to increase supportive services; train community-based partners in restorative justice best practices; deliver culturally responsive, trauma-informed, strengths-focused case management; and cultivate economic stability and economic justice for program participants. Violence Interruption coordinates with community partners, in a multisectoral partnership, to reimagine community safety with strong preventative measures that amplifies the voices of those impacted by gun violence.

The Violence Prevention Unit (VPU) is currently housed in the City of Santa Fe, the unit will collaborate with key community stakeholders—Santa Fe County, County and City Law Enforcement, Juvenile Probation and Parole Officers (JPPO), Public Defenders, local nonprofits (such as Gerard's House, YouthWorks and others), public and charter schools, and the District Attorney's office—to identify youth and young adults who are at the highest risk for victimization or retaliation due to their involvement in cycles of violence. By working together, these agencies will combine their expertise and data to select individuals who are most vulnerable to becoming embroiled in gun violence or aggravated assault. Funding will be sub-granted to local organizations who work with youth ages 11-24 that are involved in or at risk of being involved in gun violence.

Recognizing that certain populations, particularly those from systemically marginalized or historically underserved communities, are disproportionately impacted by gun violence and aggravated assault. Therefore, the VPU is intentional with partnering with community organizations that have deep ties to these populations, ensuring that the voices and perspectives of those directly affected by violence are heard and integrated into the development of strategies. Participants will participate in CONNECT, a coordinated care network run jointly by the City and County of Santa Fe. Spanning 60 supportive programs at local organizations, CONNECT network navigators are linked through a shared technology platform whereby they send and receive secure electronic referrals, address residents' social needs, and improve individual and community health.

A. Grantee will implement a VIP to include:
   1) clearly defined, measurable objectives of the program to improve public health and safety through evidence-based violence reduction interventions;
   2) a comprehensive violence reduction strategic plan, including consistent quality improvement and quality assurance measures, and a description of the strategies and tasks developed; describing the goals of the plan, including community-based services or joint community-based services and law enforcement intervention strategies;
   3) Per CH56-HB68-2022 Violence Intervention Program Act, Grantee is required to use at least fifty percent of its grant for the purpose of entering into agreements with one or more community-based service providers in the locally focused geographic area in which the grant funds would be used;
   4) Per CH56-HB68-2022 Violence Intervention Program Act, Grantee shall report to the appropriate criminal justice coordinating council established pursuant to Section 31-28-3 NMSA 1978 regarding outcomes of the grant;
   5) Per CH56-HB68-2022 Violence Intervention Program Act, a final report for FY25 is due to the NMDOH no later than November 1, 2025. At a minimum the final report shall include: (1) purpose and amount of this FY25 grant received by the grantee; and (2) processes, outputs and outcomes resulting from this FY25 grant, including relevant data as required by department rules.

THIS SECITON IS INTENTIONALLY LEFT BLANK

Attachment 2 – Budget

The total amount of this agreement shall not exceed $818,387.10.

Per diem and mileage, and other miscellaneous expenses, will be paid in accordance with the Department of Finance and Administration (DFA) Rule 2.42.2 NMAC.

Task Description	Deliverable	Budget	Due Date
Project administration contract	Quarterly report of completed contractual project administration.	Not to exceed $60,000.00	Invoice @ up to $30,000.00 per quarter not to exceed quantity of 2 Quarter 1 (January, February & March) due no later than April 10, 2025 Quarter 2 (April, May & June) due no later than July 10, 2025
Increase gun violence detection and response infrastructure and technology through receipt of technical assistance for implementation of purchased gunshot detection technology.	Proof of purchase and any technical assistance received.	Not to exceed $354,000.00	Invoice @ $354,000.00 upon receipt of purchase, due no later than July 10, 2025
Community-based service provider(s) partnerships	Narrative report detailing partnerships implemented with community-based service provider(s).	Not to exceed $404,437.10	
Total Budget		**$818,387.10**	

Funding Information:
06101 General Fund

DoH Grant Memo and BAR Packet Signed

Final Audit Report 2025-04-18

Created:	2025-04-18
By:	Justin Gonzales (jmgonzales@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAACakbPiDywTnGqtQ-b-rLIQq979b-0tsa

"DoH Grant Memo and BAR Packet Signed" History

Document created by Justin Gonzales (jmgonzales@santafenm.gov)
2025-04-18 - 2:39:22 PM GMT- IP address: 63.232.20.2

Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2025-04-18 - 2:41:04 PM GMT

Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2025-04-18 - 3:20:38 PM GMT- IP address: 104.47.65.254

Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2025-04-18 - 3:24:10 PM GMT - Time Source: server- IP address: 73.42.112.179

Agreement completed.
2025-04-18 - 3:24:10 PM GMT

Powered by Adobe Acrobat Sign

City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form

Date of Request: 6/25/25 REVISION

Project Title: NMDOH VIOLENCE INTERVENTION GRANT

Project Type: ☐ CIP ☑ Grant ☐ Internal Tracking

Project ID: YFD2522302
Grant ID: S2560A1
Approved By: ERIKA LUJAN
CT (Finance Use Only)

Department: COM HEALTH & SAFETY Project Manager: SIERRA TRUJILLO Ext: 6824

Project Date Range: 2/20/2025 to 6/30/2026 ☐ Create Fixed Asset

---

☐ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: NMDOH IGA % of Funding: 57

MUNIS ORG: 2230123 MUNIS OBJ: 490180 Awarded Amount: 804437.10

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: GRNTS SVC/OTHR CONSULT MUNIS ORG: 2230123 MUNIS OBJ: 510400/510340

Grants Only (list all grants if applicable): GRANT ALSO FUNDS: POL2522303-354000.00

Grantor Name: NMDOH IGA25.665.2011.00001.01 Awarded Amount: 1,278,437.10

AR Charge Code: 2230123.490180 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: 7000003 Federal CFDA (if applicable): N/A

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) ☑ Attached Grant Documentation

Log # {Finance use only}:	
Journal # {Finance use only}:	

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

DEPARTMENT / DIVISION NAME	DATE
Community Health and Safety/Youth and Family Services	6.20.25

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				{enter as positive #}	{enter as negative #}
Grants and Services	2230123	510400	YFD2522302	400,000	
Other Consulting	2230123	510340	YFD2522302	60,000	
REVENUES				{enter as negative #}	{enter as positive #}
NM Depatment of Health - Violence Intervention Fund - Community Health and Safety Department - Youth and Family	2230123	490180	YFD2522302	(460,000)	
				$ -	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

NMDOH Violence intervention grant for community-based contrast (increase of funds)

{Complete section below if BAR results in a net change to ANY Fund}	
Fund(s) Affected	Fund Balance Increase/(Decrease)
TOTAL:	0

Sandra Emory 6.20.25
Prepared By {print name} Date

Division Director Signature {optional} Date

06/24/2025
Department Director Signature Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andy Hopkins 06/24/2025
Budget Officer Date

Emily K. Oster
Finance Director {≤ $5,000} Date

City Manager {≤ $60,000} Date

7.30.25 DOH Approval Packet

Final Audit Report 2025-07-30

Created:	2025-07-30
By:	Justin Gonzales (jmgonzales@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJIlzQ7ShZJZwd2aMW6tpVHBu_2Dm8KOe

"7.30.25 DOH Approval Packet" History

Document created by Justin Gonzales (jmgonzales@santafenm.gov)
2025-07-30 - 5:07:10 PM GMT- IP address: 63.232.20.2

Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2025-07-30 - 5:10:33 PM GMT

Justin Gonzales (jmgonzales@santafenm.gov) added alternate signer ANDREA PHILLIPS (akphillips@santafenm.gov). The original signer Mark Scott (mscott@santafenm.gov) can still sign.
2025-07-30 - 6:15:48 PM GMT- IP address: 63.232.20.2

Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2025-07-30 - 9:40:41 PM GMT- IP address: 104.47.64.254

Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2025-07-30 - 9:48:52 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to ANDREA PHILLIPS (akphillips@santafenm.gov) for signature
2025-07-30 - 9:48:56 PM GMT

Document emailed to Mark Scott (mscott@santafenm.gov) for signature
2025-07-30 - 9:48:56 PM GMT

Email viewed by ANDREA PHILLIPS (akphillips@santafenm.gov)
2025-07-30 - 10:15:01 PM GMT- IP address: 104.47.64.254

Document e-signed by ANDREA PHILLIPS (akphillips@santafenm.gov)
Signature Date: 2025-07-30 - 10:15:33 PM GMT - Time Source: server- IP address: 63.232.20.2

Agreement completed.
2025-07-30 - 10:15:33 PM GMT

Powered by Adobe Acrobat Sign

CITY OF SANTA FE

Memorandum

Date: July 2, 2025

To: Governing Body, Public Works and Utilities Committee, Finance Committee

From: Romella Glorioso-Moss, Complete Streets Capital Projects Manager *rgm*

Via: Regina Wheeler, Public Works Department Director *RW* RW

RE: New Mexico Department of Transportation Local Government Road Fund – Project Control Number L500618

EXECUTIVE SUMMARY:

The Resolution accepts a Transportation Project Fund Grant administered by the New Mexico Department of Transportation ("NMDOT") and approves entering into a Cooperative Agreement, Project Control Number L500618, for pavement rehabilitation and improvements, reconstruction, and full construction of a roundabout at the intersection of Agua Fria Street and Cottonwood Road. The anticipated total for the project is eighty-seven thousand six hundred thirty-nine dollars ($87,639). The Cooperative Agreement establishes the NMDOT's share of the total amount will be sixty-five thousand seven hundred twenty-nine dollars ($65,729), which is seventy-five percent (75%). The City of Santa Fe's ("City") share of the total amount will be twenty-one thousand nine hundred ten dollars ($21,910), which is twenty-five percent (25%). Any dollar spent above the anticipated total ($87,639) will be paid by the City.

BACKGROUND:

In March 2025, the City's Public Works Department applied for a Local Government Road Fund ("LGRF"), administered by NMDOT for improvements at the intersection of Agua Fria Street and Cottonwood Road. This project has been prioritized by the Governing Body in the Impact Fees Capital Improvements Plan Fiscal Year 2021-2027, Resolution No. 2022-18.

The project scope includes the construction of a roundabout, reconstruction of concrete curb and gutter, full pavement reconstruction, permanent signing and striping, pedestrian improvements, roundabout lighting and utility relocations/adjustments at the intersection of Agua Fria Street and Cottonwood Road.

The proposed project agreement, included in the Resolution as Attachment, A, terminates on December 31, 2026. NMDOT requires a resolution documenting acceptance of this funding, approved by the Governing Body.

ATTACHMENT:

Resolution
Fiscal Impact Report

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2025-__

INTRODUCED BY:

Councilor Lee Garcia

A RESOLUTION

ACCEPTING A GRANT FROM LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION AND ENTERING INTO COOPERATIVE AGREEMENT CONTROL NUMBER L500618.

WHEREAS, the City of Santa Fe ("City") and the New Mexico Department of Transportation ("NMDOT") wish to enter into a Cooperative Grant Agreement under the Local Government Road Fund Program for a local road project, incorporated as Attachment A, the purpose of which is the pavement rehabilitation and improvements, reconstruction, and full construction of a roundabout at the intersection of Agua Fria Street and Cottonwood Road; and

WHEREAS, the NMDOT and City estimate the total cost of the project will be eighty-seven thousand six hundred thirty-nine dollars ($87,639) to be funded in proportional share by the parties hereto as follows:

1. NMDOT's share shall be seventy-five percent (75%) or sixty-five thousand, seven hundred twenty-nine dollars ($65,729); and

2. The City's share shall be twenty-five percent (25%) or twenty-one thousand, nine hundred ten dollars ($21,910).

WHEREAS, the agreement provides that the City shall pay all costs that exceed the total project cost of eighty-seven thousand six hundred thirty-nine dollars ($87,639).

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the Fiscal Year 2026 Cooperative Agreement, Project Control Number L500618, included as Attachment A, as part of a program administered under the Local Government Road Fund Program, for pavement rehabilitation and improvements, reconstruction, and full construction of a roundabout at the intersection of Agua Fria Street and Cottonwood Road, is hereby approved.

BE IT FURTHER RESOLVED that it adopts the project for the Cooperative Agreement and the project has a priority standing for the City, as established by Resolution No. 2022-18, which updated the City's Impact Fees Capital Improvement Plan.

BE IT FURTHER RESOLVED that the Cooperative Agreement terminates on December 31, 2026, and the City 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 the written agreement.

BE IT FURTHER RESOLVED that the City Manager is authorized to bind the City to the terms and conditions and conditions of the Cooperative Agreement and the City's Complete Streets Capital Projects Manager is authorized to request in writing and secure extensions to the Cooperative Agreement on behalf of the City in the manner set forth by the Cooperative Agreement.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

ALAN WEBBER, MAYOR

ATTEST:

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:

Erin McSherry

Erin McSherry (Jul 16, 2025 10:58 MDT)

ERIN K. McSHERRY, CITY ATTORNEY

Legislation/2025/Resolutions/Local Government Road Fund L500618 Agua Fria-Cottonwood Roundabout

ATTACHMENT A

Contract No. _____
Vendor No. 0000054360
Control No. HW2L500618

LOCAL GOVERNMENT ROAD FUND
COOPERATIVE AGREEMENT

This Agreement is between the **New Mexico Department of Transportation** (Department) and **City of Santa Fe** (Public Entity), collectively referred as the "parties." This Agreement is effective as of the date of the last party to sign it on the signature page below.

Pursuant to NMSA 1978, Sections 67-3-28 and 67-3-28.2, and State Transportation Commission Policy No. 44, and

Pursuant to the Public Entity's resolution that assumes ownership, liability, and maintenance responsibility for the project scope, or related amenities, and required funding to support the Project identified herein, the parties agree as follows:

1. Purpose.

The purpose of this Agreement is to provide Local Government Road Funds to the Public Entity for the Project, as described in Control No. L500618, and the Public Entity's resolution attached as **Exhibit C**. See:

Pavement Rehablitation/Improvements, Reconstruction, Full Construction

The Project is a joint and coordinated effort for which the parties each have authority or jurisdiction. This Agreement specifies and delineates the rights and duties of the parties.

2. Project Funding.

a. The estimated total cost for the Project is **Eighty Seven Thousand Six Hundred Thirty Nine Dollars and No Cents ($87,639)** to be funded in proportional share by the parties as follows:

Project Funding	Department Share	Public Entity Share	Total Project Cost
Funding Source 1	**75%**	**25%**	
FY 2026 Local Government Road Fund **For the purpose stated above in Section 1.**	**$65,729**	**$21,910**	**$87,639**
		Total Project Cost	**$87,639**

b. The Public Entity shall pay all Project costs, which exceed the Total Project Cost.
c. Any costs incurred by the Public Entity prior to this Agreement are not eligible for reimbursement and are not included in the amount listed in this Section 2.

3. The Department Shall:

Pay the Department's Share of Project Funding identified in Section 2, Paragraph a, to the Public Entity in a single lump sum payment after:

a. Receipt of a cover letter requesting funds;
b. Receipt of a Notice of Award and Notice to Proceed;
c. Receipt of Estimated Summary of Costs and Quantities;
d. Verification of available Local Government Road Funds and Public Entity's local matching funds identified in Section 2, Paragraph a; and
e. All required documents must include Department Project and Control Number.

4. The Public Entity Shall:

a. Act in the capacity of lead agency for the Project described in Section 1.
b. Submit an estimate of the Project, including work to be performed and cost to the District Engineer within thirty (30) calendar days of execution of this Agreement, or as otherwise agreed to in writing by the parties.
c. Be solely responsible for all proportional matching funds identified in Section 2. Certify that these matching funds have been appropriated, budgeted, and approved for expenditure prior to execution of this Agreement.
d. Pay all costs, and perform and supply or contract for all labor and material, for the purpose as described in Section 1 and the Project estimate approved by the District Engineer.
e. Procure and award any contract in accordance with applicable procurement law, rules, regulations and ordinances.
f. In accordance with project parameters, assume the lead planning and implementation role and sole responsibility for environmental, archaeological, utility clearances; railroad and Intelligent Transportation System (ITS) clearances; right-of-way acquisition; project development and design; and project construction and management.
g. Cause all designs and plans to be performed under the direct supervision of a Registered New Mexico Professional Engineer, when applicable, as approved by the Department.
h. Obtain all required written agreements or permits, as applicable, from all public and private entities.
i. Allow the Department to inspect the Project to confirm that the Project is constructed in accordance with the provisions of this Agreement. Disclosures of any failure to meet such requirements and standards as identified by the Department, will result in termination for default, including without limitation the Public Entity's costs for funding, labor, equipment and materials.
j. Complete the project within eighteen (18) months of approval of funding by the State Transportation Commission.
k. Within thirty (30) calendar days of completion, provide written certification that all work under this Agreement was performed in accordance with either the New Mexico Department of Transportation's Standard Specification, Current Edition; American Public Works Association (APWA) Specifications; Department approved Public Entity established Specifications; or Department Specifications established for Local Government Road Fund projects, by submitting the **Project Certification of Design, Construction,**

and Cost form, attached as **Exhibit B**.

l. Within thirty (30) calendar days of completion, furnish the Department an **AS BUILT Summary of Costs and Quantities** form, attached as **Exhibit C**. The report should reflect the total cost of the Project as stated in the **Project Certification of Design, Construction, and Cost** form.

m. Failure to provide the **Project Certification of Design, Construction, and Cost** form and an **AS BUILT Summary of Costs and Quantities** report within thirty (30) calendar days of Project completion is a material breach of this Agreement and Public Entity shall reimburse to the Department all funds disbursed in accordance with this Agreement.

n. Upon completion, maintain all Public Entity facilities that were constructed or reconstructed under this Agreement.

5. Both Parties Agree:

a. Upon termination of this Agreement any remaining property, materials, or equipment belonging to the Department will be accounted for and disposed of by the Public Entity as directed by the Department.

b. Any unexpended or unencumbered balance from the Local Government Road Fund appropriated for this Project reverts to the Department. These balances, if any, must be reimbursed to the Department within thirty (30) calendar days of project completion or expiration of this Agreement, whichever occurs first.

c. This Project is not being incorporated into the State Highway System and the Department is not assuming maintenance responsibility or liability.

d. Pursuant to NMSA 1978, Section 67-3-28.2, Local Government Road Funds granted under this provision cannot be used by the Public Entity to meet a required match under any other program.

e. As applicable for state-funded projects, the provisions of the Tribal/Local Public Agency (T/LPA) State Funding Handbook (Current Edition), and for projects with federal funds, the provisions of the Tribal/Local Public Agency (T/LPA) Federal Funding Handbook (Current Edition), are incorporated by reference and control the contractual rights and obligations of the parties unless in conflict with the specific terms expressed in this Agreement or any amendments.

6. Term.

This Agreement becomes effective upon signature of all Parties. The effective date is the date when the last party signed the Agreement on the signature page below. This Agreement terminates on **12/31/2026**. In the event an extension to the term is needed, the Public Entity shall provide through a duly authorized agent written notice along with detailed justification to the Department sixty (60) calendar days prior to the expiration date to ensure timely processing of an Amendment.

7. Termination.

a. If the Public Entity fails to comply with any provision of this Agreement, the Department may terminate this Agreement by providing thirty (30) calendar days written notice.

b. The Department may terminate this Agreement if the funds identified in Section 2 have not been contractually committed within one year from the effective date of this Agreement.

c. If sufficient appropriations and authorizations are not made, this Agreement will terminate immediately upon written notice of the Department to the Public Entity.

d. Neither party has any obligation after termination, except as stated in Sections 4, 5, and 16.

8. Third Party Beneficiary.

It is not intended by any of the provisions of this Agreement to create in the public or any member of the public a third party beneficiary or to authorize anyone not a party to the Agreement to maintain suit for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

9. Liability.

As between the Department and Public Entity, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Sections 41-4-1, *et seq*., and other applicable law.

10. Contractors Insurance Requirements.

The Public Entity shall require contractors and subcontractors hired for the Project to have a general liability insurance policy, with limits of liability of at least $1,000,000 per occurrence. The Department is to be named as an additional insured on the contractors and subcontractor's policy and a certificate of insurance and endorsements listing the Department as an additional insured must be provided to the Department and must state that coverage provided under the policy is primary over any other valid insurance.

To the fullest extent permitted by law, the Public Entity shall require the contractor and subcontractors to defend, indemnify and hold harmless the Department from and against any liability, claims, damages, losses or expenses (including but not limited to attorney's fees, court costs, and the cost of appellate proceedings) arising out of or resulting from the negligence, act, error, or omission of the contractor and subcontractor in the performance of the Project, or anyone directly or indirectly employed by the contractor or anyone for whose acts they are liable in the performance of the Project.

11. Scope of Agreement.

This Agreement incorporates agreements, covenants, and understandings between the parties concerning the subject matter. All such covenants, agreements, and understandings have been merged into this Agreement. No prior agreement or understandings, verbal or otherwise, of the parties or their agents are valid or enforceable unless included in this Agreement.

12. Terms of this Agreement.

The terms of this Agreement are lawful. Performance of all duties and obligations must conform with and not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

13. Legal Compliance.

The Public Entity shall comply with all applicable federal, state, and local laws, and Department regulations and policies in the performance of this Agreement, including, but not limited to laws governing civil rights, equal opportunity compliance, environmental issues,

workplace safety, employer-employee relations and all other laws governing operations of the workplace. The Public Entity shall include the requirements of this Section 13 in each contract and subcontract at all tiers.

14. Equal Opportunity Compliance.

The parties agree to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, the parties agree to assure that no person in the United States will, on the grounds of race, color, national origin, ancestry, sex, sexual preference, age, disability, or other protected class, be excluded from employment with, or participation in, any program or activity performed under this Agreement. If the Public Entity is found to not comply with these requirements during the term of this Agreement, the parties agree to take appropriate steps to correct these deficiencies, subject to Section 7 above.

15. Appropriations and Authorizations.

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the governing board of the Public Entity, the Legislature of New Mexico, or the Congress of the United States if federal funds are involved, for performance of the Agreement. If sufficient appropriations and authorizations are not made by the Public Entity, Legislature of New Mexico, or the Congress of the United States if federal funds are involved, this Agreement will terminate upon written notice being given by one party to the other. The Department and Public Entity are expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered, and approved for expenditure.

16. Accountability of Receipts and Disbursements.

There shall be strict accountability for all receipts and disbursements relating to this Agreement. The Public Entity shall maintain all records and documents relative to the Project for a minimum of five years after completion of the Project. The Public Entity shall furnish the Department and State Auditor, upon demand, any and all such records relevant to this Agreement. If documentation is insufficient to support an audit by customarily accepted accounting practices, the expense supported by such insufficient documentation must be reimbursed to the Department within thirty (30) calendar days. If an audit finding determines that specific funding was inappropriate or not related to the Project, the Public Entity shall reimburse that portion to the Department within thirty (30) calendar days of written notification.

17. Severability.

In the event that any portion of this Agreement is determined to be void, unconstitutional or otherwise unenforceable, the remainder of this Agreement will remain in full force and effect.

18. Applicable Law.

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue is proper in a New Mexico Court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1(G).

19. Amendment.

This Agreement may be altered, modified, or amended only by an instrument in writing executed by the parties.

The remainder of this page is intentionally left blank.

In witness whereof, each party is signing this Agreement on the date stated opposite that party's signature.

NEW MEXICO DEPARTMENT OF TRANSPORTATION

By:_____ Date: _____
Cabinet Secretary or Designee

Approved as to form and legal sufficiency by the New Mexico Department of Transportation's Office of General Counsel

By:_____ Date: _____
Assistant General Counsel

City of Santa Fe

By:_____ Date: _____

Title: _____

Attest: _____
City of Santa Fe Clerk or Designee Date: _____

City Attorney's Office:

Kevin L. Nault
Kevin L. Nault (Jun 25, 2025 13:32 MDT)
City Attorney or Designee Date: 06/25/2025

Finance Director:

_____ Date: _____

EXHIBIT A
PROJECT CERTIFICATION OF
DESIGN, CONSTRUCTION, AND COST

TO: New Mexico Department of Transportation
District _____ LGRF Coordinator

Cooperative Agreement No. _____ Control No. _____
Joint Powers Agreement No. _____ Control No. _____

Entity: _____

Scope of Work (Including Routes and Termini):

_____
_____
_____
_____
_____

I, the undersigned, in my capacity as _____ of _____ state that:

1. The design is in compliance with all state laws, rules, regulations, and local ordinances and was performed in accordance with the provisions set forth in this Agreement and in the Tribal/Local Public Agency State Funding Handbook (Current Edition);

2. Construction of the project was performed in accordance with standards and specifications set forth in:

_____
and completed on _____, 20_____; and

3. That the total project cost of _____, with New Mexico Department of Transportation 75% share of _____ and the Public Entity share of _____ (as submitted in attached "As Built Summary of Costs and Quantities") is accurate, legitimate, and appropriate for the project.

_____ _____
Name Date

_____
Print Name

_____
Title

EXHIBIT B

AS BUILT SUMMARY
OF COSTS AND QUANTITIES
CONTRACT

ENTITY: _____ No.: _____ CN: _____

PROJECT No.: _____

TERMINI: _____

_____

SCOPE OF WORK: _____

_____

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	FINAL QUANTITY	UNIT COST	FINAL COST

EXHIBIT C
City of Santa Fe RESOLUTION

PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS, the **City of Santa Fe** and the New Mexico Department of Transportation have entered into a cooperative grant agreement under the Local Government Road Fund Program for a local road project.

WHEREAS, the total cost of the project will be **$87,639** to be funded in proportional share by the parties hereto as follows:

CN L500618 Project Funding	**Department Share**	**Public Entity Share**	**Total Project Cost**
Funding Source 1	**75%**	**25%**	**100%**
FY 2026 Local Government Road Fund Pavement Rehablitation/Improvements, Reconstruction, Full Construction	**$65,729**	**$21,910**	**$87,639**

WHEREAS, the **City of Santa Fe** shall pay all costs, which exceed the total project cost of **$87,639**.

NOW THEREFORE, be it resolved in official session that **City of Santa Fe** determines, resolves, and orders as follows:

a. The project for this Cooperative Agreement is adopted and has a priority standing.
b. The Cooperative Agreement terminates on **12/31/2026** and the **City of Santa Fe** 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 the written agreement.
c. The agent of the **City of Santa Fe**, _____(name or title), shall have signature authority to bind the **City of Santa Fe** to the terms and conditions of this Cooperative Agreement, and shall have authority to request in writing and secure extensions to the Cooperative Agreement on behalf of the **City of Santa Fe** in the manner set forth by the Cooperative Agreement.

NOW THEREFORE, be it resolved by the **City of Santa Fe** to enter into Cooperative Agreement for Project Control Number **L500618** with the New Mexico Department of Transportation for the LGRF Program for fiscal year **2026** for **Agua Fria- Cottonwood Roundabout - Pavement Rehablitation/Improvements, Reconstruction, Full Construction** within the control of **City of Santa Fe** in the State of New Mexico.

(Appropriate Signatures below (Council, Commission, School Board, Tribe, Pueblo, Nation, etc.)

_____ _____
(PRINTED NAME, POSITION) DATE

_____ _____
(PRINTED NAME, POSITION) DATE

_____ _____
(PRINTED NAME, POSITION) DATE

FIR No. 10699.1

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** X

Short Title(s): Local Government Road Fund – Agua Fria/Cottonwood

Sponsor(s): Councilor Lee Garcia

Reviewing Department(s): Public Works Department

Staff Completing FIR: Romella Glorioso-Moss **Date:** 06/17/2025 **Phone:** 505-9556623

Reviewed by City Attorney: Erin McSherry Erin McSherry (Jul 16, 2025 10:58 MDT) **Date:** 07/16/2025

Reviewed by Finance Director: Emily K. Oster **Date:** 07/17/2025

Summary:
The Resolution accepts a Transportation Project Fund Grant administered by the New Mexico Department of Transportation ("NMDOT") and approves entering into a Cooperative Agreement, Project Control Number L500618, for pavement rehabilitation and improvements, reconstruction, and full construction of a roundabout at the intersection of Agua Fria Street and Cottonwood Road. The anticipated total for the project is eighty-seven thousand six hundred thirty-nine dollars ($87,639). The Cooperative Agreement establishes the NMDOT's share of the total amount will be sixty-five thousand seven hundred twenty-nine dollars ($65,729), which is seventy-five percent (75%). The City of Santa Fe's ("City") share of the total amount will be twenty-one thousand nine hundred ten dollars ($21,910), which is twenty-five percent (25%). Any dollar spent above the anticipated total ($87,639) will be paid by the City.

Departments Affected:
Public Works Department

Consequences of Not Enacting Legislation:
If this legislation is not adopted, the City of Santa Fe will not receive the Transportation Project Fund Grant from NMDOT in the total amount of sixty-five thousand seven hundred twenty-nine dollars ($65,729), meaning it will not receive the additional funding needed to complete the pavement rehabilitation and improvements, reconstruction, and full construction of a roundabout at the intersection of Agua Fria Street and Cottonwood Road.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:
None.

Performance and Administrative Implications:
None.

Fiscal Implications:
The additional funding will be sufficient to complete the project.

Fiscal Impact

_____ Check here if no fiscal impact

Expenditures

Expenditure Type	FYE 26	FYE __	FYE __	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	$	$	$				
Capital Outlay	$ 87,639	$	$	Y	NR	NMDOT Fund	
Contractual/ Professional Services	$	$	$				
Operating	$	$	$				$
Total:	$ 87,639	$	$				$

* This includes all staff time associated with executing the job functions of the proposed legislation.

Expenditure Narrative:

The additional funding of $87,639 will be used to construct a roundabout at the intersection of Agua Fria and Cottonwood.

Revenue

Revenue Type	FYE 26	FYE __	FYE __	Recurring (R) or Non-recurring (NR)	Fund
General Fund	$	$	$		
Special Revenue	$	$	$		
CIP (impact fees)	$ 21,910	$	$	NR	
Enterprise	$	$	$		
Internal Service	$	$	$		
Trust and Agency	$	$	$		
Federal	$	$	$		
Other (State)	$65,729	$	$	NR	
Total	$	$	$		

Revenue Narrative:

Additional funding for the construction of Agua Fria-Cottonwood Roundabout project is coming from the State ($65,729) and City's road impact fees ($21,910) for a total of $87,639.

Signature: Regina Wheeler
Regina Wheeler (Jul 17, 2025 10:46 MDT)

Email: rawheeler@santafenm.gov

Signature: ROMELLA GLORIOSO-MOSS

Email: rsglorioso-moss@santafenm.gov

CITY OF SANTA FE

Memorandum

Date: July 23, 2025

To: Governing Body and Quality of Life Committee

From: Marci Eannarino; Legislation and Policy Innovation Manager ME

Via: Erin K. McSherry; City Attorney EM

RE: Charter Amendment Regarding Mayoral Voting Powers

SUMMARY:

The resolution proposes to submit a ballot question to the City of Santa Fe ("City") voters during the November 4, 2025, regular election. Currently, Section 5.01(B) of the City's Charter allows a mayor to "have a vote on all matters that come before the governing body". The ballot question would amend the City's Charter to allow the mayor to vote only when there is a tie.

- Before 2008, the Charter limited the mayor's vote to ties.
- Between 2008 and 2014, the Charter provided the mayor could vote in a tie "or when his or her vote will provide the necessary number of votes required by law for taking action on an issue before the governing body."
- In 2014, the Charter was amended to authorize the mayor to "have a vote on all matters that come before the governing body."

ATTACHMENTS:

Resolution
Fiscal Impact Report

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2025-__

INTRODUCED BY:

Councilor Alma Castro

Councilor Michael Garcia

Councilor Pilar Faulkner

A RESOLUTION

PROPOSING A BALLOT QUESTION TO BE SUBMITTED TO THE CITY'S VOTERS DURING THE NOVEMBER 4, 2025, REGULAR LOCAL ELECTION REGARDING AMENDING THE CITY'S CHARTER TO LIMIT THE MAYOR'S AUTHORITY TO VOTE TO WHEN THERE IS A TIE.

WHEREAS, the Governing Body wants to distinguish mayoral and city councilor powers by limiting the mayor's ability to vote only when there is a tie; and

WHEREAS, the Governing Body has identified the Mayor's voting rights portion of the City Charter ("Charter") as a first step to distinguishing councilor and mayoral powers; and

WHEREAS, on August 22, 2023, at a Special Meeting, the Governing Body agenda included a resolution that proposed that the voters of Santa Fe consider the following amendment to Article V, Section 5.01, (B) during the regular local election in November of 2023:

B. Have a vote on <u>matters on which there is a tie vote among city councilors;</u> [~~all matters that come before the governing body;~~]; and

WHEREAS, the resolution containing the amendment above was not adopted; and

WHEREAS, to limit the mayor's ability to vote only when there is a tie, Article 5.01 of

the Charter should be amended to read as follows:

5.01. - Powers and duties.

The city shall have a mayor who shall:

A. Be elected at large by the voters of the city;

B. [~~Have a v~~]Vote only in the case of a tie in [~~all~~] matters that come before the governing body;

C. Be the chief executive officer of the city whose position shall be full-time;

D. Earn an initial salary of $74,000.00 until such time that an independent salary commission is established by city ordinance and such commission sets the salary for mayor;

E. Appoint with the consent of the governing body, the city manager, city attorney, city clerk, and members of advisory commissions;

F. Exercise supervisory authority over the city manager, city attorney and city clerk;

G. Have the authority to remove the city manager, city attorney and city clerk without council approval;

H. Cause the ordinances and regulations of the city to be faithfully and constantly obeyed;

I. Have, within the city limits, the power conferred on the sheriffs of counties to suppress disorders and keep the peace;

J. Propose programs and policies to the governing body;

K. Represent the city in intergovernmental relationships;

L. Present an annual state of the city message which shall identify, among other matters, the mayor's legislative agenda for the upcoming year;

M. Work with city personnel and timely prepare an annual budget and

proposed spending priority for review and approval by the finance committee and the governing body;

N. Be recognized as head of the city government for all ceremonial purposes; and

O. Be recognized by the governor for purposes of military law.

WHEREAS, the Governing Body wishes to submit the above recommended amendment to the City's voters for approval; and

WHEREAS, a resolution adopted by the Governing Body describing a proposed ballot question is the mechanism the City uses to document that wish to submit a proposal to the electors; and

WHEREAS, NMSA 1978, Section 1-16-3, requires the City to "file a resolution proposing the ballot question" with the county clerk, not less than seventy (70) days before the election at which the Governing Body proposes a ballot question for the voters' consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the Governing Body hereby proposes to submit the following question on the ballot of the regular local election on November 4, 2025:

MAYOR VOTING RIGHTS

Should the Santa Fe Municipal Charter be amended to only allow the Mayor to vote to break a tie amongst city councilors for matters that come before the governing body?

For ☐ Against ☐

BE IT FURTHER RESOLVED that should the electorate vote in favor of the above question, then the City's Charter shall be amended as follows:

5.01. - Powers and duties.

The city shall have a mayor who shall:

A. Be elected at large by the voters of the city;

B. [~~Have a v~~]Vote only in the case of a tie in [~~all~~] matters that come before the governing body;

C. Be the chief executive officer of the city whose position shall be full-time;

D. Earn an initial salary of $74,000.00 until such time that an independent salary commission is established by city ordinance and such commission sets the salary for mayor;

E. Appoint with the consent of the governing body, the city manager, city attorney, city clerk, and members of advisory commissions;

F. Exercise supervisory authority over the city manager, city attorney and city clerk;

G. Have the authority to remove the city manager, city attorney and city clerk without council approval;

H. Cause the ordinances and regulations of the city to be faithfully and constantly obeyed;

I. Have, within the city limits, the power conferred on the sheriffs of counties to suppress disorders and keep the peace;

J. Propose programs and policies to the governing body;

K. Represent the city in intergovernmental relationships;

L. Present an annual state of the city message which shall identify, among other matters, the mayor's legislative agenda for the upcoming year;

M. Work with city personnel and timely prepare an annual budget and proposed spending priority for review and approval by the finance committee and the governing body;

N. Be recognized as head of the city government for all ceremonial purposes;

and

O. Be recognized by the governor for purposes of military law.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:

Erin McSherry

Erin McSherry (Jul 25, 2025 11:10:04 MDT)

ERIN K. McSHERRY, CITY ATTORNEY

FIR No. 10704;

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** X

Short Title(s): Charter Amendment Limiting Mayoral Voting to Ties

Sponsor(s): Councilor Alma Castro and Councilor Michael Garcia

Reviewing Department(s): City Attorney's Office; City Clerk's Office

Staff Completing FIR: Marci Eannarino; Legislation and Policy Innovation Manager

Date: 7/23/2025 **Phone:**(505) 955-6518

Reviewed by City Attorney: Erin McSherry Erin McSherry (Jul 25, 2025 11:10:04 MDT) **Date:** 07/25/2025

Reviewed by Finance Director: Emily K. Oster **Date:** 07/25/2025

Summary:
The resolution proposes to submit a ballot question to the City of Santa Fe ("City") voters during the November 4, 2025 regular election. Currently, Section 5.01(B) of the City's Charter allows a mayor to "have a vote on all matters that come before the governing body". The ballot question would limit the mayor's vote to ties.

Departments Affected:
Mayor; Governing Body

Consequences of Not Enacting Legislation:
If this legislation is not adopted, then the proposed ballot question will not be added to the ballot for the general election on November 4, 2025.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:
None.

Performance and Administrative Implications:
This Resolution would require the City Clerk to present the ballot question to the Santa Fe County Clerk no later than August 26, 2025.

Fiscal Implications:
*** Should the Governing Body adopt the Resolution, the City Clerk would then present the approved ballot question to the Santa Fe County Clerk by August 26, 2025.

Fiscal Impact

_____X_____ Check here if no fiscal impact

Expenditures

Expenditure Type	FYE 2025	FYE 2026	FYE 2027	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	$	$	$				
Capital Outlay	$	$	$				
Contractual/ Professional Services	$	$	$				
Operating	$	$	$				$
Total:	$	$	$				$

Expenditure Narrative:

Revenue

Revenue Type	FYE 2025	FYE 2026	FYE 2027	Recurring (R) or Non-recurring (NR)	Fund
General Fund	$	$	$		
Special Revenue	$	$	$		
CIP	$	$	$		
Enterprise	$	$	$		
Internal Service	$	$	$		
Trust and Agency	$	$	$		
Federal	$	$	$		
Other	$	$	$		
Total	$	$	$		

Revenue Narrative:

Signature: Marci Annarino

Email: maeannarino@santafenm.gov

CITY OF SANTA FE

Date: August 8, 2025

To: Governing Body and Finance Committee

From: Maria Tucker, Community Services Director MT

Subject: Emergency Procurement Ice Arena Equipment Repair and Replacement

Vendor Name: Arena Products and Services

ITEM AND ISSUE:

Request for Approval of a Budget Amendment Resolution (BAR) to Fund an Emergency Procurement with Arena Products and Services for the Purchase of Equipment to Repair the Ice Arena at the Genoveva Chavez Community Center (GCCC) in the Total Amount of $222,098 Excluding NMGRT from the Capital GRT Fund to Equipment & Machinery Over $5,000 in the GCCC Fund. (Brian Stinett, Recreation Division Director, bjstinett@santafenm.gov)

BACKGROUND AND SUMMARY:

The Recreation Division is seeking approval of a BAR to support the emergency procurement to purchase the parts and equipment needed to repair the cooling towers in the Ice Arena. The cooling towers failed prior to the planned replacement and repair. There is an urgent community need to repair the Ice Arena as quickly as possible. The lead time for the equipment is 8-10 weeks from purchase. It is urgent to order the equipment due to the potential cost increase and scarcity of the specialized parts and equipment. An additional contract for engineering and installation will be presented for approval separately.

ACTION REQUESTED

Please approve the attached BAR to fund the purchase of equipment and parts to repair and replace Ice Arena equipment.

Committee Review:
Finance Committee: 08/11/2025
Governing Body: 08/13/2025

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

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

DEPARTMENT / DIVISION NAME	DATE
Community Services/Recreation	8/8/2025

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
GCCC Ice Arena/Equipment and Machinery	5500265	570500		222,098	
1/2% Capital GRT Fund/Operating Transfer to GCCC Fund	3650142	750550		222,098	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
GCCC Ice Arena/ Operating Transfer from 1/2% Capital GRT Fund	5500265	650365		(222,098)	
				$ 222,098	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

See attached memo. Transfer from 1/2% GRT Fund for Emergency Procurement of equipment for Ice Arena Repair.

{Complete section below if BAR results in a net change to ANY Fund}	
Fund(s) Affected	Fund Balance Increase/(Decrease)
365	(222,098)
TOTAL:	**(222,098)**

Maria Tucker — 8/8/2025
Prepared By *{print name}* — Date

Division Director Signature *{optional}* — Date

08/08/25
Department Director Signature — Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Andy Hopkins — Aug 8, 2025
Budget Officer — Date

N/A
Finance Director *{≤ $5,000}* — Date

N/A
City Manager *{≤ $60,000}* — Date

City of Santa Fe, New Mexico

EMERGENCY REQUEST AND DETERMINATION FORM

This Form must be submitted to the Central Purchasing Division (CPD) (as described on the intranet) for authorization and processing by the CPD. The emergency procurement method may only be used as described in NMSA 1978, Section 13-1-127 and in the City's Procurement Manual.

NOTE:
Notify all signatories as soon as you are aware of the emergency. Please provide a brief synopsis of the emergency, address their questions, and inform them that this document, along with all supporting documents, will be sent to them for signatures. They must be aware of the request before obtaining signatures.

The Department that makes an emergency procurement to control, plan, or prepare for the response to a serious threat to public health, welfare, safety or property caused by a flood, fire, epidemic, riot, act of terrorism, equipment failure or similar event shall account for the money spent in making the procurement and report on that accounting to the City's Finance Department Director within ninety days after the end of the contract or fiscal year in which the procurement was made, whichever comes first.

Complete this form in its entirety!

Date: 7/22/2025 **Prepared By:** Brian Stinett

Email: bjstinett@santafenm.gov **Phone #:** 505-479-1470

Description of Goods/Service to be Procured (short title):
Ice Arena Repair and Replacement Parts and Items

Vendor Name: Arena Products and Services

Address: PO Box 2230

City: Elizabeth **State:** CO **Zip Code:** 80107

Justification (choose from the drop-down): Preservation or Protection of Property

Type of good/service (choose from the drop-down): Tangible Goods

***Estimated Cost: $222,098** **Term of Contract:**

*Tax is subject to change. **Ensure the amount matches the amount to be invoiced. If the vendor must charge tax, they need to state that "tax will be added on the invoice" or include it in their quote.**

Quantity of the service:
example: 12 MONTHS, 15 LICENSES, ETC.
8-10 weeks

Conversion: To Requisition **Org / Object:** 5500265.572500

I. **Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:**

Procurement of the the desiccant wheels, rollers, gasket and sealants, cooling towers: replace the (2) EVAPCO Cooling Towers, Plate 7 Frame Heat Exchangers; Cleaning/New Gaskets & Cassettes, Condenser Brushing and Cleaning & Supervision of the Labor for installation.

II. **Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.**

June 9, 2025 the Ice Rink Compressors Safety Controls Shut off due to High Head Pressure. Safety Regulations and Rink knowledge disallow the staff to continue to run equipment in a safe manner. Following investigation and contractor assessment determined that major systems of the Ice rink are in need of replacement and major repair. Cooling towers are properly sized and engineered for the compressor workload and pathways for treated water are also expected to need maintenance and cleaning to operate and remove particulate before operations. Dehumidifier is damaged and in need of major parts rebuild. Arena Products is the only company that has been able to provide a full list and timeline of parts and items needed to get the Arena back up and running.

III. **Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).**

The emergency is necessary due to the limited resources and availability of Arena products being the only company that could complete the entire scope of the work. We have worked with multiple vendors that can either partially complete aspects of the project, or who do not have the industry knowledge or expertise or timeframe to complete the needs of the rink repairs.

IV. **Describe what measures the Department will take in the future to prevent/mitigate use of emergency procurement under similar circumstances.**

We currently have a maintenance contract in place with Arena Products. We have completed major repairs to other sections of the ice rink. The replacement cooling towers and systems, and the dehumidifier repair will essentially create a new plant from bottom to top. Additionally, the new repairs set us on a set schedule for scheduled maintenance and machinery run time to accurately plan, budget and prepare for major repairs and maintenance that will mitigate the possibility of shutdown.

City of Santa Fe, New Mexico

Certified by:

City Chief Procurement Officer, Travis Dutton-Leyda	**Date** 07/29/2025

City Approval by:

Maria Tucker (Jul 29, 2025 09:14:30 MDT) **Department Director, Maria Sanchez-Tucker**	**Date** 07/29/2025
Erin McSherry Erin McSherry (Jul 29, 2025 09:11:35 MDT) **City Attorney, Erin McSherry**	**Date** 07/29/2025
Emily K. Oster **Finance Director, Emily Oster**	**Date** 07/31/2025
ANDREA PHILLIPS (Aug 1, 2025 18:18:49 MDT) **City Manager, Mark Scott**	**Date** 08/01/2025

Note: 1) All emergencies must be posted to the SPD website: https://www.generalservices.state.nm.us/statepurchasing/submit-emergency.aspx and 2) the City's current eProcurement system.

Genoveva Chavez Community Center Ice
Rodeo Rd
Santa Fe, NM 87507

July 21, 2025

Attn: Brian Stinett

Re: Ice Rink Refrigeration Repairs

Thank you for the opportunity to quote you on replacing the ice rink refrigeration system Cooling Towers, supplying a new desiccant wheel and associated components for the Munters Dehumidifier, new Cassettes and Gaskets for both Heat Floor Plate & Frame heat exchangers and end cover gaskets for the (4) shell and tube condensers. Prices listed below are for the material listed in the "INCLUDED" sections but does allow for supervision ONLY of B&D service crew. Arena Products and Services will not be providing any hands-on labor due to licensing restrictions.

1. **Dehumidifier: Supply ONLY a new desiccant wheel, rollers, gasket and sealants** **$68,807.00**

Included:

- (1) Munters Desiccant Wheel
- New Belt
- Set of Rollers
- Gasket and sealant
- Supervision of B&D Labor Only
- Freight
- Inspection of system once wheel has been replaced
- Travel related expenses

2. **Cooling Towers: Supply ONLY (2) EVAPCO Cooling Towers** **$126,438.00**

Included:

- (2) BAC Model VTO-116-M
- Supervision of B&D Labor Only
- Freight
- Travel related expenses

*The cooling towers will require new breakers, contactors, disconnects and wire since the new fan motors are 20 hp and the old fan motors are 10 hp.

** Pipe modifications will need to be made at the cooling towers to adapt to the new cooling towers. Bottom drains will be sized for 8" flanges.

***Cooling towers have an 8-10-week lead time from time of order**

3. **Plate & Frame Heat Exchangers: Supply ONLY New Cassettes/Gaskets** **$24,495.00**

Included:

- (2) Gasket sets
- Disassembly and cleaning of Plate & Frames
- Supervision of B&D Labor Only
- Freight
- Travel related expenses

4. **Condenser Gaskets: Supply ONLY** **$2358.00**

Included:

- Gaskets for (2) Standard Condensers (Recip skid)
- Gaskets for (2) HT Condensers (Screw Skid)
- Supervision of B&D Labor Only
- Freight
- Travel related expenses

Not Included:

- Price does not include any related tax(s), permit(s) or license(s) or special insurance that may be required for the described work to be completed.
- Disposal of old EVAPCO Cooling Towers
- Crane service
- Welding
- Any electrical
- Pipe and or pipe fittings
- Any Refrigerant/Glycol
- Engineering
- Labor to install any components
- Anything not specifically included

This quote is good for 30 days from the date stated above.
If you have any questions, please contact me directly at (720) 480-1941 or email at greg@rinkservice.com.

Accepted By: _____ Date: _____

Thank you

Greg Toy

Greg Toy
Arena Products and Services
(720) 480-1941
greg@rinkservice.com

CITY OF SANTA FE

Memorandum

Date: July 24, 2025

To: Governing Body and Quality of Life Committee

From: Marci Eannarino, Legislation and Policy Innovation Manager ME
Christine M. Spiers, Legislative Assistant CS

Via: Erin K. McSherry, City Attorney EM

RE: Resolution Supporting Public Lands

EXECUTIVE SUMMARY:

The proposed resolution affirms the City of Santa Fe's support for the continued federal stewardship of federal public lands ("Public Lands") in New Mexico and opposes any effort to sell, transfer, or reduce Public Land protections. The resolution calls on the New Mexico Congressional Delegation to reject legislation that would negatively impact public lands and support legislation that would fully fund public lands, protect the Antiquities Act, and preserve national monuments. If approved, the City would send copies of the Resolution to members of the New Mexico Congressional Delegation, the Governor of New Mexico, and relevant federal land management agencies.

BACKGROUND:

Federally owned Public Lands make up nearly one-third of New Mexico and are essential to the state's economy and environment. Managed by federal agencies, public lands support recreation, grazing, conservation, and other uses that benefit the residents of the city of Santa Fe. In 2023, outdoor recreation alone generated $3.2 billion in economic output and supported over 29,000 jobs in New Mexico. Santa Fe residents deeply value public lands for their accessibility, natural beauty, and cultural significance. However, recent efforts to sell or transfer these lands threaten their long-term preservation. The proposed resolution expresses the Governing Body's support for continued federal management and stewardship of New Mexico's Public Lands.

ATTACHMENTS:

Fiscal Impact Report
Resolution

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2025-__

INTRODUCED BY:

Mayor Alan Webber

A RESOLUTION

CALLING ON THE NEW MEXICO CONGRESSIONAL DELEGATION TO ADVOCATE FOR THE PRESERVATION AND MANAGEMENT OF NEW MEXICO'S PUBLIC LANDS.

WHEREAS, New Mexico is home to public lands, comprising a significant proportion -- approximately 31.7%-- of its total area; and

WHEREAS, public lands are integral to New Mexico's economy, environment, and quality of life; and

WHEREAS, federal agencies manage a large proportion of New Mexico's public lands ("Public Lands"), such as the United States Forest Service, National Park Service, and the Bureau of Land Management, and provide essential resources, including grazing lands for agricultural operations, habitats for wildlife, and opportunities for outdoor recreation; and

WHEREAS, the residents of Santa Fe deeply value Public Lands for their recreational, economic, cultural, and spiritual significance, recognizing that these lands are accessible to all, regardless of socioeconomic status, race, or gender; and

WHEREAS, Public Lands contribute significantly to the local economy through activities

such as mineral extraction, timber sales, ranching, tourism, and outdoor recreation, which contribute substantially to New Mexico's economy; and

WHEREAS, the 2023 United States Bureau of Economic Analysis shows that outdoor recreation in New Mexico generated $3.2 billion in economic output, accounted for 2.4% of the state's Gross Domestic Product, and supported 29,182 jobs, demonstrating the profound economic significance of Public Lands and outdoor recreation to New Mexico and to the city of Santa Fe; and

WHEREAS, there are ongoing attempts to transfer or sell off Public Lands and such attempts are inconsistent with the values and interests of the residents of Santa Fe and New Mexico; and

WHEREAS, federal management of Public Lands ensures that resources are managed for the benefit of all Americans, creating the opportunity to address complex challenges such as wildfire management, watershed protection, and wildlife conservation; and

WHEREAS, the cost associated with managing Public Lands is a national responsibility, and federal involvement is crucial for the long-term health and sustainability of the resources on Public Land; and

WHEREAS, the City of Santa Fe ("City") recognizes the importance of multiple uses of Public Lands, including but not limited to, grazing, energy development, and recreation; and

WHEREAS, the City also recognizes the importance of Public Lands to the community and the City's role in supporting preservation of public lands.

NOW, THEREFORE, BE IT RESOLVED THAT THE GOVERNING BODY OF THE CITY OF SANTA FE

1. Strongly supports the continued federal management and stewardship of Public Lands within New Mexico.
2. Opposes any efforts to sell, transfer, or dispose of Public Lands.

3. Encourages New Mexico's Congressional Delegation to oppose any legislation that would negatively impact Public Lands and to support policies that ensure their long-term preservation and sustainable use.
4. Asks New Mexico's Congressional Delegation to fully fund the operation, maintenance, and preservation of New Mexico's public lands and oppose any attempts to change the Antiquities Act or reduce the size of New Mexico's national monuments.
5. Recognizes the multiple uses of public lands and encourages a balanced approach to land management.
6. Urges federal land management agencies to continue their collaborative efforts with local communities, stakeholders, and other governmental entities to ensure effective and responsible management of public lands.

BE IT FURTHER RESOLVED that the City Clerk provide copies of this resolution to the members of New Mexico's Congressional Delegation, Governor of New Mexico, United States Department of the Interior, United States Forest Service, Bureau of Land Management, United States Fish and Wildlife Service, and National Park Service.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:

Erin McSherry

Erin McSherry (Jul 29, 2025 13:37:11 MDT)

ERIN K. McSHERRY, CITY ATTORNEY

Legislation/2025/Resolutions/Supporting Public Lands

FIR No. 10705.1

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** X

Short Title(s): Supporting Preservation and Management of New Mexico's Public Lands

Sponsor(s): Mayor Alan Webber

Reviewing Department(s): City Attorney's Office

Staff Completing FIR: Christine Spiers, Legislaitve Assitant & Marci Eannarino, Legislation and Policy Innovation Manager **Date:** 07/25/2025 **Phone:** (505) 955-6692 & (505) 955-6518

Reviewed by City Attorney: Erin McSherry Erin McSherry (Jul 29, 2025 13:37:11 MDT) **Date:** 07/29/2025

Reviewed by Finance Director: Emily K. Oster **Date:** 07/31/2025

Summary:
The proposed resolution affirms the City of Santa Fe's support for the continued federal stewardship of public lands in New Mexico and opposes any effort to sell, transfer, or reduced public lands protections. The resolution calls on the New Mexico Congressional Delegation to reject legislation that would negatively impact public lands and to support legislation that fully funds public lands, protects the Antiquities Act, and preserves national monuments. If approved, the City would send copies of the Resolution to members of the New Mexico Congressional Delegation, the Governor of New Mexico, and relevant federal land management agencies.

Departments Affected:
If adopted, the City Clerk's Office would forward a copy of the adopted Resolution to the New Mexico Congressional Delegation, the Governor of New Mexico, and relevant federal land management agencies.

Consequences of Not Enacting Legislation:
If this legislation is not adopted, then the Governing Body will not call for the New Mexico Congressional Delegation to support New Mexico's public land preservation and management.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:
None.

Performance and Administrative Implications:
None.

Fiscal Implications:
None.

Fiscal Impact

_____X_____ Check here if no fiscal impact

Expenditures

Expenditure Type	FYE 2025	FYE 2026	FYE 2027	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	$	$	$				
Capital Outlay	$	$	$				
Contractual/ Professional Services	$	$	$				
Operating	$	$	$				$
Total:	$	$	$				$

Expenditure Narrative:

Revenue

Revenue Type	FYE 2025	FYE 2026	FYE 2027	Recurring (R) or Non-recurring (NR)	Fund
General Fund	$	$	$		
Special Revenue	$	$	$		
CIP	$	$	$		
Enterprise	$	$	$		
Internal Service	$	$	$		
Trust and Agency	$	$	$		
Federal	$	$	$		
Other	$	$	$		
Total	$	$	$		

Revenue Narrative:

Signature: Marci Eannarino

Email: maeannarino@santafenm.gov

Signature: CHRISTINE SPIERS

Email: cmspiers@santafenm.gov

CITY OF SANTA FE

Memorandum

Date: July 31, 2025

To: Governing Body; Public Works and Utilities Committee; Finance Committee

From: Jesse Roach, Interim Public Utilities Director JR

RE: Wastewater Rate Updates to Include Connections Outside City Limits

---

SUMMARY:
The proposed bill would amend SFCC 1987, Chapter 22, Exhibit A, Subsection 8, by removing location with respect to Santa Fe's city limits as a criterion in assessing sewer rates. Approximately five percent (5%) of City of Santa Fe's ("City") Public Utilities Department wastewater accounts are located outside of Santa Fe's city limits.

Ordinance No. 2025-13, which was adopted on June 11, 2025, contains the following two categories of water users:

1. users who are located inside Santa Fe's city limits and presumptive city limits and who are connected to City sewer, and
2. users who are located inside Santa Fe's city limits and presumptive city limits and who are *not* connected to City sewer.

The ordinance inadvertently excluded language for users located outside of the city's limits. This bill simplifies the categories for determining sewer rates to users connected to City water and those who are not. Specifically, the categories would be as follows:

1. City sewer users who are connected to the City's water, and
2. City sewer users who are not connected to the City's water.

ATTACHMENTS:
Bill
FIR

CITY OF SANTA FE, NEW MEXICO

BILL NO. 2025-18

INTRODUCED BY:

Mayor Alan Webber

Councilor Romero-Wirth

A BILL

AMENDING CHAPTER 22, EXHIBIT A BY REMOVING LOCATION OF SERVICE AS A CRITERION FOR DETERMINING SEWER SERVICE CHARGES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:

Section 1. Chapter 22, Exhibit A, Subsections 1 and 2, SFCC 1987 (being Ordinance 1997-16) is included for reference without proposed changes:

1. Introduction.

The intent of this schedule is to consolidate in one document all information regarding sanitary sewer rates, fees and penalties. In addition, when applicable, formulas and procedures used to arrive at the different dollar figures have been shown in detail.

2. Noncompliance with Notice to Connect to Sewer (Section 22-3.5, SFCC 1987).

2.1. The amount expended by the city shall bear the interest rate of six percent per year from the completion of the work until paid.

underscored material = new [~~bracketed material~~] = delete

Exhibit A has been organized to present the different rates, fees and penalties, along with formulas and procedures used to arrive at them, in a more user-friendly fashion. The different rates, fees and penalties are presented in the same order as they appear in the Code.

Section 2. Chapter 22, Exhibit A, Subsection 8 of SFCC 1987 (being Ordinance 2025-13 § 6) is amended to read as follows:

8. Sewer Service Charges.

A. Connected to City Sewer

Sewer Service Fees and Usage Fees for connections to city sewer are determined by [~~location and~~] connection to city [~~or county utility~~]water and[~~. If not served by city or county utility water, sewer service fees and usage fees shall apply based on the~~] number of unit*s* served by the sewer connection.

[~~a~~]1. [~~In city limits and presumptive city limits and c~~]Connected to city water:

Effective Date	Monthly Service Fee	Monthly Usage Fee
January 1, 2019	$7.53/unit*	$4.64 per 1,000 gallons water**
July 1, 2025	$7.83/unit*	$4.83 per 1,000 gallons water**
July 1, 2026	$8.14/unit*	$5.02 per 1,000 gallons water**
July 1, 2027	$8.47/unit*	$5.22 per 1,000 gallons water**
July 1, 2028	$8.81/unit*	$5.43 per 1,000 gallons water**
July 1, 2029	$9.16/unit*	$5.65 per 1,000 gallons water**
July 1, 2030	$9.53/unit*	$5.88 per 1,000 gallons water**
July 1, 2031	$9.91/unit*	$6.12 per 1,000 gallons water**
July 1, 2032	$10.31/unit*	$6.36 per 1,000 gallons water**
July 1, 2033	$10.72/unit*	$6.61 per 1,000 gallons water**
July 1, 2034	$11.15/unit*	$6.87 per 1,000 gallons water**

[~~b~~]2. [~~In city limits and presumptive city limits and~~][~~a~~]Not connected to city water:

Effective Date	Monthly Service Fee	Monthly Usage Fee
January 1, 2019	$7.53/unit*	$16.70/unit*
July 1, 2025	$7.83/unit*	$17.37/unit*
July 1, 2026	$8.14/unit*	$18.06/unit*
July 1, 2027	$8.47/unit*	$18.78/unit*
July 1, 2028	$8.81/unit*	$19.53/unit*
July 1, 2029	$9.16/unit*	$20.31/unit*
July 1, 2030	$9.53/unit*	$21.12/unit*
July 1, 2031	$9.91/unit*	$21.96/unit*
July 1, 2032	$10.31/unit*	$22.84/unit*
July 1, 2033	$10.72/unit*	$23.75/unit*
July 1, 2034	$11.15/unit*	$24.70/unit*

In the event that a proposed or existing commercial development does not have a water meter, or the wastewater division director, developer, or customer believes the water meter does not accurately reflect wastewater discharge, the developer or customer may submit, or the director may require the submission of, a study, prepared by a professional engineer, to determine whether installation of a wastewater discharge flow meter would more accurately measure wastewater by the development. Either the developer or customer shall pay for the installation of the wastewater discharge flow meter. Once the developer or customer dedicates the meter to the city, the city shall maintain the wastewater discharge flow meter.

B. Not Connected to City Sewer.

1. Accessible to city sewer system. (As defined in subsection 22-2.1 SFCC 1987.)

Effective Date	Cost per unit*/lot
January 1, 2019	$7.53 per unit* or if no unit* $5.85 per lot
July 1, 2025	$7.83 per unit* or if no unit* $6.08 per lot
July 1, 2026	$8.14 per unit* or if no unit* $6.32 per lot
July 1, 2027	$8.47 per unit* or if no unit* $6.57 per lot
July 1, 2028	$8.81 per unit* or if no unit* $6.83 per lot
July 1, 2029	$9.16 per unit* or if no unit* $7.10 per lot
July 1, 2030	$9.53 per unit* or if no unit* $7.38 per lot
July 1, 2031	$9.91 per unit* or if no unit* $7.68 per lot
July 1, 2032	$10.31 per unit* or if no unit* $7.99 per lot
July 1, 2033	$10.72 per unit* or if no unit* $8.31 per lot
July 1, 2034	$11.15 per unit* or if no unit* $8.64 per lot

2. Not accessible to city sewer system: No charge.

C. Taxes.

Billings under this schedule may be increased by an amount equal to the sum of taxes payable under the Gross Receipts and Compensating Tax Act and of all other taxes, fees, or charges payable by the city and levied or assessed by any governmental authority on the public utility service rendered, or on the right or privilege of rendering the service, or on any object or event incidental to the rendition of the service.

Notes:

* For each of the customer types described below, "unit" means the following:

- *For residential customers*, i.e. customers that meet either the single-family or multi-family service classifications for water, as set forth in Chapter 25 SFCC 1987: one room, or rooms connected together, constituting a separate, independent housekeeping

establishment for owner occupancy, or rental or lease and physically separated from any other rooms or residential units that may be in the same structure and containing independent plumbing facilities. A residential unit may include, but is not limited to, a single-family house, an apartment unit, condominium unit, mobile home, or a guest house.

- *For commercial customers*, i.e. customers that do not meet either the single-family or multi-family service classifications for water as set forth in Chapter 25 SFCC 1987: an area constituting a separate, independent enterprise establishment for owner occupancy, or rental or lease and physically separated from any other commercial units that may be in the same structure and containing independent plumbing facilities.

- *For both residential and commercial purposes,* the term unit does not include a motel or hotel unit or similar transient lodging or rest homes, nursing homes or similar institutional facilities.

** Shown on the water meter readings averaged for the months of December, January, and February of the preceding year. If any of those three (3) months were a zero reading, the water consumption for that month will not be used in the average. For example, if one month has a zero read then the two months consumption will be added and then divided by two. In the case where three zero reads were recorded for December, January, and February, then the previous year water usage will be used. In the event that the previous year also had three zero reads, then the wastewater management division director will estimate the average based on water usage history for that particular customer's residence or business. If any of those three months were a reading less than 1,000 gallons, the water consumption for that month shall be assumed to be 1,000. For example:

December		5,000g water consumption
January	0g water consumption, so	0 gallons assumed
February	900g water consumption, so	1,000 gallons assumed
Total (for the 3 months)		6,000 gallons water consumption
Average (Divide by two since one zero read)		3,000 gallons

[~~*** Shown on the water meter reading for that utility billing cycle.~~]

PASSED, APPROVED, and ADOPTED this _____day of_____.

APPROVED AS TO FORM:

Erin McSherry
Erin McSherry (Aug 6, 2025 12:00:02 MDT)

ERIN K. McSHERRY, CITY ATTORNEY

FIR No. 10703.1

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** x **Resolution:** _____

Short Title(s): Wastewater Utility Rate Updates to Include Connections Outside City Limits

Sponsor(s): Mayor Alan Webber and Councilor Carol Romero-Wirth

Reviewing Department(s): Public Utilities

Staff Completing FIR: Jesse Roach, Interim Public Utilities Director **Date:** July 16, 2025

Phone: (505) 955- 4309

Reviewed by City Attorney: Erin McSherry Erin McSherry (Aug 6, 2025 12:00:02 MDT) **Date:** 08/06/2025

Reviewed by Finance Director: Emily K. Oster **Date:** 08/06/2025

Summary:

The proposed bill would amend SFCC 1987, Chapter 22, Exhibit A, Subsection 8, by removing reference to use location with respect to Santa Fe's city limits as a factor in sewer rates. Approximately five percent (5%) of City of Santa Fe's ("City") Public Utilities Department wastewater accounts are associated with locations outside of Santa Fe's city limits. Ordinance No. 2025-13, which was adopted on June 11, 2025, contains the following two categories of water users:

1. users inside Santa Fe's city limits and presumptive city limits and who are connected to City sewer; and
2. users inside Santa Fe's city limits and presumptive city limits and who are *not* connected to City sewer.

The ordinance invertedly excluded language for users located outside of the city's limits. This bill removes the reference to the city limits, simplifying the categories for determining sewer rates to users connected to City water and those who are not. Specifically, the categories are proposed as follows:

1. City sewer users who are connected to the City's water, and
2. City sewer users who are not connected to the City's water.

Departments Affected:

Public Utilities Department

Consequences of Not Enacting Legislation:

If this legislation is not adopted, Santa Fe City Code will be silent on charges for connections to city sewer outside of city limits.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:

None at this time.

Performance and Administrative Implications:
This clarification will lessen the administrative burden associated with a hole in code around sewer connections outside of city limits that was inadvertently created with the recent wastewater rate increase.

Fiscal Implications:
This amendment will result in revenue increases associated with increased wastewater rates from connections outside city limits, but those increases were assumed when the previous bill was passed, so there are no new fiscal implications.

Fiscal Impact

__x__ Check here if no fiscal impact

Expenditures

Expenditure Type	FYE 2026	FYE 2027	FYE 2028	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	$	$	$				
Capital Outlay	$	$	$				
Contractual/ Professional Services	$	$	$				
Operating	$	$	$				$
Total:	$	$	$				$

Expenditure Narrative:
No additional expenditures beyond what was calculated when the wastewater rates were increased.

Revenue

Revenue Type	FYE 2026	FYE 2027	FYE 2028	Recurring (R) or Non-recurring (NR)	Fund
General Fund	$	$	$		
Special Revenue	$	$	$		
CIP	$	$	$		
Enterprise	$	$	$		
Internal Service	$	$	$		
Trust and Agency	$	$	$		
Federal	$	$	$		
Other	$	$	$		
Total	$	$	$		

Revenue Narrative:
No additional revenue beyond what was calculated when the wastewater rates were increased.

Signature:
Email: jdroach@santafenm.gov

CITY OF SANTA FE

Memorandum

Date: July 31, 2025

To: Governing Body, Public Works and Utility Committee, Quality of Life Committee

From: Zoë Isaacson, River and Watershed Manager

Via: Melissa McDonald, Parks and Open Space Division Director
Regina Wheeler, Public Works Director RW
Jesse Roach, Interim Public Works and Utilities Director JR

RE: Solutions to Two Mile Pond

EXECUTIVE SUMMARY:
This resolution directs the City of Santa Fe's ("City") City Manager and the Santa Fe River Commission to work with relevant City staff to analyze and, if feasible, establish the predevelopment location of the Santa Fe River as the primary watercourse from below Nichols Dam to Cerro Gordo Road. This effort would involve the engagement of a comprehensive engineering analysis of the Two Mile Pond complex and riparian corridor, and the design and establishment new infrastructure to support a free-flowing Santa Fe River. These actions would be accompanied by the commitment to collaborate and engage with identified stakeholders throughout the process. Additionally, the resolution directs that all planning, analysis, and implementation of the named actions would be guided by the principles of feasibility and long-term sustainability that would consider ecological value, water resource management, financial viability, and public safety.

BACKGROUND AND ANALYSIS:
The City of Santa Fe has long recognized the ecological, cultural, and community value of restoring the Santa Fe River as a "living river." This vision was formally established through the adoption of the Santa Fe River Target Flow Ordinance in 2012 (Ordinance 2012-10), which created a legal and administrative framework to deliver dedicated flows from city reservoirs to support river health, habitat, and equitable access to water downstream. The ordinance represents a shift toward adaptive river management that balances human use with the restoration of ecological function.

Historically, the Santa Fe River served as a vital lifeline for the region, both ecologically and culturally. However, since 1881, its natural flow regime has been altered by a complex system of utility infrastructure, including reservoirs, pipes, culverts, and diversions, particularly in the reach between Nichols Reservoir and Cerro Gordo Road. These modifications, while originally designed for urban water supply and flood control, have impacted riparian habitat, diminished floodplain connectivity, and interrupted natural hydrologic processes.

The City now has a unique opportunity to reevaluate water infrastructure and river management in this reach. By late 2025, a new pipe connecting Nichols Reservoir to Canyon Road Water Treatment Plant will render obsolete several key pieces of infrastructure in the river corridor, freeing the City to consider restoring the river to its approximate predevelopment course. This coincides with the broader goal of creating a resilient, self-sustaining river system that delivers ecological services while enhancing community well-being.

In response, this resolution initiates a targeted effort to evaluate, and if possible, reestablish surface flows along the approximate location of the river in 1881 from just below Nichols Reservoir to below Cerro Gordo Road and to restore the integrity of a functional riparian channel. It is expected that restoration of flows to this segment will benefit riparian habitat and improve water quality. Importantly, this effort will be undertaken without measurable diminishment of flows to downstream users, as encouraged under the Target Flow Ordinance.

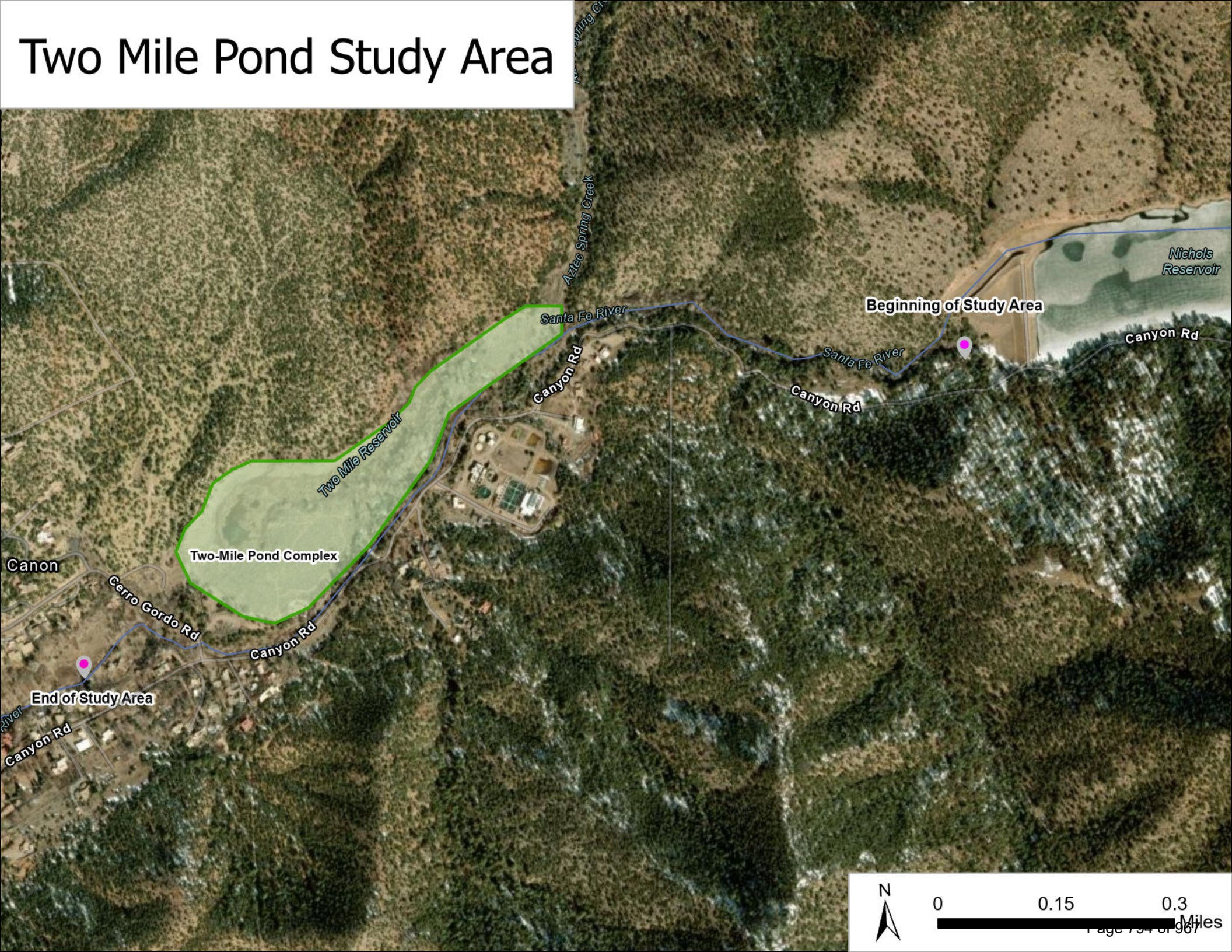
To accomplish this, the City will conduct a comprehensive engineering and ecological analysis of the river corridor. This includes assessing existing infrastructure such as the remnants of the Two Mile Reservoir and the culvert system under Cerro Gordo Road, determining whether modifications or removal are necessary to facilitate natural flow, and identifying opportunities for new infrastructure that supports ecological function. The analysis will be grounded in sound hydrologic, geotechnical, and sediment transport science, and will evaluate potential habitat benefits and environmental risks. Potential benefits of re-establishing river flow in the approximate location of the pre-development river will be weighed against the costs associated with necessary infrastructure upgrades developed with this analysis.

The City is committed to a collaborative and transparent approach, working closely with stakeholders including conservation organizations, tribal entities, regulatory agencies, and the public. Engagement will include visioning sessions to help define the most appropriate long-term condition for the corridor and broad outreach to promote understanding of the Santa Fe River Target Flow Ordinance and its role in this work.

Planning and implementation will be guided by principles of sustainability, equity, feasibility, and public safety. Ultimately, this resolution marks a foundational step toward realizing the community's long-held vision: a restored, resilient Santa Fe River that supports ecological health, cultural vitality, and quality of life for future generations.

ATTACHMENTS:
Resolution
FIR
Map: Two Mile Pond Study Area

Two Mile Pond Study Area



CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2025-__

INTRODUCED BY:

Councilor Carol Romero-Wirth

A RESOLUTION

DIRECTING THE CITY MANAGER TO WORK WITH THE SANTA FE RIVER COMMISSION AND RELEVANT CITY OF SANTA FE STAFF TO ANALYZE AND, IF FEASIBLE, RE-ESTABLISH RIVER FLOWS THROUGH THE PREDEVELOPMENT PATH OF THE SANTA FE RIVER FROM BELOW NICHOLS RESERVOIR TO CERRO GORDO ROAD; CONTRACT FOR A COMPREHENSIVE ENGINEERING ANALYSIS OF THE TWO MILE POND COMPLEX; DESIGN AND ESTABLISH NEW INFRASTRUCTURE AS NEEDED; COLLABORATE WITH STAKEHOLDERS TO DETERMINE THE MOST APPROPRIATE LONG-TERM CONDITION FOR THE RIVER CORRIDOR; AND PROVIDE PUBLIC EDUCATION ABOUT THE SANTA FE RIVER TARGET FLOW ORDINANCE.

WHEREAS, the City formalized its commitment to restoring the Santa Fe River as a "living river" by adopting Ordinance 2012-10, which established Article 25-13, SFCC 1987, the "Santa Fe River Target Flow Ordinance"; and

WHEREAS, the Governing Body adopted *Administrative Procedures for the Santa Fe*

River Target Flows Ordinance, in Resolution 2012-28, which guide the implementation of target flows and adaptive river management for enhanced ecological and cultural resources management and equity for downstream users; and

WHEREAS, water utility infrastructure including dams, pipes, and diversions has impacted the river corridor from below Nichols Reservoir to Cerro Gordo Road since 1881, and has diverted the majority of river flows out of the predevelopment channel since the 1890s; and

WHEREAS, beginning in late 2025, a new connection from Nichols Reservoir to Canyon Road Water Treatment Plant will be completed, rendering obsolete several key pieces of infrastructure in the corridor and freeing the City to consider restoring the river to its approximate predevelopment course from below Nichols Reservoir to Cerro Gordo Road; and

WHEREAS, consistent with the intent of the Santa Fe River Target Flow Ordinance to restore the Santa Fe River as a living river, the City is committed to reestablishing water flow through the approximate course of the predevelopment Santa Fe River from below Nichols Reservoir to Cerro Gordo Road to create a free-flowing and functional riparian corridor; and

WHEREAS, well-informed decisions regarding infrastructure modifications are crucial to realizing the goal of a free-flowing river while maintaining public safety and ensuring responsible resource management without significantly diminishing flow downstream.

NOW, THEREFORE, BE IT RESOLVED THAT THE GOVERNING BODY OF THE CITY OF SANTA FE directs the City Manager and/or the River Commission, as applicable, to take the following steps:

1) Work with staff to re-establish Santa Fe River flow through the predevelopment path of the Santa Fe River from below Nichols Dam to Cerro Gordo Road. This restoration will be pursued to the extent feasible, consistent with sound engineering practices, acceptable financial impact, and applicable legal requirements, and shall not cause measurable diminishment of downstream flows. This effort shall remain fully

consistent with the Santa Fe River Target Flow Ordinance and its administrative framework, including the use of up to one thousand (1,000) acre-feet per year for bypass flows to the Santa Fe River below Nichols Reservoir to support ecological and community objectives throughout the entire river corridor.

2) Work with the Public Works and Public Utilities Departments or a qualified consultant to conduct a comprehensive engineering analysis of the riparian corridor from Nichols Reservoir to the confluence below Cerro Gordo Road. This evaluation will determine the purpose and current need for each structure in the corridor, assess its condition and structural integrity, determine whether any features pose barriers to achieving a free-flowing river, and recommend modifications or removal. This analysis shall also include, but not be limited to:

    a. Hydrologic and hydraulic analysis to investigate restored channel flow capacity and potential impacts of riparian channel restoration on downstream river flows.
    b. Geotechnical investigations to assess soil stability and foundation conditions including design requirements to accommodate flow through the region occupied by the former remnants of the Two Mile Reservoir and flow through a modified culvert system beneath Cerro Gordo Road.
    c. Sediment transport analysis to understand current and potential sediment movement.
    d. Ecological assessments to evaluate existing riparian and wetland habitat and potential benefits and impacts of a restored channel, including downstream effects, as well as identifying potential impacts of increased flows through the restored channel.

e. Financial evaluation for feasibility and prudence of options consistent with applicable state law.

The City shall integrate the results of the analyses by applying the hydrologic benchmarks and adaptive strategies outlined in the Administrative Procedures for Santa Fe River Target Flows, previously adopted in Resolution 2012-28.

3) Design and establish new river infrastructure. Where appropriate and feasible based on the engineering analysis, the City Manager or designee shall work with City staff to design and implement new infrastructure to support a restored and free-flowing Santa Fe River. This work may include, but not be limited to the following:

a. Constructing culverts, bridges, or other crossings to accommodate natural flow regimes.

b. Implementing bank stabilization measures to protect infrastructure and enhance riparian habitat.

BE IT FURTHER RESOLVED that the City shall collaborate and engage with stakeholders throughout the above processes, including but not limited to The Nature Conservancy, Randall Davey Audubon Center, Santa Fe County, the United States Forest Service, affected Tribal entities, acequias, State and federal regulators, and other members of the Santa Fe community, including residents from all parts of the city, with the goal of determining the most appropriate long-term condition for the river corridor. Public outreach shall also include public education about the Santa Fe River Target Flow Ordinance and its role in supporting a living river and also include public education about the Santa Fe River Target Flow Ordinance and its role in supporting a living river.

BE IT FURTHER RESOLVED that principles of feasibility and long-term sustainability, taking into account ecological value, water resource management, financial viability, and public safety shall guide all planning, analysis, and implementation of the items above.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:

Erin McSherry

Erin McSherry (Aug 6, 2025 12:03:23 MDT)

ERIN K. McSHERRY, CITY ATTORNEY

Legislation/2025/Resolutions/Solutions to the Issues Surrounding Two Mile Pond

FIR No. 10698

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** x

Short Title(s): Solutions to Issues Surrounding Two Mile Pond

Sponsor(s): Carol Romero-Wirth

Reviewing Department(s): Public Works Department (Parks and Open Space Division), Public Utilities Department

Staff Completing FIR: Zoë Isaacson, River and Watershed Manager **Date:** 07/29/2025

Phone: (505) 955-6853

Reviewed by City Attorney: Erin McSherry Erin McSherry (Aug 6, 2025 12:03:23 MDT) **Date:** 08/06/2025

Reviewed by Finance Director: Emily K. Oster **Date:** 08/06/2025

Summary:
This resolution directs the City of Santa Fe's ("City") City Manager to work with the Santa Fe River Commission and other relevant City staff to analyze and, if feasible, re-establish flows through the Santa Fe River's approximate pre-development channel from below Nichols Reservoir to Cerro Gordo Road, to contract for a comprehensive engineering analysis of the Two Mile Pond complex and riparian corridor, and the design and establishment new infrastructure to support a free-flowing Samta Fe River. These actions would be accompanied by the commitment to collaborate and engage with identified stakeholders throughout the process. Additionally, the resolution directs that all planning, analysis, and implementation of the named actions would be guided by the principles of feasibility and long-term sustainability that would consider ecological value, water resource management, financial viability, and public safety.

Departments Affected:
This resolution will impact the Public Works Department due to anticipated changes in river infrastructure and access. These changes may involve upsizing the culvert under Cerro Gordo Road, which will necessitate construction and improvements to the right of way. Additionally, the resolution may require the Public Works Department to install in-channel structures to stabilize the reconfigured Santa Fe River channel and its banks, as well as to perform ongoing maintenance of these structures and associated open space amenities like trash cans and benches. The Public Utilities Department will also be affected, because existing utility crossings in the channel may require rerouting or improvements as a direct result of the work performed by the Public Works Department.

Consequences of Not Enacting Legislation:
If this resolution is not adopted, the existing issues surrounding Two Mile Pond are likely to persist, particularly those concerning the Santa Fe River's flow, infrastructure, and ecological health. Inaction could lead to ongoing maintenance problems with current infrastructure, and a missed chance for comprehensive,

sustainable solutions to the area's resource management challenges. Furthermore, without the actions called for in resolution, the City would not be able to fully leverage the grant funding it was awarded to study and design a more robust culvert crossing at Cerro Gordo Road below Two Mile Pond, as the resolution provides essential support and direction for utilizing these funds effectively.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:
Related Legislation includes the following: Santa Fe River Target Flow Ordinance 2012-10; Resolution 2012-28 Administrative Procedures for the Santa Fe River Target Flow Ordinance; Resolution 2007-14 Reestablishing the Santa Fe River Commission. There is no conflicting, duplicative, or companion legislation as related to this resolution.

Performance and Administrative Implications:
Enacting this resolution will require significant administrative oversight and coordination among the Public Works Department (Parks and Open Space Division), Public Utilities Department, the Santa Fe River Commission, and the City Manager's office. It will necessitate the allocation of staff time for planning, engineering analysis, stakeholder engagement, and project management. Performance will be measured by the successful re-establishment of the river flow, completion of the engineering analysis, design and establishment of new infrastructure, and effective collaboration with stakeholders, all guided by principles of feasibility and long-term sustainability.

Fiscal Implications:
This resolution will have fiscal implications, as it directs actions that require financial investment. Costs will primarily arise from a comprehensive engineering analysis of the Two Mile Pond complex and riparian corridor, as well as the design and establishment of new infrastructure. This new infrastructure is intended to support a free-flowing Santa Fe River and may include upsizing the culvert under Cerro Gordo Road and constructing in-channel structures. Additionally, this work would likely necessitate expenditures for construction and improvements to the right-of-way, along with potential rerouting or improvements of utility crossings. It is important to note that the City was awarded a Hazard Mitigation Advanced Assistance Award from FEMA in the amount of $797,144, which will significantly reduce the design costs associated with the study of this system and the culvert replacement at Cerro Gordo Road. Beyond these initial investments, fiscal impacts will also include the ongoing maintenance of the resulting open space and amenities, such as trash cans and benches. The resolution emphasizes financial viability as a guiding principle, ensuring that cost considerations will be integral throughout the planning and implementation phases. The precise total fiscal impact cannot be determined at this time, as it depends on the completion of the engineering analysis and design phases. However, the overall cost is anticipated to be substantial, requiring dedicated funding. Potential funding sources include capital improvement projects, bond funds, grant, or other allocated City resources.

Fiscal Impact

Check here if no fiscal impact _____

Expenditures

Expenditure Type	FYE 27	FYE 28	FYE 29	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	$ 10,600	$ 10,600	$ 10,600	N	NR	231	$31,800
Capital Outlay	$ 63,323	$ 63,323	$ 63,323	N		231	$189,969
Contractual/ Professional Services	$ 202,390	$202,390	$ 202,390		NR	231	$607,170
Operating	$	$	$		R		$
Total:	$276,313	$276,313	$276,313				$ 828,939

This includes all staff time associated with executing the job functions of the proposed legislation.

Expenditure Narrative:

Seventy five percent of the Contractual /Professional Services will be funded by the FEMA Hazard Mitigation Assistance Grant award rounded to the nearest dollar. The Stormwater Fund will fund 25 % of the Personnel/Benefits costs for the federal grant match requirement because programmatic and design costs are covered by the utility service charge.

Revenue

Revenue Type	FYE __	FYE __	FYE __	Recurring (R) or Non-recurring (NR)		Fund
General Fund	$	$	$			
Special Revenue	$	$	$			
CIP	$	$	$			
Enterprise	$	$	$			
Internal Service	$	$	$			
Trust and Agency	$	$	$			
Federal	$ 202,390	$ 202,390	$ 202,390	N	231	

Other	$	$	$		
Total	$202,390	$202,390	$202,390		

Revenue Narrative:

Revenue is captured through the FEMA Hazard Mitigation Assistance Grant (less the 25% match funds) rounded to the nearest dollar.

Signature:

Email: jdroach@santafenm.gov

Signature: Regina Wheeler
Regina Wheeler (Aug 6, 2025 14:41:25 MDT)

Email: rawheeler@santafenm.gov

Signature:

Email: mamcdonald@santafenm.gov

Signature:

Email: zrisaacson@santafenm.gov

To: Councilor Carol Romero-Wirth 2 July 2025
From: Bill Carey, Chair, Santa Fe River Commission
Re: Draft Resolution “DRAFT 2MP Resolution 2025.06.24.docx”

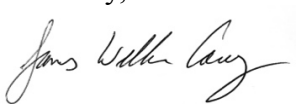
Dear Councilor,
Thank you for your presentation to the River Commission (12 June 2025) of the as-yet untitled Resolution concerning the restoration of the Santa Fe River to a free-flowing continuous and functional riparian system between Nichols Dam and Cerro Gordo Road. The River Commission appreciates the efforts you have made to address our comments as reflected in the latest version “DRAFT 2MP Resolution 2025.06.24.docx”. The River Commission has not had the opportunity to formally review and vote on a final version of the Resolution. I am writing here, on behalf of the River Commission, to communicate what I understand to be broad support for the conceptual framework outlined in the Resolution.

The following River Commission perspectives on the Resolution were shared with the Chair:

1. There is broad support for the restoration of a free-flowing river from Nichols Dam to below Cerro Gordo Road that makes its way through the lowest elevations of Santa Fe Canyon.
2. A free-flowing river would allow the natural development of a healthy riparian system having great ecological value as well as creating an attractive environment for citizens of Santa Fe to enjoy.
3. Commission members, consistent with our charter to restore a Living River via development of Santa Fe River Target flows, insist that there be negligible impact from any reconfiguration of the river on the volume of water delivered downstream.
4. Commission members also expect that any reconfiguration of the river would have negligible impact on water delivery obligations to the acequias.
5. Commission members recognize that the Resolution may lead to changes in the character of Two-Mile Pond and surrounding wetland including the removal of the remains of Two Mile Dam and the possible loss of a distinct pond as the river re-establishes a riparian corridor.
6. Commission members recognize that the possibility of creating a free-flowing river as well as the particulars of its configuration are contingent upon the outcome of a comprehensive analysis of engineering, ecology, hydrology (notably flood risk), hydraulics and geotechnical issues. The processes outlined in the Resolution should be flexible and responsive to this analysis.
7. Commission members also expect that there is robust community engagement as specific ideas for the reconfigured river are developed.
8. Some commission members suggest that a more robust description of the undesirable features of the existing Santa Fe River configuration is advisable.
9. Some commission members suggest that a discussion of relationship of the Resolution to mitigation of flood risks would be helpful. For example, establishment of a riparian system has the potential of reducing flood impacts as does the redesign of the bridges/

culverts on Cerro Gordo to accommodate flows of the Santa Fe River through topographic low points.

Sincerely,



Bill Carey
Chair, Santa Fe River Commission

CITY OF SANTA FE

Memorandum

Date: August 7, 2025

To: Finance Committee

From: Emily K. Oster, Finance Director; Rod Gould, Senior Advisor and Public Engagement Coordinator EKO RG

RE: FY 2026/2027 Budget Process Development

EXECUTIVE SUMMARY:

This resolution would adopt improvements to the City of Santa Fe's ("City") budget process to be utilized for the development of the fiscal year 2026-2027 budget. Specifically, it establishes a timeline for activities related to improving upon and planning for the development of the City's fiscal year 2026-2027 budget.

This resolution responds to feedback from members of the Governing Body and City staff about deficiencies in the budgeting process used in fiscal years 2023, 2024 and 2025. The process proposed in this resolution incorporates the development of long-range goals and one-year priorities, includes mechanisms for the Governing Body to develop understanding and provide input in budget development, and focuses on service levels and outcomes rather than line expenditure items. Tracking of key performance indicators and regular progress reports on goals add accountability and year-round management to budgeting, making the budget a more meaningful tool for organizational management.

The budget process proposed in this resolution aligns with nationally recognized leading practices recommended by the Government Finance Officers Association (GFOA), the International City/County Management Association (ICMA), and experts in the field of municipal budgeting.

ATTACHMENTS:

Resolution
FIR
FY26-27 Budget Development PowerPoint

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2025-__

INTRODUCED BY:

Councilor Carol Romero-Wirth

Councilor Jamie Cassutt

Councilor Pilar Faulkner

A RESOLUTION

ADOPTING IMPROVEMENTS TO THE BUDGET PROCESS FOR THE FISCAL YEAR 2026-2027 ANNUAL OPERATING BUDGET.

WHEREAS, Article V, Section 5.01 (M) of the City of Santa Fe's ("City") Charter requires that the Mayor "[w]ork with City personnel and prepares an annual budget and spending priority for review and approval by the finance committee and the governing body"; and

WHEREAS, Section 11-2.1(A) of the City's Code requires that the operating budget to include the following elements:

- anticipated revenues by fund;
- planned expenditures by fund, department and category;
- planned cash transfers between funds;
- estimated beginning and ending cash balances;
- costs for personnel salaries and benefits by fund and department;
- general obligation and revenue bonded debt service; and
- Line-item detailed reports for all funds and detailed personnel schedules, which must

be prepared and be available upon request; and

WHEREAS, Section 11-2.1(B) of the City's Code provides that the annual budget may include the following components in a multi-year section of the budget:

- Schedules of lease purchase agreements;
- Capital outlay appropriations authorized for up to three years;
- Grant appropriations authorized for up to the term of the relevant grant;
- "Special" appropriations, which are limited-duration, non-capital appropriations, authorized for up to three years;
- Reauthorizations of multi-year appropriations unexpended during the initial appropriation term and deemed necessary; and
- Deauthorizations of prior-year(s), unexpended, multi-year appropriations; and

WHEREAS, Section 11-2.5 of the City Code requires that, prior to the mayor's recommendation of the annual budget to the governing body, the city manager shall direct all departments to review all fees and charges assessed by that department; and

WHEREAS, the process used in fiscal years 2023, 2024, and 2025 to prepare the City's operating budget was not tied to long-range goals and one-year priorities adopted by the Governing Body, and did not include a formal mechanism in advance of the Finance Committee and Governing Body budget hearings for the Governing Body to develop an understanding and to provide input into budget development, and focused on line expenditure items rather than service levels and outcomes; and

WHEREAS, a "management system" that includes Governing Body goals and priorities and Key Performance Indicators ("KPIs") for department goals and objections should be used to provide performance feedback for the Governing Body and for all City employees; and

WHEREAS, the City's budget process should be performance-based and focused on service levels and outcomes so that it is a key policy document for oversight of City services; and

WHEREAS, on July 28, 2025, the City's Finance Director and the Mayor's Senior Advisor and Public Engagement Coordinator presented a schedule and process to the City's Finance Committee to integrate strategic planning, key indicators, and performance-based budgeting into the City's budgeting process for Fiscal Year 2026-2027; and

WHEREAS, the Governing Body wishes to adopt the proposed plan and schedule for adopting Mayor and Governing Body goals and priorities; Departmental goals, objectives, and key performance indicators; and performance-based budgeting that will provide a framework for the Governing Body's review and approval of the Mayor's budget.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the City Manager shall work with staff to implement the following schedule and process for preparation of the Fiscal Year 2026-2027 budget:

July - August 2025

- Meet with the Finance Committee to discuss reforms and adjustments to the City's budgeting process by adopting this Resolution.

October 2025

- Hold a Study Session with the Governing Body to discuss setting goals, objectives, and key performance indicators for Fiscal Year 2026-2027 and the budget process, generally

December 2025

- Hold a two-day special meeting of the Governing Body during which Department Directors present Fiscal Year 2026-2027 goals, objectives, key performance indicators, and progress status updates. Invite mayor-elect and councilor-elects to the meeting.

January 2026

- Hold a half-day, special Governing Body meeting to set long-range goals and one-

year priorities and discuss and clarify City governance and roles.

- Officially start the budget process for Fiscal Year 2026-2027.

Late January 2026

- Work with the Finance Department to provide best estimates for Fiscal Year 2026-2027 revenues and steady state expenditures.
- Work with the Mayor and Finance Department to provide departments directions for submitting their budget requests, including any proposed modifications to fees or charges.

February--March 2026

- Ensure that departments submit budget proposals, including goals, objectives, and key performance indicators, and any augmentation requests or additional funding requests.
- Share the budget proposals with the Finance Committee.
- Take steps necessary to coordinate the Finance Department and other Departments preparing the Mayor's budget proposal for submission to the Finance Committee and Governing Body in April and May, respectively. These steps include coordinating meetings with the Mayor, City Manager and Finance Department with departments to discuss budget proposals and shape the proposed 2026-2027 budget.

April - May 2026

- Hold joint hearings of the Finance Committee and the Governing Body to review departmental budget requests and status updates on the Fiscal Year 2025-2026 goal achievement,
- Finance Committee recommends budget to the Governing Body.

May 2026

- The Governing Body adopts the Fiscal Year 2026-2027 annual budget.

June 2026

- The City submits its Fiscal Year 2026-2027 budget to the New Mexico Department of Finance and Administration for approval.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

_____

ALAN WEBBER, MAYOR

ATTEST:

_____

ANDRÉA SALAZAR, CITY CLERK

APPROVED AS TO FORM:

Erin McSherry

Erin McSherry (Aug 8, 2025 14:46:24 MDT)

ERIN K. McSHERRY, CITY ATTORNEY

Legislation/2025/Resolutions/FY26-27Budget Development Resolution

FIR No. 10708.0

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** X

Short Title(s): FY26/27 Budget Process Development

Sponsor(s): Councilor Carol Romero-Wirth, Councilor Jamie Cassutt, Councilor Pilar Faulkner

Reviewing Department(s): Finance Department

Staff Completing FIR: Emily K. Oster, Finance Director

Date: 08/07/2025 **Phone:** (505)-629-3411

Reviewed by City Attorney: Erin McSherry **Date:** 08/08/2025

Erin McSherry (Aug 8, 2025 14:46:24 MDT)

Reviewed by Finance Director: Emily K. Oster **Date:** 08/08/2025

Summary:
This resolution would adopt improvements to the City of Santa Fe's ("City") budget process to be utilized for the development of the fiscal year 2026-2027 budget. Specifically, it establishes a timeline for activities related to improving upon and planning for the development of the City's fiscal year 2026-2027 budget.

Departments Affected:
All City Departments.

Consequences of Not Enacting Legislation:
If this legislation is not adopted, the Governing Body will not direct the City Manager to work with staff to implement new budgeting processes for the development of the fiscal year 2026-2027 budget.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:
None at this time.

Performance and Administrative Implications:
The proposed schedule and process are designed to focus the budget process on City performance and service.

Fiscal Implications:
No fiscal impact. This resolution directs the City Manager to work with staff to implement improvements to budgeting processes. Current City staff would perform the work directed by this resolution.

Fiscal Impact

X Check here if no fiscal impact

Expenditures

Expenditure Type	FYE 2025	FYE 2026	FYE 2027	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	$	$	$				
Capital Outlay	$	$	$				
Contractual/ Professional Services	$	$	$				
Operating	$	$	$				$
Total:	$	$	$				$

Expenditure Narrative:

Revenue

Revenue Type	FYE 2025	FYE 2026	FYE 2027	Recurring (R) or Non-recurring (NR)	Fund
General Fund	$	$	$		
Special Revenue	$	$	$		
CIP	$	$	$		
Enterprise	$	$	$		
Internal Service	$	$	$		
Trust and Agency	$	$	$		
Federal	$	$	$		
Other	$	$	$		
Total	$	$	$		

Revenue Narrative:

Signature:

Email: rsgould@santafenm.gov

Santa Fe Budget Improvements

July 28, 2025

Goals

Provide the Governing Body with greater understanding and say in budget development

- Move to a Performance Based Budget from Current Spending Document
- Focus on Service Levels and Outcomes v. Line Expenditure Items
- Budget Becomes More of a Key Policy Document and Instrument for City Services Oversight

Internal Leadership Team Efforts

The Internal Leadership Team has been developing a new management system for better results.

- It includes calls for Mayor & Governing Body Goals and Priorities, Departmental Goals, Objectives and KPIs and Performance Feedback for all Employees
- Making Progress

Step One:

July - August 2025:

- Meetings with the Finance Committee to discuss reforms and make adjustments

October 2025

- Study Session with Governing Body to discuss recommended enhancements to propose and schedule

December 2025

Two days of hearings

Department Directors present:

- Current-year Goals, Objectives, and KPIs
- Progress status updates
- Participation of newly elected Councilors

January 2026: Strategic Workshop

Special half-day workshop for Governing Body

- Set long-range goals and one-year priorities
- Discuss governance issues and role clarification
- Official start of FY 26–27 budget process

Late January 2026

Finance provides:

- Best estimates of FY26-27 revenues and steady state expenditures.
- Mayor and City Manager give directions for budget submittal preparation by departments

February 2026

Second Week:

Departments submit budget proposals to include:

- Goals, Objectives, KPIs
- Augmentation requests

Late March – Early April 2026

Mayor, City Manager, and Finance:

- Meet with departments
- Discuss proposals
- Shape proposed FY 26–27 budget

April – May 2026

Finance updates its estimates of revenues, and expenditures for the proposed budget

Joint hearings of Finance Committee and Governing Body to:

- Consider departmental budget requests
- Review status updates on FY 25–26 goal achievement
- Finance Committee makes final budget proposal recommendations to Governing Body

Charter Requirements

- The Charter mandates a Finance Committee recommendation to the Governing Body on the budget by holding joint meetings
- Joint hearings satisfy this requirement while promoting transparency and collaboration

May 2026 - Third Week

Governing Body adopts FY 26–27 Annual Budget

June 2026 - First Week

Finance submits final FY 26-27 budget to the State of New Mexico for official review

CITY OF SANTA FE

Memorandum

Date: June 3, 2025

To: Governing Body; Public Works and Utilities Committee; Finance Committee

From: Alan Hook, Water Resources Coordinator AGH

Via: Jesse Roach, Interim Public Utilities Director JR

RE: Water Trust Board Project No. WPF-6315, Funding of $2,000,000 for San Juan-Chama Return Pipeline Project

---

EXECUTIVE SUMMARY:

The proposed bill would authorize the execution and delivery of both a Water Project Fund loan of $800,000 as well as a grant of $1,200,000 between the New Mexico Finance Authority (NMFA) and the City of Santa Fe (City), New Mexico. The total amount, $2,000,000, would finance the cost of designing a new pipeline and pumps to reclaim treated effluent water derived from the San Juan-Chama Project water for reuse via return flow credits and increased diversions at the Buckman Direct Diversion intake. The bill specifies that both the loan and the grant be utilized solely for the eligible project costs, pursuant to NMSA 1978, § 72-4A-7(C). With respect to the loan debt, the bill pledges that the City would repay the loan amount and an administrative fee solely from the net revenues of the water utility system of the City.

BACKGROUND: The design for the proposed new San Juan-Chama Return Pipeline Project and pumps to return San Juan-Chama Project source effluent water for reuse via return flow credits and increased diversions is for the purpose of adding resiliency to Santa Fe's regional water supply, which is threatened by drought, climate change and wildfire.

ATTACHMENTS:
Bill
FIR

CITY OF SANTA FE, NEW MEXICO

BILL NO. 2025-15

INTRODUCED BY:

Councilor Amanda Chavez

Councilor Carol Romero-Wirth

A BILL

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE: AUTHORIZING THE EXECUTION AND DELIVERY OF A WATER PROJECT FUND LOAN/GRANT AGREEMENT BY AND BETWEEN THE NEW MEXICO FINANCE AUTHORITY AND THE CITY OF SANTA FE, NEW MEXICO (THE "BORROWER/GRANTEE"), IN THE TOTAL AMOUNT OF $2,000,000, INCLUDING A LOAN IN THE AMOUNT OF $800,000 EVIDENCING AN OBLIGATION OF THE BORROWER/GRANTEE TO UTILIZE THE LOAN/GRANT AMOUNT SOLELY FOR THE PURPOSE OF FINANCING THE COSTS OF DESIGNING A NEW PIPELINE AND PUMP TO RETURN SAN JUAN-CHAMA PROJECT SOURCE EFFLUENT WATER FOR REUSE VIA RETURN FLOW CREDITS AND INCREASED DIVERSIONS, INCLUDING RELATED WORK AND REVISIONS, AND SOLELY IN THE MANNER DESCRIBED IN THE LOAN/GRANT AGREEMENT; PROVIDING FOR THE PLEDGE AND PAYMENT OF THE LOAN AMOUNT AND AN ADMINISTRATIVE FEE SOLELY FROM THE NET REVENUES OF THE WATER UTILITY SYSTEM OF THE BORROWER/GRANTEE; CERTIFYING THAT THE LOAN/GRANT AMOUNT, TOGETHER WITH OTHER

underscored material = new [~~bracketed material~~] = delete

FUNDS AVAILABLE TO THE BORROWER/GRANTEE, IS SUFFICIENT TO COMPLETE THE PROJECT; APPROVING THE FORM OF AND OTHER DETAILS CONCERNING THE LOAN/GRANT AGREEMENT; RATIFYING ACTIONS HERETOFORE TAKEN; REPEALING ALL ACTION INCONSISTENT WITH THIS ORDINANCE; AND AUTHORIZING THE TAKING OF OTHER ACTIONS IN CONNECTION WITH THE EXECUTION AND DELIVERY OF THE LOAN/GRANT AGREEMENT.

Capitalized terms used in the following preambles have the same meaning as defined in this Ordinance unless the context requires otherwise.

WHEREAS, the Borrower/Grantee is a legally and regularly created, established, organized and existing home-rule municipality under the constitution and general laws of the State of New Mexico, and more specifically, NMSA 1978, Sections 3-1-1 through 3-66-11, as amended, is a qualifying entity under the Water Project Finance Act and is qualified for financial assistance as determined by the New Mexico Finance Authority ("NMFA") and approved by the Water Trust Board pursuant to the Board Rules, the Policies and the Act; and

WHEREAS, pursuant to the Board Rules, the Water Trust Board has recommended the Project for funding as a Qualifying Project to the Legislature; and

WHEREAS, Chapter 6, Laws 2024, being House Bill 148 of the 2024 Regular New Mexico Legislative Session, authorized the funding of the Project from the Water Project Fund; and

WHEREAS, the Water Trust Board has recommended that the NMFA enter into and administer the Loan/Grant Agreement in order to finance the Project; and

WHEREAS, the NMFA approved on August 29, 2024, that the Borrower/Grantee receive financial assistance in the form of the Loan/Grant; and

WHEREAS, the Governing Body has determined and hereby determines that the Project

may be financed with amounts granted and loaned pursuant to the Loan/Grant Agreement, that the Loan/Grant Amount, together with the Additional Funding Amount and other moneys available to the Borrower/Grantee, is sufficient to complete the Project, and that it is in the best interest of the Borrower/Grantee and the constituent public it serves that the Loan/Grant Agreement be executed and delivered and that the funding of the Project take place by executing and delivering the Loan/Grant Agreement; and

WHEREAS, there have been presented to the Governing Body and there presently are on file with the City Clerk this Ordinance and the form of the Loan/Grant Agreement, which is incorporated by reference as Attachment A, and considered to be a part hereof ; and

WHEREAS, the Loan/Grant Agreement shall not constitute a general obligation of the Borrower/Grantee, the Water Trust Board or the NMFA or a debt or pledge of the full faith and credit of the Borrower/Grantee, the Water Trust Board, the NMFA or the State; and

WHEREAS, the Governing Body hereby determines that the Additional Funding Amount is now available to the Borrower/Grantee to complete the Project; and

WHEREAS, the Borrower/Grantee has met or will meet prior to the first disbursement of any portion of the Loan/Grant Amount, the Conditions and readiness to proceed requirements established for the portion of the Loan/Grant Amount disbursed or caused to be disbursed by the NMFA, including but not limited to the requirements of Executive Order 2013-006; and

WHEREAS, all required authorizations, consents and approvals in connection with (i) the use of the Loan/Grant Amount for the purposes described, and according to the restrictions set forth, in the Loan/Grant Agreement; (ii) the availability of other moneys necessary and sufficient, together with the Loan/Grant Amount, to complete the Project; and (iii) the authorization, execution and delivery of the Loan/Grant Agreement which are required to have been obtained by the date of this Ordinance, have been obtained or are reasonably expected to be obtained.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE

CITY OF SANTA FE, NEW MEXICO:

Section 1. Definitions. As used in this Ordinance, the following terms shall, for all purposes, have the meanings herein specified, unless the context clearly requires otherwise (such meanings to be equally applicable to both the singular and the plural forms of the terms defined); and, any term not defined herein shall have the definition given it by the Loan/Grant Agreement:

"ACH Authorization" means the authorization for direct payment to the NMFA by ACH made by the Borrower/Grantee on the form required by the bank or other entity at which the account is held, from which the Pledged Revenues will be paid."Act" means the general laws of the State, particularly the Water Project FinanceAct, NMSA 1978, §§ 72-4A-1 through 72-4A-11, and enactments of the Governing Body relating to the Loan/Grant Agreement, including this Ordinance, all as amended and supplemented.

"Additional Funding Amount" means the amount to be provided by the Borrower/Grantee which includes the total value of the Soft Match or Hard Match (each as defined in Section 4.2 of the Policies) which, in combination with the Loan/Grant Amount and other moneys available to the Borrower/Grantee, is sufficient to complete the Project and to provide matching funds required to complete the Project. The Additional Funding Amount is $3,440,053.

"Administrative Fee" or "Administrative Fee Component" means an amount equal to one-quarter of one percent (0.25%) per annum of the unpaid principal balance of the Loan Amount, taking into account both payments made by the Borrower/Grantee and hardship waivers of payments granted to the Borrower/Grantee pursuant to Section 5.1(a)(iii) of the Loan/Grant Agreement.

"Authorized Officers" means any one or more of the Mayor, Mayor Pro Tem, City Manager and City Clerk of the Borrower/Grantee.

"Board Rules" means Review and Eligibility of Proposed Water Projects, New Mexico Water Trust Board, 19.25.10 NMAC.

"Borrower/Grantee" means the City of Santa Fe, New Mexico.

"Closing Date" means the date of execution and delivery of the Loan/Grant Agreement,by the Borrower/Grantee and the NMFA.

"Completion Date" means the date of final payment of the cost of the Project.

"Conditions" has the meaning given to that term in the Loan/Grant Agreement.

"Eligible Items" means eligible Project costs for which grants and loans may be made pursuant to NMSA 1978, § 72-4A-7(C), as amended, of the Act, the Board Rules and applicable Policies, and includes, without limitation, Eligible Legal Costs.

"Eligible Legal Costs" has the meaning given to that term in the Loan/Grant Agreement.

"NMFA" means the New Mexico Finance Authority.

"Generally Accepted Accounting Principles" means the officially established accounting principles applicable to the Borrower/Grantee consisting of the statements, determinations and other official pronouncements of the Government Accounting Standards Board, Financial Accounting Standards Board, Federal Accounting Standards Board or other principle-setting body acceptable to the Lender/Grantor establishing accounting principles applicable to the Borrower/Grantee.

"Governing Body" means the duly organized City Council and the mayor of the Borrower/Grantee, or any successor governing body of the Borrower/Grantee.

"Grant" or "Grant Amount" means the amount provided to the Borrower/Grantee as a grant pursuant to the Loan/Grant Agreement for the purpose of funding the Project and shall not equal more than $1,200,000.

"Gross Revenues" has the meaning assigned to such term in Ordinance 2016-19 of the

Borrower/Grantee (the "Master Utility Ordinance").

"Herein," "hereby," "hereunder," "hereof," "hereinabove" and "hereafter" refer to this entire Ordinance and not solely to the particular section or paragraph of this Ordinance in which such word is used.

"Loan" or "Loan Amount" means the amount provided to the Borrower/Grantee as a loan pursuant to the Loan/Grant Agreement for the purpose of funding the Project, in the maximum amount of $800,000.

"Loan/Grant" or "Loan/Grant Amount" means the combined amount partially provided to the Borrower/Grantee as the Grant Amount and partially borrowed by the Borrower/Grantee as the Loan Amount pursuant to the Loan/Grant Agreement for the purpose of funding the Project and shall not equal more than $2,000,000.

"Loan/Grant Agreement" means the Water Project Fund Loan/Grant Agreement entered into by and between the Borrower/Grantee and the NMFA as authorized by this Ordinance.

"Net Revenues" means the Gross Revenues of the System minus Operation and Maintenance Expenses.

"NMAC" means the New Mexico Administrative Code.

"NMSA 1978" means the New Mexico Statutes Annotated, 1978 Compilation, as amended and supplemented from time to time.

"Operation and Maintenance Expenses" means all reasonable and necessary current expenses of the System, for any particular Fiscal Year or period to which such term is applicable, paid or accrued, related to operating, maintaining and repairing the System, including, without limiting the generality of the foregoing:

(a) legal and overhead expenses of the various City departments directly related and reasonably allocable to the administration of the System;

(b) insurance premiums for the System, including, without limitation, premiums for property insurance, public liability insurance and workmen's compensation insurance, whether or not self-funded;

(c) premiums, expenses and other costs (other than required reimbursements of insurance proceeds and other amounts advanced to pay Debt Service Requirements on System Bonds) for Credit Facilities;

(d) Expenses other than Expenses paid from the proceeds of System Bonds;

(e) the costs of audits of the books and accounts of the System;

(f) amounts required to be deposited in the Rebate Fund;

(g) salaries, administrative expenses, labor costs, surety bonds and the cost of water, materials and supplies used for or in connection with the current operation of the System; and

(h) any fees required to be paid under any operation, maintenance and/or management agreement with respect to the System.

Operation and Maintenance Expenses do not include any allowance for depreciation, payments in lieu of taxes, franchise fees payable or other transfers to the City's general fund, liabilities incurred by the City as a result of its negligence or other misconduct in the operation of the System, any charges for the accumulation of reserves for capital replacements or any Operation and Maintenance Expenses payable from moneys other than Gross Revenues.

"Ordinance" means this Ordinance as it may be supplemented or amended from time to time.

"Pledged Revenues" means the Net Revenues of the System pledged to the payment of the Loan Amount and Administrative Fee pursuant to this Ordinance and the Loan/Grant Agreement and described in the Term Sheet.

"Project" means the project(s) described on the Term Sheet.

"Project Account" means the book account established by the NMFA in the name of the

Borrower/Grantee for purposes of tracking expenditure of the Loan/Grant Amount by the Borrower/Grantee to pay for the costs of the Project, as shown in the Term Sheet, which account shall be kept separate and apart from all other accounts of the NMFA.

"Qualifying Water Project" means a water project for (i) storage, conveyance or delivery of water to end-users; (ii) implementation of the federal Endangered Species Act of 1973 collaborative programs; (iii) wastewater conveyance and treatment; (iv) restoration and management of watersheds; (v) flood prevention or (vi) water conservation or recycling, treatment or reuse of water as provided by law; and which has been approved by the state legislature pursuant to NMSA 1978, § 72-4A-9(B), as amended.

"State" means the State of New Mexico.

"System" means the municipally owned public utility designated as the Borrower/Grantee's water utility system consisting of all properties, real, personal, mixed or otherwise, now owned or hereafter acquired by the Borrower/Grantee through purchase, condemnation, construction or otherwise, including all expansions, extensions, enlargements and improvements of or to the water utility system, and used in connection therewith or relating thereto, and any other related activity or enterprise of the Borrower/Grantee designated by the Governing Body as part of the water utility system, whether situated within or without the limits of the Borrower/Grantee.

"Term Sheet" means Exhibit "A" attached to the Loan/Grant Agreement.

"Useful Life" means the structural and material design life of the Project, including planning and design features, as required by the Act and the Board Rules.

"Water Project Fund" means the fund of the same name created pursuant to the Act and held and administered by the NMFA.

"Water Trust Board" or "WTB" means the water trust board created and established

pursuant to the Act.

Section 2. Ratification. All action heretofore taken (not inconsistent with the provisions of this Ordinance) by the Borrower/Grantee and officers of the Borrower/Grantee directed toward the acquisition and completion of the Project, the pledge of the Pledged Revenues to payment of amounts due under the Loan/Grant Agreement, and the execution and delivery of the Loan/Grant Agreement shall be, and the same hereby is, ratified, approved and confirmed.

Section 3. Authorization of the Project and the Loan/Grant Agreement. The acquisition and completion of the Project and the method of funding the Project through execution and delivery of the Loan/Grant Agreement and the other documents related to the transaction are hereby authorized and ordered. The Project is for the benefit and use of the Borrower/Grantee and the public whom it serves.

Section 4. Findings. The Governing Body hereby declares that it has considered all relevant information and data and hereby makes the following findings:

A. The Project is necessary to meet the needs of the Borrower/Grantee and the public whom it serves.

B. Moneys available and on hand for the Project from all sources other than the Loan/Grant are not sufficient to defray the cost of acquiring and completing the Project but, together with the Loan/Grant Amount, are sufficient to complete the Project.

C. The Project and the execution and delivery of the Loan/Grant Agreement pursuant to the Act to provide funds for the financing of the Project are necessary, convenient and in furtherance of the governmental purposes of the Borrower/Grantee, and in the interest of the public health, safety, and welfare of the constituent public served by the Borrower/Grantee.

D. The Borrower/Grantee will acquire and complete the Project with the proceeds of the Loan/Grant, the Additional Funding Amount and other amounts available to the Borrower/Grantee, and except as otherwise expressly provided by the Loan/Grant Agreement, will

utilize, operate and maintain the Project for the duration of its Useful Life, as required by NMSA 1978, § 72-4A-7(A)(1), as amended.

E. Together with the Loan/Grant Amount, and other amounts available to the Borrower/Grantee, the Additional Funding Amount is now available to the Borrower/Grantee, and in combination with the Loan/Grant Amount, will be sufficient to complete the Project.

F. The NMFA shall maintain on behalf of the Borrower/Grantee a separate Project Account as a book account only on behalf of the Borrower/Grantee and financial records in accordance with Generally Accepted Accounting Principles during the construction or implementation of the Project.

G. The Borrower/Grantee has acquired title to or easements or rights of way on the real property upon which the Project is being constructed or located as provided in the Loan/Grant Agreement.

Section 5. Loan/Grant Agreement—Authorization and Detail.

A. Authorization. This Ordinance has been adopted by the affirmative vote of at least a three-fourths majority of the Governing Body. For the purpose of protecting the public health, conserving the property, and protecting the general welfare and prosperity of the constituent public served by the Borrower/Grantee and acquiring and completing the Project, it is hereby declared necessary that the Borrower/Grantee execute and deliver the Loan/Grant Agreement evidencing the Borrower/Grantee's acceptance of the Grant Amount of $1,200,000 and borrowing the Loan Amount of $800,000 to be utilized solely for Eligible Items necessary to complete the Project, and solely in the manner and according to the restrictions set forth in the Loan/Grant Agreement, the execution and delivery of which is hereby authorized. The Borrower/Grantee shall use the Loan/Grant Amount to finance the acquisition and completion of the Project.

B. Detail. The Loan/Grant Agreement shall be in substantially the form of the Loan/Grant Agreement presented at the meeting of the Governing Body at which this Ordinance

was adopted. The Grant shall be in the amount of $1,200,000 and the Loan shall be in the amount of $800,000. Interest on the Loan Amount shall be zero percent (0%) per annum of the unpaid principal balance of the Loan Amount, and the Administrative Fee shall be one-quarter of one percent (0.25%) per annum of the unpaid principal balance of the Loan Amount, taking into account both payments made by the Borrower/Grantee and hardship waivers of payments granted to the Borrower/Grantee.

Section 6. Approval of Loan/Grant Agreement. The form of the Loan/Grant Agreement as presented at the meeting of the Governing Body at which this Ordinance was adopted, is hereby approved. Authorized Officers are hereby individually authorized to execute, acknowledge and deliver the Loan/Grant Agreement with such changes, insertions and omissions as may be approved by such individual Authorized Officers, and the City Clerk is hereby authorized to attest the Loan/Grant Agreement. The execution of the Loan/Grant Agreement shall be conclusive evidence of such approval.

Section 7. Security. The Loan Amount and Administrative Fee shall be solely secured by the pledge of the Pledged Revenues herein made and as set forth in the Loan/Grant Agreement.

Section 8. Disposition of Proceeds: Completion of the Project.

A. Project Account. The Borrower/Grantee hereby consents to the creation of the Project Account by the NMFA. Until the Completion Date, the amount of the Loan/Grant credited to the Project Account shall be used and paid out solely for Eligible Items necessary to acquire and complete the Project in compliance with applicable law and the provisions of the Loan/Grant Agreement.

B. Completion of the Project. The Borrower/Grantee shall proceed to complete the Project with all due diligence. Upon the Completion Date, the Borrower/Grantee shall execute a certificate stating that completion of and payment for the Project has been

completed. Following the Completion Date or the earlier expiration of the time allowed for disbursement of Loan/Grant funds as provided in the Loan/Grant Agreement, any balance remaining in the Project Account shall be transferred and deposited into the Water Project Fund or otherwise distributed as provided in the Loan/Grant Agreement.

C. NMFA Not Responsible. Borrower/Grantee shall apply the funds derived from the Loan/Grant Agreement as provided therein, and in particular Article VII of the Loan/Grant Agreement. The NMFA shall not in any manner be responsible for the application or disposal by the Borrower/Grantee or by its officers of the funds derived from the Loan/Grant Agreement or of any other funds held by or made available to the Borrower/Grantee in connection with the Project. NMFA shall not be liable for the refusal or failure of any other agency of the State to transfer any portion of the Loan/Grant Amount in its possession, custody and control to the NMFA for disbursement to the Borrower/Grantee, or to honor any request for such transfer or disbursement of the Loan/Grant Amount.

Section 9. Payment of Loan Amount and ACH Authorization. Pursuant to the Loan/Grant Agreement, the Borrower/Grantee shall pay the Loan Amount and Administrative Fee directly from the Pledged Revenues to the NMFA as provided in the Loan/Grant Agreement in an amount sufficient to pay principal and other amounts due under the Loan/Grant Agreement and to cure any deficiencies in the payment of the Loan Amount or other amounts due under the Loan/Grant Agreement. The Borrower/Grantee hereby consents to the creation of an ACH authorization agreement for the purpose of making regular electronic payments of the Loan Amount and Administrative Fee, if at any applicable point in time during the Agreement Term the Borrower/Grantee desires to use such payment method for the purposes of the Loan.

Section 10. Lien on Pledged Revenues. Pursuant to the Loan/Grant Agreement, the Loan/Grant Agreement constitutes an irrevocable lien (but not an exclusive lien) on the Pledged Revenues subordinate to the lien thereon of all other liens thereon present and future, except that

the lien on the Pledged Revenues of any future loans from the Lender/Grantor to the Borrower/Grantee pursuant to the Water Project Finance Act or the Colonias Infrastructure Act, shall be on parity with the lien of the Loan/Grant Agreement authorized by this Ordinance.

Section 11. Authorized Officers. Authorized Officers are hereby individually authorized and directed to execute and deliver any and all papers, instruments, opinions, affidavits and other documents and to do and cause to be done any and all acts and things necessary or proper for carrying out this Ordinance, the Loan/Grant Agreement and all other transactions contemplated hereby and thereby. Authorized Officers are hereby individually authorized to do all acts and things required of them by this Ordinance and the Loan/Grant Agreement for the full, punctual and complete performance of all the terms, covenants and agreements contained in this Ordinance and the Loan/Grant Agreement including but not limited to, the execution and delivery of closing documents in connection with the execution and delivery of the Loan/Grant Agreement.

Section 12. Amendment of Ordinance. This Ordinance after its adoption may be amended without receipt by the Borrower/Grantee of any additional consideration. On and after the Closing Date, this Ordinance may be amended without receipt by the Borrower/Grantee of any additional consideration, but only with the prior written consent of the NMFA.

Section 13. Ordinance Irrepealable. After the Loan/Grant Agreement has been executed and delivered, this Ordinance shall be and remain irrepealable until all obligations due under the Loan/Grant Agreement shall be fully discharged, as herein provided.

Section 14. Severability Clause. If any section, paragraph, clause or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

Section 15. Repealer Clause. All bylaws, orders, ordinances, resolutions, or parts thereof, inconsistent herewith are hereby repealed to the extent only of such inconsistency. This

repealer shall not be construed to revive any bylaw, order, resolution or ordinance, or part thereof, heretofore repealed.

Section 16. Effective Date. Upon due adoption of this Ordinance, it shall be recorded in the book of the Borrower/Grantee kept for that purpose, authenticated by the signatures of the Mayor and City Clerk of the Borrower/Grantee, and this Ordinance shall be in full force and effect thereafter, in accordance with law; provided, however, that if recording is not required for the effectiveness of this Ordinance, this Ordinance shall be effective upon adoption of this Ordinance by the Governing Body.

Section 17. General Summary for Publication. This ordinance shall be published consistently with SFCC 1987, Section 2-2.4.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2025.

APPROVED AS TO FORM:

Erin McSherry

Erin McSherry (Jun 18, 2025 12:54 MDT)

ERIN K. McSHERRY, CITY ATTORNEY

Legislation/2025/Bills/2025-15/WPF 6316 $2,000,000 for SJC Return Flow Project

Attachment A

$2,000,000

WATER PROJECT FUND
LOAN/GRANT AGREEMENT

dated

August 8, 2025

by and between the

NEW MEXICO FINANCE AUTHORITY
as Lender/Grantor,

and

CITY OF SANTA FE, SANTA FE COUNTY, NEW MEXICO,
as Borrower/Grantee.

WATER PROJECT FUND
LOAN/GRANT AGREEMENT

THIS LOAN/GRANT AGREEMENT (the "Agreement" or "Loan/Grant Agreement") dated August 8, 2025, is entered into by and between the **NEW MEXICO FINANCE AUTHORITY** (the "NMFA" or "Lender/Grantor"), and the **CITY OF SANTA FE** in SANTA FE COUNTY, NEW MEXICO (the "Borrower/Grantee").

W I T N E S S E T H:

WHEREAS, the NMFA is a public body politic and corporate, separate and apart from the State, constituting a governmental instrumentality, duly organized and created under and pursuant to the laws of the State, particularly NMSA 1978, §§ 6-21-1 through 6-21-31, as amended (the "NMFA Act"); and

WHEREAS, the NMFA Act provides that the NMFA may make loans and grants from the Water Project Fund to qualifying entities for Qualifying Water Projects; and

WHEREAS, pursuant to the Act, the Water Trust Board has established the Board Rules governing the terms and conditions of loans and grants made from the Water Project Fund, as set out in Review and Eligibility of Proposed Water Projects, New Mexico Water Trust Board, 19.25.10 NMAC, pursuant to the Board Rules for Qualifying Water Projects; and

WHEREAS, pursuant to the Board Rules, except as provided in the Policies, a qualifying entity is expected to receive some portion of its funding as a loan in order to maximize the potential for the return of funds to the Water Project Fund, thereby increasing the limited financial resources expected to be available in the Water Project Fund; and

WHEREAS, the Borrower/Grantee is a legally and regularly created, established, duly organized and existing incorporated municipality under and pursuant to the laws of the State and more specifically, NMSA 1978, §§3-1-1 through 3-66-11, as amended, is a qualifying entity under the Water Project Finance Act and is qualified for financial assistance as determined by the NMFA and approved by the Water Trust Board pursuant to the Board Rules, the Policies and the Act; and

WHEREAS, the Borrower/Grantee has determined that it is in the best interests of the Borrower/Grantee and the constituent public it serves that the Borrower/Grantee enter into this Agreement with the Lender/Grantor to borrow $800,000 from the Lender/Grantor and to accept a grant in the amount of $1,200,000 from the Lender/Grantor to finance the costs of the Project, this Project being more particularly described in the Term Sheet; and

WHEREAS, the Borrower/Grantee submitted an Application dated September 12, 2023 and January 22, 2024 for the Project; and

WHEREAS, pursuant to the Board Rules the Water Trust Board recommended the Project for funding as a Qualifying Water Project to the Legislature; and

WHEREAS, Chapter 6, Laws 2024, being House Bill 148 of the 2024 New Mexico Legislative Session, authorized the funding of the Project from the Water Project Fund; and

WHEREAS, the Water Trust Board has recommended that the NMFA enter into and administer this Agreement in order to finance the Project; and

WHEREAS, the NMFA approved on August 29, 2024 that the Borrower/Grantee receive financial assistance in the form of the Loan/Grant; and

WHEREAS, the Borrower/Grantee is willing to pledge the Pledged Revenues to the payment of the Loan Payments and Administrative Fee, with a lien on the Pledged Revenues subordinate to all other liens thereon present and future, except that the lien on the Pledged Revenues of any future loans from the Lender/Grantor to the Borrower/Grantee pursuant to the Water Project Finance Act or the Colonias Infrastructure Act, secured by the Pledged Revenues shall be on a parity with this Agreement; and

WHEREAS, the plans and specifications for the Project have been approved by the NMFA (or by the New Mexico Environment Department or other appropriate agency or entity on behalf of the NMFA, pursuant to an agreement between such agency or entity and the NMFA), prior to the commencement of construction, and the plans and specifications for the Project incorporates available technologies and operational design for water use efficiency; and

WHEREAS, the execution and performance of this Agreement have been authorized, approved and directed by all necessary and appropriate action of the Water Trust Board and the NMFA, and their respective officers.

NOW, THEREFORE, for and in consideration of the premises and the mutual promises and covenants herein contained, the parties hereto agree:

ARTICLE I
DEFINITIONS

Capitalized terms defined in the foregoing recitals shall have the same meaning when used in this Agreement unless the context clearly requires otherwise. Capitalized terms not defined in the recitals and defined in this Article I shall have the same meaning when used in this Agreement including the foregoing recitals, unless the context clearly requires otherwise (such meanings to be equally applicable to both the singular and the plural forms of the terms defined). In addition, capitalized terms not defined in the recitals or in this Article I shall have the meaning assigned to such terms in Ordinance No. 2016-19 of the Borrower/Grantee (the "Master Water Utility Ordinance") unless the context clearly requires otherwise. In the event of a conflict between the defined terms in this Agreement and those in the Master Water Utility Ordinance, the defined terms in the Master Water Utility Ordinance shall supersede those in this Agreement.

"ACH Authorization" means the authorization for direct payment to the NMFA by ACH made by the Borrower/Grantee on the form required by the bank or other entity at which the account is held, from which the Pledged Revenues will be paid.

"Act" means the general laws of the State, particularly the Water Project Finance Act, NMSA 1978, §§ 72-4A-1 through 72-4A-11, and enactments of the Governing Body relating to this Agreement, including the Ordinance, all as amended and supplemented.

"Additional Funding Amount" means the amount to be provided by the Borrower/Grantee which includes the total value of the Soft Match or Hard Match (each as defined in Section 4.2 of the Policies) which, in combination with the Loan/Grant Amount and other moneys available to the Borrower/Grantee, is sufficient to complete the Project and to provide matching funds required to complete the Project. The Additional Funding Amount is $3,440,053.

"Administrative Fee" or "Administrative Fee Component" means an amount equal to one-quarter of one percent (0.25%) per annum of the unpaid principal balance of the Loan Amount, taking into account both payments made by the Borrower/Grantee and hardship waivers of payments granted to the Borrower/Grantee pursuant to Section 5.1(a)(iii) of this Agreement.

"Agreement Term" means the term of this Agreement as provided under Article III of this Agreement.

"Application" means the New Mexico Water Trust Board Application dated September 12, 2023 and the New Mexico Water Trust Board Readiness Application dated January 22, 2024 of the Borrower/Grantee and pursuant to which the Borrower/Grantee requested funding for the Project.

"Authorized Officers" means, with respect to the Borrower/Grantee, any one or more of the Mayor, Mayor Pro Tem, Finance Director, Treasurer, City Manager, and City Clerk thereof; with respect to the NMFA, the Chairman, Vice-Chairman and Secretary of the Board of Directors and the Chief Executive Officer or any other officer or employee of the NMFA designated in writing by an Authorized Officer.

"Board Rules" means Review and Eligibility of Proposed Water Projects, New Mexico Water Trust Board, 19.25.10 NMAC.

"Closing Date" means the date of execution and delivery of this Agreement by the Borrower/Grantee and the NMFA.

"Colonias Infrastructure Act" means NMSA 1978, §§ 6-30-1 through 6-30-8, as amended.

"Conditions" means the conditions to be satisfied prior to the submission of a request for payment or the disbursement of the Loan/Grant Amount, or any portion thereof, from the Water Project Fund, or which otherwise apply to the performance of this Agreement, including those set forth in the Term Sheet.

"Department of Finance and Administration" or "DFA" means the department of finance, and administration of the State.

"Eligible Items" means eligible Project costs for which grants and loans may be made pursuant to NMSA 1978, § 72-4A-7(C), as amended, of the Act, the Board Rules and applicable Policies, and includes, without limitation, Eligible Legal Costs.

"Eligible Legal Costs" means legal fees and costs for services rendered by legal counsel on behalf of the Borrower/Grantee for transaction of the Project, in an amount not exceeding ten (10) percent of the Loan/Grant Amount, but does not include adjudication services.

"Event of Default" means one or more events of default as defined in Section 10.1 of this Agreement.

"Final Debt Service Schedule" means the schedule of Loan Payments due on this Agreement following the Final Requisition, as determined on the basis of the Loan Amount.

"Final Requisition" means the final requisition of moneys to be submitted by the Borrower/Grantee, which shall be submitted by the Borrower/Grantee on or before the expiration of the Interim Period as provided in Section 5.3 of this Agreement.

"Fiscal Year" means the period commencing on July 1 of each calendar year and ending on the last day of June of the next succeeding calendar year, or any other twelve-month period which any appropriate authority of the Borrower/Grantee may hereafter establish for the Borrower/Grantee as its fiscal year.

"Force Majeure" means acts of God and natural disasters; strikes or labor disputes; war, civil strife or other violence; an order of any kind of the Government of the United States or of the State or civil or military authority or any court of competent jurisdiction; or any other act or condition that was beyond the reasonable control of, without fault or negligence of, or not reasonably foreseeable by the party claiming the Force Majeure event; except for (i) general economic conditions; or (ii) an inability of a party claiming the Force Majeure event to pay any debts when due.

"Generally Accepted Accounting Principles" means the officially established accounting principles applicable to the Borrower/Grantee, consisting of the statements, determinations and other official pronouncements of the Government Accounting Standards Board, Financial Accounting Standards Board, Federal Accounting Standards Board, or other principle-setting body acceptable to the Lender/Grantor, establishing accounting principles applicable to the Borrower/Grantee.

"Governing Body" means duly organized City Council and Mayor of the Borrower/Grantee, or any successor governing body of the Borrower/Grantee.

"Grant" or "Grant Amount" means the amount provided to the Borrower/Grantee as a grant pursuant to this Agreement for the purpose of funding the Project and shall not equal more than $1,200,000.

"Gross Revenues" means all income and revenues directly or indirectly derived by the Borrower/Grantee from the operation and use of the System, or any part of the System, for any particular Fiscal Year period to which the term is applicable, and includes, without limitation, all revenues received by the Borrower/Grantee, or any municipal corporation or agency succeeding to the rights of the Borrower/Grantee, from the System and from the sale and use of water services or facilities, or any other service, commodity or facility or any combination thereof furnished by the System. In the event there is a conflicting description of Gross Revenues in any ordinance or resolution of the Borrower/Grantee, the language of such ordinance or resolution shall control.

Gross Revenues do not include:

(a) Any money received as (i) grants or gifts from the United States of America, the State or other sources or (ii) the proceeds of any charge or tax intended as a replacement therefor or other capital contributions from any source which are restricted as to use;

(b) Gross receipts taxes, other taxes and/or fees collected by the Borrower/Grantee and remitted to other governmental agencies; and

(c) Condemnation proceeds or the proceeds of any insurance policy, except any insurance proceeds derived in respect of loss of use or business interruption.

"Hardship Waiver" means a determination by the NMFA pursuant to Section 5.1(a)(iii) herein that the annual principal payment by the Borrower/Grantee should be forgiven because such payment would cause undue hardship for the Borrower/Grantee or the public it serves.

"Herein," "hereby," "hereunder," "hereof," "hereinabove" and "hereafter" refer to this entire Agreement and not solely to the particular section or paragraph of this Agreement in which such word is used.

"Interest Component" means the portion of each Loan Payment paid as interest on this Agreement, if any, as shown on Exhibit "B" hereto.

"Interim Debt Service Schedule" means the anticipated schedule of Loan Payments due on this Agreement following the Final Requisition, assuming disbursement of the entire Loan Amount within twenty-four (24) months of the Closing Date. The Interim Debt Service Schedule is attached hereto as Exhibit "B".

"Interim Period" means the period no greater than twenty-four (24) months, unless a longer period is approved by the NMFA as provided in Section 5.3 of this Agreement, beginning on the Closing Date, during which the NMFA will disburse moneys to the Borrower/Grantee to pay costs of the Project.

"Lender/Grantor" means the New Mexico Finance Authority.

"Loan" or "Loan Amount" means the amount provided to the Borrower/Grantee as a loan pursuant to this Agreement for the purpose of funding the Project and shall not equal more than $800,000.

"Loan/Grant" or "Loan/Grant Amount" means the combined amount partially provided to the Borrower/Grantee as the Grant Amount and partially borrowed by the Borrower/Grantee as the Loan Amount pursuant to this Agreement for the purpose of funding the Project and shall not equal more than $2,000,000.

"Loan Payments" means, collectively, the Principal Component and the Interest Component, if any, to be paid by the Borrower/Grantee as payment of this Agreement as shown on Exhibit "B" hereto.

"Net Revenues" means the Gross Revenues of the System minus Operation and Maintenance Expenses, indirect charges, amounts expended for capital replacements and repairs,

required set asides for debt and replacement requirements, and any other payments from the gross revenues reasonably required for operation of the System.

"NMAC" means the New Mexico Administrative Code.

"NMSA 1978" means the New Mexico Statutes Annotated, 1978 Compilation, as amended and supplemented from time to time.

"Operation and Maintenance Expenses" means all reasonable and necessary current expenses of the System, for any particular Fiscal Year or period to which such term is applicable, paid or accrued, related to operating, maintaining and repairing the System, including, without limiting the generality of the foregoing:

(a) Legal and overhead expenses of the Borrower/Grantee directly related and reasonably allocable to the administration of the System;

(b) Insurance premiums for the System, including, without limitation, premiums for property insurance, public liability insurance and workmen's compensation insurance, whether or not self-funded;

(c) Premiums, expenses and other costs (other than required reimbursements of insurance proceeds and other amounts advanced to pay debt service requirements on System Bonds) for credit facilities;

(d) Expenses other than Expenses paid from the proceeds of System Bonds;

(e) The costs of audits of the books and accounts of the System;

(f) Amounts required to be deposited in any rebate fund;

(g) Salaries, administrative expenses, labor costs, surety bonds and the cost of water, materials and supplies used for or in connection with the current operation of the System; and

(h) Any fees required to be paid under any operation, maintenance and/or management agreement with respect to the System.

Operation and Maintenance Expenses do not include any allowance for depreciation, payments in lieu of taxes, franchise fees payable or other transfers to the Borrower/Grantee's general fund, liabilities incurred by the Borrower/Grantee as a result of its negligence or other misconduct in the operation of the System, any charges for the accumulation of reserves for capital replacements or any Operation and Maintenance Expenses payable from moneys other than Gross Revenues. In the event there is a conflicting description of Operation and Maintenance Expenses in any ordinance or resolution of the Borrower/Grantee, the language of such ordinance or resolution shall control.

"Ordinance" means the Borrower/Grantee's Ordinance No. _____, adopted by the Governing Body on June 25, 2025, authorizing the acceptance of the Loan/Grant, approving this

Agreement and pledging the Pledged Revenues to the payment of the Loan Payments and the Administrative Fee as shown on the Term Sheet.

"Parity Obligations" means this Agreement, and any other obligations, now outstanding or hereafter issued or incurred, payable from or secured by a lien or pledge of the Pledged Revenues and issued with a lien on the Pledged Revenues on a parity with this Agreement, as shown on the Term Sheet.

"Pledged Revenues" means the Net Revenues of the System of the Borrower/Grantee pledged to the payment of the Loan Payments and the Administrative Fee pursuant to the Ordinance and this Agreement and described in the Term Sheet.

"Policies" means the Water Trust Board Water Project Fund Project Management Policies approved by the Water Trust Board and the NMFA, as amended and supplemented from time to time.

"Principal Component" means the portion of each Loan Payment paid as principal on this Agreement as shown on Exhibit "B" hereto.

"Project" means the project(s) described on the Term Sheet.

"Project Account" means the book account established by the NMFA in the name of the Borrower/Grantee for purposes of tracking expenditure of the Loan/Grant Amount by the Borrower/Grantee to pay for the costs of the Project, as shown in the Term Sheet, which account shall be kept separate and apart from all other accounts of the NMFA.

"Qualifying Water Project" means a water project for (i) storage, conveyance or delivery of water to end-users; (ii) implementation of the federal Endangered Species Act of 1973 collaborative programs; (iii) wastewater conveyance and treatment; (iv) restoration and management of watersheds; (v) flood prevention; or, (vi) water conservation or recycling, treatment or reuse of water as provided by law; and which has been approved by the state legislature pursuant to NMSA 1978, § 72-4A-9(B), as amended.

"Senior Obligations" means any outstanding obligations with a superior lien on the Pledged Revenues as defined in the Term Sheet, or any such obligations hereafter issued and meeting the requirements of the Agreement applicable to the issuance of Senior Obligations.

"State" means the State of New Mexico.

"State Board of Finance" means the State board of finance created pursuant to NMSA 1978, §§ 6-1-1 through 6-1-13, as amended.

"System" means the municipally owned public utility designated as the Borrower/Grantee's water utility system consisting of all properties, real, personal, mixed or otherwise, now owned or hereafter acquired by the Borrower/Grantee through purchase, condemnation, construction or otherwise, including all expansions, extensions, enlargements and improvements of or to the water utility system, and used in connection therewith or relating thereto, and any other related activity or enterprise of the Borrower/Grantee designated by the Governing

Body as part of the water utility system, whether situated within or without the limits of the Borrower/Grantee.

"Term Sheet" means Exhibit "A" attached to this Agreement.

"Useful Life" means the structural and material design life of the Project including planning and design features as required by the Act and the Board Rules.

"Water Project Fund" means the fund of the same name created pursuant to the Act and held and administered by the NMFA.

"Water Trust Board" or "WTB" means the water trust board created and established pursuant to the Act.

ARTICLE II
REPRESENTATIONS, COVENANTS AND WARRANTIES

Section 2.1 Representations, Covenants and Warranties of the Borrower/Grantee: The Borrower/Grantee represents, covenants and warrants for the benefit of the NMFA as follows:

(a) Binding Nature of Covenants; Enforceability. All representations, covenants, stipulations, obligations and agreements of the Borrower/Grantee contained in this Agreement shall be deemed to be the representations, covenants, stipulations, obligations and agreements of the Borrower/Grantee to the full extent authorized or permitted by law, and such representations, covenants, stipulations, obligations and agreements shall be binding upon the Borrower/Grantee and its successors and enforceable in accordance with their terms, and upon any board or body to which any powers or duties affecting such representations, covenants, stipulations, obligations and agreements shall be transferred by or in accordance with law. Except as otherwise provided in this Agreement, all rights, powers and privileges conferred and duties and liabilities imposed upon the Borrower/Grantee by the provisions of this Agreement and the Ordinance shall be exercised or performed by the Borrower/Grantee or by such members, officers, or officials of the Borrower/Grantee as may be required by law to exercise such powers and to perform such duties.

(b) Authorization of Agreement. The Borrower/Grantee is a qualifying entity as defined in the Act and the Board Rules. Pursuant to the laws of the State and in particular, the laws governing its creation and existence, as amended and supplemented from time to time, the Borrower/Grantee is authorized to enter into the transactions contemplated by this Agreement and to carry out its obligations hereunder. The Borrower/Grantee has duly authorized and approved its acceptance of the Loan/Grant and the execution and delivery of this Agreement and the other documents related to the transaction described in this Agreement, and this Agreement and the other documents related to the transaction to which the Borrower/Grantee is a party constitute legal, valid and binding special obligations of the Borrower/Grantee enforceable against the Borrower/Grantee in accordance with their respective terms.

(c) Nature and Use of Agreement Proceeds. The Borrower/Grantee acknowledges that the distribution of the Loan/Grant Amount shall be deemed to be a distribution to the Borrower/Grantee of proceeds representing the Loan Amount and the Grant Amount on a

pro rata basis from the maximum Loan Amount and Grant Amount. The Borrower/Grantee shall apply the proceeds of the Loan/Grant solely to Eligible Items that will facilitate the completion of the Project, and shall not use the Loan/Grant proceeds for any other purpose. The Loan/Grant Amount, together with the Additional Funding Amount and other moneys reasonably expected to be available to the Borrower/Grantee, is sufficient to complete the Project in its entirety.

(d) Payment of Loan Amount. The Borrower/Grantee shall promptly pay the Loan Amount and Administrative Fee as provided in this Agreement, except when a Hardship Waiver is obtained pursuant to Section 5(a)(iii) of this Agreement. The Loan and Administrative Fee shall be payable solely from Pledged Revenues and nothing in this Agreement shall be construed as obligating the Borrower/Grantee to make the Loan Payments and to pay the Administrative Fee from any general or other fund of the Borrower/Grantee other than the Pledged Revenues; however, nothing in this Agreement shall be construed as prohibiting the Borrower/Grantee, in its sole and absolute discretion, from making such payments from any moneys which may be lawfully used, and which are legally available, for that purpose.

(e) Scope of Project; Completion of Project; Compliance with Laws. The Project is for storage, conveyance or delivery of water to end users. The Loan/Grant Amount will be used only for Eligible Items necessary to complete the Project. The Project is more particularly described in the Term Sheet. The Project will be completed with all practical dispatch and will be completed, operated and maintained so as to comply with all applicable federal, state and local laws, ordinances, resolutions and regulations and all current and future orders of all courts having jurisdiction over the Borrower/Grantee relating to the acquisition, operation, maintenance and completion of the Project and to the use of the Loan/Grant proceeds.

(f) Necessity of Project. The completion and operation of the Project under the terms and Conditions provided in this Agreement are necessary, convenient, and in furtherance of the governmental purposes of the Borrower/Grantee and are in the best interest of the Borrower/Grantee and the public it serves.

(g) Lien. The Loan Payments constitute an irrevocable lien on the distribution on the Pledged Revenues, the priority of which is consistent with that shown on the Term Sheet.

(h) Agreement Term Not Less than Useful Life. The Agreement Term is not less than the Useful Life of the Project as required by NMSA 1978, § 72-4A-7, as amended, of the Act.

(i) Amount of Agreement. The sum of the Grant Amount, the Loan Amount, and the Additional Funding Amount (and as set forth on the Term Sheet) does not exceed the cost of the Project.

(j) No Breach or Default Caused by Agreement. Neither the execution and delivery of this Agreement and the other documents related to the transaction, nor the fulfillment of or compliance with the terms and conditions in this Agreement and the other documents related to the transaction, nor the consummation of the transactions contemplated herein and therein, conflicts with or results in a breach of terms, conditions or provisions of any restriction or any agreement or instrument to which the Borrower/Grantee is a party or by which the Borrower/Grantee is bound or any laws, ordinances, governmental rules or regulations or court or

other governmental orders to which the Borrower/Grantee or its properties are subject, or constitutes a default under any of the foregoing.

(k) Irrevocable Enactments. While this Agreement remains outstanding and unpaid, any ordinance, resolution or other enactment of the Governing Body applying the Pledged Revenues for the payment of this Agreement, including the Ordinance shall be irrevocable until the Project has been fully acquired and completed, and the Loan Amount, including all principal and interest has been repaid, or provision made for payment thereof, and shall not be subject to amendment or modification in any manner which would result in any use of the proceeds of this Agreement in a manner not permitted or contemplated by the terms hereof. The Borrower/Grantee shall not impair the rights of the NMFA or of any holders of bonds or other obligations payable from the Pledged Revenues while this Agreement is outstanding.

(l) No Litigation. To the knowledge of the Borrower/Grantee, no litigation or proceeding is pending or threatened against the Borrower/Grantee or any other person affecting the right of the Borrower/Grantee to execute or deliver this Agreement and the other documents related to the transaction or to comply with its obligations under this Agreement and the other documents related to the transaction. Neither the execution and delivery of this Agreement and the other documents related to the transaction by the Borrower/Grantee nor compliance by the Borrower/Grantee with the obligations under this Agreement and the other documents related to the transaction, requires the approval of any regulatory body, or any other entity, which approval has not been obtained or which is not reasonably expected to be obtained.

(m) No Event of Default. No event has occurred and no condition exists which, with the giving of notice or the passage of time or upon the execution and delivery of this Agreement and the other documents related to the transaction, would constitute an Event of Default on the part of the Borrower/Grantee under this Agreement and the other documents related to the transaction.

(n) Pledged Revenues Not Budgeted. The portion of the Pledged Revenues necessary to pay the Loan Payments, as and when due, is not needed or budgeted to pay current or anticipated Operation and Maintenance Expenses or other expenses of the Borrower/Grantee.

(o) Expected Coverage Ratio. The Pledged Revenues are reasonably expected to equal or exceed—from the Fiscal Year in which the Closing Date occurs and, on an ongoing basis during each Fiscal Year of the Agreement Term—one hundred percent (100%) of the maximum annual principal and interest due on all outstanding obligations of the Borrower/Grantee payable from the Pledged Revenues.

(p) Right to Inspect. The NMFA shall have the right to inspect at all reasonable times all records, accounts and data relating to the System and to inspect the System and all properties comprising the System, and the Borrower/Grantee shall supply such records, accounts, and data as are requested by the NMFA, within thirty (30) days of receipt of such request, written or oral.

(q) Financial Capability; Budgeting of Pledged Revenues. The Borrower/Grantee meets and will meet during the Agreement Term the requirements of financial capability set by the Water Trust Board and the NMFA. The Pledged Revenues will be sufficient

to make the Loan Payments, as and when due. The Borrower/Grantee will adequately budget for the Loan Payments and other amounts payable by the Borrower/Grantee under this Agreement.

(r) Rate Covenant. The Borrower/Grantee covenants that, in addition to complying with the Rate Covenant set forth and defined in the Master Water Utility Ordinance, it will at all times fix, charge and collect such rates and charges as shall be required in order that in each Fiscal Year in which the Loan is outstanding the Gross Revenues shall at least equal the Operation and Maintenance Expenses of the System for the Fiscal Year, plus one hundred percent (100%) of the maximum annual principal and interest payments due on all outstanding obligations payable from the Pledged Revenues.

(s) Borrower/Grantee's Existence. The Borrower/Grantee will maintain its legal identity and existence so long as this Agreement remains outstanding unless another political subdivision, State agency, or other entity by operation of law succeeds to the liabilities, rights and duties of the Borrower/Grantee under this Agreement without adversely affecting to any substantial degree the privileges and rights of the Lender/Grantor.

(t) Use of Project; Continuing Covenant. During the Agreement Term, the Borrower/Grantee will at all times use the Project for the benefit of the Borrower/Grantee and the public it serves. The engineering design or engineering feasibility reports shall not involve or anticipate a sale, lease, mortgage, pledge, or the relocation or disposal of any part of the Project or System designed during its Useful Life; provided, however, that if the Project is a joint project of the Borrower/Grantee and other qualifying entities (as defined by the Act), the Borrower/Grantee and the other qualifying entities may, with the express written approval of the NMFA and not otherwise, enter into an agreement allocating ownership and operational and maintenance responsibilities for the Project during the term of the Agreement. Any such agreement shall provide that the Lender/Grantor, or either of them, shall have the power to enforce the terms of this Agreement, without qualification, as to each and every qualifying entity (as defined by the Act) other than the Borrower/Grantee, owning or operating any portion of the Project during the term of the Agreement. The Borrower/Grantee will operate and maintain the Project, so that it will function properly over its Useful Life.

(u) Title and Rights of Way. As required by NMSA 1978, § 72-4A-7(A)(3) of the Act, as amended, and the Board Rules, the Borrower/Grantee shall provide written assurance signed by an attorney or provide a title insurance policy ensuring that the Borrower/Grantee has proper title to, easements, rights of way or use permits on the real property upon or through which the Project will be conducted and completed and if any portion of the Project will be designed, constructed, located, completed or extended on real property owned by a qualifying entity (as defined by the Act) other than the Borrower/Grantee, such other qualifying entity has title to such real property, and the Borrower/Grantee shall provide written assurance signed by an attorney or provide a title insurance policy ensuring that such other qualifying entity has proper title to such real property.

(v) Additional Funding Amount. Together with the Loan/Grant Amount and other amounts available to the Borrower/Grantee, the Additional Funding Amount is now available to the Borrower/Grantee, and in combination with the Loan/Grant Amount, will be sufficient to complete the Project. If any other additional expenses are incurred, the Borrower/Grantee shall be responsible for payment of such expenses.

(w) Audit Requirement. During the Agreement Term the Borrower/Grantee shall comply with the requirements of the State Audit Act, NMSA 1978, §§ 12-6-1 through 12-6-14, as amended. Upon request by the NMFA, the Borrower/Grantee shall provide the NMFA a copy of any review or audit, report of agreed upon procedures, or any other document prepared pursuant to or required by the State Audit Act.

(x) Reserved.

(y) Efficient Operation. The Borrower/Grantee will operate the System so long as this Agreement is outstanding, will maintain the System in efficient operating condition and make such improvements, extensions, enlargements, repairs and betterments to the System as may be necessary or advisable for its economical and efficient operation at all times and sufficient to supply reasonable demands for System services.

(z) Records. So long as the Agreement remains outstanding, proper books of record and account will be kept by the Borrower/Grantee in accordance with Generally Accepted Accounting Principles, separate from all other records and accounts, showing complete and correct entries of all transactions relating to the System. Such books shall include, but not necessarily be limited to, monthly records showing: (i) the number of customers for the System; (ii) the revenues separately received from charges by classes of customers, including but not necessarily limited to classification by facilities; and (iii) a detailed statement of the expenses of the System.

(aa) Billing Procedure. Bills for water service or facilities, furnished by or through the System, shall be rendered to customers on a regular basis each month following the month in which the service was rendered and shall be due as required by the applicable ordinance, resolution or regulation of the Borrower/Grantee. If permitted by law, if a bill is not paid within the period of time required by such ordinance, resolution or regulation, water service shall be discontinued as required by such ordinance, resolution or regulation, and the rates and charges due shall be collected in a lawful manner, including, but not limited to, the cost of disconnection and reconnection.

(bb) Competent Management. The Borrower/Grantee shall employ or contract for experienced and competent personnel to manage the System.

(cc) Readiness Requirements. The Borrower/Grantee has met the requirements of Executive Order 2013-006 and it has met or will meet prior to the first disbursement of any portion of the Loan/Grant Amount, the Conditions and the readiness to proceed requirements established for the Loan/Grant by the NMFA and the Water Trust Board.

(dd) Other Liens. Other than as provided in the Term Sheet, there are no liens or encumbrances of any nature, whatsoever, on or against the System or the revenues derived from the operation of the same.

(ee) Additional Obligations. The Borrower/Grantee may incur additional Senior Obligations upon the satisfaction of the additional bonds test set forth in the Master Water Utility Ordinance. The Borrower/Grantee shall obtain the written consent of the NMFA prior to the issuance of additional Parity Obligations unless such Parity Obligation has been issued by the NMFA. The Borrower/Grantee shall identify any additional Senior Obligations issued by the

Borrower/Grantee after the Closing Date in any future application for financing submitted to the NMFA.

Section 2.2 Representations and Warranties of the NMFA. The NMFA represents as follows:

(a) Authorization of Agreement. The NMFA is a public body politic and corporate separate and apart from the State, constituting a governmental instrumentality, and has all necessary power and authority to enter into and perform and observe the covenants and agreements on its part contained in this Agreement and, by proper action, has duly authorized the execution and delivery of this Agreement.

(b) Legal, Valid and Binding Obligation. This Agreement constitutes a legal, valid and binding obligation of the NMFA enforceable in accordance with its terms.

ARTICLE III
AGREEMENT TERM

The Agreement Term shall commence on the Closing Date and shall terminate at the end of the Useful Life of the Project as required by NMSA 1978, § 72-4A-7, as amended, of the Act.

ARTICLE IV
LOAN/GRANT AGREEMENT CONDITIONS

Section 4.1 Conditions Precedent to Closing of Loan/Grant. Prior to the Closing Date, the following Conditions and readiness to proceed items shall be satisfied:

(a) The NMFA, on behalf of the Water Trust Board, shall have determined that the Borrower/Grantee has met the Conditions and readiness to proceed requirements established for the Loan/Grant by the NMFA and the Water Trust Board including any Conditions set out in the Term Sheet; and

(b) The Borrower/Grantee shall have provided written assurance addressed to the NMFA and signed by an attorney (or shall have provided a title insurance policy) that the Borrower/Grantee has proper title to or easements, rights of way, or permits on the real property upon or through which the Project will be conducted and completed; and

(c) If any portion of the Project will be constructed, located, completed or extended on real property owned by a qualifying entity (as defined by the Act) other than the Borrower/Grantee, the Borrower/Grantee shall have provided written assurance addressed to the NMFA and signed by an attorney (or shall have provided a title insurance policy) that such other qualifying entity has proper title to such real property; and

(d) Prior to the disbursement of any portion of the Loan/Grant Amount for purposes of construction of the Project, the plans and specifications funded with the proceeds of this Agreement will be approved by the NMFA as required by NMSA 1978, § 72-4A-7(B), as amended, or on behalf of the NMFA by the New Mexico Environment Department and the Office of the State of Engineer, and the Borrower/Grantee shall have provided written evidence of such approval to the NMFA; and

(e) Except as otherwise expressly provided in the Conditions, the Borrower/Grantee shall have certified to the Lender/Grantor that the Additional Funding Amount is available for the Project, and, in addition, shall have provided additional evidence reasonably acceptable to the Lender/Grantor of the availability of the Additional Funding Amount; and

(f) The Borrower/Grantee shall be in compliance with the provisions of this Agreement.

(g) Notwithstanding anything in this Agreement to the contrary, the NMFA shall not be obligated to execute the Agreement and may not make the Loan/Grant until the Borrower/Grantee has provided to the NMFA the documents listed on Exhibit "F" attached hereto, all of which must be in form and content acceptable to the NMFA.

Section 4.2 Determination of Eligibility Is Condition Precedent to Disbursement. No request for payment shall be made, nor shall any disbursement be made from the Water Project Fund, for any requisition of any portion of the Loan/Grant Amount, except upon a determination by the NMFA in its sole and absolute discretion that such disbursement is for payment of Eligible Items, and that the request for payment or disbursement does not exceed any limitation upon the amount payable for any Eligible Item pursuant to the Act, the Board Rules, and the Policies governing the Water Project Fund. The NMFA, as a condition precedent to submitting any request for payment to the State Board of Finance or making any requested disbursement from the Water Project Fund, may require submittal of such documentation as the NMFA deems necessary, in its sole and absolute discretion, for a determination whether any requested disbursement is for payment of Eligible Items and is fully consistent with the Act, the Board Rules, and the Policies, as applicable.

ARTICLE V
LOAN TO THE BORROWER/GRANTEE; GRANT TO THE BORROWER/GRANTEE; APPLICATION OF MONEYS

Section 5.1 Loan and Grant to the Borrower/Grantee.

(a) Loan to the Borrower/Grantee. The Lender/Grantor hereby lends to the Borrower/Grantee and the Borrower/Grantee hereby borrows from and agrees to pay to the order of the Lender/Grantor, without interest, an amount equal to the Loan Amount, with the principal amount of the Loan Amount being payable as provided by Article VI and Exhibit "B" of this Agreement.

(i) Subordinate Nature of Loan Amount and Administrative Fee Obligation. The obligation of the Borrower/Grantee to make the Loan Payments and to pay the Administrative Fee shall be subordinate to all other indebtedness secured by the Pledged Revenues existing on the Closing Date and, further, that may in the future be secured by the Pledged Revenues; except, however, that the obligation of the Borrower/Grantee to make the Loan Payments and to pay the Administrative Fee shall be on parity with any other obligation, present or future, of the Borrower/Grantee to repay a loan provided by the Lender/Grantor pursuant to the Act or the Colonias Infrastructure Act.

(ii) Administrative Fee. The Borrower/Grantee shall, on an annual basis beginning on the first payment date following the completion of the Project or exhaustion of all Loan/Grant Amounts as set out in Section 5.3 hereof, pay to the Lender/Grantor the Administrative Fee, taking into account both payments made by the Borrower/Grantee and Hardship Waivers granted to the Borrower/Grantee as provided by this Agreement. Any such Administrative Fee payment shall be due irrespective of whether or not a Hardship Waiver is granted to the Borrower/Grantee for the principal payment otherwise due on June 1 of the applicable year or any other year.

(iii) Hardship Waivers of Payment. Each year while any portion of the Loan Amount remains outstanding, no later than April 1 of each such year, the Borrower/Grantee may apply in writing to the NMFA for a determination of whether the annual principal payment on the Loan Amount otherwise due on the upcoming June 1 of such year should be forgiven because such payment would cause undue hardship for the Borrower/Grantee or the public it serves. The Borrower/Grantee shall submit such application to the NMFA for determination with sufficient documentation of the existence of such undue hardship as is reasonably required by the NMFA to make a determination, and the Borrower/Grantee shall promptly respond to additional requests for information from the NMFA. Such application for Hardship Waiver shall be executed by the Authorized Officers of the Borrower/Grantee. An "undue hardship" exists if the NMFA determines that the Borrower/Grantee is facing unforeseen events or an emergency that has caused the Borrower/Grantee to be unable to pay on a timely basis the annual principal payment on the Loan Amount. The NMFA may consult the Department of Finance and Administration in determining whether to grant the Hardship Waiver. The NMFA shall make a determination no later than May 15 of the applicable year, and the NMFA shall promptly communicate to the Borrower/Grantee in writing the results of its determination. Upon receipt of written notice of the determination, either the principal payment otherwise due on June 1 of such year shall be forgiven (in the event of a determination of undue hardship) or the principal payment shall remain outstanding and due and payable on June 1 (in the event no undue hardship is determined to exist).

(b) Grant and Acceptance. The Lender/Grantor hereby grants to the Borrower/Grantee and the Borrower/Grantee hereby accepts from the Lender/Grantor an amount equal to the Grant Amount.

(c) Project Account. The NMFA shall establish and maintain the Project Account as a book account only, on behalf of the Borrower/Grantee, which account shall be kept separate and apart from all other accounts of the NMFA.

(d) Constitutional and Statutory Debt Limitations. No provision of this Agreement shall be construed or interpreted as creating a general obligation or other indebtedness of the Water Trust Board, the NMFA, the State or the Borrower/Grantee within the meaning of any constitutional or statutory debt limitation.

Section 5.2 Application of Loan/Grant Amount. Following the determination by the NMFA in its sole and absolute discretion that the Conditions to the disbursement of the Loan/Grant Amount have been satisfied, the NMFA shall make an entry in its accounts, and in particular in the Project Account, reflecting the proceeds of the Loan/Grant Amount made available for disbursement from the Water Project Fund to the Borrower/Grantee at its request, and as needed by it to acquire and complete the Project, as provided in Section 7.2 of this Agreement.

Section 5.3 Final Requisition. The Final Requisition shall be submitted by the Borrower/Grantee within the Interim Period. The Interim Period may be extended only as approved in writing by an Authorized Officer of the NMFA, based on the Borrower/Grantee's demonstration, to the reasonable satisfaction of the Authorized Officer of the NMFA, that unanticipated circumstances beyond the control of the Borrower/Grantee resulted in delaying the acquisition and completion of the Project, and submission of the Borrower/Grantee's Final Requisition.

Section 5.4 Investment of Monies. Money in the Water Project Fund, representing proceeds of this Agreement, held and administered by the NMFA, may be invested by the NMFA for the credit of the Water Project Fund.

ARTICLE VI
LOAN PAYMENTS BY THE BORROWER/GRANTEE

Section 6.1 Loan to the Borrower/Grantee; Payment Obligations Limited to Pledged Revenues; Pledge of Pledged Revenues. The NMFA hereby lends to the Borrower/Grantee and the Borrower/Grantee hereby borrows from the NMFA an amount not to exceed the Loan Amount. The Borrower/Grantee promises to pay, but solely from the sources pledged herein, the Loan Payments and the Administrative Fees and other amounts owed by the Borrower/Grantee as herein provided. Subject to any outstanding Parity Obligations and Senior Obligations, the Borrower/Grantee does hereby grant a lien on and a security interest in and does hereby convey, assign and pledge unto the NMFA and unto its successors in trust forever all right, title and interest of the Borrower/Grantee in and to (i) the Pledged Revenues to the extent required to pay the Loan Payments, and to pay the Administrative Fees and other amounts owed by the Borrower/Grantee as herein provided, subject to and subordinate to all other pledges of the Pledged Revenues existing on the Closing Date and, further, that may exist in the future (except only that the pledge of the Pledged Revenues herein shall be on a parity with any other pledge of the Pledged Revenues by the Borrower/Grantee to repay any obligations issued by the Lender/Grantor pursuant to the Act or the Colonias Infrastructure Act); (ii) the Loan/Grant Amount including the Project Account; and (iii) all other rights hereinafter granted, for the securing of the Borrower/Grantee's obligations under this Agreement, including payment of the Loan Payments, Administrative Fees and other amounts owed by the Borrower/Grantee as herein provided, however, that if the Borrower/Grantee, its successors or assigns, shall pay, or cause to be paid, all Loan Payments and Administrative Fees at the time and in the manner contemplated by this Agreement, or shall provide as permitted by Section 6.5 of this Agreement for the payment thereof, and shall pay all other amounts due or to become due under this Agreement in accordance with its terms and provisions then, upon such final payment, this Agreement and the rights created thereby shall terminate; otherwise, this Agreement shall remain in full force and effect.

The schedule of Loan Payments, assuming the disbursal of the entire Loan/Grant Amount within twenty-four (24) months after the Closing Date, identified as the Interim Debt Service Schedule, is attached to this Agreement as Exhibit "B". Within thirty (30) days after the Final Requisition is made, the NMFA shall provide a Final Debt Service Schedule, reflecting the amount of the Loan/Grant Amount actually disbursed to the Borrower/Grantee pursuant to this Agreement. Such Final Debt Service Schedule shall supersede the schedule attached hereto as Exhibit "B". The NMFA shall additionally calculate the amount of the Administrative Fee that has accumulated

during that twenty-four (24) month period from the Closing Date, and shall include such amount in the first Loan Payment due from the Borrower/Grantee on the Final Debt Service Schedule.

The pledge of the Pledged Revenues and the lien thereon shall be effective upon the Closing Date. The Borrower/Grantee and the NMFA acknowledge and agree that the obligations of the Borrower/Grantee hereunder are limited to the Pledged Revenues; and that this Agreement with respect to the Loan Amount, the Administrative Fee and other amounts owed by the Borrower/Grantee as herein provided, and that the Agreement shall constitute a special, limited obligation of the Borrower/Grantee. No provision of this Agreement shall be construed or interpreted as creating a general obligation or other indebtedness of the Borrower/Grantee or the State within the meaning of any constitutional or statutory debt limitation. No provision of this Agreement shall be construed to pledge or to create a lien on any class or source of Borrower/Grantee moneys other than the Pledged Revenues, nor shall any provision of this Agreement restrict the future issuance of any bonds or obligations payable from any class or source of Borrower/Grantee moneys other than the Pledged Revenues. In addition, to the extent not required for the payment of obligations of the Borrower/Grantee hereunder, the Pledged Revenues may be utilized by the Borrower/Grantee for any other purposes permitted by law.

Section 6.2 Deposit of Payments of Loan Amount to Water Project Fund. All Loan Payments made by the Borrower/Grantee to the NMFA to repay the Loan Amount and interest thereon, if any, shall be deposited into the Water Project Fund.

Section 6.3 Manner of Payment. The Loan Amount and Administrative Fee shall be payable by the Borrower/Grantee to the Lender/Grantor in annual installments on June 1 beginning after expiration of the Interim Period and continuing through the expiration of the last Loan Payment due as outlined in the Final Debt Service Schedule. All payments of the Borrower/Grantee hereunder shall be paid in lawful money of the United States of America to the NMFA at the address designated in Section 11.1 of this Agreement or by electronic debit of the account identified in the ACH Authorization. The obligation of the Borrower/Grantee to make payments hereunder, from and to the extent of the available Pledged Revenues, shall be absolute and unconditional in all events, except as expressly provided hereunder. Notwithstanding any dispute between the Borrower/Grantee and the NMFA, any vendor or any other person, the Borrower/Grantee shall make all deposits hereunder, from and to the extent of the available Pledged Revenues, when due and shall not withhold any deposit hereunder pending final resolution of such dispute, nor shall the Borrower/Grantee assert any right of set-off or counterclaim against its obligation to make such deposits required hereunder.

Section 6.4 Borrower/Grantee May Budget for Payments. The Borrower/Grantee may, in its sole discretion, but without obligation and subject to the Constitution of the State, governing laws, and its budgetary requirements, make available properly budgeted and legally available funds to make the Loan Payments and other amounts owed by the Borrower/Grantee hereunder; provided, however, the Borrower/Grantee has not covenanted and cannot covenant to make such funds available and has not pledged any of such funds for such purpose.

Section 6.5 No Penalty for Prepayment of the Loan Amount. The Loan Amount shall be pre-payable by the Borrower/Grantee at the conclusion of the Interim Period without penalty.

Section 6.6 Lender/Grantor's Release of Lien and Further Assurances. Upon payment in full of the Loan Amount, Administrative Fee and other amounts owed by the Borrower/Grantee as herein provided in this Agreement and upon written request from the Borrower/Grantee the Lender/Grantor agrees to execute a release of lien and to give such further assurances as are reasonably necessary to ensure that the Lender/Grantor no longer holds or maintains any lien or claim against the Pledged Revenues.

ARTICLE VII
THE PROJECT

Section 7.1 Agreement to Acquire, Complete and Maintain the Project.

(a) The Borrower/Grantee hereby agrees that in order to effectuate the purposes of this Agreement and to acquire and complete the Project it shall take such steps as are necessary and appropriate to acquire, complete, operate and maintain the Project lawfully and efficiently. The plans and specifications for the Project shall incorporate available technologies and operational design for water use efficiency. No Loan/Grant funds shall be used for items not constituting Eligible Items.

(b) As provided by NMSA 1978, § 72-4A-7(A)(1), as amended, of the Act, the Project shall be designed to have a structural and material design life of the Useful Life of the Project; provided, that if any portion of the Project will be constructed, located, completed, installed or extended on real property owned by a qualifying entity (as defined by the Act) other than the Borrower/Grantee, the Borrower/Grantee may, prior to any use of the Loan/Grant funds for the Project on such real property, obtain the written agreement of such other qualifying entity to perform these obligations with respect to such real property (and the portion of the Project to be constructed, located, completed or extended on such real property), which written agreement shall be subject to approval by the Lender/Grantor and shall include an express statement by such other qualifying entity that the Lender/Grantor is a third party beneficiary of such written agreement.

Section 7.2 Accounting for Amounts Credited to the Project Account. So long as no Event of Default shall occur and provided that all Conditions to the disbursement of the Loan/Grant Amount have been satisfied (including approval of the plans and specifications), upon receipt by the NMFA of a requisition substantially in the form of Exhibit "C" attached hereto signed by an Authorized Officer of the Borrower/Grantee, supported by certification by the Borrower/Grantee's project architect, engineer, or such other authorized representative of the Borrower/Grantee that the amount of the disbursement request represents the progress of design, construction, acquisition or other Project-related activities accomplished as of the date of the disbursement request, the NMFA shall, in its sole and absolute discretion: (1) submit a request for payment to the State Board of Finance for payment; and/or (2) disburse from the Water Project Fund, amounts which together are sufficient to pay the requisition in full. The NMFA shall make the appropriate entry in the Project Account reflecting the amount of the payment. The certification provided pursuant to this Section 7.2 in support of the requisition must be acceptable in form and substance to the NMFA and, at its request, the Water Trust Board. The Borrower/Grantee shall provide such records or access to the Project as the NMFA, and, at its request, the Water Trust Board, in the discretion of each, may request in connection with the approval of the Borrower/Grantee's requisition requests made hereunder.

Section 7.3 No Disbursement for Prior Expenditures Except upon Approval. No disbursement shall be made from the Water Project Fund of the Loan/Grant Amount, or any portion thereof, without the written approval of the NMFA and, at its request, the Water Trust Board, to reimburse any expenditure made prior to the Closing Date.

Section 7.4 Borrower/Grantee Reporting to Lender/Grantor. During the acquisition implementation, installation and construction of the Project, the Borrower/Grantee shall provide the Lender/Grantor with a quarterly written report executed by an Authorized Officer of the Borrower/Grantee, in the form attached as Exhibit "D" hereto or in another form reasonably acceptable to the Lender/Grantor, describing the status of the Project as of the report date, uses of Loan/Grant funds during the quarterly period ending on the report date, and requests for distributions of Loan/Grant funds anticipated to occur during the quarterly period immediately following the report date. The first quarterly report shall be due on September 30, 2025 and subsequent reports shall be due on each March 31, June 30, September 30 and December 31 thereafter until the report date next following final distribution of the Loan/Grant funds. No reports shall be required after the report date next following final distribution of the Loan/Grant Funds, unless specifically required by the NMFA or the Water Trust Board. The description of the status of the Project in each quarterly report shall include, among other information, (a) a comparison of actual and anticipated requests for distributions of Loan/Grant funds as of the report date with those anticipated as of the Closing Date, (b) a description of actual and anticipated changes in the cost estimates for the Project as of the report date compared with those anticipated as of the Closing Date, (c) a description of the percentage of completion of the Project; and (d) a timeline of projected milestones.

Section 7.5 Completion of Disbursement of Loan/Grant Funds. Upon completion of the Project an Authorized Officer of the Borrower/Grantee shall deliver a certificate to the NMFA substantially in the form of Exhibit "E" attached hereto, stating that, to his or her knowledge, either (1) the Project has been completed, or (2) that the portion of the Loan/Grant Amount needed to complete the Project has been disbursed in accordance with the terms of this Agreement. No portion of the Loan/Grant Amount shall be disbursed after expiration of the Interim Period.

Section 7.6 Application of Project Account Subsequent to Disbursement of Loan/Grant Funds; Termination of Pledge.

(a) Upon the completion of the Project as signified by delivery of the completion certificate required by Section 7.5 hereof, the NMFA shall determine, by reference to the Project Account, whether any portion of the authorized Loan/Grant Amount remains unexpended and shall dispose of such unexpended proceeds in accordance with law.

(b) In the event that a portion of the Loan/Grant Amount remains unexpended after the expiration of the Interim Period, the NMFA shall dispose of such funds in accordance with law.

Upon the occurrence of either event described in (a) or (b) above, the NMFA shall make the appropriate entry in the Project Account and, upon such entry, the pledge of the Loan/Grant Amount established in this Agreement shall terminate.

ARTICLE VIII
COMPLIANCE WITH LAWS AND RULES; OTHER COVENANTS

Section 8.1 Further Assurances and Corrective Instruments. The Lender/Grantor and the Borrower/Grantee agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for correcting any inadequate or incorrect description of the Project or of the Pledged Revenues and for carrying out the intention hereof.

Section 8.2 Representatives of Lender/Grantor or of Borrower/Grantee. Whenever under the provisions hereof the approval of the Lender/Grantor or the Borrower/Grantee is required, or the Borrower/Grantee, or the Lender/Grantor is required to take some action at the request of either of them, such approval or such request shall be given for the Lender/Grantor or for the Borrower/Grantee, by an Authorized Officer of the Lender/Grantor or the Borrower/Grantee, as the case may be, and any party hereto shall be authorized to act on any such approval or request.

Section 8.3 Selection of Contractors. All contractors providing services or materials in connection with the Project shall be selected in accordance with applicable provisions of the New Mexico Procurement Code, NMSA 1978, §§ 13-1-28 through 13-1-199, as amended, or, if the Borrower/Grantee is not subject to the New Mexico Procurement Code, shall be selected in accordance with a documented procurement process duly authorized and established pursuant to laws and regulations applicable to the Borrower/Grantee.

Section 8.4 Non-Discrimination in Employment. Except as otherwise specifically provided in the laws, statutes, ordinances or regulations of the Borrower/Grantee, the Borrower/Grantee shall require in any contract or subcontract executed in connection with the Project to which the Borrower/Grantee is a party that there shall be no discrimination against any employee or applicant for employment because of race, color, creed, sex, religion, sexual preference, ancestry or national origin.

Section 8.5 Little Miller Act. To the extent NMSA 1978, § 13-4-1 et seq., (the "Little Miller Act") is applicable to the Project, the Borrower/Grantee shall comply with the requirements of the "Little Miller Act". If bonding requirements of the Little Miller Act are not applicable to the Project, the Borrower/Grantee will require that the contractor to whom is given any contract for construction appertaining to the Project supply a performance bond or bonds satisfactory to the Borrower/Grantee. Any sum or sums derived from said performance bond or bonds shall be used within six (6) months after such receipt for the completion of said construction, and if not so used within such period, shall be treated as Gross Revenues.

Section 8.6 Required Contract Provisions. The Borrower/Grantee shall require the following provisions in any contract or subcontract executed in connection with the Project to which the Borrower/Grantee is a party:

(a) There shall be no discrimination against any employee or applicant for employment because of race, color, creed, sex, religion, sexual preference, ancestry or national origin; and

(b) Any contractor or subcontractor providing construction services in connection with the Project shall post a performance and payment bond in accordance with the requirements of NMSA 1978, § 13-4-18, as amended.

(c) Any contractor or subcontractor providing construction services in connection with the Project shall comply with the prevailing wage laws in accordance with the requirements of NMSA 1978, § 13-4-11, as amended.

Section 8.7 Application of Act and Board Rules. While this Agreement is outstanding, the Lender/Grantor and the Borrower/Grantee expressly acknowledge that this Agreement is governed by provisions and requirements of the Act and the Board Rules, as amended and supplemented, and all applicable provisions and requirements of the Act and Board Rules are incorporated into this Agreement by reference.

Section 8.8 Continuing Disclosure. The Borrower/Grantee shall provide continuing disclosure to the NMFA, as the NMFA may require, that shall include, but not be limited to: annual audits and notification of any event deemed material by the NMFA, including but not limited to, any event which may or does affect the Pledged Revenues, the ability of the Borrower/Grantee to repay the loan, and the default of the Borrower/Grantee in performance or observance of any covenant, term, or condition contained in any other loan agreement.

ARTICLE IX
INSURANCE; NON-LIABILITY OF LENDER/GRANTOR

Section 9.1 Insurance. The Borrower/Grantee shall carry general liability insurance or participate in the State's risk-management program and, to the extent allowed by the New Mexico Tort Claims Act, NMSA 1978, §§ 41-4-1 through 41-4-30, as amended, shall and hereby agrees to name the Lender/Grantor as an additional insured with respect to all claims, by or on behalf of any person, firm, corporation or other legal entity arising from the acquisition, completion or implementation of the Project or otherwise during the Agreement Term; provided, that if any portion of the Project will be constructed, located, completed or extended on real property owned by a qualifying entity (as defined by the Act) other than the Borrower/Grantee, the Borrower/Grantee may obtain the written agreement of such other qualifying entity to perform these insurance/risk-management program requirements for Borrower/Grantee with respect to such real property (and the portion of the Project to be constructed, located, completed or extended on such real property), which written agreement shall include an express statement by such other qualifying entity that the Lender/Grantor is a third party beneficiary of such written agreement.

Section 9.2 Non-Liability of Lender/Grantor.

(a) Lender/Grantor shall not be liable in any manner for the Project, Borrower/Grantee's use of the Loan/Grant, the acquisition, implementation, construction, installation, ownership, operation or maintenance of the Project, or any failure to act properly by the Borrower/Grantee or any other owner or operator of the Project.

(b) Lender/Grantor shall not be liable for the refusal or failure of any other agency of the State to transfer any portion of the Loan/Grant Amount in its possession, custody

and control to the NMFA for disbursement to the Borrower/Grantee, or to honor any request for such transfer or disbursement of the Loan/Grant Amount.

(c) From and to the extent of the Pledged Revenues, and to the extent permitted by law, the Borrower/Grantee shall and hereby agrees to indemnify and save the NMFA harmless against and from all claims, by or on behalf of any person, firm, corporation, or other legal entity, arising from the acquisition or operation of the Project during the Agreement Term, from: (i) any act of negligence or other misconduct of the Borrower/Grantee, or breach of any covenant or warranty by the Borrower/Grantee hereunder; and (ii) the incurrence of any cost or expense in connection with the acquisition or operation of the Project in excess of the Loan/Grant Agreement proceeds and interest on the investment thereof. The Borrower/Grantee shall indemnify and save the NMFA harmless, from and to the extent of the available Pledged Revenues, and to the extent permitted by applicable law, from any such claim arising as aforesaid from (i) or (ii) above, or in connection with any action or proceeding brought thereon and, upon notice from the NMFA, shall defend the NMFA in any such action or proceeding.

ARTICLE X
EVENTS OF DEFAULT AND REMEDIES

Section 10.1 Events of Default Defined. Any one of the following shall be an "Event of Default" under this Agreement:

(a) Failure by the Borrower/Grantee to pay any amount required to be paid under this Agreement on the date on which it is due and payable;

(b) Failure by the Borrower/Grantee to observe and perform any covenant, condition or agreement on its part to be observed or performed under this Agreement for a period of thirty (30) days after written notice, specifying such failure and requesting that it be remedied, is given to the Borrower/Grantee by the Lender/Grantor unless the Lender/Grantor shall agree in writing to an extension of such time prior to its expiration; provided, however, if the failure stated in the notice can be wholly cured within a period of time not materially detrimental to the rights of the Lender/Grantor but cannot be cured within the applicable thirty (30) day period, the Lender/Grantor will not unreasonably withhold their consent to an extension of such time if corrective action is instituted by the Borrower/Grantee within the applicable period and diligently pursued until the failure is corrected; and provided, further, that if by reason of force majeure the Borrower/Grantee is unable to carry out the agreements on its part herein contained, the Borrower/Grantee shall not be deemed in default under this paragraph 10.1(b) during the continuance of such inability (but force majeure shall not excuse any other Event of Default); or

(c) Any warranty, representation or other statement by or on behalf of the Borrower/Grantee contained in this Agreement or in any instrument furnished in compliance with or in reference to this Agreement is false or misleading in any material respect;

(d) A petition is filed against the Borrower/Grantee under any bankruptcy, moratorium, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, and is not dismissed within thirty (30) days after such filing, but the NMFA shall have the right to intervene in the proceedings prior to the expiration of such thirty (30) days to protect their interests;

(e) The Borrower/Grantee files a petition in voluntary bankruptcy or seeking relief under any provision of any bankruptcy, moratorium, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, or consents to the filing of any petition against it under any such law; or

(f) The Borrower/Grantee admits insolvency or bankruptcy or its inability to pay its debts as they become due or is generally not paying its debts as such debts become due, or becomes insolvent or bankrupt or makes an assignment for the benefit of creditors, or a custodian (including, without limitation, a receiver, liquidator or trustee) of the Borrower/Grantee for any of its property is appointed by court order or takes possession thereof and such order remains in effect or such possession continues for more than thirty (30) days, but the NMFA shall have the right to intervene in the proceedings prior to the expiration of such thirty (30) days to protect their interests.

(g) Default by the Borrower/Grantee in performance or observance of any covenant contained in any other loan agreement, document or instrument of any type whatsoever evidencing or securing obligations of the Borrower/Grantee to the NMFA.

Section 10.2 Remedies on Default. Whenever any Event of Default has occurred and is continuing and subject to Section 10.3 hereof, the Lender/Grantor may take any or all of the following actions as may appear necessary or desirable to collect the payments then due and to become due or to enforce performance of any obligations of the Borrower/Grantee in this Agreement:

(a) File a mandamus proceeding or other action or proceeding or suit at law or in equity to compel the Borrower/Grantee to perform or carry out its duties under the law and the agreements and covenants required to be performed by it contained herein;

(b) Terminate this Agreement;

(c) Cease disbursing any further amounts from the Project Account;

(d) Demand that the Borrower/Grantee immediately repay the Loan/Grant Amount or any portion thereof if such funds were not utilized in accordance with this Agreement;

(e) File a suit in equity to enjoin any acts or things which are unlawful or violate the rights of the Lender/Grantor;

(f) Intervene in judicial proceedings that affect this Agreement or the Pledged Revenues; or

(g) Cause the Borrower/Grantee to account as if it were the trustee of an express trust for all of the Pledged Revenues;

(h) Take whatever other action at law or in equity may appear necessary or desirable to collect amounts then due and thereafter to become due under this Agreement or to enforce any other of its rights hereunder; or

(i) Apply any amounts in the Project Account toward satisfaction of any and all fees and costs incurred in enforcing the terms of this Agreement.

Section 10.3 Limitations on Remedies. A judgment requiring payment of money entered against the Borrower/Grantee shall be paid from only available Pledged Revenues unless the Borrower/Grantee in its sole discretion pays the judgment from other available funds.

Section 10.4 No Remedy Exclusive. No remedy herein conferred upon or reserved to the Lender/Grantor is intended to be exclusive, and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Borrower/Grantee or the Lender/Grantor to exercise any remedy reserved in this Article X, it shall not be necessary to give any notice, other than such notice as may be required in this Article X.

Section 10.5 Waivers of Events of Default. The Lender/Grantor may, in its sole discretion, waive any Event of Default hereunder and the consequences of any such Event of Default; provided, however, all expenses of the Lender/Grantor in connection with such Event of Default shall have been paid or provided for. Such waiver shall be effective only if made by a written statement of waiver issued by the NMFA. In case of any such waiver or rescission, or in case any proceeding taken by the Lender/Grantor, on account of any such Event of Default shall have been discontinued or abandoned or determined adversely, then and in every such case, the Lender/Grantor shall be restored to its former position and rights hereunder, respectively, but no such waiver or rescission shall extend to any subsequent or other Event of Default, or impair any right consequent thereon.

Section 10.6 No Additional Waiver Implied by One Waiver. In the event that any agreement contained herein should be breached by either party and thereafter waived by the other party, such waiver shall be in writing and limited to the particular breach so waived and shall not be deemed to waive any other breach hereunder.

Section 10.7 Agreement to Pay Attorneys' Fees and Expenses. In the event that the Borrower/Grantee shall default under any of the provisions hereof and the NMFA shall employ attorneys or incur other expenses for the collection of payments hereunder, or the enforcement of performance or observance of any obligation or agreement on the part of the Borrower/Grantee herein contained, the Borrower/Grantee agrees that it shall, on demand therefor, pay to the NMFA the fees of such attorneys and such other expenses so incurred, to the extent such attorneys' fees and expenses may be determined to be reasonable by a court of competent jurisdiction; provided, however, that the obligation of the Borrower/Grantee under this Section shall be limited to expenditures from and to the extent of the available Pledged Revenues of the Borrower/Grantee.

ARTICLE XI
MISCELLANEOUS

Section 11.1 Notices. All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when delivered as follows:

If to the Borrower/Grantee, to:

City of Santa Fe
Attn.: Finance Director
200 Lincoln Ave
Albuquerque, New Mexico 87501

If to the NMFA, then to:

New Mexico Finance Authority
Attn.: Chief Executive Officer
810 W. San Mateo Road
Santa Fe, New Mexico 87505

The Borrower/Grantee or the Lender/Grantor may, by notice given hereunder, designate any further or different addresses to which subsequent notices, certificates or other communications shall be sent.

Section 11.2 Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the Lender/Grantor and the Borrower/Grantee and their respective successors and assigns, if any.

Section 11.3 Integration. This Agreement and any other agreements, certifications and commitments entered into between the Lender/Grantor and the Borrower/Grantee on the Closing Date constitute the entire agreement of the parties regarding the Loan/Grant and the funding of the Project through the Loan/Grant as of the Closing Date, and the terms of this Agreement supersede any prior applications, discussions, understandings or agreements between or among the parties in connection with the Loan/Grant, to the extent such prior applications, discussions, understandings or agreements are inconsistent with this Agreement.

Section 11.4 Amendments. This Agreement may be amended only with the written consent of both of the parties hereto. The consent of the NMFA for amendments not affecting the terms of payment of the loan component of this Agreement may be given by an Authorized Officer of the NMFA. The execution of any such consent by an Authorized Officer of the NMFA shall constitute his or her determination that such amendment does not affect the terms of payment of the loan component of this Agreement.

Section 11.5 No Liability of Individual Officers, Directors or Trustees. No recourse under or upon any obligation, covenant or agreement contained in this Agreement shall be had against any member, employee, director or officer, as such, past, present or future, of the Lender/Grantor, either directly or through the NMFA, or against any officer, employee, director or member of the Borrower/Grantee, past, present or future, as an individual so long as such individual was acting in good faith. Any and all personal liability of every nature, whether at common law or in equity, or by statute or by constitution or otherwise, of any such officer, employee, director or member of the Borrower/Grantee or of the NMFA is hereby expressly waived and released by the Borrower/Grantee and by the NMFA as a condition of and in consideration for the execution of this Agreement.

Section 11.6 Severability. In the event that any provision of this Agreement, other than the obligation of the Borrower/Grantee to make the Loan Payments and the Administrative Fee

hereunder, shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 11.7 Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 11.8 Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State.

Section 11.9 Captions. The captions or headings herein are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement.

Section 11.10 Further Assurances and Corrective Instruments. The NMFA and the Borrower/Grantee will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for correcting any inadequate or incorrect description of the Project or of the Pledged Revenues, or for otherwise carrying out the intention hereof.

Section 11.11 NMFA and Borrower/Grantee Representatives. Whenever under the provisions hereof the approval of the NMFA or the Borrower/Grantee is required, or the Borrower/Grantee or the NMFA is required to take some action at the request of the other, such approval or such request shall be given for the NMFA or for the Borrower/Grantee by an Authorized Officer of the NMFA or the Borrower/Grantee, as the case may be, and any party hereto shall be authorized to act on any such approval or request.

Section 11.12 CONSENT TO JURISDICTION. THE BORROWER/GRANTEE IRREVOCABLY AGREES THAT ALL ACTIONS OR PROCEEDINGS IN ANY WAY ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE DOCUMENTS SIGNED IN CONNECTION WITH THIS TRANSACTION WILL BE LITIGATED IN THE FIRST JUDICIAL DISTRICT COURT, SANTA FE COUNTY, NEW MEXICO, PURSUANT TO NMSA 1978, § 6-21-26.

[Signature pages follow]

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the NMFA, on behalf of itself, has executed this Agreement, which was approved by the Water Trust Board on August 7, 2024 and by the NMFA's Board of Directors on August 29, 2025, in its corporate name by its duly authorized officer; and the Borrower/Grantee has caused this Agreement to be executed in its corporate name and the seal of the Borrower/Grantee affixed and attested by its duly authorized officers. All of the above are effective as of the date first above written.

LENDER/GRANTOR:

NEW MEXICO FINANCE AUTHORITY

By_____
Marquita D. Russel, Chief Executive Officer

PREPARED FOR EXECUTION BY OFFICERS OF THE
NEW MEXICO FINANCE AUTHORITY:

Sutin, Thayer & Browne A Professional Corporation
As Loan/Grant Counsel

By_____
Suzanne Wood Bruckner

APPROVED FOR EXECUTION BY OFFICERS OF THE
NEW MEXICO FINANCE AUTHORITY:

By_____
Mark Chaiken, General Counsel

IN WITNESS WHEREOF, the City of Santa Fe has executed this Agreement as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

_____
ALAN WEBBER, MAYOR

DATE:_____

ATTEST:

_____
ANDRÉA SALAZAR, CITY CLERK

CITY ATTORNEY'S OFFICE:

Peter Franklin
Peter Franklin (Jun 12, 2025 17:05 MDT)

PETER L. FRANKLIN, BOND COUNSEL TO THE CITY OF SANTA FE

APPROVED FOR FINANCES:

_____
EMILY OSTER, FINANCE DIRECTOR

EXHIBIT "A"

TERM SHEET

$2,000,000 WATER PROJECT FUND LOAN/GRANT TO THE CITY OF SANTA FE, SANTA FE COUNTY, NEW MEXICO

Project Description:	The Project is for storage, conveyance or delivery of water to end users. The Loan/Grant Amount will be used only for Eligible Items necessary to complete the Project. In particular, the Project will consist of designing a new pipeline and pump to return San Juan-Chama Project source effluent water for reuse via return flow credits and increased diversions, and shall include such other related work and revisions necessary to complete the Project. The Project may be further described in the Application and in the final plans and specifications for the Project approved by the Water Trust Board and the NMFA as provided by this Agreement. However, in the event of any inconsistency, the description of the Project as stated in this Term Sheet shall control.
Grant Amount:	$1,200,000
Loan Amount:	$800,000
Pledged Revenues:	"Pledged Revenues" means the Net Revenues of the System of the Borrower/Grantee pledged to the payment of the Loan Payments and Administrative Fees pursuant to the Ordinance and the Agreement.
Outstanding Senior Obligations for Pledged Revenues:	City of Santa Fe, New Mexico Water Utility System Refunding Revenue Bonds, Series 2016, DW-1475, DW-2696, NMED Loan CWSRF 140
Outstanding Parity Obligations:	WPF-6316
Authorizing Legislation:	Borrower/Grantee Ordinance No. _____, adopted June 25, 2025
Additional Funding Amount:	$3,440,053
Closing Date:	August 8, 2025

Project Account Amount: $2,000,000

Expense Account Deposit: $0.00

Administrative Fee: .25%

Conditions to be satisfied prior to first disbursement of Loan/Grant funds: Delivery to NMFA of (i) a copy of the agenda of the meeting of the Governing Body at which the Ordinance was adopted and at which this Agreement, the Ordinance and all other Loan/Grant documents were authorized by the Governing Body (the "Meeting"), certified as a true and correct copy by the City Clerk of the Borrower/Grantee, (ii) a copy of the minutes or record of proceedings of the Meeting, approved and signed by the Mayor and attested to by the City Clerk of the Borrower/Grantee, and (iii) a copy of the notice of meeting for the Meeting evidencing compliance with the Borrower/Grantee's Open Meetings standards in effect on the date of the Meeting.

Other Conditions applicable to the Loan/Grant: All Conditions defined in the Agreement.

EXHIBIT "B"

PAYMENT PROVISIONS OF THE LOAN

The Loan Amount and Administrative Fee shall be payable by the Borrower/Grantee to the Lender/Grantor in twenty (20) annual installments of principal pursuant to the attached debt service schedule, beginning June 1, 2027 and ending June 1, 2046. The Loan Amount shall be pre-payable upon expiration of the Interim Period without penalty. The Administrative Fee shall be due and payable annually on June 1 of each year while the Loan, or any portion thereof, remains outstanding.

[ATTACH DEBT SERVICE SCHEDULE OR INTERIM DEBT SERVICE SCHEDULE]

EXHIBIT "C"

FORM OF REQUISITION
(Water Project Fund)

RE: $2,000,000 Loan/Grant Agreement by and between the New Mexico Finance Authority, as Lender/Grantor, and the City of Santa Fe, New Mexico, as Borrower/Grantee (the "Agreement" or "Loan/Grant Agreement")

Loan/Grant No. WPF-6315 Closing Date: August 8, 2025

TO: NEW MEXICO FINANCE AUTHORITY

You are hereby authorized to disburse from the Project Account with regard to the above-referenced Agreement, the following:

I. PAYMENT INFORMATION

REQUISITION NO. _____ PAYMENT AMOUNT: $_____

PAYEE'S NAME: _____
PAYEE'S ADDRESS: _____
_____

II. REQUISITION INFORMATION (complete for all payments)

- *Attach proof of expenditures (cancelled check, wire transfer receipt, bank ledger, etc.).*
- *List all Vendors, Payment Purposes, or Eligible Item Categories below or attach separate page or spreadsheet if needed.*

Vendor Name _____
Total Amount $_____ Invoice No.(s) _____
Purpose of Payment _____
Eligible Item Category _____

Vendor Name _____
Total Amount $_____ Invoice No.(s) _____
Purpose of Payment _____
Eligible Item Category _____

Vendor Name _____
Total Amount $_____ Invoice No.(s) _____
Purpose of Payment _____
Eligible Item Category _____

III. WIRING INFORMATION:

BANK NAME:	
ABA ROUTING NUMBER:	
ACCOUNT NUMBER:	

IV. MATCH INFORMATION

AMOUNT OF LOCAL MATCH EXPENDED SINCE LAST REQUISITION: $_____

Attach proof of expenditures for hard match (detailed invoices, cancelled checks, wire transfer receipt, bank statement, etc.) and written certification of type and value of any soft match.

AMOUNT OF LOCAL MATCH EXPENDED TO DATE: $_____

TOTAL REQUIRED MATCH: $_____

V. VERIFICATION AND AUTHORIZATION

Each obligation, item of cost or expense mentioned herein is for a loan/grant made by the Lender/Grantor pursuant to the Water Project Finance Act to the Borrower/Grantee within the State of New Mexico, is due and payable, has not been the subject of any previous requisition, and is a proper charge against the Project Account. All representations contained in the Agreement and the related closing documents remain true and correct, and the Borrower/Grantee is not in breach of any of the covenants contained therein.

The proceeds of the Loan/Grant are to be used to pay the costs of Eligible Items, as defined in the Agreement. Eligible Items include (1) planning, designing, construction, improving or expanding a qualified project; (2) developing engineering feasibility reports for Qualified Projects; (3) inspecting construction of Qualified Projects; (4) providing professional services; (5) completing environmental assessments or archeological clearances and other surveys for Qualified Projects; (6) acquiring land, easements or rights of way; (7) eligible legal costs associated with development of Qualified Projects, within limits set forth in the Loan/Grant Agreement.

All construction and all installation of equipment with proceeds of the Loan/Grant has or will be used in accordance with plans and/or specifications approved on behalf of the New Mexico Finance Authority by the New Mexico Environment Department and/or the Office of the State Engineer, has or will be acquired in compliance with applicable procurement laws and regulations, and has or will be inspected and approved in accordance with applicable laws and regulations.

Capitalized terms used herein, are used as defined or used in the Loan/Grant Agreement.

DATE: _____ _____

AUTHORIZED OFFICER
(As Provided in the Loan/Grant Agreement)
Print Name:_____
Print Title: _____

EXHIBIT "D"

WATER PROJECT FUND STATUS REPORT
PREPARED FOR THE
NEW MEXICO FINANCE AUTHORITY

Fund Recipient: City of Santa Fe **Contact Name:** **Title:** **Email Address:**	**Project Number**: WPF-6315 **Project Name**: San Juan-Chama return pipeline **Project Type**: Design

Reporting Period: From _____ **To**_____

☐ Quarterly Project Report: ☐1st ☐2nd ☐3rd ☐4th

☐ Final Project Report ☐ Other _____

WPF Funding Expiration: _____

Total WPF Award: $_____ **Current Balance**: $_____

Loan 40% Grant 60% Match $3,440,053

Expected WPF Award Expenditure Next Quarter: $_____

Local Match Expenditure: To Date $_____ **Next Quarter** $_____

Project Phase: ☐Planning ☐ Design ☐ Construction

PROJECT COMPLETION: Original Date _____ **Current Date**_____

_____**% Complete Days Remaining to Complete** _____ **On Schedule?** ☐**Yes** ☐**No**

Briefly Describe Project Progress During This Reporting Period:

Issues Addressed During This Reporting Period, including any current or anticipated issues that remain unresolved:

Goals/Milestones, With Timeline or Dates, For The Next Reporting Period:

Authorized Officer **PRINT NAME:**_____

PRINT TITLE:_____

SIGNATURE:	**Date:**

All fields must be completed.

EXHIBIT "E"

FORM OF CERTIFICATE OF COMPLETION

RE: $2,000,000 Loan/Grant Agreement by and between the NMFA, as Lender/Grantor, and the City of Santa Fe, New Mexico as Borrower/Grantee (the "Agreement" or "Loan/Grant Agreement")

Loan/Grant No. WPF-6315

Closing Date: August 8, 2025

TO: NEW MEXICO FINANCE AUTHORITY

I, _____, the _____ of the
[Name] [Title or position]

Borrower/Grantee, hereby certify as follows:

1. The project described in the Loan/Grant Agreement (the "Project"), or the applicable phase of the project if funding was for a phased Project, was completed and placed in service on _____, 20___.

2. The total cost of the Project was $ _____.

3. Cost of the Project paid from the Loan/Grant Amount was $ _____.

4. Cost of the Project paid from the Additional Funding Amount was $ _____.

5. The portion of the Loan/Grant Amount unexpended for the Project is $ _____.

6. The Project was completed and is and shall be used consistent with and subject to the covenants set forth in the Loan/Grant Agreement.

This certificate shall not be deemed to prejudice or affect any rights of or against third parties which exist at the date of this certificate or which may subsequently come into being.

CITY OF SANTA FE, SANTA FE COUNTY, NEW MEXICO

By: _____

Its: _____

EXHIBIT "F"

DOCUMENTS

1. Open Meetings Act Resolution No. _____ adopted by the Borrower/Grantee on June 25, 2025

2. Ordinance No. _____ adopted on June 25, 2025, Notice of Meeting, Meeting Agenda, Minutes and Affidavit of Publication of Notice of Adoption of Ordinance in the *Santa Fe New Mexican*

3. Loan/Grant Agreement

4. General and No Litigation Certificate of the Borrower/Grantee

5. Delivery, Deposit and Cross-Receipt Certificate

6. Right of Way Certificate (to be executed prior to construction funding)

7. Final Opinion of Counsel for the Borrower/Grantee

8. Approving Opinion of Sutin, Thayer & Browne A Professional Corporation, Loan/Grant Counsel to the NMFA

9. NMFA Application and Project Approval (informational only)

Loan Agreement WPF-6315

Final Audit Report 2025-06-12

Created:	2025-06-12
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAASWOnerbCoHcomVpThek7MjplWK4IG3Cj

"Loan Agreement WPF-6315" History

Document created by MATTHEW HARDING (mrharding@santafenm.gov)
2025-06-12 - 11:03:34 PM GMT- IP address: 63.232.20.2

Document emailed to pfranklin@modrall.com for signature
2025-06-12 - 11:04:16 PM GMT

Email viewed by pfranklin@modrall.com
2025-06-12 - 11:04:46 PM GMT- IP address: 140.82.170.66

Signer pfranklin@modrall.com entered name at signing as Peter Franklin
2025-06-12 - 11:05:18 PM GMT- IP address: 140.82.170.66

Document e-signed by Peter Franklin (pfranklin@modrall.com)
Signature Date: 2025-06-12 - 11:05:20 PM GMT - Time Source: server- IP address: 140.82.170.66

Agreement completed.
2025-06-12 - 11:05:20 PM GMT

FIR No. 10688

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** x **Resolution:** _____

Short Title(s): New Mexico Finance Authority Funding of $2,000,000 for San Juan Return Pipeline Project

Sponsor(s): Councilors Amanda Chavez and Carol Romero-Wirth

Reviewing Department(s): _____

Staff Completing FIR: Alan Hook, Water Resources Coordinator

Date: 6/3/2025 **Phone:** (505) 955-4205

Reviewed by City Attorney: Erin McSherry **Date:** 06/18/2025
Erin McSherry (Jun 18, 2025 12:54 MDT)

Reviewed by Finance Director: Emily K. Oster **Date:** 06/18/2025

Summary:
The proposed bill would authorize the execution and delivery of both a Water Project Fund loan of $800,000 as well as a grant of $1,200,000 between the New Mexico Finance Authority (NMFA) and the City of Santa Fe (City), New Mexico. The total amount, $2,000,000, would finance the cost of designing a new pipeline and pumps to reclaim treated effluent water derived from San Juan-Chama Project water for reuse via return flow credits and increased diversions at the Buckman Direct Diversion intake. The bill specifies that both the loan and the grant be utilized solely for the eligible project costs, pursuant to NMSA 1978, Section 72-4A-7(C). As regards the loan debt, the bill pledges that the City would repay the loan amount and an administrative fee solely from the net revenues of the water utility system of the City.

Departments Affected:
Public Utilities Department

Consequences of Not Enacting Legislation:
If this legislation is not adopted, the City will not authorize funds for a total of two million dollars ($2,000,000) in the form of a loan of eight-hundred thousand dollars ($800,000) and a grant of one million, two-hundred thousand dollars ($1,200,000).

Conflict, Duplication, Companionship, or Relationship to Other Legislation:
Not at this time.

Performance and Administrative Implications:
Water Division staff will immediately submit contractor invoices for reimbursement toward design of the San Juan-Chama Return Pipeline Project. Staff will also be required to submit quarterly compliance reports on the progress of the final completion of the project within two years.

Fiscal Implications:
If this bill is adopted, the City will accept funds from NMFA in the total amount of two million dollars ($2,000,000) for the purpose of designing a new pipeline and pumps to return reclaimed, treated effluent water derived from San Juan-Chama Project water for reuse via return flow credits and increased diversions at the Buckman Direct Diversion intake. These funds take the form of two agreements—a loan for eight hundred thousand dollars ($800,000) and a grant for one million, two-hundred thousand dollars ($1,200,000). The loan portion of the agreement is to be paid back within twenty years at an interest rate of 0.25%.

Fiscal Impact

_____ Check here if no fiscal impact

Expenditures

Expenditure Type	FYE 2025	FYE 2026	FYE 2027	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	$	$					
Capital Outlay	$	$	$				
Contractual/ Professional Services	$2,000,000	$	$		NR	505	
Operating	$	$	$41,058.30		R		$
Total:	$2,000,000	$					$

Expenditure Narrative:

The City will spend both portions of the agreement—the grant portion will be one million two hundred thousand dollars ($1,200,000), while the loan portion will be eight hundred thousand dollars ($800,000), with a grand total of two million dollars ($2,000,000). The payment to the contractor will occur in FY2025 for expenditures that occurred after the award letter, dated August 30, 2024. According to Exhibit B, which is included in Attachment A of the resolution, the loan repayment begins June 1, 2027, and will come from the water utility enterprise fund over a 20-year term at an interest rate of 0.25% for the $800,000 portion of the loan debt. The interest expenditure on the $800,000 loan will be in the total amount of $21,166 by FYE 2046.

Revenue/Loan Proceeds

Revenue/Loan Proceeds	FYE 2026	FYE 2027	FYE 2028	Recurring (R) or Non-recurring (NR)	Fund
General Fund	$	$	$		
Special Revenue	$	$	$		
CIP	$	$	$		
Enterprise- Grant	$ 1,200,000	$	$	NR	505
Internal Service	$	$	$		
Trust and Agency	$	$	$		
Federal	$	$	$		

Other- Loan Proceeds	$ 800,000	$	$		
Total	$2,000,000	$	$		

Revenue Narrative:

Should the Governing Body adopt this bill, the City will receive one million two-hundred thousand dollars ($1,200,000) grant funding and eight hundred thousand dollars ($800,000) in loan funding for a total of two million dollars ($2,000,000) to support water project funds toward the Nichols Dam Repair Project. Loan proceeds are borrowed funds that must be repaid and are therefore not revenue. The anticipated receipt of the full $2,00,000 including both the grant funding and the loan proceeds is shown here to illustrate the effect of the transaction in generating cash.

Signature:

Email: jdroach@santafenm.gov

Signature:

Email: aghook@santafenm.gov

SANTA FE NEW MEXICAN

Founded 1849

CITY OF SANTA FE-MAIN
PO Box 909
Santa Fe, NM 87504-0909

ACCOUNT:	S2460
AD NUMBER:	100863
TAG LINE	LEGAL #94540
P.O.#:	

1 TIME(S)	$130.56
AFFIDAVIT	10.00
TAX	11.51
TOTAL	152.07

AFFIDAVIT OF PUBLICATION

STATE OF NEW MEXICO
COUNTY OF SANTA FE

I, Alejandra Molina, being first duly sworn declare and say that I am Legal Advertising Representative of THE SANTA FE NEW MEXICAN, a daily newspaper published in the English language, and having a general circulation in the Counties of Santa Fe, Rio Arriba, San Miguel, and Los Alamos, State of New Mexico and being a newspaper duly qualified to publish legal notices and advertisements under the provisions of Chapter 167 on Session Laws of 1937; that the Legal No 94540 a copy of which is hereto attached was published in said newspaper 1 day(s) between 07/30/2025 and 07/30/2025 and that the notice was published in the newspaper proper and not in any supplement; the first date of publication being on the 30th day of July, 2025 and that the undersigned has personal knowledge of the matter and things set forth in this affidavit.

ISI _____
LEGAL ADVERTISEMENT RESPRESENTATIVE

Subscribed and sworn to before me on this 30th day of July, 2025

Notary _____

Commission Expires: 3/19/29

STATE OF NEW MEXICO
NOTARY PUBLIC
KAREN E ABEYTA
COMMISSION # 2005802
COMMISSION EXPIRES 03/19/2029

LEGAL #94540

CITY OF SANTA FE NOTICE OF PUBLIC HEARING

Notice is hereby given that the Governing Body of the City of Santa Fe will hold a public hearing at the regular Governing Body Meeting at 7:00 p.m. on Wednesday, August 13, 2025.

The purpose of the public hearing will be to consider the following:

BILL 2025-15. A Bill Authorizing the Execution and Delivery of a Water Project Fund Loan/Grant Agreement By and Between the New Mexico Finance Authority and the City of Santa Fe, New Mexico (The "Borrower/Grantee"), in the Total Amount of $2,000,000, Including a Loan in the Amount of $800,000 Evidencing an Obligation of the Borrower/Grantee to Utilize the Loan/Grant Amount Solely for the Purpose of Financing the Costs of Designing a New Pipeline and Pump to Return San Juan-Chama Project Source Effluent Water for Reuse Via Return Flow Credits and Increased Diversions, Including Related Work and Revisions, and Solely in the Manner Described in the Loan/Grant Agreement; Providing for the Pledge and Payment of the Loan Amount and an Administrative Fee Solely from the Net Revenues of the Water Utility System of the Borrower/Grantee; Certifying that the Loan/Grant Amount, Together with Other Funds Available to the Borrower/Grantee, is Sufficient to Complete the Project; Approving the Form of and Other Details Concerning the Loan/Grant Agreement; Ratifying Actions Heretofore Taken; Repealing All Action Inconsistent with this Ordinance; and Authorizing the Taking of Other Actions in Connection with the Execution and Delivery of the Loan/Grant Agreement.

This bill is available in its entirety on the City's web site http://www.santafenm.gov (click on Departments/City Attorney/Legislative Services) or upon request and payment of a reasonable charge, in the City Clerk's Office, City Hall, 200 Lincoln Avenue, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Interested parties may view the meeting on the City's YouTube Channel: https://www.youtube.com/user/cityofsantafe. An agenda with complete information about meeting attendance and instructions to provide live public comment will be posted on the City's website no later than seventy-two (72) hours before the meeting: https://santafenm.portal.civicclerk.com/. The Governing Body shall review and consider all public input prior to taking action.

Andréa Salazar,
City Clerk/Director of
Community Engagement

PUB.: July 30, 2025

CITY OF SANTA FE

Memorandum

Date: July 31, 2025

To: Alan Webber, City of Santa Fe Mayor

From: Christine Y. Chavez, Water Conservation Manager

Via: Jesse Roach, Interim Public Utilities Department Director

Jonathan Montoya, Interim Water Division Director

CC: Councilor Carol Romero-Wirth, Water Conservation Committee

RE: Chair Request Appointments to the City's Water Conservation Committee

---

Background:

Appointments to the Santa Fe Water Conservation Committee are made by the city mayor. Two committee members: Brandon Vella and Navona Gallegos have agreed to a second term. Two other Committee members: Beth Kirby and Reese Baker concluded their terms on the committee, which created two vacancies that needed to be filled. A subcommittee was formed with three committee members and Councilor Romero-Wirth to interview interested candidates. Recruitment was done through digital and print ads, radio show ads, social media
(Facebook and Instagram) and through various email lists. There were 8 interested applicants and 5 eligible applicants were interviewed.

This subcommittee is recommending that the following appointments be made to the Water Conservation Committee:

Member	**Stakeholder Group Represented**
Brandon Vella	Education Technical Programing
Navona Gallegos	Landscape Hydrology
Amanda Hatherly	Education Technical Programing
Sharllyn Pimente	Water Quality Hydrology

Request for Appointment:
The Water Conservation Committee is requesting reappointments of two current members Brandon Vella and Navona Gallegos and appointments of two new members Amanda Hatherly and Sharllyn Pimente for a two-year term beginning immediately. Member composition by district and the outline of terms for the committee are attached.

CITY OF SANTA FE

Memorandum

City of Santa Fe Water Conservation Committee Appointments by Stakeholder Group and District					
Member	**Stakeholder Group Represented**	**First Term**	**Second Term**	**Third Term**	**District**
Amanda Hatherly	Education Programming	7/25 -7/27			2
Bill Roth	Building Construction Practices	7/22 –7/24	7/24 –7/26		2
Autumn Leiker	Education programming	7/22 –7/24	7/24 –7/26		SF County
Sharllyn Primental	Education programming	7/25 –7/27			3
Abby Feldman	Technical / Homeowner	7/25 -7/27			2
Evan Ripley	Land Use Policies	7/22 –7/24	7/24 –7/26		1
Navona Gallegos	Education programming	7/23-7/25	7/25-7/27		1
Brandon Vella	Landscaping practices	7/23-7/25	7/25-7/27		2
Robert Coombe	Education/ Technical	7/24-7/26			1
Lori Rochelle	Education/ Hydrology	7/24-7/26			3

	Terms for the 10 Positions of the Water Conservation Committee of the City of Santa Fe with Current Appointees Indicated									
WCC Position #	**7/2016 to 7/2017**	**7/2017 to 7/2018**	**7/2018 to 7/2019**	**7/2019 to 7/2020**	**7/2020 to 7/2021**	**7/2021 to 7/2022**	**7/2022 to 7/2023**	**7/23 to 7/2024**	**7/2024 to 7/2025**	**7/2025 to 7/2026**	**7/2026 to 7/2027**
1		Doug Pushard		Reese Baker		Reese Baker		Reese Baker		Amanda Hatherly	
2	~~Aaron Kauffman~~ Scott Bunton		Scott Bunton		Scott Bunton		Bill Roth		Bill Roth		
3	Robert Coombe		Robert Coombe		Robert Coombe		Terese (T.C.) Richardson		Robert Coombe		
4		Lisa Randal Stephen Wiman Tim Michael		Maria De Anda Hay		Maria De Anda Hay		Brandon Vella		Brandon Vella	
5				Jerry Jacobi		Jerry Jacobi		Jerry Jacobi		Abby Feldman	
6				Beth Kirby		Beth Kirby		Beth Kirby		Sharllyn Pimentel	
7	Ken Kirk		Ken Kirk		Ken Kirk		Beth Beloff/Autumn Leiker		Autumn Leiker		
8		Bill Roth		Matt O'Reilly		Matt O'Reilly		Navona Gallegos		Navona Gallegos	
9			~~Justin Lyon~~ Stephen Schmelling		Stephen Schmelling		Stephen Schmelling		Lori Rochelle		
10	Aaron Kauffman		~~David Carlson~~ Peggy Wright		Peggy Wright		Evan Ripley		Evan Ripley		

Amanda A. Hatherly

[redacted]

SKILLS

Leadership & strategic thought partnership
Program management, strategic planning & vision development
Energy and water justice advocacy
Workforce development & training
Collaboration & team building
Financial management
Public speaking
English / Spanish speaker

RELEVANT EXPERIENCE

2024: Building Performance Institute
Chief Executive Officer

2022 to 2024: Richard Heath & Associates, Inc.
Senior Manager, Workforce Education & Training

- Provided program development, management, and implementation oversight for the LEARN Program, a California-wide free energy and water efficiency and electrification workforce education and training program
- Built public awareness for programs and services offered
- Provided team management and oversight
- Represented the organization at events, conferences, on boards, and in the media
- Managed a TECH Clean California Grant to create Heat Pump Water Heater Best Practices and Job Aids for certification organizations, trainers, contractors and building professionals nationally
- Assisted in updating the California Technical Reference Manual to meet the industry needs

2011 to 2022: Santa Fe Community College
Director, Energy Smart Academy

- Oversaw strategic direction, financial management and administration
- Built a multi-state training program, delivering training and certification exams for building professionals
- Managed multiple Federal, State and Utility grants
- Developed strong local and national partnerships and built national awareness for the Academy
- Maintained and expanded relationships with clients, contractors, government contacts, state agencies and BPI certified professionals
- Represented SFCC at events, conferences, on boards and in the media
- Participated in the original WERS committee to develop water efficiency guidelines

Principle Investigator for the National Science Foundation

- Managed a grant creating simulations and online games to teach building science concepts
- Managed a grant researching the effectiveness of online education in technical courses
- Managed a grant to develop online water efficiency training

Instructor

- Taught energy efficiency and environmental health classes to community college students

2014 to 2017: Boston Architecture College

Adjunct Professor

- Developed Environmental Health course curricula
- Taught online graduate course for architecture students

2008 – 2011: Advanced Home Analysts:

Private Business Owner

- Conducted residential energy audits and HERS ratings
- Provided Home Performance, Green Code and Healthy Homes consulting

1991 – 2007: JM Evans Construction.

- ***Project Documentation Associate***
- Oversaw and provided construction project documentation

PROFESSIONAL COMMUNITY INVOLVEMENT

Building Performance Institute Board Member (2018- 2023) and Chair (2023)
IREC Board member, 2022 - current
Energy Out West Board member, 2015 – current
IREC Green Building Career Maps Advisory Committee member – 2018 - 2020
Next Generation Energy Training Technical Advisory Group member – 2021 - 2024
Building Energy and Controls Apprenticeship (BECA) Advisory Committee member – 2021 - 2024
Department of Energy Net Zero Energy competition judge, 2022
City of Santa Fe, Sustainable Santa Fe Commission member, 2014 - 2017
Water Efficiency Rating System committee member, 2015 - 2017
Mayor's Climate Change Task Force Working Group member, 2016
RESNET Education Standards Committee member 2015 - 2016
National Center for Healthy Housing Curriculum Committee member, 2012 - 2016
National Water and Energy Educator Institute Board member 2013 - 2014
IREC 01022 ANSI Standard Committee member 2012 - 2014
USGBCNM Board member 2011 - 2013
Department of Energy Weatherization Plus Committee member 2012
Presenter – Home Performance National Conference 2025, 2024, 2023, 2020, 2019, 2018, 2017, 2016
Presenter – Next Generation Water Summit. 2023, 2025
Presenter – Energy Out West, 2024, 2022, 2020, 2018, 2016, 2014
Presenter – Federal Energy Exchange Conference, 2015
Presenter - MIT Women in Clean Energy Conference, 2014
Presenter - ACI National Conference 2014, 2013, 2012, ACI Trainers Conference, 2011
Keynote Speaker – Inframation Conference, 2012
Presenter – Water and Energy Summit, Santa Fe, 2010
Presenter – Green Building Summit and Expo, Santa Fe, 2009

EDUCATION and EXPERIENCE

Master of Science in Educational Technology, Boise State University 2014
University of Auckland, New Zealand, Bachelor of Arts in Spanish Language 1981

Sharllyn M. Pimentel

Phone: [redacted]
Current Resident of Santa Fe, NM

EXPERIENCE

DUDEK Encinitas, CA

Hydrogeologist II January 2022 – *present*

Remote worker skilled in GIS spatial analysis, development and calibration of 1D and 2D hydrology and hydraulic models.

- Processed Modflow data using Flopy and other python tools for basin budget analysis.
- Updated annual water budget reporting to assess groundwater basin sustainability.
- Contributed to modeling and hydraulic analysis for various Hydrology and Hydraulic Technical Studies related to solar projects in Southern California, Nevada and Texas.
- Assisted in large-scale watershed model development for multiple basins in Northern California. Aggregating and interpreting 22 years of model output data by developing python tools for data management and parsing for watershed characteristics
- Conducted and produced various Phase I ESAs throughout Southern California, New Mexico, Nevada and Texas.

CONSERVATION CORPS NEW MEXICO Santa Fe, NM

Natural Resource Assistant June 2021 – January 2022

Intern with Bureau of Land Management (BLM) New Mexico State Office, assisting Natural Resource Specialists in Fluid Minerals with Oil and Gas Lease Sales.

- Updated and maintained National Environmental Policy Act (NEPA) Environmental Assessment's (EA) administrative records for potential lease sale litigation.
- Gained familiarity with BLM's NEPA process, resource management plans, and Land Use Plans, Federal Land Policy and Management Act, CEQ, etc.

NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY Socorro, NM

Graduate Research Assistant January 2019 – December 2021

Involved with the novel Arroyo de los Pinos sediment research station funded by the United States Bureau of Reclamation. My research applied drone-based photogrammetry to capture geomorphic changes at the confluence of three ephemeral tributaries along the Rio Grande, near Socorro, NM.

- Self-taught and trained in data collection, processing and analysis for research and thesis work.
- Proficient in Agisoft Metashape Professional for Structure from Motion processing, Python for automation of data analysis, and various drone and photogrammetry applications.
- Led and assisted in fieldwork projects related to hydrology and geology in central New Mexico. Including drone based remote sensing, total station surveying, trenching, stream suspended sediment sampling, stream bedload sampling, channel velocity measurements, grain size analysis, broadband seismometer data collection, maintenance and data download of rain gages throughout basin
- Consulted with advisors and research group to present research results and findings

GEOSERVICES, A SCHLUMBERGER COMPANY Youngsville, LA

Field Technical Analyst II December 2014 – September 2018

Worked as an offshore Mud Logger, detecting and monitoring for potential well control situations. Created logs for analysis and interpretation of the drilled cuttings at the well site to determine rock type and hydrocarbon presence, as well as presence of other potentially harmful gases.

- Worked on Maersk Viking- ExxonMobil Development Company project for three years
- Followed well programs to oversee and document ongoing drilling and well completion operations

- Drafted various time and depth-based logs for formation evaluation
- Performed preventative maintenance on +60 sensors to guarantee quality control of data
- Communicated anomalies seen while drilling to appropriate rig personnel

EDUCATION

NEW MEXICO INSTITUTE OF MINING AND TECHNOLOGY Socorro, NM
EARTH AND ENVIRONMENTAL SCIENCE December 2021
Master of Science in Hydrology

- Related Courses: Hydrology Theory and Field Methods, Watershed Dynamics and Ecohydrology, Quantitative Methods in Hydrology, Fluvial Geomorphology and Hydrogeochemistry
- Research assistant involved with the novel Arroyo de los Pinos sediment research station funded by the United States Bureau of Reclamation
- Teacher Assistant for Hydrogeochemistry
- Applied for and awarded $1,500 in 2020 New Mexico Geological Society Graduate Grant-in-Aid fund to supplement research cost
- Attended and volunteered at the Federal Interagency SEDHYD 2019 Conference
- First family member to obtain a postgraduate degree

GEORGIA STATE UNIVERSITY Atlanta, GA
COLLEGE OF ARTS AND SCIENCES May 2014
Bachelor of Science in Geology

- Related Courses: Environmental Geology, Hydrogeology, Structural Geology, Sediment Environments and Stratigraphy, Calculus I & II, and Chemistry I & II
- Member of Sigma Gamma Epsilon Earth Science National Honor Society for achievement academic achievement in earth sciences
- Awarded Hope Scholarship based on academic achievement
- Self-funded 100% of college education
- First family member to attend and graduate college

ADDITIONAL SKILLS

- Graduate collaborative work with USACE and CAP to capture aerial photogrammetry for Structure from Motion processing of topographic changes at study site, and various other restoration projects around the city of Albuquerque
- Lead and assisted in various field work projects related to hydrology and geology in Central New Mexico. Such as drone based remote sensing, total station surveying, trenching, stream suspended sediment sampling, stream bedload sampling, channel velocity measurements, grain size analysis, and broadband seismometer data collection

COMPUTER:

- Microsoft Word, Excel, and PowerPoint
- LaTex
- QGIS and ArcGis
- Agisoft Metashape Professional v1.5.5
- Python
- Gradistat (v 4.0)
- GeoNext (Geoservices proprietary software)
- HEC HMS & HEC RAS
- Modflow (Flopy and Groundwater Vistas)

COMMUNICATION:

- Bilingual: English and Spanish
- Oral presentation skills
- Technical writing

[redacted] [redacted] Santa Fe, NM

Brandon Vella

About Me

Motivated by improving the lives of those around me (while making them more successful in the process), I find fulfilment in optimizing processes, simplifying the complex, creating and delivering written, visual, and face-to-face communication and learning, and collaborating cross-functionally. Engaging with diverse groups of individuals to implement novel solutions to hard problems is where I shine. I am an empathetic problem-solver with a data-driven, engineering practicality. I am looking for opportunities that allow me to work with cross-functional teams, think outside of the box, and step outside of my comfort zone, and have a positive impact on the world around me.

Work Experience

Global Sales Effectiveness Manager, National Instruments, Remote — July 2022 – Present

- Manage a team to provide coaching, change management, and other performance support to direct and non-direct sales.
- Manage program that onboards an average of 10% of global sales force annually (internal and external hires)
- Improved Sales Onboarding by reducing wasted time, increasing manager and coach involvement, and creating improved sales process training in collaboration with Sales Performance and Process teams.
- Instituted a globally-representative Sales Advisory Board to increase Sales' input earlier in process and tool changes.
- Created data-driven coaching and development programs to upskill sales managers and support change management
- Maintain Sales Methodology and training including addition of Executive Engagement training and coaching program in 2023.

Sr. Sales Effectiveness Learning Consultant, National Instruments, Remote — Jan 2020 – July 2022

- Converted Sales Onboarding program to be 100% virtual in months following COVID's disruption of status quo
- Consult with cross-functional stakeholders to create learning solutions that satisfy their objectives, accommodate their audiences' learning needs, and are aligned with global sales objectives
- Increase engagement by producing high-quality on-demand video assets for learning and program promotion
- Increase new process adoption by hosting live, bi-weekly interactive sessions in 3 regions with 60-80 average participants with breakout exercises and interviews
- Drive strategy adoption by designing and executing Sales Kickoff workshop (5 countries in 2020)
- Guide effectiveness strategy by collecting seller proficiency data on skills related to global sales objectives

Americas Lead, Sales & Partner Enablement, National Instruments, Austin — July 2018 – Jan 2020

- Reduced classroom time by 10% by identifying and eliminating inefficient learning while increasing diversity of topics
- Developed and delivered training and resources to a global audience of varied experience levels by collaborating with over 15 functional teams on over 60 sessions including product marketing, sales, R&D, and support
- Reduced distributor ramp time by creating, curating, and delivering product training to the indirect channel
- Reinforced opportunity management and collaborative motions by designing and delivering novel training
- Supported adoption of new operating model and core strategic vision by redesigning sales onboarding curriculum
- Identified relevant sellers for pinpointed training to reduce communications noise and maximize focus for both SMEs and students

Inside Sales Account Manager, National Instruments, Austin — Sept 2014 – July 2018

- Directly closed $530k to reach 124% quota attainment in 2017. Exceeded quota 5 of 6 consecutive quarters
- Reduced fellow sellers' time-to-effectiveness by creating and facilitating "Collaboration with Resources" training
- Proposed, organized, and executed 4x internal mixers increasing collaboration and interest in sales career path
- Facilitated adoption of products with custom education strategies to ensure customers' post-sale success
- Instructed global new hired & internally promoted sellers on pipeline and opportunity management best practices

Additional Skills & Experience

Sales

- Lead/opportunity qualification
- Front-line selling (opportunity, pipeline, territory management)
- Salesforce.com proficient
- Certified Completed: Jack B. Keenan Selling Beyond the Product, R3
- Member, Austin Sales Enablement Society

Leadership

- Toastmasters Member, Club VP Public Relations
- NI Corporate Change Leader
- Sales peer coach and intern mentor
- Virginia Tech FSAE Electrical Team Leader

Volunteering

- Desert Verde Farm
- Women's International Study Center & Acequia Madre House
- United for Affordable Housing

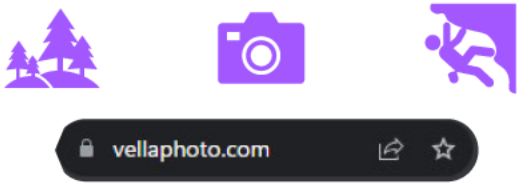
Education

B.S., cum laude, Electrical Engineering
Virginia Tech, May 2013
Senior Design: Formula SAE

Fellowship

Livable Santa Fe Fellow, Homewise Inc.

Hobbies



[redacted] [redacted] Santa Fe, NM

Brandon Vella

About Me

Motivated by improving the lives of those around me (while making them more successful in the process), I find fulfilment in optimizing processes, simplifying the complex, creating and delivering written, visual, and face-to-face communication and learning, and collaborating cross-functionally. Engaging with diverse groups of individuals to implement novel solutions to hard problems is where I shine. I am an empathetic problem-solver with a data-driven, engineering practicality. I am looking for opportunities that allow me to work with cross-functional teams, think outside of the box, and step outside of my comfort zone, and have a positive impact on the world around me.

Work Experience

Global Sales Effectiveness Manager, National Instruments, Remote **July 2022 – Present**

- Manage a team of Regional Effectiveness Leads to provide coaching, change management, and other performance support to direct and non-direct sales.
- Improved Sales Onboarding by reducing wasted time, increasing manager and coach involvement, and creating improved sales process training in collaboration with Sales Performance and Process teams.
- Instituted a globally-representative Sales Advisory Board to increase Sales' input earlier in process and tool changes.
- Manage program that onboards an average of 10% of global sales force annually (internal and external hires)
- Created data-driven coaching and development programs to upskill sales managers and support change management.

Sr. Sales Effectiveness Learning Consultant, National Instruments, Remote **Jan 2020 – July 2022**

- Converted Sales Onboarding program to be 100% virtual in months following COVID's disruption of status quo
- Consult with cross-functional stakeholders to create learning solutions that satisfy their objectives, accommodate their audiences' learning needs, and are aligned with global sales objectives
- Increase engagement by producing high-quality on-demand video assets for learning and program promotion
- Increase new process adoption by hosting live, bi-weekly interactive sessions in 3 regions with 60-80 average participants with breakout exercises and interviews
- Drive strategy adoption by designing and executing Sales Kickoff workshop (5 countries in 2020)
- Guide effectiveness strategy by collecting seller proficiency data on skills related to global sales objectives

Sales & Partner Enablement, National Instruments, Austin **July 2018 – Jan 2020**

Americas Lead

- Reduced classroom time by 10% by identifying and eliminating inefficient learning while increasing diversity of topics
- Developed and delivered training and resources to a global audience of varied experience levels by collaborating with over 15 functional teams on over 60 sessions including product marketing, sales, R&D, and support
- Reduced distributor ramp time by creating, curating, and delivering product training to the indirect channel
- Reinforced opportunity management and collaborative motions by designing and delivering novel training
- Supported adoption of new operating model and core strategic vision by redesigning sales onboarding curriculum
- Identified relevant sellers for pinpointed training to reduce communications noise and maximize focus for both SMEs and students

Inside Account Manager, National Instruments, Austin **July 2016 – July 2018**

Colorado & Arizona

- Directly closed $530k to reach 124% quota attainment in 2017. Exceeded quota 5 of 6 consecutive quarters
- Reduced fellow sellers' time-to-effectiveness by creating and facilitating "Collaboration with Resources" training
- Proposed, organized, and executed 4x internal mixers increasing collaboration and interest in sales career path
- Facilitated adoption of products with custom education strategies to ensure customers' post-sale success
- Instructed global new hired & internally promoted sellers on pipeline and opportunity management best practices

Additional Skills & Experience

Sales

- Lead/opportunity qualification
- Front-line selling (opportunity, pipeline, territory management)
- Salesforce.com proficient
- Certified Completed: Jack B. Keenan Selling Beyond the Product, R3
- Member, Austin Sales Enablement Society

Leadership

- Toastmasters Member, Club VP Public Relations
- NI Corporate Change Leader
- Sales peer coach and intern mentor
- Virginia Tech FSAE Electrical Team Leader

Education

B.S., cum laude, Electrical Engineering
Virginia Tech, May 2013
Senior Design: Formula SAE

Hobbies

[redacted] [redacted] Austin, Texas **Brandon Vella**

ATTN: Iron Ox Team
Subject: **Sales Operations Manager Position**

Greetings Iron Ox team,

I'm a Sales Enablement Learning Consultant & Program Manager in Revenue Operations with a Sales and Engineering background and am jazzed at the idea of joining the Iron Ox team.

It's clear to me that Iron Ox is looking at the big picture – and with another successful round of fundraising in the books (congrats!) it's apparently clear to your investors as well. Recently relocating to Santa Fe, New Mexico, I've seen just how urgent the optimization around water utilization has become. With climate change plunging most of the southwest into a decade-long drought and making dramatic forest fires an all-too-common occurrence , it's clear that a radical change to the ways we use water in all respects (particularly in the production of food) is not just a necessity, but a matter of survival. This, coupled with the increasing difficulty in providing quality food options to people of all means, makes it clear to me that Iron Ox is blazing a trail into the only future in which we continue to thrive as a species - an undertaking I believe I can help drive forward.

Currently I am an experienced Enablement professional throughout every corner of what enablement can mean at an organization. While in the Marketing function I worked with product and solutions to create, package, deploy, and maintain sales enablement assets. In Operations I've collaborated with process and operational program managers to design, document, and reinforce sales processes and keep the global sales force abreast of change throughout our ever-evolving strategy. Across my time in Enablement I've run the global sales onboarding program – from optimizing our in-person program, to the quick migration to all-digital in 2020, and today with the continued improvement and execution of the program. This role in its various forms has privileged me with continuous learning opportunities, experience in the management of many stakeholders, and constant collaboration with the best and brightest in the company.

Before moving into the enablement field, I cut my teeth in Inside B2B Sales. Always adapting to a growing organization and charter, I spent this time getting an experiential business education selling to a broad base of customers across aerospace and defense, transportation, semiconductor, and more. My sales role gave me the opportunity to build relationships with customers at many levels. I was faced with the challenges of generating demand, maintaining (and mending) partner and customer relationships, and managing teams of support, services, marketing, and business development. This fast-paced, out-of-my-comfort-zone environment fed my growth mindset and helped build and grow the foundation of my understanding of the business world.

Finally, but most foundationally, I have a technical underpinning to all my professional experience. It's true what they say: that the biggest take-away from an engineering education is the ability to solve problems. I got to leverage this in my first role as a customer-focused support engineer. In this role, and each one since, I've striven to bring my data-driven and practical problem-solving mindset to the table. It's allowed me to connect and build credibility with customers, internal and external, while helping to make their lives easier.

In 2020 a mentor told me that, after years of searching, he decided that the best way to have a positive impact on the world is by providing sustainable, healthy food to those who need it most. Today, I have adopted this mantra and am dedicated to finding the right opportunity to dedicate my skills and experience to; an endeavor that has the potential to have an outsized impact on the world through radically innovative food production. For this reason, and the experience I have to offer, I would very much like the opportunity to interview for a spot on the Iron Ox team and leverage my strengths and passion to make a difference as Sales Operations Manager.

Regards,
Brandon Vella

INTERNAL - NI CONFIDENTIAL

[redacted] [redacted] Austin, Texas **Brandon Vella**

ATTN: Redis Sales Enablement
Subject: **Sales Enablement Program Manager, Onboarding**

Greetings Jerry and team,

I'm a Sales Enablement (and Effectiveness) Learning Consultant with a Sales and Engineering background and am jazzed at the idea of joining the Redis team.

Redis has come out of the gate guns blazing: rapidly building a strong foothold and reputation in the database market space, securing several rounds of investment and achieving incredible year over year growth, and constantly innovating with an open-source philosophy. What's more, you've been able to do so while maintaining an extremely positive, inclusive, and performant culture. It's an organization that anyone would be happy for the chance to be a part of. I believe my strengths and experience offer the perfect trifecta for a role like that of Sales Enablement Program Manager at Redis. Allow me to explain.

First and foremost, I am an experienced Enablement professional throughout every corner of what enablement can mean at an organization. I've worked with product and solutions managers in while being in the marketing function to create, package, deploy, and maintain sales enablement assets. In Operations I've collaborated with process and operational program managers to design, document, and reinforce sales processes and up-skilling of the global sales force. And throughout both roles I've run the global sales onboarding program – from optimizing our in-person program to the quick migration to all-digital in 2020, to today with the continued improvement and execution of the program. This has privileged me with continuous learning, management of many stakeholders, and collaboration with the best and brightest in the company.

Before moving into the enablement field, I cut my teeth in Inside Sales. Always adapting to a continuously evolving organization and charter, I spent this time getting an experiential business education selling to a broad base of customers across aerospace and defense, transportation, semiconductor, and more. My sales role gave me the opportunity to build relationships with customers at many levels. I was faced with the challenges of generating demand, maintaining (and mending) partner and customer relationships, and managing teams of support, services, marketing, and business development. This fast-paced, out-of-my-comfort-zone environment fed my growth mindset and helped lay the foundation of my understanding of the B2B world.

Finally, but most foundationally, I have a technical underpinning to all my professional experience. It's true what they say: that the biggest take-away from an engineering education is the problem-solving mentality. I got to leverage this in my first role as a customer-focused support engineer. In that role, and each one since, I've striven to bring my data-driven and practical problem-solving mindset to the table. It's allowed me to connect and build credibility with customers, internal and external, while helping to make their lives easier.

People are the reason I chose to pursue my various roles to date, and they continue to be the single biggest motivator for me. Collaborating, serving, and even simply bonding are all pillars of my motivation and drive to succeed. To not just get things done but get them done right – for them. For this reason, and the experience I have to offer, I would very much like the opportunity to interview for a spot on the Redis team and leverage that strength and passion and make a difference in an organization that will truly value it.

Regards,
Brandon Vella

INTERNAL - NI CONFIDENTIAL

[redacted] [redacted] Austin, Texas **Brandon Vella**

ATTN: Redis Sales Enablement
Subject: **Sales Enablement Program Manager, Corporate Sales**

Greetings Jerry and team,

I'm a Sales Enablement (and Effectiveness) Learning Consultant with a Sales and Engineering background and am jazzed at the idea of joining the Redis team.

Redis has come out of the gate guns blazing: rapidly building a strong foothold and reputation in the database market space, securing several rounds of investment and achieving incredible year over year growth, and constantly innovating with an open-source philosophy. What's more, you've been able to do so while maintaining an extremely positive, inclusive, and performant culture. It's an organization that anyone would be happy for the chance to be a part of. I believe my strengths and experience offer the perfect trifecta for a role like that of Sales Enablement Program Manager at Redis. Allow me to explain.

First and foremost, I am an experienced Enablement professional throughout every corner of what enablement can mean at an organization. I've worked with product and solutions managers in while being in the marketing function to create, package, deploy, and maintain sales enablement assets. In Operations I've collaborated with process and operational program managers to design, document, and reinforce sales processes and up-skilling of the global sales force. And throughout both roles I've run the global sales onboarding program – from optimizing our in-person program to the quick migration to all-digital in 2020, to today with the continued improvement and execution of the program. This has privileged me with continuous learning, management of many stakeholders, and collaboration with the best and brightest in the company.

Before moving into the enablement field, I cut my teeth in Inside Sales. Always adapting to a continuously evolving organization and charter, I spent this time getting an experiential business education selling to a broad base of customers across aerospace and defense, transportation, semiconductor, and more. My sales role gave me the opportunity to build relationships with customers at many levels. I was faced with the challenges of generating demand, maintaining (and mending) partner and customer relationships, and managing teams of support, services, marketing, and business development. This fast-paced, out-of-my-comfort-zone environment fed my growth mindset and helped lay the foundation of my understanding of the B2B world.

Finally, but most foundationally, I have a technical underpinning to all my professional experience. It's true what they say: that the biggest take-away from an engineering education is the problem-solving mentality. I got to leverage this in my first role as a customer-focused support engineer. In that role, and each one since, I've striven to bring my data-driven and practical problem-solving mindset to the table. It's allowed me to connect and build credibility with customers, internal and external, while helping to make their lives easier.

People are the reason I chose to pursue my various roles to date, and they continue to be the single biggest motivator for me. Collaborating, serving, and even simply bonding are all pillars of my motivation and drive to succeed. To not just get things done but get them done right – for them. For this reason, and the experience I have to offer, I would very much like the opportunity to interview for a spot on the Redis team and leverage that strength and passion and make a difference in an organization that will truly value it.

Regards,
Brandon Vella

INTERNAL - NI CONFIDENTIAL

[redacted] [redacted] Austin, Texas

Brandon Vella

About Me

Motivated by making lives easier (while making them more successful in the process), I most often find my state of flow through written, visual, and face-to-face communication design and execution. Engaging with diverse groups of individuals from around the world makes me the most fulfilled. I am an empathetic problem-solver with a data-driven, engineering practicality. I am looking for opportunities that allow me to work with cross-functional teams, think outside of the box, and step outside of my comfort zone.

Work Experience

Sales & Partner Enablement, National Instruments, Austin — **July 2018 – Present**

Americas Lead

- Reduced classroom time by 10% by identifying and eliminating inefficient learning while increasing diversity of topics Developed and delivered training and resources to a global audience of varied experience levels by collaborating with over 15 functional teams on over 60 sessions including product marketing, sales, R&D, and support.
- Reduced distributor ramp time by creating and delivering product training to the indirect channel
- Delivered trainings to classes of 20-30 students of varied technical and business acumen and tenure.
- Reinforced adoption of new operating model by redesigning sales onboarding curriculum to reflect new business units and core strategic vision.
- Identified relevant sellers for pinpointed training to reduce communications noise and maximize focus for both SMEs and students

Inside Account Manager, National Instruments, Austin — **July 2016 – July 2018**

Colorado & Arizona

- Directly closed $530k to reach 124% quota attainment in 2017. Exceeded quota 5 of 6 consecutive quarters
- Reduced fellow sellers' ti… effectiv… by cr… nd fac… "Collaboration with Res… ces" training
- Proposed, organized, and exec… ed 4 intern… mixers in… easi… collab… ration and interest in sal… career path
- Facilitated adoption of product… with … stom e…cation st…teg…s to ens…re custo…ers' p…st-sale …ccess
- Instructed global new hired & …terna… promo…d selle…on pip…line an… opportun… ma…agemen… best practices.

2020 v1

Inside Sales Engineer, I… Inst… nts, — **Sept 201… July 2016**

Massachusetts, New Hampshire, Vermont

- Teamed with multiple Field Account Managers to exceed quota.
- Maintained long-lasting customer relationships with long-tail accounts.
- Chosen to provide candid personal and peer-representative feedback as a founding member of the 10-person Inside Sales Change Leaders group created during sales process and coverage model transformations.

Applications Engineer, National Instruments, Austin — **Oct 2013 – Sept 2014**

Automated Test Hardware and Software

- Conscientiously and efficiently resolved customer issues to satisfaction while adhering to designated turn around times and other support-oriented KPIs. efficiently learning a broad product portfolio and escalating issues when necessary.
- Reduced time-to-resolution for team by becoming a test automation software SME and a go-to technical resource for peers.
- Built company credibility and reduced time to close in sales opportunities by delivering virtual demonstrations of software and hardware tailored to the specific needs of new and existing customers.
- Evangelized the company's core technologies and grew the number of loyal and effective users by instructing customers through training and hands-on sessions.

Additional Skills & Experience

Sales

- Lead/opportunity qualification
- Front-line selling (opportunity, pipeline, territory management)
- Salesforce.com proficient
- Certified: Jack B. Keenan Demand Generation, R3

Education

B.S., cum laude, Electrical Engineering
Virginia Tech, May 2013
Senior Design: Formula SAE

Leadership

- Toastmasters Member
- NI Corporate Change Leader
- Sales peer coach and intern mentor
- Corporate engagement team member
- Virginia Tech FSAE Electrical Team Leader

Hobbies

INTERNAL - NI CONFIDENTIAL

[redacted] [redacted] Austin, Texas

Brandon Vella

Dear Hiring Manager,

I've been working through a problem that does a good job of illustrating why I believe I'd be the best fit for the Sales Enablement Program Manager position at GE Aviation in Austin, Texas. I hope you'll think so too:

In my current role, I am managing Sales Academy – the first step in every seller's career at my company. This role teaches the foundations of our products, processes, and skills to people with varying levels of industry and sales experience.

This upcoming 3.5-week session will have the most students the program has seen to date. So many, in fact, that it would have exceeded our capacity to conduct the Academy's "capstone" roleplay with our existing resources. With the new students arriving in two weeks, I had to pivot quickly. Considering carefully the feedback from students, managers, and facilitators I'd received during previous Academies, as well as the deliverables expected of the program, I redesigned the exercise to be done with their front-line managers and other members of the students' home region instead of the limited personnel we had at headquarters.

Now that I couldn't be present for every role play, I needed to make sure the activity was not only being completed, but also to the standard that we had established to date. I created collateral, evaluation surveys, and a timeline that collectively communicated the expectations and roles of everyone involved clearly and concisely. I've also designed in alignment meetings with the managers during the Academy to support and reinforce the core responsibilities they'll be assuming.

Not only will this redesign allow us to conduct the capstone roleplay, it will significantly improve the students' experience and the value they get out of it. It's this dynamicity and coordination that will allow me to exceed the bar for Sales Enablement Program Manager at GE Aviation – a place I believe will allow me to focus my skills in an industry that has a tangible impact on the lives we live every day.

I hope you'll reach out through one of the means provided above – I'll be happy to share some more my experiences and how I can put them to work for you.

Regards,
Brandon Vella

INTERNAL - NI CONFIDENTIAL

[redacted] [redacted] Austin, Texas

Brandon Vella

About Me

Motivated by an altruistic desire to make everyone's lives easier (while making them more successful in the process), I most often find my state of flow through effective written, visual, and face-to-face communication design and execution. I am an empathetic problem-solver with a data-driven engineering practicality. I bring my authentic self to the table and work to exercise Simon Sinek's effective listening philosophy of being "the last to speak". Making connections fulfils me – both internally when working to tie strategy to execution, as well as when uniting disparate stakeholders with common goals through an intimate understanding of their unique goals and challenges. As JARVIS is to Tony Stark, I aspire to be a source of clarity, an informed advisor, and a navigator trained on finding the most efficient route to results.

Work Experience

Sales & Partner Enablement, National Instruments, Austin — July 2018 – Present

Americas Lead

Hired from Inside Sales to the Marketing-housed Sales & Partner Enablement team, I brought my quota-carrying, customer-facing, broad-portfolio-navigating experience with me to attack the challenges I myself faced as a customer of enablement. Focused on packaging, delivering, and assessing content and training, my role is to serve as a Rosetta Stone that enables marketing to understand the language, process, and priorities of the sales organization and, in turn, create the right assets for their sales and partner constituents. In addition to the in-time content framework, I also manage the enablement portion of the NI Sales Academy onboarding program that delivers technical and business acumen to a global audience with widely varying levels of experience.

- Directly consult with sellers and sales leaders to understand goals and gaps to prioritize enablement initiatives.
- Using sales-validated role descriptions and KSPs, evaluate, identify, develop, and deliver training and resources involving over 15 functional teams including product marketing, sales, R&D, and support.
- Ensure sales onboarding & enablement kept up with the continuously changing business needs by rapidly integrating organizational, go-to-market, and technology changes into enablement strategy
- Measure impact using quantitative and anecdotal data and alignment with GTM strategy and Sales ROAs

Inside Account Manager, National Instruments, Austin — July 2016 – July 2018

Colorado & Arizona

2019 v1

- Managed over 800 B2B accounts under a [illegible]4 mil. quota. Finally closed $530k to reach 124% quota attainment in 2017. Exceeded quota 5 of 6 consecutive quarters (2016-2018)
- Provided end-to-end solutions comprised of software, hardware, and services to industries including aerospace, energy, semiconductor, transportation, medical devices, and consumer electronics.
- Facilitated adoption and proficiency of products with customer education strategies to ensure customers' post-sale success
- Reduced fellow sellers' time to effective-collaboration by creating and facilitating "Collaboration with Research" training
- Effectively communicated NI's differentiated value via seminars, demos, lunch & learns, and other technical and business-impact product overviews to both end users and decision-making management
- Instructed global classes of new hired & internally promoted sellers on pipeline and opportunity management best practices
- Proposed, designed, organized, and executed 4x sales/support mixers increasing collaboration and interest in sales career path

Technical Inside Sales Engineer, National Instruments, Austin — Sept 2014 – July 2016

Massachusetts, New Hampshire, Vermont

- Teamed with 2 Field Sellers and their Area Sales Manager covering open territory to manage dynamic opportunity load balancing and resource utilization to find new high-growth potential business, maintain long-lasting customer relationships with long-tail accounts, and exceed quota.
- Chosen to provide candid personal and peer-representative feedback as a founding member of the 10-person Inside Sales Change Leaders group created during sales process and coverage model transformations.

Applications Engineer, National Instruments, Austin — Oct 2013 – Sept 2014

Automated Test Hardware and Software

- Conscientiously and efficiently resolved customer issues to satisfaction while adhering to designated turn around times and other support-oriented KPIs by efficiently learning a broad product portfolio and escalating issues when necessary.
- Served as a go-to technical resource for peers by becoming a test automation software SME.
- Built company credibility and reduced time to close in sales opportunities by delivering virtual demonstrations of software and hardware tailored to the specific needs of new and existing customers.
- Evangelized the company's core technologies and grew the number of loyal and effective users by instructing customers through
- training and hands-on sessions.

Additional Skills & Experience

Sales

- Lead/opportunity qualification
- Front-line selling (opportunity, pipeline, territory management)
- Salesforce.com proficient
- Training: JBK Demand Generation, R3

Leadership

- NI Corporate Change Leader
- Sales peer coach and intern mentor
- Corporate engagement team member
- Virginia Tech FSAE Electrical Team Leader

Education

B.S., cum laude, Electrical Engineering
Virginia Tech, May 2013
Senior Design: Formula SAE

Hobbies

NAVONA GALLEGOS

[redacted]

As a Native New Mexican Latina woman who grew up in a ranching family, I was raised to understand that my life comes from the cycles of the Earth. My passion is soil and I have cultivated a robust technical understanding of the interactions between soil, water, and living creatures informed by Western Science and Traditional Ecological Knowledge. My focus is to build bridges between communities by highlighting the values we hold in common and co-creating solutions that empower everyone to inhabit ecosystems with equity, abundance, and care towards future generations.

WORK EXPERIENCE

Developed and Presented Educational Programs for the following Organizations:

- 2023: Global Soil Restoration Network (Santa Fe, NM), NM Healthy Soil Working Group (Santa Fe, NM), Seeding Regenerative Agriculture (Las Cruces, NM), the Mother Nature Center (Santa Fe, NM), Unison Festival (Aztec, NM), University of New Mexico (Albuquerque, NM), Flowering Tree Permaculture (Santa Clara Pueblo)
- 2022: US Agency for International Development Farmer2Farmer Program Jamaica, Jamaica Forestry Department, Jamaica Rural Agricultural Development Agency, University of New Mexico
- 2021 & prior: Crestone Energy Fair (Crestone, CO), Four Corners Permaculture Convergence (Durango, CO), Ecotone Landscape Planning (Santa Fe, NM), Ampersand Sustainable Learning Center (Cerillos, NM), Work in Beauty (Ramah, NM) & others

Consulting Contractor, 2017 to present

- Compost system design and application, soil analysis and remediation and permaculture design for Santa Fe County and private sector clients

Ranch Manager at Quay Ranch, 2018 - Present

- Manage 580 acre ranch with a focus on carbon sequestration and wildlife habitat
- Research, apply for, and manage grants for education and land restoration programming

Operations Management at NewMexicoWomen.Org, 2017-2018

- Administration, operations, and fundraising for statewide granting fund for BIPOC gender justice
- Supported transition from fiscally sponsored project to independent 501(c)(3)

Administration and Paralegal at Stern Law Firm, 2014-2016

- Managed operations including accounting, client relations, legal document writing, and assistance in court and meditations
- Managed inventory and dispersal of multi-million dollar fine-art estate

EDUCATION

University of Virginia Charlottesville, VA
Bachelor of Arts, Environmental Science, 2014
Graduated with Distinction

CONTINUING EDUCATION

Soil Food Web School 2019
Foundation Course, Compost Course, Liquid Amendment Course, Microscopy Course

Earth Activist Training 2017
Permaculture Design Certification

FELLOWSHIPS AND GRANTS

National Young Farmers Coalition Water Fellow 2022
New Mexico Community Foundation Permaculture Grant 2021
USDA New Mexico Healthy Soil Act Pilot Grant 2020
Quivira Coalition HERD Fellow 2019

LANGUAGES

Bilingual Spanish and English

References upon request.

CITY OF SANTA FE

Date: August 4, 2025

To: Mayor Alan Webber

Via: Andréa Salazar, JD, CFE, City Clerk

From: Romella Glorioso-Moss, BPAC Staff Liaison RG/M

Cc: Councilor Michael Garcia, BPAC Chair

ITEM AND ISSUE:
Request for Approval of the Appointment of Ms. Beatrice Farrell on the Bicycling and Pedestrian Advisory Committee Representing Santa Fe County (Romella Glorioso-Moss, rsglorioso-moss@santafenm.gov, (505) 955-6623).

BACKGROUND AND SUMMARY:
Resolution No. 2021-8 Reestablishing the Bicycling and Pedestrian Advisory Committee allows the membership of a Santa Fe County resident. In this context, Chair Michael Garcia wishes to recommend Ms. Beatrice Farrell for this position. Her term will be for 2 years.

ATTACHMENTS:
Letter of Intent
Resume

BEATRICE FARRELL

CYCLIST, TECHNICIAN

[redacted] | [redacted] |

21 JULY 2025
ROMELLA GLORIOSO-MOSS

DEAR ROMELLA GLORIOSO-MOSS,

As a compassionate cyclist and member of this community, this position calls to me. I am incredibly passionate about alternative methods of commuting as it has beneficial impacts on people and the environment. Like many, I use cycling as more than just a form of transportation. Cycling is the main way I manage my mental health, get daily exercise and spend time outdoors. Without cycling I would be lost. Unfortunately, like many bicycle commuters in town, I have been hit by a negligent driver. I have also been maced and endured numerous occasions of gender fueled harassment while cycling. These experiences give me intimate knowledge of how a cyclist is affected, and insight on how they could have been avoided.

Often cyclists and pedestrians are treated as a nuisance by motorists because there are not enough dedicated safe spaces for non-motorists. I am certain there is a solution in which everyone wins and everyone can be safer.

The opportunity to be involved in a meaningful way is something I have been searching for, and this feels like the perfect chance to make a positive impact on my community. As I have spent approximately four years commuting in Santa Fe by bicycle I have learned, observed, and experienced a lot. I have seen first-hand the effects of insufficient cycling infrastructure on the community. I feel that the lack of resources and education lead to New Mexico being third in the US for cyclist fatalities.

I am available to discuss my background further should you have any questions. My resume will be sent alongside this letter for you to get a detailed outline of my work experience. I'd like to add that I am a fast learner and hungry for knowledge.

Thank you for your time and consideration. I look forward to hearing from you soon.

Beatrice Farrell

Beatrice Farrell

Manager/Technician

Experience

2024 - Current
Manager/Head Technician *Alpine Sports*
Manage daily retail operations and lead team in exceptional customer service. Training staff on and performing high-quality bicycle and ski repair/maintenance. Manage storage space, inventory, customer inquiries, and staff disputes. Collaborate with the owner on new stock for the store.

2018 – 2019/ 2020– 2024
Technician/Lead *REI*
Performed ski and bicycle maintenance and repair. Trained staff on repair techniques, safety standards, and the latest updates on gear. Managed equipment maintenance and shop inventory. Delivered exceptional customer service, resulting in high customer satisfaction and repeat business.

2019 – 2020
Executive Chef *Vara Winery*
Led the culinary team in creating and serving high-end dishes. Developed seasonal menus using fresh and local ingredients. Managed inventory, staff scheduling, staff training, scheduled cleaning, and staff disputes.

2014 – 2018
Line Cook, Pastry Chef *Various Restaurants*
Prepared and cooked a variety of dishes, ensuring high-quality standards and timely service. Collaborated with head chefs to develop new menu items and specials. Maintained a clean workstation, adhering to food safety guidelines. Trained junior staff and managed inventory.

Education

2021 – 2023
A.S. in Computer Science
Santa Fe Community College

2022
Bicycle Mechanic Certification
REI

Skills

- Customer Service
- Problem Solving
- Mechanically Minded
- Management
- Organized
- Quick Learner

Contact

[redacted]
Santa Fe, NM, 87505
[redacted]
[redacted]

CITY OF SANTA FE

Memorandum

Date: August 6, 2025

To: Mayor Alan M. Webber

From: Christine M. Spiers, Santa Fe Women's Commission Liaison CS

Via: Erin K. McSherry, City Attorney EM

RE: Request for Approval of Appointment of Santa Fe Women's Commission Member

---

The Santa Fe Women's Commission was established by Resolution No. 2019-24 to advance the cause of gender equity and opportunity for all women and girls in Santa Fe. The Resolution provides that the Women's Commission works to provide a gender equity policy lens through which to evaluate the City of Santa Fe's ("City's") programs, policies, services, ordinances, budget, and practices as they relate to and affect women and girls.

The purpose of the Commission is "to advance the causes of gender equity and opportunity for all women and girls in Santa Fe". The Commission's role is to make recommendations that improve the lives of women and girls. Such recommendations of the Commission include, but are not limited to the following topics:

- "The impact of existing or proposed ordinances and/or City policies or practices on women and girls in the City and surrounding communities;
- The impact of the structure, policies, and/or practices of City departments on women and girls working for the City;
- The impact of the City's public statements, advertising, messaging, and/or marketing on women and girls;
- Way the City can use evidence- and date-driven decision-making to align its programs, policies and practices with larger aims of social justice and human rights, including issues of equity and opportunity; and
- Ensuring that diverse voices of women in the community at large are being represented and heard."

The Women's Commission consists of seven (7) members appointed by the mayor and consented to by the Governing Body, with representation from each district and at-large members. In addition, two alternates may be appointed. The Commission has four (4) vacancies total: one (1) in District One, one (1) in District Three, one (1) at-large, and one alternate.

CITY OF SANTA FE

Memorandum

In order to fill the vacancy in District One, the Chair of the Commission puts forward the name of Kellie Barela for Mayor Webber's consideration. Further, the Santa Fe Women's Commission recommends the appointment of Kelli Barela to the Santa Fe Women's Commission as a representative for District One. Ms. Barela is a fifth-generation Santa Fean as well as a marketing professional, and, as demonstrated in her attached resume and personal statement she is committed to bring deep community roots and strong creative leadership to the Santa Fe Women's Commission.

KELLI R. BARELA

MARKETING & COMMUNICATIONS LEADER

SUMMARY

Strategic communications and marketing professional with over 10 years of experience developing internal and external communication strategies, driving engagement, and executing go-to-market product and service plans. Accomplished in crafting compelling messaging, supporting leadership communication initiatives, and fostering collaboration across multiple teams. Experienced in event execution, stakeholder engagement, and creating data-driven content strategies to inform, inspire, and align messaging with organizational goals.

CONTACT

- EMAIL: [redacted]
- PHONE: [redacted]

WORK EXPERIENCE

2023 - PRESENT

MARKETING MANAGER

State Employees Credit Union | Santa Fe, NM

- Oversees marketing department operations, managing a team of three to execute multi-channel campaigns and optimize marketing and communication performance
- Manages the department's budget, ensuring cost-effective allocation of resources to maximize ROI
- Serves as a key committee member for two major annual fundraising events, contributing to raising over $200,000 for Girls on the Run Santa Fe and Children's Miracle Network
- Establishes best practices for volunteer communication, event messaging, and sponsorship marketing
- Collaborates with the business development team to develop sales enablement tools, and enhance internal engagement strategies
- Establishes and maintains strong relationships with vendors, negotiating contracts and ensuring high-quality service delivery
- Coordinates cross-functional collaboration to align marketing initiatives with overall business goals

2022 - 2022

PRODUCT MARKETING MANAGER

Mindbody | San Luis Obispo, CA - Remote

- Directed four product-focused exhibitor booths from ideation to execution at an annual users conference with over 800 attendees, including event messaging, presentations, and sponsorship engagement
- Designed and implemented marketing programs to drive customer adoption and engagement with new product offerings
- Developed go-to-market deck templates utilized by over 50 product managers to streamline product messaging and positioning
- Partnered with leadership to create communication frameworks for product launches and feature updates, ensuring clear messaging across teams
- Built strong cross-functional relationships across product, sales, and customer success teams to drive cohesive marketing strategies

2012 - 2022

PRODUCT MARKETING MANAGER

Jackrabbit Systems & Simpleview | Santa Fe, NM/Tucson, AZ - Remote

- Developed and executed marketing strategies for ten global products, with a focus on customer engagement and lead generation
- Launched half a dozen new product go-to-market strategies, including three in three months, collaborating with leadership and sales teams
- Led post-event lead follow-up initiatives to optimize sales conversions and improve event ROI
- Created an "exhibit boot camp" training program, providing employees with best practices for event setup, engagement strategies, and messaging alignment
- Crafted product benefits, feature sets, and messaging based on customer personas and market insights
- Developed a free data resource benefiting over 150 monthly users, strengthening customer retention and enhancing added value benefit

KELLI R. BARELA

MARKETING & COMMUNICATIONS LEADER

EDUCATION

- BACHELOR OF ARTS
  Southwest University of Visual Arts
  Albuquerque, NM

COURSES & CERTIFICATIONS

- LEADERSHIP SANTA FE
  Spring 2025 Graduate
- CERTIFICATE IN DIGITAL MARKETING
  HubSpot Academy
- CERTIFICATE IN PRODUCT-LED FUNDAMENTALS
  ProductLed
- CERTIFICATE IN DIGITAL MARKETING
  Skye Learning
- PRODUCT MARKETING FOUNDATIONS
  LinkedIn
- LIFECYCLE MARKETING FOUNDATIONS
  LinkedIn

CORE SKILLS & COMPETENCIES

- COMMUNICATIONS EXPERTISE
  Marketing Strategies & Management
  Internal Communication Strategies
  Content Creation
  Writing & Communications
  Email Marketing & Marketing Automation
  Product Marketing & Positioning
  Video Production
  Brand Marketing & Management
  Event Marketing & Management
  Sales Enablement
- PROJECT & TEAM MANAGEMENT
  Project Management
  Process Optimization
  Cross-Functional Collaboration
- TECHNICAL SKILLS
  User Experience Design
  Content Management (CMS: WordPress, HubSpot, etc.)
  HTML/CSS

TOOLS & PLATFORMS

- MARKETING & AUTOMATION TOOLS
  HubSpot
  Salesforce / Pardot
  Pendo.io
  Act-On
  Mailchimp
- ANALYTICS & DATA
  Google Analytics
  Google Ads
  Google Looker Studio
  Tableau
- COLLABORATION & PRODUCTIVITY
  Slack
  Zoom
  Monday.com
  Asana
  Wrike
  Confluence
- CREATIVE & DESIGN
  Adobe Suite (Illustrator, InDesign, Photoshop, XD, After Effects)
- SECURITY & TOOLS INTEGRATION
  Zapier
  1Password
  LastPass
- PRODUCTIVITY & MISCELLANEOUS
  Google Workspace (Docs, Sheets, Slides)
  Microsoft Suite
  Kadince
  CRM

VOLUNTEER WORK

- THE BURNING OF ZOZOBRA
  Marketing & Design
  Fundraising
  Stage Management
- BOYS & GIRLS CLUBS
  Marketing & Design
- SANTA FE PLAYHOUSE
  Marketing & Design

Kelli Barela Bio

Kelli is a fifth-generation Santa Fe native who grew up on her family's land with her two brothers, where her parents still live today. A proud graduate of St. Michael's High School, Kelli moved to Las Cruces and later to Albuquerque to pursue her education, ultimately earning a Bachelor of Arts degree.

Her professional journey began when, at just 21 and still in school, Kelli landed her first role as a Creative Director at ClearChannel Outdoor in Albuquerque. After graduating, she transitioned to a promising position with an up-and-coming local ad agency, where she thrived as an Art Director and Illustrator. However, when the 2008 recession hit, the agency had to close, leading Kelli to start freelancing as a graphic designer. She soon secured a full-time role as an Art Director with a web and creative agency, where she expanded her skill set to include web coding and user interface design.

Her career continued to evolve when she took on the role of Creative Director and Marketing Manager for a local software company. There, she played a pivotal role in designing innovative user experiences and establishing a full marketing function that helped drive significant company growth. Following the company's acquisition, she remained with the larger firm as a Marketing Manager, gaining valuable experience in working with companies headquartered outside of New Mexico.

Today, Kelli serves as the Marketing Manager for State Employees Credit Union of New Mexico. She chose this role as her next professional chapter because it allows her to make a meaningful impact in her home state. Passionate about contributing to her community, Kelli is excited to support an organization that shares her dedication to enriching the lives of New Mexicans.

Kelli currently lives in Santa Fe with her partner, their lively three-year-old son, and their spirited dog. Deeply committed to the people and culture of Santa Fe, she is eager to be part of building a vibrant community where people want to raise their families.

Signature: Erin McSherry
Erin McSherry (Aug 6, 2025 11:10:46 MDT)

Email: ekmcsherry@santafenm.gov

Signature: CHRISTINE SPIERS

Email: cmspiers@santafenm.gov

CITY OF SANTA FE

Date: August 7, 2025

To: Alan Webber, Mayor

Via: Regina Wheeler, Public Works Department Director

From: Sean Moody, Capital Projects Manager

ITEM AND ISSUE:
Nominating candidates to the capital improvements advisory committee.

BACKGROUND AND SUMMARY:

The following eight candidates are presented for nomination to the capital improvements advisory committee:

Dennis Brandon	Certified planner; healthcare consultant; financial analyst
Miles Conway	Former committee member. Executive Officer, Santa Fe Area Homebuilders Association
Oralynn Guerrerortiz	Former committee member. Civil engineer
Mark Mitchell	Business development consultant
Jennifer Salimbene	Planning consultant
Bob Schaevitz	Planning & development including impact fee analysis
Russell Stowers	Healthcare
Daniel Strongwater	Design & environment

A map and candidate résumés are included as exhibits. Each of the candidates meets the eligibility requirements of a member, and a committee composed of the eight candidates would satisfy the requirements of a committee.

Please note that committee nominations are not restricted by this list. Councilor Michael Garcia has notified staff that he wishes to nominate a candidate who is not listed above and will not be presented for consideration at this time. A total of nine members comprises a full committee.

ACTION REQUESTED:
Governing Body approval of the candidates listed above for appointment to the capital improvements advisory committee.

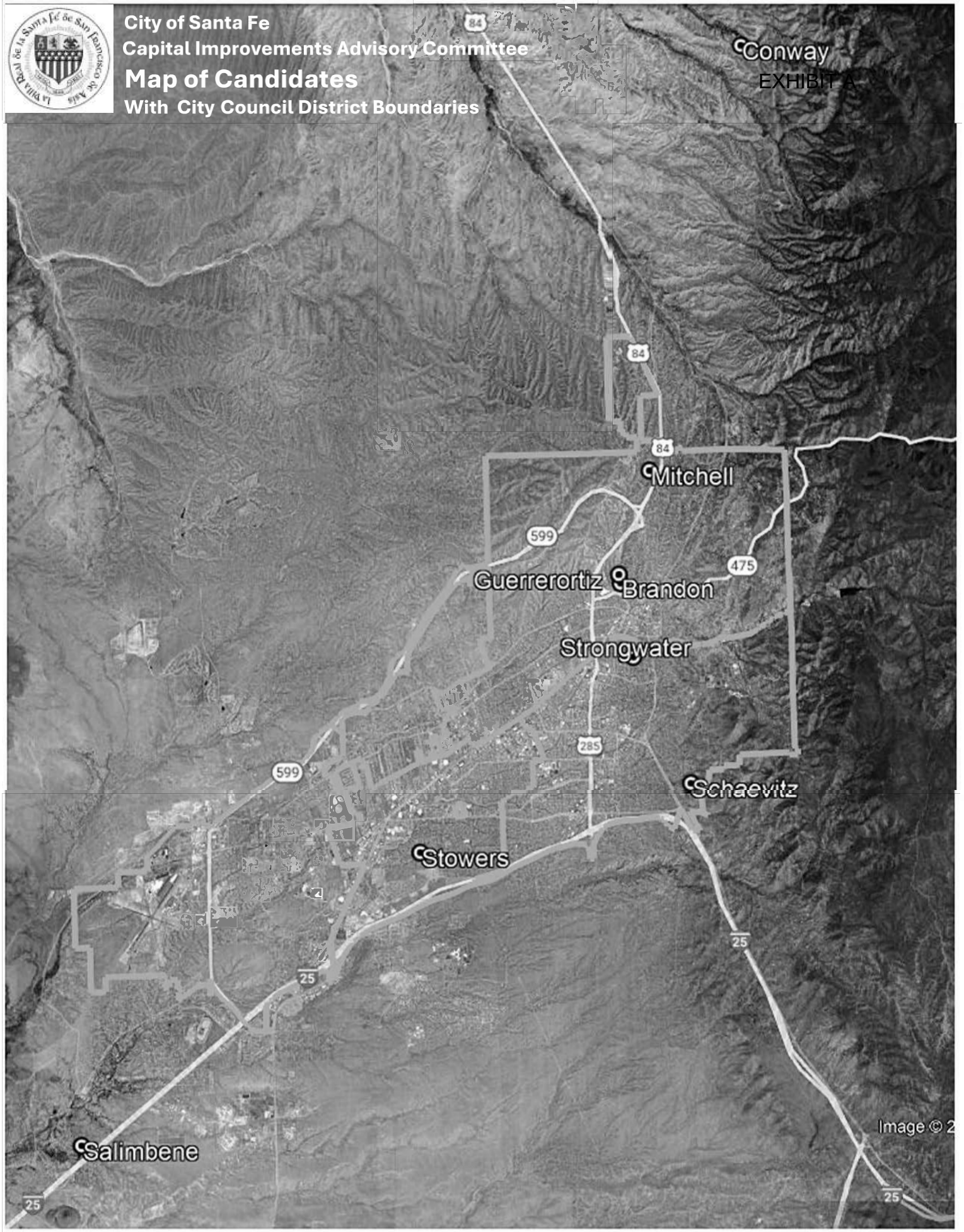
EXHIBITS:
EXHIBIT A Map of candidates
EXHIBIT B Candidate résumés

City of Santa Fe
Capital Improvements Advisory Committee

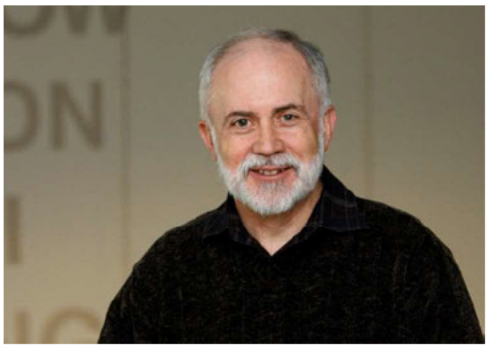
Map of Candidates

With City Council District Boundaries

EXHIBIT A



Dennis A. Brandon, AICP
Founder Brandon New Horizons, LLC



Dennis has over 30 years of experience in practice leadership, strategic urban, healthcare and higher education consulting. Trained as a city and regional planner, his strengths include proven ability to rapidly assess an organization's issues and coach leadership on how to achieve a successful new strategic direction. He has built a extensive track record of resolving complex land, urban and campus issues interacting with planners, practitioners and subject matter experts. Dennis is a sought after strategic thinker, marketing strategist, and land, campus and facility planner.

At NBBJ he was instrumental in launching and sharing the leadership in the global consulting practice which generated projects with annual multi-million dollar fees and resulted in many downstream design opportunities. The scope of NBBJ's consulting encompassed campus master planning, site and facility master plans, strategic asset assessments, facility programming, medical and scientific equipment programming and workplace transformation.

Certifications

- American Institute of Certified Planners (AICP)
- Certified Healthcare Consultant (CHC)
- Financial Analyst, United States Army Reserve

Teaching and Speaking Engagements

- Co-Coordinator for Knowlton School and MORPC Insight Academy 2050
- Guest Lecturer and Instructor, The Knowlton School, The Ohio State University
- Critique Presenter, McGill University, Montreal, Quebec
- Presenter, Public Private Partnership Models, National Health Service, London
- Global Healthcare Trends and Models for P3, Turkish Ministry of Health, Ankara and Istanbul
- AAMC Article: Replacing an Academic Medical Center Hospital – the Billion Dollar Question, Medical University of South Carolina, Charleston SC
- Success Factors in Developing Medical Research University Master Plans, SCUP, Toronto
- Team Captain, Baylor College of Medicine Global Initiatives Hackathon, Houston TX
- Multiple CEO Forums, Health Research & Development Institute

Dennis A. Brandon, AICP
Founder Brandon New Horizons, LLC

Education

- Master of City & Regional Planning, The Ohio State University
- Bachelor of Arts, Political Science, Miami University

Organizations

- Contributor, Santa Fe Conservation Trust
- The Nature Conservancy
- Contributor, The Horse Shelter
- Contributor, The Santa Fe Opera
- Member, Northern New Mexico Horsemans Association
- Member & Contributor, Chuck Wagon Trail Riders
- Member & Contributor, Caza Ladron Hunt
- Member St. Catherine's Historic Neighborhood Association
- Past President, Alumni Board of Governors The Knowlton School, The Ohio State University
- Past Board of Trustees, German Village Society, Columbus Ohio
- Past Board of Trustees, Rocky Fork Headley Hunt, Gahanna Ohio
- Past Board of Trustees, Hound and Wildlife Habitat Welfare Fund
- Past Member, American College of Healthcare Executives
- Past Member, American Association of Healthcare Consultants
- Past Member, Clintonville Area Commission, Chair Planning & Zoning

Prior Positions

- Principal and Director of Planning Services NBBJ
- Senior Planner, Deloitte
- Vice President, GMK Healthcare
- Neighborhood Planner and Economic Development Specialist, City of Columbus Ohio Department of Development

Recent Project Experience as Brandon New Horizons

Central Ohio Chapter Girl Scouts of America, environmental assessment, master plan, and STEM funding strategy for historic camp

Public Private Partnership Phase Two Development of Campus Master Plans for Major New Academic Medical Centers, Istanbul Turkey | International Advisor to NKY Architects and Engineers

Historic Swisher Hotel Redevelopment, Somerset Ohio| Owner Advisor

Buddhist Temple Rezoning and Site Design, Central Ohio | Owner Advisor

Realm Collaborative New Enterprise and Marketing Strategy, Urban Planning & Landscape Design | Owner Advisor

Pharmaceutical Distribution Company Sustainability Study, Columbus, Ohio | Owner's Program Manager

OBEGI/Lebanese American University, Redevelopment Feasibility Study, Byblos Lebanon | Lead Planner

Project Experience with Other Firms

Advisor to Mayors of Hilliard and Gahanna for election strategy and economic development

Contract Planning Consultant, Dublin, Hilliard, Gahanna, Worthington Ohio | Lead City Planner

Louisiana State University Campus Master Plan, Baton Rouge | Principal in Charge

Stanford University Master Plan Marketing, Stanford CA | Sales Team Coach

Case Western University Urban Design Study Marketing, Cleveland OH | Sales Team Coach

St Jude's Children's Research Medical Center Master Plan Marketing, Memphis TN, Sales Team Coach

Baylor College of Medicine Long-Term Facilities Master Plan Houston, TX | Healthcare Planner

American University of Beirut Medical Center, Beirut, Lebanon | Co-Principal in Charge

- Campus Master Plan & Functional Programming
- Academic Clinical Center
- New Medical Complex

Lehigh Valley Muhlenberg Hospital, Emergency Department Allentown, PA | Principal in Charge

Lehigh Valley Cedar Crest Lobby Functional Reorganization and Renovation, Allentown, PA | Principal in Charge

Southeast Louisiana Veterans Health Care System Replacement Medical Center

New Orleans, LA | Healthcare Planner

The Heart Center of Greater Cincinnati at The Christ Hospital Replacement Hospital, Master Site, and Facilities Plan Cincinnati, OH | Principal in Charge

Louisiana State University - Baton Rouge, Master Plan Baton Rouge, LA | Principal in Charge

Medical Center of Louisiana at New Orleans (MCLNO), Master Plan New Orleans, LA | Principal in Charge

The Cleveland Clinic Foundation, Glickman Tower Cleveland, OH | Healthcare Planner

Chalmers P. Wylie Veterans Administration Ambulatory Care Facility, Columbus, OH | Healthcare Planner

St. John Providence Park Hospital Novi, MI | Healthcare Planner

McGill University Health Centre, Site Development and Conceptual Plan Montreal, Canada | Principal in Charge

Memorial Hermann Southwest Hospital, Heart Services Operational Study Houston, TX | Principal in Charge

Medical University of South Carolina Ashley River Tower, Clinical Facilities Plan, East Wing Addition, Children's Hospital and Teaching Facility, Vascular Center Site Selection, Programming, Operational Assessment Charleston, SC | Principal in Charge

ProMedica North Region, Strategic Master Plan Adrian & Tecumseh, MI | Principal

University of South Florida Health and Education Center Tampa, FL | Principal in Charge

The Research Institute at Nationwide Children's Hospital, Research Building II Columbus, OH | Healthcare Planner

Children's Mercy Hospitals & Clinics, Research & Clinical Building Kansas City, MO | Healthcare Planner

McKee Medical Center / Banner Health System Facilities Master Plan and Functional and Space Program Loveland, CO | Healthcare Planner

North Colorado Medical Center / Banner Health System Facilities Master Plan and Functional and Space Program Greeley, CO | Healthcare Planner

Tzu Chi Foundation Cancer Center, Master Plan and Programming, Three New Hospitals Taipei, Taiwan | Healthcare Planner

Winship Cancer Institute at Emory University Programming and Operational Assessment Atlanta, GA | Healthcare Planner

H. Lee Moffitt Cancer Center & Research Institute/University of South Florida Growth Strategy Plan, Inpatient Tower, Vincent A. Stabile Research Building and Moffitt Clinic Building, Master Plan Update, Master Plan, Tampa, FL | Healthcare Planner

Dogus Maslak Development/Cleveland Clinic Istanbul, Master Plan, Programming, Operational Assessment, Staff Planning Istanbul, Turkey | Lead Programmer / Strategist

SUNY Syracuse, Health Science Center Campus & Facility Master Plan Syracuse, NY | Healthcare Planner

Nationwide Children's Hospital, Location Feasibility Study, Mid-Term Planning Study, Master Plan Update, Programming / Operational Assessment, East Addition, Master Plan Denver, CO | Strategic Planner

Defiance Hospital / ProMedica Health System Programming & Operational Assessment Defiance, OH | Healthcare Planner

Bay Park Community Hospital / ProMedica Health System Programming & Operational Assessment, Oregon, OH | Healthcare Planner

Woodwinds Health Campus, Replacement Hospital & MOB Woodbury, MN | Healthcare Planner

Memorial Mission Medical Center/St. Joseph's Hospital Strategic Assessment, Master Plan, Operational Assessment Asheville, NC | Healthcare Planner

East Ohio Regional Hospital, Conceptual Design Study Martins Ferry, OH | Principal in Charge

SUNY Upstate Medical University, Master Plan Syracuse, NY | Healthcare Planner

Bromley Hospital Design Competition

Design Competition & Operational Assessment London, London, England | Project Manager

St. Ann's Facility, Master Plan Westerville, OH | Principal in Charge

Great River Medical Center, Replacement Facility Replacement Study & Operational Assessment West Burlington, IA | Principal in Charge / Healthcare Planner

The Maria Fareri Children's Hospital, Trauma Center at Westchester Medical Center Valhalla, NY | Healthcare Planner

Medical College of Ohio Campus, Facilities Assessment, Surgery Functional & Space Program, Surgery Redesign Toledo, OH | Healthcare Planner

The Ohio State University Medical Center, Vision Plan 2010 Columbus, OH | Project Manager

Mount Carmel East Hospital, Master Site Development Plan Columbus, OH | Project Manager

Presbyterian Health System Master Plan Albuquerque, NM | Healthcare Planner

Genesys Regional Medical Center Replacement Facility Grand Blanc, MI | Medical Planner

Celebration Health, Freestanding Facility, Master Plan, and Programming Orlando, FL | Project Manager / Planner

Rainbow Babies and Children's Hospital, Horvitz Tower, Bed Tower Programming & Operational Assessment Cleveland, OH | Healthcare Planner

Oakwood Health System, Master Plan Programming Dearborn, MI | Principal in Charge

Nationwide Children's Hospital, Site and Facilities Master Plan Columbus, OH | Healthcare Planner

Overland Park Regional Medical Center, Master Plan and Rezoning Overland Park, KS | Project Manager

The Toledo Hospital/ Flower Hospital / ProMedica Health System Master Planning, Programming, Operational Assessment, Toledo, OH | Principal in Charge

Koo Foundation Cancer Center, Programming Taipei, Taiwan | Healthcare Planner

Roswell Park Cancer Institute, Site & Facilities Master Plan Phase 1 Major Modernization Buffalo, NY | Project Manager

Kentucky Lions Eye Foundation Research Institute, Clinic Expansion / University of Louisville Louisville, KY | Programmer

Carolinas Medical Center Pediatric, Hospital Programming Charlotte, NC | Project Manager

Community Hospital South, Precept Plan Indianapolis, IN | Project Manager

Cabell Huntington Hospital, Master Plan and Programming Huntington, WV | Project Manager

Grant Medical Center, Development Plan Columbus, OH | Project Manager

Medical College of Georgia Research Center, Laboratory Programming, Hospital and Clinics Master Plan, Healthcare Consultant for Children's Medical Center, Allied Health Services Nursing Building Planning/ Programming, Ophthalmology Practice Programming Augusta, GA | Principal in Charge

Vermont Academic Medical Center, Master Plan Burlington, VT | Healthcare Planner

Maine Medical Center, Master Plan Portland, ME | Healthcare Planner

Kosair Children's Hospital / Alliant Health System Children's Research Institute Feasibility Study

Louisville, KY | Healthcare Planner

Nassau County Medical Center, Facility Audit Nassau County, NY | Healthcare Planner

Indian River Hospital, Master Plan Central FL | Healthcare Planner

Arkansas Children's Hospital, Board Evaluation Little Rock, AR | Healthcare Planner

Oregon Health Science University, Master Plan Portland, OR | Healthcare Planner

Our Lady of Mercy Medical Center, Workload Projections Bronx, NY | Healthcare Planner

Texas Children's Hospital, Programming Houston, TX | Healthcare Planner

Arabian Medical Services & Facilities Reuse Assessment Hofuf, Kingdom of Saudi Arabia | Healthcare Planner

Camden Healthcare Nursing Home, Feasibility Study Camden, SC | Healthcare Planner

District of Columbia Department of Corrections Treatment Facility Planning / Programming, Washington, D.C. | Healthcare Planner

Alliant Health System Center for Cancer Treatment and Research Predesign Louisville, KY | Healthcare Planner

Sparrow Regional Cancer Center, Planning/Programming Lansing, MI | Principal in Charge

The Mountainside Hospital, Site and Facility Master Plan Montclair, NJ | Project Manager

Bay Medical Center, Master Plan Bay City, MI | Principal in Charge

Richland Memorial Hospital Center for Cancer Treatment and Research Columbia, SC | Healthcare Planner

Richland Memorial Hospital, Neonatal Intensive Care Unit and Newborn Nursery Columbia, SC | Healthcare Planner

Chester County Hospital and Nursing Center, Addition and Renovation Chester, SC | Healthcare Planner

Boston Children's Hospital, The Harvard School of Medicine Technology Plan Boston, MA | Healthcare Planner

Savannah Oncology Center Savannah, GA | Healthcare Planner

Myrtle Beach Oncology Center, Programming and Planning Myrtle Beach, SC | Healthcare Planner

Columbia Arthritis Center Columbia, SC | Healthcare Planner

Richland Memorial Hospital Adult Critical Care Columbia, SC | Healthcare Planner

Red Cross Central South Carolina Chapter Headquarters Columbia, SC | Healthcare Planner

McCormick County Nursing Care Facility McCormick, SC | Healthcare Planner

University of South Carolina Eye Institute Columbia, SC | Healthcare Planner

Shriners Hospital for Crippled Children Greenville Unit Greenville, SC | Healthcare Planner

Integrated Healthcare Systems Chester County Hospital, Facility Evaluation Chester, SC | Healthcare Planner

Wesley Long Community Hospital, Master Plan Greensboro, NC | Healthcare Planner

Upstate Medical University, Campus and Facility Master Plan Syracuse, NY | Healthcare Planner

Kershaw County Memorial Hospital, Master Plan Camden, SC | Healthcare Planner

University of Kentucky Medical Center, Master Plan and Programming Lexington, KY | Project Director

Oakwood Health Services Corporation

Strategic Space Programming, Facility Planning, and Priority Project Programming, Dearborn, MI | Project Manager

Saint Anthony Hospital Same-Day Surgery Columbus, OH | Healthcare Planner

Saint Anthony Hospital, Site Expansion Master Plan Columbus, OH | Healthcare Planner

Markey Cancer Center, Lexington, KY | Healthcare Planner

Hilliard Northwest Medical Center, Ambulatory Care Facility, Shaver Medical Centers Hilliard, OH | Healthcare Planner

Miles D. Conway

[redacted]

WORK EXPERIENCE: 2000 to Present

Executive Officer
Santa Fe Area Home Builders Association
2020-Present

Fundraising, Communications, and Operations Coordinator
New Energy Economy
Santa Fe, NM 2018 - 2020

Communications and Mobilization Coordinator
AFSCME Council 18 - American Federation of State, County and Municipal Employees
2012-2018

CWA-NM Political / Communications Coordinator
Communications Workers of America,
Santa Fe, NM, 2004-2012

Lead Organizer
State Employee Alliance Communications Workers of America Local 7076
Santa Fe, NM, 2003-2004

OTHER WORK EXPERIENCE AND COMMUNITY SERVICE

Santa Fe Habitat for Humanity, Board
Santa Fe, NM 2023-Present

New Mexico Interfaith Housing, Board

Santa Fe, NM 2023-Present
City of Santa Fe Capital Improvements Advisory Committee
Santa Fe, NM 2021-2023

City of Santa Fe Business and Quality of Life Committee
Santa Fe, NM 2015-2017

Fly-Fishing Instructor
Santa Fe, NM 1999-2001

Taught fly fishing and fly tying to a youth group ages 5-15 during AmeriCorps National Service work.

Program Manager
Warehouse 21 Santa Fe Teen Art Center
Santa Fe, NM 2000-2003

Fundraising Committee
Chainbreaker Collective
Santa Fe N.M. 2009-2012

The Alliance for Land and Culture's "Santa Fe Healing Gardens" Prince Park
Santa Fe, NM 2001-2003

Tow Truck Driver
Reliable Towing
Santa Fe 1998

Acequias De Las Joyas Farm Project,
Santa Fe, NM 1996-98

EDUCATION:

2006	Southwest Organizing School, Advanced Steward Training
2004	CWA Stewards Training
2003	AFL-CIO Organizing Institute
1994-1995	Colorado Mountain College
1990-93	Colorado College, Focus: Southwest Studies, Creative writing

References available upon request

Robin Gould

Staff Representative at Communications Workers of America

I was Miles' direct supervisor several years ago. He worked as our office manager, communications director, and political coordinator in CWA Local 7076. At that time I was the President of the Local. Miles was willing to take on any challenge. He left for promotional opportunities, which we could not offer.

U.S. Congresswoman (at time) Debra Haaland

I have had opportunities to work alongside Miles during many campaigns. Although we were not coworkers, I am greatly familiar with his skills, talents, and work ethic. Miles is extremely dependable. His intelligence is obvious, and his creativity has no end. Miles is a joy to work with on any project.

ORALYNN GUERRERORTIZ, PE

EDUCATION

M.S. Civil Engineering – Arizona State University, Tempe, AZ
December 1989. Emphasis: Water Resource Engineering
B.S Geology – University of California, Los Angeles, CA – June 1984

TECHNICAL REGISTRATION

Arizona: Engineering/Civil License No. 26345; Geology License No. 27700
New Mexico: Professional Engineer License No. 12688
Colorado: Professional Engineer License No. 36346

EXPERIENCE

PRESIDENT 2/00 – Present
Design Enginuity, Santa Fe NM
Prepares civil engineering plans including stream restoration, trails, road, drainage, grading, parking lots, parks, sewer and water plans for subdivisions, commercial, institution and community facility developments of 4 to 1500 lots, 4000 to 100,000 sf. Prepares and processes zoning, subdivision and commercial development permits through local government. Provides land development project management. Local projects include , Santa Fe River Greenway, Santa Fe Community College Main Entrance, Bishop's Lodge Hills, High Summit, La Pradera, Santa Fe New Mexican Production Facility, Romero Park, Hyatt Place Hotel, Family Dollar Store, NM National Guard 400 Meter Track, Rio Grande School expansion, LANL Foundation Headquarters, Elder Grace and Old Las Vegas Highway Sewer Extension, Tierra Contenta Phase 3A.

SUBDIVISION ENGINEER 3/95 – 2/00
Santa Fe County, Santa Fe NM
Director of the Development Review Division. Prepared technical and field reviews of all new developments within Santa Fe County. Final approval authority of all land divisions and subdivisions in the County. Wrote new regulations and served as an engineering expert to the Board of County Commissioners.

CIVIL ENGINEER 8/92 – 11/94
Greeley and Hansen, Phoenix AZ
Prepared conceptual design plans for a 200-mgd reclaimed water underground storage and recovery facility including pump stations and conveyance pipeline. In charge of pilot percolation testing, hydrogeology investigations, and acquiring all necessary permits. Developed public participation program and gave numerous presentations. Prepared stormwater pollution prevention plans. Prepared sludge facility design plans for 150-mgd wastewater treatment plant.

CIVIL ENGINEER 8/89 - 8/92
A-N West, Inc., Phoenix AZ
Prepared groundwater resource evaluations and determined the potential of groundwater development of the San Carlos Indian Reservation and the Cibola Valley Irrigation and Drainage District. Prepared design plans, specifications and reports for wastewater treatment plants . Analyzed drainage conditions and designed flood control structures for sites varying in size from 5 to 4,900 acres. Prepared an environmental impact report for a 4,700-acre multi-use development. Provided land development project management.

ENGINEERING ASSISTANT 10/85 – 8/86
Construction Inspection & Testing Co., Phoenix AZ
Supervised drilling operations for residential and commercial soil investigations, percolation tests, and soil failure diagnostics. Some lab analysis and report preparation.

STAFF GEOLOGIST 7/84 – 7/85
Lockwood-Singh and Associates, Los Angeles CA
Geotechnical projects pertaining to slope stability, fault investigations, and seismicity. Responsibilities include geologic field investigations, literature reviews, and preparations of reports.

Community Involvement

Tierra Contenta Board of Directors 1995- 2009
City of Santa Fe Parks and Open Space Advisory Commissioner 2008-2015

Mark Mitchell

[redacted]

Business Development, Marketing, Branding and Creative Services Consulting

Capabilities

Strategy

Development of business and creative strategies to gain market share, increase profits, introduce products or services, enter new markets, develop, enhance or reposition brands / products / services, create new divisions and goal setting. Also develop and execute internal communications strategies.

Creativity

Winner of over 30 major awards in marketing, advertising, promotion, design and film / video (awards list below).

Expert in the development of strong, desirable brands and successful, effective marketing, business and communications programs and tools that provide a clear edge over the competition.

Ability to provide expert creative and implementation services in virtually all media and technologies.

Out of the box solutions.

Marketing

Marketing and business development expertise with broad, multi-industry experience from start-ups to the Fortune 100.

Ability to quick-study industries, markets and technologies and move programs up-to-speed and productive in a minimum of time.

Development of marketing and communications programs with the objective of creating customers that connect with products or services both logically and emotionally... customers who are active buyers, who recommend products or services and form long-term relationships with the brand.

Brand Development and Management

Development of strong, desirable brands and brand strategies.

Logo design development and corporate identity implementation programs including internal communications, market roll-out and long term image maintenance.

Analysis of existing brands, brand repositioning strategies and programs.

Executive Coaching

Highly experienced entrepreneur, senior executive and management coach

- Break through business barriers and levels
- Development of broader, more effective management skills
- Team building
- Better work-life balance
- Start-ups

Awards

Advertising Club of NY - 2 ANDY Awards

Art Directors Club of NY - 3 AWARDS of MERIT
THE ONE SHOW - GOLD Award

Business and Professional
Advertising Association - ACE Award, 3 BEST TELLER Awards

Direct Marketing Association - CERTIFICATE of MERIT

Art Direction Magazine - 3 CERTIFICATES of DISTINCTION

CINE / U.S. Government - GOLDEN EAGLE AWARD for FILM

International Film Festival of NY - 2 GOLD AWARDS, 5 SILVER AWARDS

Communication Arts Magazine - 3 AWARDS of EXCELLENCE

American Advertising Federation - BEST OF NEW YORK
Citation of Excellence

Progressive Architecture Magazine - Annual Advertising Award

Advertising Club of Westchester - 4 BIG W Awards

Education

Rhode Island School of Design - BFA / Industrial Design

Certified Co-Active Business Coach

Over 500 hours of Personal Development courses and training

Experience

MILLENNIUM COMMUNICATIONS, INC.

Co-owner, president and creative director of an Advertising, Direct Marketing and Sales Promotion Agency with Fortune 100 and 500 clients located on Madison Avenue, NYC.

Responsibilities included: Overall management and development of creative and business services, new business development and client relationships.

Developed and directed strategic planning, competitive market position, market development, marketing / creative and communications strategies, branding programs, advertising, promotion, direct marketing and trade show programs for major corporations including:

American Airlines, American Express, Art in America Magazine, AT&T, Badishe Corp, CBS Radio, Chevron, Citicorp,, Cunard, DuPont, Earth Shoes, Forbes Magazine, Hertz Corporation, Interior Design Magazine, Malden Mills, MasterCard International, Oxford Health Plans, Scitex, Smithsonian Magazine, Westpoint Pepperel.

Millennium Communications, Inc. was acquired by The Moorgate Group, an international marketing company, based in London.

UNITED STATES LEAD TESTING / PRO-TECT FRANCHISING

As President, developed nationwide franchise in response to the opportunity created by new lead paint disclosure laws affecting 78% of all U.S. housing.

- Sourced and negotiated contract for the exclusive use of the markets most advanced portable lead testing equipment.
- Supervised legal team that secured franchise approval.
- Developed image and branding for the franchise sales division including all signage, promotional materials and marketing programs.
- Participated in the sale of 62 franchise units in the first year.
- Negotiated nationwide contracts with Century 21, ERA and Coldwell Banker real estate sales companies and national / regional home inspection companies as exclusive provider of lead testing services.
- Leader in sale negotiations of the parent company and franchise division to a holding company.

MITCHELLWEST - President / Owner

Business Development, Marketing, Branding, and Creative Services Consulting

MitchellWest serves start-ups, mid-size to large businesses in a wide range of product /service categories and markets. Services include business development strategies, all phases of marketing, branding, communications, a wide range of creative projects and executive coaching.

Clients:

EZKR Certified Public Accountants - Corporate, Non-Profit and Personal Accounting Services - Westchester, NY

Farragut Square - Premier Medical Industry Investment Consulting Services NYC / Washington, DC

Keevily Spero Whitelaw - Nationwide Insurance Sales and Services - Westchester, NY

Phibro Animal Health Corp - Feed and Medicinal feed additives for Poultry, Beef cattle, Dairy cattle, Swine to a broad range of nutritional specialty products worldwide (was Pfizer Animal Feed Division) - New Jersey

Planet Data - Nationwide eDiscovery Services for the Legal Industry, Corporations and Government - Westchester, NY

Rakow Commercial Real Estate - Commercial Leasing and Sales - Westchester, NY

Thalle Industries - Asphalt and Aggregate provider to NYC, Long Island, Westchester, NY and the Hudson Valley

Westchester Business Council - Consultant / Westchester, NY's largest Business Membership Organization

Westchester Medical Pavilion - Medical Offices Complex - Westchester, NY

Santa Fe Business Incubator - Santa Fe, New Mexico (Consulting)

Mark Mitchell

Business Development, Marketing, Branding and Creative Services Consulting

[redacted]

End

Jennifer Salimbene

[redacted]

Professional Summary

Dynamic and results-driven Executive with extensive experience in Client Relations and Project Management. As an owner and leader, I am highly organized, a fast learner, and a strategic thinker with exceptional communication and problem-solving skills. I possess a strong track record of proactive leadership and have successfully managed multiple projects and cross-functional teams to achieve business objectives. Recognized for effectively handling complex challenges, fostering positive stakeholder relationships, and delivering results. My entrepreneurial mindset and ability to adapt to evolving business environments ensure growth and innovation in every aspect of my work.

Education

Bachelor's Degree
Sam Houston State University, Huntsville, TX
Universidad Iberoamericana, Ciudad de México

Key Skills

- **Client Relations | Project Management**
- **Proven Proactive Leadership**
- **Strategic Planning & Business Development**
- **Stakeholder Management –** Served as a liaison between vendors, financial institutions, customers, employees, and local businesses.
- **Crisis Management & Problem Solving –** Recognized for successfully managing difficult situations and navigating complex challenges.
- **Operational Oversight –** Managed multiple departments and played diverse roles to ensure smooth operations and team coordination.
- **Data & Office Management –** Skilled in maintaining operational data, managing confidential information, and streamlining office processes for efficiency.

Technical Skills

- **iMac, Microsoft Windows, Adobe**
- **Web Design | Social Media | Google Suite**
- **Artificial Intelligence (AI) –** Familiar with AI tools for project management, data analysis, automation, and customer relationship management. Proficient in utilizing AI-driven software to streamline operations, enhance client engagement, and inform strategic decisions.

Work History

Principal
Santa Fe Permits, LLC — Santa Fe, NM
2021 – Present

- Owner and Principal of Santa Fe Permits, LLC, a leading land use consulting firm in Santa Fe.
- Specialize in comprehensive land use consulting, permitting, and project management services for developers, landowners, and government agencies.
- Collaborate with local government officials, developers, and other stakeholders to ensure smooth permitting processes and compliance with zoning laws.
- Provide expert guidance on land use applications, community planning, and zoning regulations.
- Representation, proposals, feasibility analysis and due diligence

Executive Assistant
Santa Fe Kia — Santa Fe, NM
2017 – 2019

- Acted as a liaison between management and staff, providing project oversight, financial management, and customer service.
- Coordinated marketing campaigns, promotions, events, and handled day-to-day administrative support duties.
- Managed and streamlined internal communications and tasks using digital tools and AI-based management systems.

Partner, Brand Executive
House-Keeping! — Dallas, TX
2013 – 2017

- Developed and managed the brand, including website design, marketing strategies, and overall business operations for a home cleaning and errand service.
- Created customized service packages tailored to client needs across North Texas, leading to business growth and client satisfaction.

Client Relations Director
Boardwalk Auto Group — Plano, TX
2010 – 2011

- Managed confidential client data and business meetings, improving internal processes and communication.
- Coordinated and promoted marketing events to enhance customer satisfaction and business exposure.

HR Business Partner
Hewlett-Packard — Plano, TX
2007 – 2010

- Managed HR compliance for national accounts and implemented cost-reducing filing systems.
- Assisted in relocation services for over 2,000 employees per year, ensuring smooth transitions and high satisfaction.
- Provided comprehensive relocation services, including home search, settling-in assistance, and international moves.
- Ensured smooth transitions for employees and their families, providing ongoing support throughout the relocation process.

Senior Client Director
A.P. Moller – Maersk Group — The Woodlands, TX
2004 – 2007

- Coordinated logistics management, ensuring customer satisfaction and timely delivery of products.
- Developed strategies that increased customer service levels, leading to client retention and business expansion.
- Appointed to the Safmarine Liberty Maritime Board to support U.S. food aid initiatives for African nations.

Additional Information

- **Languages:** English (Fluent), Spanish (Intermediate)
- **Professional Affiliations:** Zeta Tau Alpha Alumni

Robert C. Schaevitz

Public Infrastructure: Management, Finance, Planning, Implementation, and Policy

Contact Information

[redacted]

Employment Status

Retired

Areas of Expertise

Project Management	Planning
Finance	Impact Analysis
Feasibility Analysis	Institutional Studies
Implementation Services	Policy Analysis

Experience

Bender Rosenthal, Inc.	Vice President and Chief Financial Officer	6 Years
URS Corporation	Vice President and Principal Project Manager	10 Years
Decision Economics, Inc.	Founder and Principal	11 Years
Parsons Brinckerhoff, Inc.	Vice President and Chief Economist	13 Years
Self-Employed	Economic Analyst	3 Years

Education

M.A., Regional Science (Economics), University of Pennsylvania, 1975.
B.A., Urban Studies and Architecture, University of Pennsylvania, 1974.

Overview

Robert Schaevitz brings 43 years of accomplishment in the development and implementation of transportation, infrastructure, and related projects. He has an in-depth background in planning, economics, feasibility analysis, and project finance, as well as in institutional and environmental policy analysis. Mr. Schaevitz has successfully completed over 200 engagements for public and private clients throughout the United States and abroad. He has been a frequent contributor to regional and national forums on transportation and planning and has been cited on several occasions in the national media.

Now retired, Bob and his wife Vicki have lived in Santa Fe since 2021. Since that time, they have been active participants in and donors to various non-profit organizations, particularly those involving music performance and teaching. (Vicki is a long-time music teacher and professional flutist.) Life in Santa Fe has been truly rewarding, and we are constantly urging our friends to consider relocating here. The attractiveness of Santa Fe brings any number of planning and operating challenges, not least of which is capital improvements planning, funding, and delivery.

Following are short summaries of *relevant* project experience, accumulated during over 40 years of professional practice.

Project-Specific Experience

Project Manager, California High-Speed Rail Project, Fresno-Palmdale Region. Manager of $100 million URS joint venture contract to provide planning, environmental, engineering and public outreach services leading to certified environmental document and 30% engineering.

Acting Executive Director, California Joint Powers Agency. Engaged by the Elk Grove – Rancho Cordova – El Dorado Connector JPA to operate as an interim executive director while the newly-formed agency recruited a permanent employee to fill that position. Responsibilities included establishing administrative and financial procedures, overseeing the recruitment effort, and continuing planning efforts begun earlier.

Construction Cost Escalation Model. For California Dot (Caltrans), designed and implemented construction cost escalation forecasting model. Elements included labor, materials, energy, overhead, and profit, all driven by market prices (inputs) and competitive environment.

Strategic Plan for Local Transportation Capital Program (San Mateo County Transportation Authority, CA). Project Manager for services including formulation of project/program prioritization process, review of cost and revenue estimates, and development of a financial model to facilitate project prioritization and scheduling.

Comprehensive transportation funding/programming agency for Denver, CO. Policy analyst for the Governor's Office and the Denver Chamber of Commerce, assisted in the region, including the application of toll revenues for the beltway corridor.

Transit Agency Strategic Financial Plan, Lancaster, CA. Project Manager to develop a financial planning model and prepared a 10-year plan to address future cash flow and funding requirements for this growing transit provider. Elements included capital replacement needs, expected revenue from regional sources, and local funding requirements.

Funding Alternatives Analysis and Strategic Funding Plan, Denver, CO. For Colorado DOT and Denver RTD, managed development of funding options for US-36 corridor, including evaluation and selection of preferred approaches and formulation of a strategic funding plan. Effort included extensive interaction with local officials and policymakers.

Feasibility Study of Proposed Highway/Tunnel Link, LA County, CA. Project Manager for work including development of study alignment between the cities of Palmdale and Glendale, tunnel and roadway designs, cost estimates, and traffic and revenue study to determine portion of project cost that could be funded through tolls.

Transportation Program Management, Yosemite National Park, CA. Provided hands-on project and program management services to assist YNP staff with development, design, and implementation of a wide variety of transportation projects in the Park, including coordination of construction activities for multiple projects underway simultaneously.

Construction Economic Impact Analysis. For the National Park Service, prepared analysis of benefits of major construction activity in Yosemite National Park. Local and regional benefits including business sales, employment, and personal income were quantified.

Assessment of proposed city roadway impact fee, Elk Grove, CA. For a private developer., prepared an analysis of a recently enacted roadway impact fee program. Issues addressed included sufficiency of the "nexus" analysis, appropriateness of geographical coverage, and use of subareas or districts to better match fees with traffic impacts.

Municipal Government Fiscal Impact Model. For Henderson, NV, managed development of a cost and revenue impact model to address alternative land development (growth) policies. Model elements included all major city revenue funds and operating departments.

Annual Transportation Program Financial Report, City of Glendale, AZ. Manager for preparation of annual report for ongoing transportation improvement program funded with a dedicated sales tax. The program includes both roadway and transit investment projects and services.

Aviation Fund Revenue Forecasting Model. For the Arizona DOT, developed a dynamically-linked revenue forecasting and cash flow model. Challenges associated with unusual revenue sources such as valuation of commercial air fleets while in Arizona airspace were overcome.

Economic Development Benefits of Highway Relocation, West Sacramento, CA. Project Manager for calculated potential benefits and costs of two proposed relocation alignments for existing state highway. Considerations included redevelopment potential and job growth.

Benefit/Cost Assessment of Proposed Light Rail System, Cincinnati, OH. For a blue-ribbon project review panel, prepared a long-term assessment potential economic and financial impacts of multi-corridor system. Proposed corridors were prioritized as a result.

Economic Development Effects of Investment in Highways. For the FHWA, oversaw the analysis of two corridors in California located in high unemployment, low-income areas. Objectives included delivery of case study findings for policy analysis at the federal level, and development of analytical tools and findings to assist local officials.

Updated Comprehensive Transportation Plan for San Bernardino County, CA (SANBAG). Project Manager for financial and management support services, including development of financially-constrained plan alternatives, supervision of transportation analysis, and preparation of technical papers and supporting documentation.

Financial advisor to Placer County (CA) Dept of Public Works. Conducted a review of revenue sources and Department financial reporting in order to clarify sources of funding for each class of work and to identify potential shortfalls.

Financial Forecast and Assessment, East Contra Costa Regional Fee and Financing Authority, CA. Prepared development impact fee forecast and assessment of the Agency's financial ability to undertake a loan from the state of California pursuant to Assembly Bill 1012, a prerequisite to receiving loan approval from the California Transportation Commission.

Fee-Funded Transportation Program, Placer County, CA. Prepared project alternatives, costs, and funding requirements for roadway and transit improvements. Program was successfully implemented in near-record time (under two years).

Budget Forecasting Model for Arizona DOT. Model provided the ability to track project and program spend out profiles over time, and to permit adjustments to annual capital improvement program updates to match anticipated cash availability.

Advisor to Government of Poland for Award of Build-Operate-Transfer (BOT) Toll Road Concession, Poznań, Poland. Project Manager for services including review and analysis of concessionaire's financial plan, negotiation of contract profit and liability provisions, and presentation of findings to senior government officials.

Long Beach-Los Angeles Rail Transit Project, CA. Deputy Project Director, including overall supervision of environmental studies and evaluation of alternatives. Responsible for drafting of the preferred alternative report reporting the technical evaluation of alternatives.

Funding analysis for water ferry operations. For Bay Area Water Transit Authority, prepared assessment of potential revenue from local development and land use-driven funding mechanisms in the Richmond, CA area, including impact fees and special assessments.

Revenue forecasting model peer review, City of Santa Rosa, CA. Prepared a review and supplementary analysis of a revenue forecasting model for Long-Range Wastewater Project. Activities included development of a separate revenue test model, as well as an analysis of fiscal impact and other policy variables.

Revenue Forecast for Stanislaus Association of Governments Capital Program (California). Prepared a 20-year revenue forecast for a proposed countywide sales tax for transportation funding purposes. Part of an to develop a preliminary transportation expenditure plan, the work also included an assessment of "leveraging" potential from the sales tax.

Analysis of funding alternatives, Phoenix, AZ. For a special task force established by the Governor of Arizona, recommended transportation funding options to support air quality improvement in Phoenix. Worked with the Regional Public Transportation Authority and the Arizona DOT to evaluate alternative funding mechanisms and recommend a proposed funding program to the task force.

Impact fee (AB 1600) documentation for City of Oakdale, CA. Required by state law, analysis included documentation of future growth, development of facility needs, estimation of costs, and allocation of costs to new development in a fair and consistent manner.

Long-range arterial streets funding plan, Maricopa County, AZ. Project Manager for development of a program included survey of local governments to obtain historical data, development of plan cost estimate, and formulation of a "reasonably available" revenue forecast sufficient to fully fund the 20-year plan.

Expert panel for economic and revenue forecasting for the Arizona DOT. Part of risk analysis process ("RAP") used to prepare an expert consensus forecast for probabilities for vital sales tax and fuel tax revenue streams. Forecasts used in support of Department's debt financing program.

Socioeconomic Impact Studies (NEPA/CEQA) for expansion of Sacramento International Airport, CA. Project Manager for studies addressing economic impact, land use, and secondary (induced) growth impacts.

Funding options analysis for long-range transportation plan, Maricopa County, AZ. Project Manager for review of alternative funding mechanisms including sales tax, fuel tax, vehicle taxes, congestion pricing, pollution pricing, and property tax. Also included was an analysis of the environmental benefits of VMT- or emissions-based taxation.

Economic and land use consultant to the Florida DOT for SR-836 Corridor, Dade County, FL. Scope included analysis of development potential, formulation of station area absorption forecasts, and recommendations for coordinated land use/transportation polices.

Policy analysis and management consulting for City of Sacramento, CA. For departments of Planning and Public Works, provided services in a variety of contexts, including development of new staff positions, development of study work programs, and other similar tasks.

Feasibility Analysis Peer Review for Toll Expressway, Bangkok, Thailand. Consultant to private design/build consortium. Addressed classic issues of development economics in calculating a social rate of return on resources invested in the project.

Countywide Strategic Transportation Plan, Riverside County, CA. Project comprised of three subarea studies, each resulting in strategic phasing plans and funding strategies. The full range of development options was evaluated prior to making final recommendations.

Impact fee (AB 1600) documentation for City of Riverbank, CA. Required by state law, analysis included documentation of future growth, development of facility needs, estimation of costs, and allocation of costs to new development in a fair and consistent manner.

Study of railroad relocation options in West Sacramento, CA. Project to relocate trackage to permit new development and mitigate neighborhood impacts. Funding recommendations included mix of impact fees and other public and private sources, with an emphasis on local government and redevelopment participants.

Residential Development Potential Around Transit Stations. Co-investigator for study for UC Berkeley and CA Air Resources Board, including analysis of 16 case studies of higher-density residential development located near rail transit stations in CA and other out-of-state locations. Questions studied included factors determining development location and propensity of residents to use transit.

Colorado Highway 119 Corridor Study, Boulder, CO. Project Manager for Colorado DOT study including land use forecasting, travel demand modeling, transportation facilities needs analysis, definition of improvement facilities, and phasing/funding analysis.

Public facilities element and strategic financing plan for City of Oakdale, CA. Fast-track analysis tied to update of city's general plan included definition of public service requirements, allocation of costs to beneficiary groups, and definition of capital program financing options.

Strategic Plan for Transportation Improvements ("Measure K"), San Joaquin County, CA. Deputy manager for effort which included formulation of appropriate evaluation methodology and integration of transport needs with funding realities.

Assessment of transportation funding issues and opportunities, Sacramento, CA. For the Sacramento Area Council of Governments (SACOG), services included a revenue source survey of Sacramento area governments, review and comment on public opinion surveys, and investigation of new regional transportation impact fees.

Demographic Forecasting and Infrastructure Finance Services for Update of General Plan, Nevada County, CA. Special issues included assessment of fiscal impact of various land use alternatives.

Study of railroad relocation options in West Sacramento, CA. Project to relocate trackage to permit new development and mitigate neighborhood impacts. Funding recommendations included mix of impact fees and other public and private sources, with an emphasis on local government and redevelopment participants.

Policy analysis for regional transit funding program, Minneapolis-St. Paul MN. Assisted Regional Transit Board on funding options and participated in program development as part of a panel of experts.

Expert panel on freeway program finance, Phoenix, AZ. For Arizona DOT, helped address funding shortfalls affecting the freeway program. Assisted in development of land-based approaches to revenue generation and project finance.

Financial control system for the Foothill Corridor Phasing Program (FCPP), Orange County, CA. Responsible for designing system to monitor fund flows from impact fees and Mello Roos Community Facilities Districts.

Study of economic benefits and opportunities for proposed rail transit project in Salt Lake City, UT. Sponsored by the Utah Transit Authority, responsibilities included definition of specific economic and land use benefits as well as identification of potential mechanisms for benefit sharing.

Transportation Master Facilities Plan, East Loveland, CO. Principal-in-charge for project including phasing plan, costs estimates, cash flows, funding alternatives study, and all other work preparatory to creating a special financing district for this rapidly developing industrial area.

E-470 Roadway Project Implementation, Denver, CO. Deputy Project Director for Planning and Finance. Supervised preparation of revenue source plan for a $700 million bond issue to construct this 50-mile tollway. Services provided included detailed land use forecasts, toll revenue forecasts, and extensive pro forma modeling.

Uptown Area Special Assessment District, Albuquerque, NM. Directed the development of an entirely new areawide assessment formula for use with regional transportation projects. Assessment was based on development potential, not current use.

Life cycle cost analysis for the PATH Rail System, NY and NJ. Chief financial analyst for vehicle procurement and overhaul options evaluated for greatest long-term financial efficiency. Consistent results under a number of scenarios and sensitivity tests led to selection of the purchase option.

Draft EIS for Widening/Re-alignment of I-85, Spartanburg, SC. Manager of socioeconomic studies including impacts to the urbanizing area included land use, displacement, and employment. Extensive public involvement was utilized.

Comprehensive transportation financing study in Orange County, CA. Consulting Economist responsible for developing a comprehensive program of taxes and fees to locally fund over $13 billion in improvements. Final report was first document to suggest use of toll financing for the toll highway corridors now under development.

DR. **RUSSELL B. STOWERS**, PTA, MS, MHA, Ed.D., BCHE, FACHE

[redacted]

QUALIFICATIONS

Board certified healthcare leader with 35 years of experience and a proven record of performance with patient and employee satisfaction. Skilled in creating teams that excel in quality care and efficiency. Recognized for high integrity and commitment to achieving quality and excellence.

EMPLOYMENT

CHRISTUS St. Vincent Regional Medical Center November 2011 to Current
Director
Rehabilitation Services
Administration of all aspects of acute rehab program, program development and ongoing strategic planning and continuous process improvement, CARF accreditation process leader for 3 accreditation cycles, Budget preparation and maintenance, Ongoing compliance with local, state and federal guidelines, Staffing for nursing and therapy services for Acute and Inpatient Rehab.
Significant Accomplishments:

- Increased Associate Satisfaction for therapy dept. from 68 FY12 to 89 FY15.
- Increased Patient Satisfaction top box score from 64 FY13 to 72 FY16. Department has received award for highest inpatient patient satisfaction score 5 time in last 6 years.
- Managed/supervised major renovation for rehab department.
- CARF accreditation – coordinated and prepared materials for survey and ongoing accreditation for re-certification in FY13, FY15, FY19, FY21, FY24. Have received highest level of accreditation each cycle.
- Chair of Fall Prevention committee for hospital. Decreased Injuries related to falls by 66% in FY24. Chair for Fall Prevention committee 2011 to current.
- Rehab Department received organizations first Faith in Action Awards for community DME loaner program and accessibility for patients.

Pima Medical Institute August 2013 to Current
Instructor (online)
Teaching responsibilities:
Bachelor Level Courses:
Healthcare Management
Quality Management
Introduction to Public Health
Medical Terminology
Introduction to Evidenced Based Practice
Masters Level courses:
Strategic Management of Patient Centered Healthcare Networks.

CHRISTUS St. Vincent Regional Medical Center January 2008 to October 2011
Clinical Manager
Rehabilitation Services
Program development, CARF accreditation, Budget, Staffing. Chairperson for Leadership development for Hospitals leadership team.

Del Mar College October 1997 to December 2007
Director Physical Therapist Assistant Program
Associate Professor (Tenured)
Administration, program development and implementation of program, teaching physical therapy subjects, accreditation process, budget/curriculum development and maintenance.

Home Health International October 1996 to October 1997
Area Manager
Manage 16 county area with PT/OT/ST contracts with Home Health Agencies,
Hiring and supervision of PT, OT, ST personnel, managing budget, recruitment, marketing, in-services.

Rebound Sports and Physical Therapy October 1996 to October 1997
Industrial Rehab Consultant
Marketing Services, In-services to Industrial Sites, Job Analysis, ADA Compliant Job Descriptions

EDUCATION

University of New Mexico
May 2016
MHA, Healthcare Administration
2015-2016 UNM MHA Student of the Year Award

Texas A&M University
Ed.D. – Degree-Educational/Organizational Leadership
May 2008
Dissertation Title: **Case Study Approach to Physical Therapy Professional Development – Funded by the Federation of State Boards of Physical Therapy**

Texas A&M University
MS, Occupational Training and Development
December 1999
Educational Technology

Abilene Christian University
August 1992- December 1994
BS, Community Health

Amarillo College
August 1988- August 1990
AAS, Physical Therapist Asst.

Texas Tech University,
August 1987 - May 1988
Music Education

Cisco College
September 1991- May 1992
General Education

PROFESSIONAL ORGANIZATIONS

- New Mexico Healthcare Executives, President/Board of Directors 2015-2016, BOD 2016 -2020 Chapter received 2016 Chapter Excellence Award from ACHE (Only

Chapter in US out of 80 Chapters to receive this award)

- American College Healthcare Executives, selected for Executive Training program and received scholarship from Toshiba Medical Corp. Completed 6-month training program.
- American Physical Therapy Association member since 1989.
- New Mexico Physical Therapy Association, Elected PTA Delegate to APTA 2020-2022

PROFESSIONAL AFFILIATIONS (PAST AND PRESENT)

- *APTA -Academy of Leadership and Innovation School of Management* Committee: Assisted with framework and training for Therapy Executive Certification. Feb 2020 to Current – Appointed Chair for the LAMP School of Management 2022 to Current
- *On-site accreditation reviewer* - Commission on Accreditation of Physical Therapy Education 1999 to current
- *Commissioner* – Commission on Accreditation of Physical Therapy Education/American Physical Therapy Association 2010-2014, 2020-2023
- *National Assembly Board of Directors* – American Physical Therapy Association 2003 -2006
- *Trustee,* Texas Physical Therapy Foundation
- *Board of Directors*, Texas Physical Therapy Association 2003-2007
- *Peer Reviewer* for Journal of Allied Health

Publications

- Contributing Author – Behrens, B. *Physical Agents Theory and Practice*, 2nd Ed,
- Contributing Author – Sanders, B; Bandy, B, *Therapeutic Exercise for the PTA*, 2006
- Stowers, R., *Advance Proficiency*, PT Magazine, February 2006
- Stowers, R. B., Jensen, C. W. *Reflections on Professional Development for the Physical Therapist Assistant: A Personal Story*. Hand Prints, Section on Hand Rehabilitation, April 2006

AWARDS

- Outstanding Service Award – American College of Healthcare Executives 2018
- University of New Mexico MHA Student of the Year 2015-2016
- Outstanding PTA Award – American Physical Therapy Association – 2014
- Command Sergeant Major of the Texas Army National Guard Award for Outstanding Commitment and Service at Operation Lone Star 2007 (Service to 10,000 residents for free medical care)
- National Institute for Staff and Organizational Development – Teaching and Leadership Excellence Award 2005
- Advisor of the Year – Del Mar College 2005
- Joy Davenport Award from Texas Physical Therapy Association for Outstanding Service and Commitment to Physical Therapy 2003
- Cold War Medal – New Mexico State Guard - 2014

- National Defense Medal- Desert Storm/Desert Shield- 1990
- Naval Reserve Meritorious Support - 1991
- Navy Achievement Medal- 1991

MILITARY SERVICE

New Mexico State Guard

▪Commissioned officer (Captain – 0-3) 2012- 2019
Officer in Charge of statewide initiative for Los Vencinos (Humanitarian Emergency Preparedness Event), Team Leader for Medical Reserve Corp for New Mexico State Guard
▪Commanding Officer for 47th Med Co/Det A Santa Fe 2012- 2014

Texas State Guard

▪Commissioned officer (1 LT – 0-2) in the Texas Medical Rangers/Alamo Medical Response Group (Current)
▪Commanding Officer for Corpus Christi Company 2007- 2008
▪Training Officer for Corpus Christi Unit 2006-2007
▪Active Training – Operation Lone Star 2006, 2007

U.S. Navy

▪Active Service at NRC/NTC SanDiego, CA, NAS Pensacola Fl, NH Bethesda ,MD, Camp Pendleton CA, Camp Bullis TX, Ft. Sill OK Army Hospital, NAS Corpus Christi, Naval Hospital San Diego.
▪Enlisted 1987 in Reserve Allied Medical Program
Service to Marine Corp Reserve for Medical Support
▪Fleet Hospital 21 Combat Field Medical Unit
▪3rd Class Petty Officer Hospital Corpsman (Physical Therapy Specialty)
▪Honorable Discharge from duty 1994

Community Service

- President, New Mexico Healthcare Executives 2016 to 2018
- Board of Directors for Northern New Mexico Citizens Advisory board. Department of Energy appointed position for the Los Alamos National Laboratory.
- Chair of Membership Committee, New Mexico Healthcare Executives 20014 to 2016
- Congregational Care Team- United Church of Christ (Current)
- Mentor for Pre-Med Student at UNM, nursing managers, Sobering Center Manager, Director for Community Health, Capital High School Health Science Academy mentor for 15 Juniors and Seniors in Rehab Department at CHRISTUS St. Vincent. 2015-current.
- Mental Health Crisis Line Volunteer

- Big Brothers and Big Sisters, New Mexico 2010 to Current
- Graduate Leadership Santa Fe 2010 – 2011
  (Community Leadership Program)
- Graduate Leadership Corpus Christi 2000 – 2001
- Appointed by Mayor of Corpus Christi to Citizens Health Advisory Board
  2007
- Appointed by Mayor of Corpus Christi to Parks and Recreation Board of Directors
  2006 Executive committee
- Honduras Medical Mission -Team Member – Served 2000 patients with primary medical services in rural regions of Honduras. Provided Physical Therapy to apx 50 individuals

Certifications

- Board Certified Healthcare Executive- APTA Academy of Leadership and Innovation 2024 to current
- Board Certified in Healthcare Management as a Fellow of the American College of Healthcare Executives 2015 to Current
- Military Emergency Management Specialist – 2013 - Current
- Certified Ergonomic Evaluation Specialist (CEAS I) 2011 to Current
- American Heart Association CPR Certified Instructor (2000- 2011)
- Certified Personal Trainer and Nutrition Counselor Mbr # 247766 AFAA

DANIEL STRONGWATER

—

[redacted]

EXPERIENCE

2019 – Present
SANTA FE, NM

Ruffians LLC DESIGN-BUILD REAL ESTATE DEVELOPER
Acquire, re-plan, design, and renovate sustainable-focused residential & commercial projects in Santa Fe. Provide hands-on project management throughout.

6 completed projects: 4 residential & 2 commercial (each w/ commercial kitchens); 3 of 6 historically significant

2017 – Present
SANTA FE, NM

Otherness Studio PRINCIPAL DESIGNER
Provide visual identities, creative direction, print and digital collateral for various clients.

2011 – 2022
CUPERTINO, CA

Apple Inc. HUMAN FACTORS DESIGN ENGINEER; MANAGER I, II, III
Led human-product research and usability efforts for the Apple Design Team under Jony Ive across hardware, system software, algorithms and packaging.

Inventor on 36 patents.

Winter 2010 / 2011
LONDON, UK

Think-Place, Urban Planning Consultancy DESIGN ASSISTANT
Conducted in-field and theoretical research to help articulate firm's philosophy. Developed literature for work with the International Federation of the Red Cross (IFRC)

Fall 2010
NEW YORK, NY

Behance DESIGN INTERN
Executed various print, web & UI design-work. Received extensive typographic training.

Summer 2010
WASHINGTON DC

US Green Building Council (USGBC) RESEARCH INTERN
Developed web-based prototype to collect experience data of green-building occupants.

EDUCATION

Class of 2011
ITHACA, NY

Cornell University, College of Human Ecology BACHELOR OF SCIENCE
Department of Design & Environmental Analysis (DEA), Human Factors / Ergonomics

ACTIVITIES

2022 – Present

Acequia de la Muralla TREASURER; ACEQUIA CO-COMMISSIONER

2023 – Present

Santa Fe Young Trades FOUNDER
Local meetup for young professionals in the building trades

2023 – Present

Acequia Madre Elementary PTC PARENT VOLUNTEER

2004

Boy Scouts of America EAGLE SCOUT

SKILLS

Languages — American English (fluent), Spanish (professional proficiency)

Code — R (statistics), Front-end web development: HTML, CSS, Javascript

2D & 3D — Carpentry, Drawing, Painting, Illustration, Layout, Graphics, Sculpture

INTERESTS

Earthen Construction, Green Building, Natural Building Materials, Walkable Cities, Trailrunning, Environmental Physchology, Human Interaction, Outdoor Recreation, Complex Problem-solving

CITY OF SANTA FE

Date: August 8, 2025

To: Governing Body

From: Daniel J. Lopez, RAS ADA and Equity Manager

Via: Regina Wheeler, Public Works Department Director *rw*

Subject: Veterans Advisory Board Appointments

ACTION:

Appoint Larry Hinkle to the Veterans Advisory Board.

BACKGROUND AND SUMMARY:

Larry Hinkle served in the Army from 1968 to 1970, including a one-year tour in Vietnam. Larry lives in Cochiti. He is active both with the local community and Santa Fe. He and his wife served meals at Pete's Place, and they have played instrumental roles in founding a new interfaith organization to assist local non-profits who aid immigrant families but have lost their federal funding. He has also been working with our Board on developing a temporary shelter plan for homeless veterans. Larry was selected by the board in November 2024.

ATTACHMENTS:
Larry Hinkle Resume

LARRY W. HINKLE

[redacted]

COCHITI, NM 87083

EDUCATION: 1968 Ohio University
BA Government

MILITARY SERVICE: 1968-1970 U.S. Army 11B/71H20
Stationed – Dong Tam, Viet Nam
Stationed – Ft. Riley, Kansas
Rank E-5 (Specialist)

CAREER: Retailing
Halle's, Cleveland, OH 1971-1975
- Men's Accessories Buyer
- Men's Sportwear Buyer

B. Forman Co., Rochester, NY 1975-1991
- Young Men's Buyer
- Divisional Merchandise Manager
- General Merchandise Manager, COO
- President, CEO

Renberg's, Tulsa, OK 1991-1998
- General Merchandise Manager

Kaurfmann's /May Co. 1998-2002
- Altoona, Washington, PA, Beaver Falls, PA
- Vice President Store Manager

Filene's/Macys 2002-2007
- Pittsfield, MA
- Vice President Store Manger

Retired 2007

VOLUNTEER HISTORY:
Neighbors Along the Line, Tulsa, OK 2008-2014
- Board Member, Board President (2 terms)

HOA, Tulsa, OK 2008-2015
- Vice President, Treasurer, President

John Knox Presbyterian Church, Tulsa, OK 2008-2020
- Elder – 2 Terms
- Co-Treasurer 2016-2020

CONTACT INFORMATION: [redacted]

City of Santa Fe, New Mexico

memo

DATE: August 13, 2025

TO: Governing Body

VIA: Heather L. Lamboy, AICP Planning and Land Use Director *DAE for HLL*

FROM: Daniel A. Esquibel, Planning and Land Use, Current Planning, Planner Manager *DAE*

ITEM :

Planning Commission Member appointment of Matt Embry, Planning Commission Member (Council District 3)

BACKGROUND AND SUMMARY:

In accordance with SFCC 14-2.3(D)(3), Mayor Alan Webber recommends the appointment of Matt Embry, to the Planning Commission, representing Council District 3, to serve a two-year term on the Planning Commission. Mr. Embry is an accomplished management professional and has proven expertise in project delivery, financial oversite and community-focused development.

ATTACHMENTS:

1. Planning Commission Letter of Interest
2. Embry Board Resume

Letter of Interest for Santa Fe Planning Commission Board Seat

Application Highlighting Project Management, School Board Financial Oversight, and Building Development Committee Experience

To the Santa Fe Planning Commission Selection Committee,

I am writing to formally express my interest in a board seat on the Santa Fe, New Mexico, Planning Commission. As a dedicated community advocate with a proven record in project management, disaster management, grants and financial oversight. As a member of the Not Your Ordinary School (NYOS) School Board, I served in leadership roles as the Financial Oversight and Building Development Committee Chairs. I am confident that my skills and experiences align strongly with the Commission's mission to foster thoughtful, sustainable growth and equitable urban planning throughout Santa Fe.

Background and Commitment to Santa Fe's Future

Santa Fe is a city characterized by its vibrant culture, extraordinary history, and a community spirit that values both its heritage and progressive outlook. My commitment to Santa Fe's future is rooted in my belief that urban planning must be collaborative, transparent, and responsive to the needs of all residents. The Planning Commission sits at the heart of this vision, shaping the direction of housing, development, and public spaces that define our city.

With my background in project management, emergency management and education governance, I am passionate about bringing a strategic, results-driven approach to the Commission, ensuring that our planning processes are not only efficient and innovative but also inclusive and fiscally responsible. My approach is always guided by the principle that effective governance combines technical expertise with a deep respect for community voices.

Relevant Experience

Project Management Expertise

Throughout my career, project management has been a cornerstone of my professional identity. I have successfully led multifaceted initiatives requiring cross-functional

collaboration, stakeholder engagement, and rigorous attention to budget and timelines. My experience encompasses the full project life cycle: from conceptual planning, resource allocation, and risk assessment, to execution, quality control, and project closeout.

Notably, my project management experience has been shaped by my involvement in large-scale educational and recovery projects. I have coordinated with architects, city officials, and contractors to deliver projects on time and under budget. This experience has honed my skills in negotiating complex regulatory environments, securing necessary permits, and ensuring that all project phases comply with relevant zoning and land use requirements. My ability to facilitate consensus among diverse stakeholders has often been cited as a key strength, enabling me to shepherd projects from vision to reality while maintaining transparency and accountability at every stage.

NYOS School Board Financial Oversight

Serving on the NYOS School Board, I took on significant responsibilities related to financial oversight, contributing to the stewardship of a multimillion-dollar operating budget. I participated in finance committee meetings, led budget review processes, staff compensation, leadership searches and closely monitored expenditures to ensure alignment with our strategic priorities. My efforts were directed not only at maintaining fiscal discipline but also at maximizing the impact of every dollar invested in our school community.

During my tenure, I helped implement policies that improved budget forecasting, enhanced transparency, and established clear metrics for financial performance. By collaborating with other board members and administrative staff, I worked to create a culture of financial prudence and long-term sustainability. These experiences have given me a nuanced understanding of public sector budgeting, resource allocation, and the importance of accountability to stakeholders who the Planning Commission is ultimately accountable to.

Chairmanship of the Building Development Committee

As the Chair of the NYOS Building Development Committee, I led a diverse team tasked with planning, financing, and overseeing major capital projects, including new construction and facility upgrades. This role required a sophisticated understanding of land use, zoning regulations, contractor negotiations, and facility design. I cultivated relationships with municipal agencies, architects, engineers, and community members, ensuring that our projects met not only the technical and regulatory requirements but also the aspirations and needs of those who would ultimately use the spaces.

I am particularly proud of my leadership in developing a new school facility that balanced innovative design with community input, safety considerations and environmental sustainability. We prioritized open communication, hosted public forums, and incorporated feedback to create a facility that became a point of pride for our school and neighborhood. My leadership style is collaborative and transparent, grounded in the belief that successful project outcomes emerge from genuine partnership between decision-makers, subject matter experts, and the people they serve.

Vision for Planning in Santa Fe

If selected for the Planning Commission, my vision is to promote responsible and responsive growth that enhances Santa Fe's unique character while meeting the diverse needs of its residents. Key priorities I would champion include:

- Sustainable Development: Advocating for environmentally sustainable practices in all planning and development decisions, with a focus on renewable energy, water conservation, and green public spaces.
- Affordable Housing: Supporting policies and projects that expand affordable housing opportunities and prevent displacement, ensuring that families of all backgrounds can continue to call Santa Fe home.
- Community Engagement: Enhancing transparency and public participation in planning processes, making sure that community voices are at the table and that information is accessible and comprehensible.
- Historic Preservation: Respecting and preserving Santa Fe's architectural and cultural heritage, integrating new development with the existing urban fabric.
- Efficient Infrastructure: Collaborating with city partners to ensure that infrastructure improvements—roads, public transit, utilities—are planned and implemented with future growth, equity, and resilience in mind.

Working Style and Core Values

My approach to board service is characterized by integrity, diligence, and a commitment to consensus-building. I am attentive to detail and adept at balancing competing priorities without losing sight of the broader vision. I value ongoing education and professional development and am committed to staying informed about trends and best practices in urban planning, zoning, and community-led development.

Above all, I believe in the importance of public trust. As a board member, I would work to uphold the highest standards of ethics and transparency, ensuring that every decision is guided by the long-term interests of Santa Fe's residents and neighborhoods.

Conclusion and Next Steps

Thank you very much for considering my application for a board seat on the Santa Fe Planning Commission. I am excited by the opportunity to contribute my skills and experience to the Commission's important work and to collaborate with fellow board members, city staff, and the wider Santa Fe community.

I welcome the chance to further discuss my qualifications and vision for sustainable, inclusive growth in Santa Fe. Please do not hesitate to contact me at your convenience for an interview or to request any additional information.

With deep respect and appreciation,

Matt Embry

embrymatt@keemail.me

505-718-0288

July 6, 2025

Matt Embry

6483 Cerros Grande, Santa Fe, New México, 87507
(505) 718-0288 embrymatt@keemail.me

Professional Profile

Solution oriented management and planning professional with experience navigating and leveraging complicated federal programs to implement projects in a coordinated manner to mitigate hazards and challenges while building resilience at the whole community scale. Superior interpersonal skills which enable the cultivation and development of relationships at the senior and executive official levels of government which are necessary to identify challenges and effectively formulate viable solutions for complex issues ensuring all courses of action are explored. Effectively able to establish a network of collaborators at the local, state, regional and national level to focus on the recovery goals of the citizens of New Mexico. Independently developed a Post-Fire Initiative utilizing critical and strategic thinking skills to establish an innovative strategic framework to address cascading events stemming from large-scale wildfire.

Relevant Board Experience

Board Member - Not Your Ordinary School (NYOS) Charter School 2018-2020
Served as a Secondary Parent Representative for 3 terms. Served a Chari for the Finance and Property Development Committees. During the tenure the Financial Oversight Committee developed and implemented Financial Oversight Committee, including the development and adoption of multiple internal controls which established a viable financial oversight function. The Property Development Committee successfully developed a development plan, developed Request for Proposal and Scope of Work for the design and construction of a new school campus. This process included site development as well as negotiation and coordination with the City of Austin for traffic concerns. Also served on the Executive Director Review, School Safety, Compensation Committees.

Relevant Work Experience

Federal Emergency Management Agency

Federal Disaster Recovery Officer **Santa Fe, NM, April 2022, to presen**

Supervisory oversight of Interagency Recovery Coordination (IRC) staff for field operations. Ensured that state and local concerns are communicated to leadership and addressed in a timely manner. Provided insight for regional planning, specifically adjusting personnel requirements to build an effective staffing plan to meet state and local recovery goals.

- Represented the agency during high-level stakeholder engagements with leadership from federal, state, tribal and local agencies, this included identification and tracking of gaps in recovery, restoration and mitigation actions and the development of resolutions to address those gaps using a data-driven decision process.
- Identified programs, procedures, policies, and best practices to integrate into disaster recovery functions to effectively administer the delivery of technical and programmatic assistance for affected communities.
- Served in Liaison Officer roles during the disaster response periods, 2022-2025.

New Mexico FEMA Integration Team (FIT) **Santa Fe, New Mexico, March 2021 – 2025**
Imbedded with the New Mexico Department of Homeland Security and Emergency Management - Mitigation and Recovery Bureaus. Cultivated relationships with state and local partners in a dynamic and changing environment to identify gaps in capacity and knowledge related to the administration of FEMA Hazard Mitigation Assistance and Recovery programs.

- Duties included grant analysis, program delivery advisory role, financial oversight, Benefit Cost Analysis, planning, and project priority identification.
- Advised state leadership regarding state organizational structure, staff planning, standard operating procedures and Incident Command Structure (ICS) organizational strategy.
- Oversight of over $30m in Hazard Mitigation Assistance projects.

Texas Department of Public Safety

Lead Standards Officer and Financial Analyst **Austin, Texas 2014 – 2019**
Responsible for oversight of a team of auditors. Developed and implemented best practices with a focus on contractor relationship development and oversight activities for multiple federal awards exceeding $5b. Provided subject matter expert advice to senior state and agency officials related to 2 Code of Federal Regulations, Stafford Act, and United State Code Title 42. Managed processes for the implementation and oversight of external professional services contracts worth more than $35m. Oversight and management of contracted vendor budgets for the administration of grants. Analyzed operating data to ensure compliance with contracting requirements, including quality and timeliness measures, administrative program operations, management of administrative aspects of multiple contracts and budget projections to ensure adherence to contract terms.

- Served on various advisory councils and workgroups regarding business process development and improvement.
- Conducted research, assessments and analysis of products, processes, procedures and operational standards and guidelines utilizing both qualitative and quantitative measures to determine contract performance.
- Facilitated and implemented process and procedural changes relevant to the administration of the professional services contracts.
- Monitored for compliance with federal, state and agency laws, regulations, rules, policies, and procedures.

Background

Education
Saint Edwards University
Bachelor of Arts
3.67 GPA, Alpha Sigma Lambda Honor Society

Occupational Certification
Certified Fraud Examiner, Certified Occupancy Specialist, Housing Credit Certified Specialist
FEMA Qualified: Hazard Mitigation Grants Specialist
Coach Evaluator: Hazard Mitigation Grants Specialist
Open Position Task Book: IRC Federal Disaster Recovery Officer Type 2

Specialized Training
Federal Emergency Management Agency - National Incident Management System (NIMS), Emergency Management Professional Development
University of Texas Professional Development - Project Management
Association of Certified Fraud Examiners – Certified Fraud Examination, Compliance, Internal Controls, Advance Interviewing Techniques and Regulatory Compliance

Community Service, Volunteer and Professional Experience
Watershed Regional Risk and Resilience Goal & Strategy for the Task Group - 2023-2025
Government Practitioner/Subject Matter Expert
Interagency Post-Fire Integration Council – 2024-2025
Stream and Precipitation Gage Working Group – Subject Matter Expert; Navigation and Coordination Working Group – Subject Matter Expert
Wildland Fire and Mitigation Commission - Post-Fire Subgroup 2023
Subject Matter Expert
State of Texas - Advisory Council, Group and Task Force Memberships 2005-2019
Grants Management System Advisory Council, Legislative Analysis Group, Standards Development Group *(Chair),* Professional Services Solicitation, Central Texas Child Welfare Taskforce, Texas Pandemic Flu Planning

Letter of Interest for Santa Fe Planning Commission Board Seat

Application Highlighting Project Management, School Board Financial Oversight, and Building Development Committee Experience

To the Santa Fe Planning Commission Selection Committee,

I am writing to formally express my interest in a board seat on the Santa Fe, New Mexico, Planning Commission. As a dedicated community advocate with a proven record in project management, disaster management, grants and financial oversight. As a member of the Not Your Ordinary School (NYOS) School Board, I served in leadership roles as the Financial Oversight and Building Development Committee Chairs. I am confident that my skills and experiences align strongly with the Commission's mission to foster thoughtful, sustainable growth and equitable urban planning throughout Santa Fe.

Background and Commitment to Santa Fe's Future

Santa Fe is a city characterized by its vibrant culture, extraordinary history, and a community spirit that values both its heritage and progressive outlook. My commitment to Santa Fe's future is rooted in my belief that urban planning must be collaborative, transparent, and responsive to the needs of all residents. The Planning Commission sits at the heart of this vision, shaping the direction of housing, development, and public spaces that define our city.

With my background in project management, emergency management and education governance, I am passionate about bringing a strategic, results-driven approach to the Commission, ensuring that our planning processes are not only efficient and innovative but also inclusive and fiscally responsible. My approach is always guided by the principle that effective governance combines technical expertise with a deep respect for community voices.

Relevant Experience

Project Management Expertise

Throughout my career, project management has been a cornerstone of my professional identity. I have successfully led multifaceted initiatives requiring cross-functional

collaboration, stakeholder engagement, and rigorous attention to budget and timelines. My experience encompasses the full project life cycle: from conceptual planning, resource allocation, and risk assessment, to execution, quality control, and project closeout.

Notably, my project management experience has been shaped by my involvement in large-scale educational and recovery projects. I have coordinated with architects, city officials, and contractors to deliver projects on time and under budget. This experience has honed my skills in negotiating complex regulatory environments, securing necessary permits, and ensuring that all project phases comply with relevant zoning and land use requirements. My ability to facilitate consensus among diverse stakeholders has often been cited as a key strength, enabling me to shepherd projects from vision to reality while maintaining transparency and accountability at every stage.

NYOS School Board Financial Oversight

Serving on the NYOS School Board, I took on significant responsibilities related to financial oversight, contributing to the stewardship of a multimillion-dollar operating budget. I participated in finance committee meetings, led budget review processes, staff compensation, leadership searches and closely monitored expenditures to ensure alignment with our strategic priorities. My efforts were directed not only at maintaining fiscal discipline but also at maximizing the impact of every dollar invested in our school community.

During my tenure, I helped implement policies that improved budget forecasting, enhanced transparency, and established clear metrics for financial performance. By collaborating with other board members and administrative staff, I worked to create a culture of financial prudence and long-term sustainability. These experiences have given me a nuanced understanding of public sector budgeting, resource allocation, and the importance of accountability to stakeholders who the Planning Commission is ultimately accountable to.

Chairmanship of the Building Development Committee

As the Chair of the NYOS Building Development Committee, I led a diverse team tasked with planning, financing, and overseeing major capital projects, including new construction and facility upgrades. This role required a sophisticated understanding of land use, zoning regulations, contractor negotiations, and facility design. I cultivated relationships with municipal agencies, architects, engineers, and community members, ensuring that our projects met not only the technical and regulatory requirements but also the aspirations and needs of those who would ultimately use the spaces.

I am particularly proud of my leadership in developing a new school facility that balanced innovative design with community input, safety considerations and environmental sustainability. We prioritized open communication, hosted public forums, and incorporated feedback to create a facility that became a point of pride for our school and neighborhood. My leadership style is collaborative and transparent, grounded in the belief that successful project outcomes emerge from genuine partnership between decision-makers, subject matter experts, and the people they serve.

Vision for Planning in Santa Fe

If selected for the Planning Commission, my vision is to promote responsible and responsive growth that enhances Santa Fe's unique character while meeting the diverse needs of its residents. Key priorities I would champion include:

- Sustainable Development: Advocating for environmentally sustainable practices in all planning and development decisions, with a focus on renewable energy, water conservation, and green public spaces.
- Affordable Housing: Supporting policies and projects that expand affordable housing opportunities and prevent displacement, ensuring that families of all backgrounds can continue to call Santa Fe home.
- Community Engagement: Enhancing transparency and public participation in planning processes, making sure that community voices are at the table and that information is accessible and comprehensible.
- Historic Preservation: Respecting and preserving Santa Fe's architectural and cultural heritage, integrating new development with the existing urban fabric.
- Efficient Infrastructure: Collaborating with city partners to ensure that infrastructure improvements—roads, public transit, utilities—are planned and implemented with future growth, equity, and resilience in mind.

Working Style and Core Values

My approach to board service is characterized by integrity, diligence, and a commitment to consensus-building. I am attentive to detail and adept at balancing competing priorities without losing sight of the broader vision. I value ongoing education and professional development and am committed to staying informed about trends and best practices in urban planning, zoning, and community-led development.

Above all, I believe in the importance of public trust. As a board member, I would work to uphold the highest standards of ethics and transparency, ensuring that every decision is guided by the long-term interests of Santa Fe's residents and neighborhoods.

Conclusion and Next Steps

Thank you very much for considering my application for a board seat on the Santa Fe Planning Commission. I am excited by the opportunity to contribute my skills and experience to the Commission's important work and to collaborate with fellow board members, city staff, and the wider Santa Fe community.

I welcome the chance to further discuss my qualifications and vision for sustainable, inclusive growth in Santa Fe. Please do not hesitate to contact me at your convenience for an interview or to request any additional information.

With deep respect and appreciation,

Matt Embry

[redacted]

[redacted]

July 6, 2025

Matt Embry

[redacted]

Professional Profile

Solution oriented management and planning professional with experience navigating and leveraging complicated federal programs to implement projects in a coordinated manner to mitigate hazards and challenges while building resilience at the whole community scale. Superior interpersonal skills which enable the cultivation and development of relationships at the senior and executive official levels of government which are necessary to identify challenges and effectively formulate viable solutions for complex issues ensuring all courses of action are explored. Effectively able to establish a network of collaborators at the local, state, regional and national level to focus on the recovery goals of the citizens of New Mexico. Independently developed a Post-Fire Initiative utilizing critical and strategic thinking skills to establish an innovative strategic framework to address cascading events stemming from large-scale wildfire.

Relevant Board Experience

Board Member - Not Your Ordinary School (NYOS) Charter School 2018-2020
Served as a Secondary Parent Representative for 3 terms. Served a Chari for the Finance and Property Development Committees. During the tenure the Financial Oversight Committee developed and implemented Financial Oversight Committee, including the development and adoption of multiple internal controls which established a viable financial oversight function. The Property Development Committee successfully developed a development plan, developed Request for Proposal and Scope of Work for the design and construction of a new school campus. This process included site development as well as negotiation and coordination with the City of Austin for traffic concerns. Also served on the Executive Director Review, School Safety, Compensation Committees.

Relevant Work Experience

Federal Emergency Management Agency

Federal Disaster Recovery Officer **Santa Fe, NM, April 2022, to presen**

Supervisory oversight of Interagency Recovery Coordination (IRC) staff for field operations. Ensured that state and local concerns are communicated to leadership and addressed in a timely manner. Provided insight for regional planning, specifically adjusting personnel requirements to build an effective staffing plan to meet state and local recovery goals.

- Represented the agency during high-level stakeholder engagements with leadership from federal, state, tribal and local agencies, this included identification and tracking of gaps in recovery, restoration and mitigation actions and the development of resolutions to address those gaps using a data-driven decision process.
- Identified programs, procedures, policies, and best practices to integrate into disaster recovery functions to effectively administer the delivery of technical and programmatic assistance for affected communities.
- Served in Liaison Officer roles during the disaster response periods, 2022-2025.

New Mexico FEMA Integration Team (FIT) **Santa Fe, New Mexico, March 2021 – 2025**
Imbedded with the New Mexico Department of Homeland Security and Emergency Management - Mitigation and Recovery Bureaus. Cultivated relationships with state and local partners in a dynamic and changing environment to identify gaps in capacity and knowledge related to the administration of FEMA Hazard Mitigation Assistance and Recovery programs.

- Duties included grant analysis, program delivery advisory role, financial oversight, Benefit Cost Analysis, planning, and project priority identification.
- Advised state leadership regarding state organizational structure, staff planning, standard operating procedures and Incident Command Structure (ICS) organizational strategy.
- Oversight of over $30m in Hazard Mitigation Assistance projects.

Texas Department of Public Safety

Lead Standards Officer and Financial Analyst **Austin, Texas 2014 – 2019**
Responsible for oversight of a team of auditors. Developed and implemented best practices with a focus on contractor relationship development and oversight activities for multiple federal awards exceeding $5b. Provided subject matter expert advice to senior state and agency officials related to 2 Code of Federal Regulations, Stafford Act, and United State Code Title 42. Managed processes for the implementation and oversight of external professional services contracts worth more than $35m. Oversight and management of contracted vendor budgets for the administration of grants. Analyzed operating data to ensure compliance with contracting requirements, including quality and timeliness measures, administrative program operations, management of administrative aspects of multiple contracts and budget projections to ensure adherence to contract terms.

- Served on various advisory councils and workgroups regarding business process development and improvement.
- Conducted research, assessments and analysis of products, processes, procedures and operational standards and guidelines utilizing both qualitative and quantitative measures to determine contract performance.
- Facilitated and implemented process and procedural changes relevant to the administration of the professional services contracts.
- Monitored for compliance with federal, state and agency laws, regulations, rules, policies, and procedures.

Background

Education
Saint Edwards University
Bachelor of Arts
3.67 GPA, Alpha Sigma Lambda Honor Society

Occupational Certification
Certified Fraud Examiner, Certified Occupancy Specialist, Housing Credit Certified Specialist
FEMA Qualified: Hazard Mitigation Grants Specialist
Coach Evaluator: Hazard Mitigation Grants Specialist
Open Position Task Book: IRC Federal Disaster Recovery Officer Type 2

Specialized Training
Federal Emergency Management Agency - National Incident Management System (NIMS), Emergency Management Professional Development
University of Texas Professional Development - Project Management
Association of Certified Fraud Examiners – Certified Fraud Examination, Compliance, Internal Controls, Advance Interviewing Techniques and Regulatory Compliance

Community Service, Volunteer and Professional Experience
Watershed Regional Risk and Resilience Goal & Strategy for the Task Group - 2023-2025
Government Practitioner/Subject Matter Expert
Interagency Post-Fire Integration Council – 2024-2025
Stream and Precipitation Gage Working Group – Subject Matter Expert; Navigation and Coordination Working Group – Subject Matter Expert
Wildland Fire and Mitigation Commission - Post-Fire Subgroup 2023
Subject Matter Expert
State of Texas - Advisory Council, Group and Task Force Memberships 2005-2019
Grants Management System Advisory Council, Legislative Analysis Group, Standards Development Group *(Chair),* Professional Services Solicitation, Central Texas Child Welfare Taskforce, Texas Pandemic Flu Planning

City of Santa Fe, New Mexico

memo

DATE: August 13, 2025

TO: Governing Body

VIA: Heather L. Lamboy, AICP Planning and Land Use Director *DAE for HLL*

FROM: Daniel A. Esquibel, Planning and Land Use, Current Planning, Planner Manager *DAE*

ITEM :

Planning Commission Member reappointment of Janet Clow, Planning Commission Chair (Council District 2)

BACKGROUND AND SUMMARY:

In accordance with SFCC 14-2.3(D)(3), Mayor Alan Webber recommends the reappointment of Janet Clow, Chair of the Planning Commission, representing Council District 2, to serve a two-year term on the Planning commission.