



**ACTION SHEET**  
**CITY COUNCIL COMMITTEE MEETING OF 07/09/14**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 06/30/14**

**ISSUE:**

6. Request for Approval of Professional Services Agreement – Mechanical Refrigeration Services for Ice Arena at Genoveva Chavez Community Center (RFP #14/34/P); Yearout Service, LLC. (Ivie Vigil)

**FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM**

Requested approval of professional services agreement for mechanical refrigeration services for Ice Arena at Genoveva Chavez Community Center (RFP #14/34/P) in the amount of \$50,000 inclusive of gross receipts tax for a total amount of \$200,000 for a three year term. Budget is available in ice arena operations fund.

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR TRUJILLO	Excused		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	Excused		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ	X		

3-17/14/FCMissue

# City of Santa Fe, New Mexico

# memo

**DATE:** June 18, 2014

**TO:** Finance Committee

**FROM:** Robert Rodarte, Purchasing Officer  
Purchasing Division

**VIA:** Marcos A. Tapia, Finance Director  
Finance Department

**ISSUE:** Award of Request for Proposal # '14/34/P  
Mechanical Refrigeration Services for the Ice Arena at the Genoveva Chavez Community Center

**SUMMARY:**

On May 9, 2014, two proposals were received for the above referenced service as follows:

	Written Score	Interview Score
YearOut Service, LLC, Albuquerque	1480	2040
Travers Mechanical, Albuquerque	1580	1990

The evaluation criteria consisted of compliance to specifications/performance (35%); overall qualifications of principal (25%); company experience (20%); and cost proposal (20%). The proposal was reviewed and evaluated by Robert Rodarte, Purchasing, Debbie Jo Almager, Public Works, Michael Hering, Tom Miller, and Liza Suzzane, Recreation.

The using department has reviewed the proposals and recommends award to YearOut Service, LLC, Albuquerque, in the amount of \$50,000.00 annually for a four year term.

Budget will be available each fiscal year in account number 52705.520100 (GCCC – Ice Arena Operations –Repair & Maintenance Building/Structure).

**ACTION:**

It is requested that this recommendation of award to YearOut Service, LLC, Albuquerque, in the total amount of \$200,000.00 for a four year term be reviewed, approved and submitted to the City Council for its consideration.

Attachment(s):

1. Memo of recommendation from the using department.
2. A copy of the professional service agreement.
3. A copy of tabulation score sheet.

EVALUATION SCORES

4/14/34/P

MECHANICAL REFRIGERATION SERVICES FOR THE ICE ARENA AT THE GENOVEVA CHAVEZ  
COMMUNITY CENTER

Evaluation Committee	Written Evaluation	
	YearOut Service, LLC	Travers Mechanical
Robert Rodarte	400	380
Michael Hering	400	480
Tom Miller	260	360
Liza Suzanne	420	360
<b>Total Score</b>	<b>1480</b>	<b>1580</b>

Evaluation Committee	Interview Evaluation	
	YearOut Service, LLC	Travers Mechanical
Robert Rodarte	480	460
Debbie Jo Almager	445	390
Michael Hering	395	480
Tom Miller	300	300
Liza Suzanne	420	360
<b>Total Score</b>	<b>2040</b>	<b>1990</b>

**ACTION SHEET  
ITEM FROM THE  
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING  
OF  
MONDAY, JUNE 23, 2014**

**ITEM 8**

REQUEST FOR APPROVAL OF RFP #14/34/P AND PROFESSIONAL SERVICES AGREEMENT WITH YEAROUT SERVICE, LLC FOR THE MECHANICAL REFRIGERATION SERVICES AT THE ICE ARENA (GCCC) IN THE AMOUNT OF \$50,000 INCLUSIVE OF GROSS RECEIPTS TAX AND AN OPTION TO RENEW FOR AN ADDITIONAL PERIOD OF THREE YEARS FOR A TOTAL OF \$200,000 **(IVIE VIGIL)**

**PUBLIC WORKS COMMITTEE ACTION: Meeting cancelled due to lack of quorum**

**SPECIAL CONDITIONS OR AMENDMENTS:**

**STAFF FOLLOW UP:**

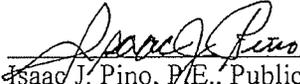
VOTE	FOR	AGAINST	ABSTAIN
CHAIRPERSON TRUJILLO			
COUNCILOR BUSHEE			
COUNCILOR DIMAS			
COUNCILOR DOMINGUEZ			
COUNCILOR RIVERA			

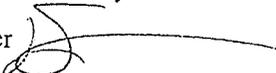
City of Santa Fe, New Mexico

memo

DATE: May 30, 2014

TO: Public Works Committee

VIA:   
Isaac J. Pino, P.E., Public Works Department Director  
Debbie Jo Ahnager, Recreation Division Director 

FROM: Liza Suzanne, Recreation Complex Manager   
Tom Miller, Ice Arena Manager 

SUBJECT: Request for approval RFP 14/34/P,  
Mechanical Refrigeration Services for the Ice Arena at Genoveva  
Community Chavez Center

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**Summary:**

The evaluation committee has finalized its review of the aforementioned RFP#14/34/P and has selected YearOut Service, LLC. YearOut Service, LLC has met all of the requirements as stated in the request for proposal.

The agreement with YearOut Service, LLC is in the amount of fifty-thousand dollars (\$50,000.00) inclusive of gross receipt tax with the option to renew for an additional period of three years for a total amount of two hundred thousand dollars (\$200,000.00). Funding is available in business unit/line item – 52705.520300.

**Recommended Action:**

It is requested that this agreement with YearOut Service, LLC, be reviewed, approved and submitted to City Council for its consideration.

Attachments:  
Summary of contracts  
PSA

CITY OF SANTA FE  
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the City of Santa Fe (the "City") and YearOut Service, LLC.(the "Contractor"). The date of this Agreement shall be the date when it is executed by the City and the Contractor, whichever occurs last.

1. SCOPE OF SERVICES

The Contractor shall provide the following services for the City:

A. Contractor shall provide all services described herein including but not limited to, skilled labor, materials, equipment and insurance, to provide quarterly and on-call maintenance for the refrigeration plant at the City of Santa Fe, Genoveva Chavez Community Center (GCCC).

B. Maintenance and on-call services which include mechanical and electrical services to the refrigeration plant and associated mechanical systems that support the environment and ice conditions at the Genoveva Chavez Community Center (GCCC) Ice Arena. Contractor shall respond within three (3) hours after receipt of the notification call for required service. These calls may be in the evening, weekends, and holidays. The three (3) hour response time is of the essence of this Agreement, and most normal wear items shall be readily available or obtained within 24 hours.

(1) The ice arena provides hours of operation from 5:30 am to 11:00 pm.

C. Perform quarterly maintenance as per industry standards for the equipment as outlined in "D" below. This includes four regularly scheduled visits; which shall occur in July, September, December and April. The Contractor will report to the Ice Technician upon arrival, and when departing for the day.

D. The equipment to be maintained includes:

- (1) Compressors
- (2) Pumps
- (3) Motors
- (4) Condensers
- (5) Chillers
- (6) Cold and warm floor ice making loops

- (7) Water cooling towers
- (8) HVAC units
- (9) Munters dehumidification unit
- (10) Exhaust fans
- (11) Support for water treatment system
- (12) Evaporative coolers
- (13) All computer operated controls

E. Perform quarterly visual inspection and operational test on all systems equipment and perform diagnostics.

F. Submit a quarterly written report of tasks performed to the Ice Technician, findings of work needed, and status of mechanical and electrical systems to date.

G. Perform a quarterly inspection of the operation of all moving parts of each piece of equipment listed in "D" above and all supporting automated systems.

(1) In the event that an item is discovered to be in need of repair during a routine inspection, Contractor shall note the repair needed, the system impacted and the cost to provide the repair.

H. Inspect and clean the water cooling towers annually (September). Inspect fans, drive shaft, and belts in Tower No. 1 and Tower No. 2 for wear and necessary adjustments. Annually clean and flush both towers.

I. Inspect belts in refrigeration plant Compressor's No.'s 1 thru 4 and all Roof Top Units (RTU's) quarterly as needed. (Belts & pulleys provided by GCCC if needed)

J. During one of the quarterly inspections, perform leak check tests on the condenser/chiller systems for Skid No.1 and No.2.

K. Annually inspect and clean both HVAC Units No. 6 and 7 condenser coils inside and out to prevent high head pressure on these self-contained RTU's .

L. Quarterly inspect the Munters Dehumidification system and check both desiccant wheel belts for wear and adjustments. Check both motor blower belts for wear and tension. Refer to manual for additional tests and other maintenance specifications.

M. Contractor shall also provide comprehensive inspections, repair of the equipment and service of HVAC system on west-side locker room roof. (No replacement parts are included in scope of services).

N. Contractor shall provide documentation of at least five (5) years' experience with ice rink equipment maintenance. The lead technician also shall have five (5) years' experience with the equipment used in the GCCC.

2. STANDARD OF PERFORMANCE; LICENSES

A. The Contractor represents that it possesses the personnel experience and knowledge necessary to perform the services described under this Agreement.

B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, 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 rendered, a sum not to exceed fifty thousand dollars (\$50,000.00) annually, inclusive of applicable gross receipts taxes, for a total of two hundred thousand dollars (\$200,000.00), inclusive of applicable gross receipts taxes. Payment shall be made for services actually rendered at a rate of eighty-five dollars (\$85.00) per hour. The breakdown of services is as follows:

(1) The Contractor's annual preventative maintenance program will include two (2) operating inspections, one (1) cooling season service and one (1) heating season service. The annual maintenance program investment is \$8,946.00.

(2) The Contractor's annual on call service and repair shall not exceed \$41,054.00.

B. The Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums paid under this Agreement.

C. Payment shall be made upon receipt and approval by the City of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed and accepted by the City.

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City, this Agreement 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.

5. TERM AND EFFECTIVE DATE

This Agreement shall be effective when signed by the City and terminate on June 30, 2018, unless sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the City upon thirty (30) day's written notice to the Contractor.

(1) The Contractor shall render a final report of the services performed up to the date of termination and shall turn over to the City original copies of all work product, research or papers prepared under this Agreement.

(2) If compensation is not based upon hourly rates for services rendered, the City shall pay the Contractor for the reasonable value of services

satisfactorily performed through the date Contractor receives notice of such termination, and for which compensation has not already been paid.

(3) If compensation is based upon hourly rates and expenses, then Contractor shall be paid for services rendered and expenses incurred through the date Contractor receives notice of such termination.

7. STATUS OF CONTRACTOR; RESPONSIBILITY FOR PAYMENT OF EMPLOYEES AND SUBCONTRACTORS

A. 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 Agreement.

B. Contractor shall be solely responsible for payment of wages, salaries and benefits to any and all employees or subcontractors retained by Contractor in the performance of the services under this Agreement.

C. The Contractor shall comply with City of Santa Fe Minimum Wage, Article 28-1-SFCC 1987, as well as any subsequent changes to such article throughout the term of this contract.

8. 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 the prior written approval of the City.

9. CONFLICT OF INTEREST

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

10. ASSIGNMENT; SUBCONTRACTING

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the City. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City.

11. RELEASE

The Contractor, upon acceptance of 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 to any obligation not assumed herein by the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

A. The Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement, comprehensive general liability insurance covering bodily injury and property damage liability, in a form

and with an insurance company acceptable to the City, with limits of coverage in the maximum amount which the City could be held liable under the New Mexico Tort Claims Act for each person injured and for each accident resulting in damage to property. Such insurance shall provide that the City is named as an additional insured and that the City is notified no less than 30 days in advance of cancellation for any reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance as a condition prior to performing services under this Agreement.

B. Contractor shall also obtain and maintain Workers' Compensation insurance, required by law, to provide coverage for Contractor's employees throughout the term of this Agreement. Contractor shall provide the City with evidence of its compliance with such requirement.

C. Contractor shall maintain professional liability insurance throughout the term of this Agreement 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 Agreement.

### 13. INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend the City from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors.

14. 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.

15. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the City and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

16. RECORDS AND AUDIT

The Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that 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 the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the City of Santa Fe. In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the

laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

18. AMENDMENT

This Agreement shall not be altered, changed or modified except by an amendment in writing executed by the parties hereto.

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed hereunder, and all such agreements, covenants and understandings have been merged into this Agreement. This Agreement expresses the entire Agreement and understanding between the parties with respect to said services. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

20. NON-DISCRIMINATION

During the term of this Agreement, Contractor shall not discriminate against any employee or applicant for an employment position to be used in the performance of services by Contractor hereunder, on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

21. SEVERABILITY

In case any one or more of the provisions contained in this Agreement or

any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

22. NOTICES

Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

City of Santa Fe:  
GCCC – ICE ARENA  
3221 RODEO ROAD  
SANTA FE, NM 87504

Contractor: Sal Tortorici  
YearOut Service, LLC.  
8501 Washington NE  
Albuquerque, NM 87113

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

CITY OF SANTA FE:

CONTRACTOR:  
YearOut Service, LLC.

\_\_\_\_\_  
JAVIER M. GONZALES, MAYOR

\_\_\_\_\_  
SAL TORTORICI  
GENERAL MANAGER

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

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

CRS # 03-140758 00.7  
City of Santa Fe Business  
Registration # 14-06116963

ATTEST:

\_\_\_\_\_  
YOLANDA Y. VIGIL,  
CITY CLERK

APPROVED AS TO FORM:

*Kelley Brennan for*  
\_\_\_\_\_  
KELLEY A. BRENNAN, 5/29/14  
INTERIM CITY ATTORNEY

APPROVED:

\_\_\_\_\_  
MARCOS A. TAPIA, FINANCE DIRECTOR

52705.520300  
BUSINESS UNIT/LINE ITEM

Client#: 1142629

YEAROMEC1

**ACORD**

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
6/05/2014

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 USI Southwest Inc. New Mexico 320 Osuna Rd, NE, Suite G-1 Albuquerque, NM 87107 505 262-2621	CONTACT NAME: Sam Conlee & Cindy Earnest	
	PHONE (A/C, No, Ext): 505 262-2621 FAX (A/C, No): 855 512-3881 E-MAIL ADDRESS: Cindy.Earnest@usi.biz	
INSURED Yearout Service, LLC 8501 Washington Street NE Albuquerque, NM 87113	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: National Fire Insurance Co. of	20478
	INSURER B: St Paul Fire and Marine Insuran	24767
	INSURER C: Transportation Insurance Compan	20494
	INSURER D: Columbia Casualty Company	31127
	INSURER E: Valley Forge Insurance Company	20508
	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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PP Ded:\$10,000 <input checked="" type="checkbox"/> Contractual GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	X	4027153250	03/01/2014	03/01/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
E	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	X	5084334458 YVOL	03/01/2014	03/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input type="checkbox"/> RETENTION \$00	X	X	ZUP15N2586114NF Excl Auto	03/01/2014	03/01/2015	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	5099517969 AZ/TX Only	03/01/2014	03/01/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Prof & Pollution with Mold/Fungus			2088345853	03/01/2014	03/01/2015	\$5,000,000 Limit \$50,000 Retention
B	Excess Auto	X	X	ZUP15N2584814NF	03/01/2014	03/01/2015	\$10,000,000 Limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
GCCC Ice Arena @ 3221 Rodeo Road, Santa Fe, NM 87504.

The Certificate Holder & Owner have the following apply only as required by written contract and only for work performed on behalf of the named insured: General Liability Additional Insured with On-Going & Comp Ops, Blanket Waiver of Subrogation, Primary & Non-Contributory; Automobile Additional Insured and Waiver of Subrogation.

CERTIFICATE HOLDER City of Santa Fe 201 West Marcy Street Santa, 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 <i>Richard L. Davis</i>
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# City of Santa Fe, New Mexico BUSINESS LICENSE



City Of Santa Fe  
PO BOX 909  
Santa Fe NM, 87504

Official Document  
Please Post

Business Name: **YEAROUT SERVICE**

Location: **SF COUNTY**

Class: **OUT OF CITY CONTRACTOR - SPECIALTY**

Comment:

Control Number: 0057717

License Number: 14-00110963

Issue Date May 16, 2014

Expiration Date December 31, 2014

**YEAROUT SERVICE  
8501 WASHINGTON ST NE**

**ALBUQUERQUE NM 87113**

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

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





**City of Santa Fe**  
**Summary of Contracts, Agreements, & Amendments**

5 Procurement Method of Original Contract: (complete one of the lines)

RFP  RFQ  Sole Source  Other

6 Procurement History: first year of a 4 year contract  
 example: (First year of 4 year contract)

7 Funding Source: 5700 BU/Line Item: 52705.5203

8 Any out-of-the ordinary or unusual issues or concerns:  
 \_\_\_\_\_  
 (Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Ivie Vigil Phone # x 4022

Division Contract Administrator: Tom Miller x 4031 or Liza Suzanne x4084

Division Director: Debbie Jo Almager

Department Director: Isaac Pino

10 Certificate of Insurance attached. (if original Contract)

11 Description of your efforts to reduce the cost of the contract including information on efforts to obtain other quotes for the contracted activity: see attached memo

12 Prior year's contract amount?: \$0

13 Describe service impact from an ongoing commitment to the contractor: see attached memo

14 Why staff cannot perform the work?: see attached memo

15 If extending contract, why?: \_\_\_\_\_

16 Was a Santa Fe company awarded contract? If not, why?: No RFP process, Albuquerque company awarded PSA

17 Has the contract has been approved as to form by City Attorney's Office?: yes

18 Is this for City Manager or Council approval?: Council

To be recorded by City Clerk:

Contract # \_\_\_\_\_

Date of contract Executed (i.e., signed by all parties): \_\_\_\_\_

Note: If further information needs to be included, attach a separate memo.