

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 01/14/15
ITEM FROM FINANCE COMMITTEE MEETING OF 01/05/15

ISSUE:

12. Request for Approval of Professional Services Agreement – Conduct Personnel Investigations for City of Santa Fe Human Resources Division (RFP #15/11/P); Universal Investigation Services. (Sandra Perez)

FINANCE COMMITTEE ACTION: APPROVED AS DISCUSSION ITEM

Requested approval of professional services agreement to conduct personnel investigations for City of Santa Fe Human Resources Division (RFP #15/11/P) with Universal Investigation Services in the amount of \$25,000 for four years for a total amount of \$100,000 plus gross receipts tax. Budget is available in general fund Risk Management.

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

Approved with direction to staff.

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17-14

City of Santa Fe, New Mexico

memo

DATE: December 11, 2014

TO: Finance Committee

FROM: Sandra K. Perez, HR Director 

RE: APPROVAL PROFESSIONAL SERVICES AGREEMENT
Universal Investigation Services

BACKGROUND AND SUMMARY:

Responses to Request for Proposal (RFP) #15/11/P were received on October 30, 2014. The RFP was issued for the purpose of procuring professional services to "Conduct Personnel Investigations."

Of the three (3) submittals Universal Investigation Services, Glen Thomas President, was chosen as the successful vendor. Universal Investigation Services scope of services and cost of services were more competitive than the other two (2) vendors. The selection process followed all procurement rules/regulations and was handled under the direction of Robert Rodarte, Purchasing Agent.

REQUEST ACTION

I hereby request your approval of the four (4) year Professional Services Agreement with Universal Investigation Services, for \$100,000 total with purchase orders processed at \$25,000 per year to be paid out of Business Unit 62102.510310 and/or 62102.510200. The termination date of the contract will be 6/30/18.

City of Santa Fe, New Mexico

memo

DATE: December 10, 2014
TO: Finance Committee
FROM: Robert Rodarte, Purchasing Officer
Purchasing Division
VIA: Oscar s. Rodriguez, Finance Director
Finance Department
ISSUE: Award of Request for Proposal # '15/11/P
Personnel Investigations

R. Rodarte
Oscar Rodriguez
[Signature]

SUMMARY:

On October 30, 2014, three proposals were received for the above referenced service as follows:

	Written Score	Local Preference
Universal Investigations Services, Albuquerque	1800	
G4S Compliance Investigations, NC	825	
H & H Private Investigations PC, Santa Fe	825	907.5

The evaluation criteria consisted of work plan (50%); pertinent experience of vendor and staff expertise (25%); and cost (25%). The proposal was reviewed and evaluated by Robert Rodarte, Purchasing; Gary Bartlett, Melinda Jagels-Moquino and Sandra Perez, Human Resource.

The using department has reviewed the proposals and recommends award to Universal Investigations Services, Albuquerque in the amount of \$100,000.00 for a four year term.

Budget will be available each fiscal year in account number 62102.510310 (Risk Management-Service Contracts) and 62102.510200 (Risk Management - Legal Contracts).

ACTION:

It is requested that this recommendation of award to Universal Investigations Services, Albuquerque in the amount of \$100,000.00 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

PERSONNEL INVESTIGATIONS

'15/11/P

Written Evaluation

RFP Submittals	Universal Investigations Services	G4S Compliance & Investigations	H & H Private Investigations PC
Robert Rodarte	450	275	300
Gary Bartlett	425	200	175
Melinda Jagels-Moquino	425	250	200
Sandra Perez	500	100	150
Total	1800	825	825
Local Preference			907.5

City of Santa Fe, New Mexico

memo

DATE: December 11, 2014

TO: Finance Committee

FROM: Sandra K. Perez, HR Director 

RE: APPROVAL PROFESSIONAL SERVICES AGREEMENT
Universal Investigation Services

BACKGROUND AND SUMMARY:

Responses to Request for Proposal (RFP) #’15/11/P were received on October 30, 2014. The RFP was issued for the purpose of procuring professional services to “Conduct Personnel Investigations.”

Of the three (3) submittals Universal Investigation Services was chosen as the successful vendor. Universal Investigation Services scope of services and cost of services were more competitive than the other two (2) vendors. The selection process followed all procurement rules/regulations and was handled under the direction of Robert Rodarte, Purchasing Agent.

REQUEST ACTION

I hereby request your approval of the four (4) year Professional Services Agreement with Universal Investigation Services, for \$100,000 total with purchase orders processed at \$25,000 per year to be paid out of Business Unit 62102.510310 and/or 62102.510200. The termination date of the contract will be 6/30/18.

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 Universal Investigation Services (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 will comply with all aspects of the submittal proposal 15/11/P and shall provide the following services for the City:

A. To provide assistance to the City of Santa Fe in performing thorough, accurate, secure, efficient, and timely personnel investigations to include the presentation of a final report of findings/conclusions in the areas of discriminatory harassment complaints, workplace violence complaints, activities that could result in disciplinary actions, or matters referred from Internal Auditor related to fraud, waste and/or abuse.

All work to be provided under this scope of services must be provided in a confidential manner. The successful firm may only communicate with designated representatives within the City regarding the nature and scope of the investigation; information and evidence collected; investigative findings; and investigative work products.

1.0 Conduct Investigations

1.1 Meet with the appropriate City Human Resources staff to discuss the allegations to be investigated.

1.2 Determine the most appropriate investigative method(s) to be used, for each investigation in conjunction with the Human Resources designee.

1.4 Interview witnesses, complainants and other persons, gather documents, ensure confidentiality and examine persons, prepare witnesses, affidavits, and supporting documentation, and otherwise conduct all research necessary and gather all evidence sufficient to complete each assigned investigation and support any conclusions regarding violations of City policies and/or state or federal law.

1.5 Evaluate all evidence gathered in each investigation to formulate defensible investigative conclusions regarding the alleged violations.

1.6 Provide updates to Human Resources Officer or designee on the progress of the investigation, including any anticipated changes to the established timeline, on a weekly basis or as requested by the City.

2.0 Report Findings

The Contractor shall:

2.1 Prepare a written report that documents the entire investigation process, to include but not limited to:

- the allegation or the employee conduct being investigated;
- the investigative methodology and procedures utilized in the investigation;
- individuals interviewed, evidence reviewed, the credibility of the individuals interviewed and documents reviewed;
- the actions taken in furtherance of the investigation;
- the facts gathered during the course of the investigation;
- the investigator's evaluation of the facts; a determination if any of the City's rules/regulations, policies/procedures or departmental standard operating procedures (SOPs), state or relevant laws have been violated.

2.2 Submit a final written report with supporting documentation, findings and recommendations with all evidence, and applicable materials to the City's Human Resources Officer or designee within the agreed upon timeframe after the completion of the investigation. Along with the report, the Contractor shall also provide copies of recorded interviews, surveillance recordings, if applicable, and any other applicable evidential support used to validate the written findings, and applicable recommendations.

2.3 Within five (5) business days of the delivery of the written report, the assigned Investigator may be required to conduct a debriefing session with the Human Resources Officer or designee, and the applicable department head or other members of the City's leadership team, and a representative from the City Attorney's Office.

3.0 Other Requirements

The Contractor shall:

3.1 Comply with all federal, state, and local laws, statutes, ordinances, rules and regulations in conducting all investigations.

3.2 Travel to locations throughout the City to conduct investigations.

3.3 Participate in administrative hearings, in court, or other official proceedings that result from the investigations.

3.4 Maintain records of investigations in accordance with the City of Santa Fe records management guidelines.

2. STANDARD OF PERFORMANCE; LICENSES

A. The Contractor represents that it possesses the 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 one hundred thousand dollars (\$100,000.00), plus applicable gross receipts taxes for a four year term ending June 30, 2018. Payment shall be made incrementally for services actually rendered at the rate found in the submittal proposal 15/11/P.

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, approval and acceptance 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 the Contractor, whichever occurs last, and shall terminate on June 30, 2018 unless sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the City upon 30 days 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, therefore 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, 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 Agreement.

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:
Sandi Perez
PO Box 909
Santa Fe, NM 87504

Contractor:
Universal Investigation Services
4906 Alameda NE, Suite A
Albuquerque, NM 87113

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

CITY OF SANTA FE:

CONTRACTOR:
Universal Investigation Services

JAVIER M. GONZALES,
CITY MANAGER
DATE: _____

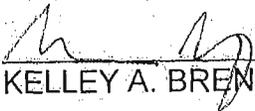
GLENN THOMAS
PRESIDENT
DATE: _____

CRS# _____
City of Santa Fe Business
Registration # _____

ATTEST:

YOLANDA Y. VIGIL
CITY CLERK

APPROVED AS TO FORM:

 12/11/14

KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

OSCAR RODRIGUEZ, FINANCE DIRECTOR

62102.510310 and/or 62102.510200
Business Unit Line Item

APPENDIX A

PERSONNEL INVESTIGATIONS

Statement of Ability to Provide the Required Services &

Our General Work Plan

(Page #12 Section B&D)

THE CITY OF SANTA FE RFP# 15/11/P

PROPOSAL DATE: OCTOBER 30, 2014

Universal Investigation Services has extensive experience in conducting personnel investigations and we possess the ability to provide the City of Santa Fe the specified investigative services detailed in the Request for Proposal. Two of our investigators are former police department internal affairs investigators and they understand the complexity and issues involved with these types of investigations. Our investigators have handled every type of employee complaint to include matters resulting in the employee being terminated, to minor issues that required little or no action on the part of the agency/department. We understand that often times the employee(s) just needs a venue to express their disappointment or frustrations. We provide that avenue, while collecting pertinent evidence that supports or disproves the allegations of wrongdoing.

The investigators with Universal Investigation Services will be available to accept an investigation assignment from the City of Santa Fe anytime of the day or night. We understand that on occasion these matters must be investigated immediately.

Universal Investigation Services will comply with the sample agreement terms and conditions set forth in the Request for Proposal.

Once our firm has been assigned a case, we will contact the appropriate Human Resources staff member(s) or Department Head to obtain a clear idea as to what areas are to be covered in our investigation process. We will update the appropriate City staff member(s) throughout the investigation process. We will identify and interview those witnesses or subjects we believe may possess information that will aid the investigator in determining any wrongdoing. We will obtain and review any relevant documentation, audio recordings, video recordings, court records or any other information that will aid in our determination. Once all evidentiary information has been obtained, we will review that information and determine if it violates any of the City of Santa Fe's personnel Policies and Procedures, or any criminal or civil statutes.

Universal Investigation Services prides itself on our professional and fact based investigation reports. Our report will contain the method in which we obtained our evidence. Our report will identify the violation or misconduct to be investigated, and it will clearly link the evidence to each matter under investigation so there is a concise determination of wrongdoing, or provide details indicating the allegation(s) does not have merit. When applicable, we will provide a credibility analysis of a witnesses' statement based upon our expertise in the field of interviewing subjects. We will clearly identify the policies and the standard operating procedures that the subject violated, or was cleared on.

The final report we submit will include the necessary supporting documentation, recordings, and any other relevant evidence discovered during the course of our investigation. We will provide

our recommendations (when applicable) and we will clearly support our findings with a detailed and factual report. Our investigators will be available to provide an oral presentation or to attend any necessary employment hearings the City of Santa Fe requires of us.

Universal Investigation Services will comply with all federal, state, and local laws, statutes, ordinances, rules and regulations while conducting our investigations.

Our investigators will travel to anywhere necessary to obtain the needed information or to obtain evidence during the course of our investigations. Our firm will maintain records of our investigation in accordance with the City of Santa Fe's records management guidelines.

All of our work product is confidential and we never share any of aspect of our work product or the evidence obtained, unless we are directed to do so by the City of Santa Fe, in writing.

Please review the enclosed sample reports of a personnel investigation we completed, so you have an idea of our work product. The names, locations, and the agency have been changed to protect our client and the subjects associated with the investigation.

COST PROPOSAL FOR SERVICES

Our firm bills by the hour for investigation services. Our hourly rate is: \$75.00 per hour

Our firm charges a mileage rate for any travel incurred during the course of our investigation.

Our mileage rate is: \$.48 per mile

Based upon past investigation services provided to the City of Santa Fe and to other governmental agencies of a similar size, our annual billing would not likely exceed \$50,000.00.

All of our investigators and staff are paid well in excess of the City of Santa Fe's Living Wage Ordinance.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/8/2014

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).

INSURER
Towne Insurance Agency, Inc.
Towne Insurance Agency
Heritage Village Plaza
Albuquerque, VA 20155

CONTACT NAME: Susan K. Johnson
PHONE (A/C, No, Ext): (571) 248-6665 **FAX (A/C, No):** (571) 281-4551
E-MAIL ADDRESS: sjohnson@towneinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : US Liability Insurance Company	25895
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Universal Investigation Services
4906 Alameda NE #A
Albuquerque, NM 87113

TERMS **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.

TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Errors & Omissions GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			SP1011921H	10/21/2014	10/21/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 1,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) (Yes, describe under DESCRIPTION OF OPERATIONS below)			N/A			

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

CERTIFICATE HOLDER	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



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

Section to be completed by department for each contract or contract amendment

1 **FOR: ORIGINAL CONTRACT** or **CONTRACT AMENDMENT**

2 Name of Contractor Universal Investigation Services

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: _____ \$100,000.00

Termination Date: _____ June 30, 2018

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Personnel Investigations

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ _____ of original Contract# _____ Termination Date: _____
Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____
Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____
Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____
Reason: _____

Total of Original Contract plus all amendments: \$ _____



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

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

RFP# 15/11/P Date: October 30, 2014

RFQ [] Date:

Sole Source [] Date:

Other

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

7 Funding Source: General Fund BU/Line Item: 62102.510310 &/or 62102.5102

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: Sandra K Perez

Phone # 505-955-6591

10 Certificate of Insurance attached. (if original Contract) [x]

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review
and approval (depending on dollar level).

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.

Comments:

Large empty rectangular box for comments.