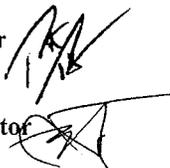




# City of Santa Fe, New Mexico

# memo

**DATE:** May 1, 2014  
**TO:** Finance Committee  
**FROM:** Robert Rodarte, Officer  
Purchasing Division  
**VIA:** Marcos A. Tapia, Director  
Finance Department



**SUMMARY:** Purchase of Copiers and Maintenance Agreements for the Transit Division and other City Departments  
Vendor: Canon USA, Inc. c/o Rocky Mountain Business Systems (Santa Fe)  
Procurement Method: Cooperative Price Agreement: WSCA-State of New Mexico  
Contract Number 90-000-00-00089AA

The City of Santa Fe Purchasing Office is requesting the procurement of copiers and Maintenance Agreements for the Transit Division and all other City Departments from the aforementioned Cooperative Price Agreement. Rocky Mountain Business Systems is the authorized New Mexico representative for Canon USA, under this Cooperative Price Agreement.

The Transit Division is requesting the Procurement of a Canon Image Runner 5250 copier in the amount of \$7,241.00 utilizing this contract. Due to the accumulation of additional smaller purchases City Wide utilizing this Cooperative Agreement, the Transit Division's request will exceed the \$50,000 threshold.

By City policy, the City can use State, Federal or Cooperative Price Agreements without having to bid the items on its own. By City Policy, procurement from Price Agreements over \$50,000, require City Council approval (City Purchasing Manual Section 11.1).

The Purchasing Division is requesting to utilize this Cooperative Price Agreement through the expiration Date of March 31, 2015 for all smaller purchases under \$50,000. Any single transaction that will exceed \$50,000, will be forwarded to the City Council for approval.

Funding for the Transit Division purchase is available is Business Unit 52402.570500 (Transit Bus Operations/ Capital Outlay. Funding for all other independent purchases will be provided by the respected departments.

## **ACTION REQUESTED:**

It is requested that this procurement award to Canon USA, Inc c/of Rocky Mountain Business Systems (Santa Fe), from the identified Cooperative Price Agreement, in the total of \$7,241.00 for the Transit Division and to utilize the contact City wide through March 31, 2015, be reviewed, approved and submitted to the City Council for consideration.

# City of Santa Fe, New Mexico

# memo

Date: April 23, 2014

To: Finance Committee

From: Jon Bulhuis, Transportation Department Director 

Re: Request for approval to purchase copy machine

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## ITEM

The fixed route and para transit sections are in need of a copy machine as their current machine is not working properly.

The request is to purchase from vendor Rocky Mountain Business Systems who will purchase off of the WSCA-State of New Mexico Master Price Agreement No. 1715, NM Contract number 90-000-00-00089AA.

As per purchasing, this vendor has exceeded \$50,000.00 for this fiscal year and any purchases over that amount need approval from Finance and Council.

## ACTION REQUESTED

Approval to purchase a copy machine

## ATTACHMENT

Invoice from Rocky Mountain Business Systems

AMENDMENT #4 TO CONTRACT

MASTER SERVICE AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

A Contract between the Western States Contracting Alliance  
(WSCA) Acting by and through the State of Nevada

Department of Administration  
Purchasing Division  
515 E Musser Street, Room 300  
Carson City NV 89701

Contact: Shannon Berry, Assistant Chief Procurement Officer  
Telephone: (775) 684- 0171 • Fax: (775) 684-0188  
Email: [sberry@admin.nv.gov](mailto:sberry@admin.nv.gov)

and

Canon U.S.A., Inc.  
One Canon Plaza  
Lake Success, NY 11042  
Contact: Michelle Alicata  
Telephone: 516-328-5868 • Facsimile: 516-328-5459  
Email: [malicata@cusa.canon.com](mailto:malicata@cusa.canon.com)

1. AMENDMENTS. For and in consideration of mutual promises and/or their valuable considerations, all provisions of the original contract resulting from Request for Proposal #1715 and dated June 1, 2009, attached hereto as Exhibit A, remain in full force and effect with the exception of the following:

- A. This amendment is to extend the contract term for an additional nine months through March 31, 2015. 

Current Contract Language:

3. CONTRACT TERM. This contract shall be effective from June 1, 2009, upon execution by the State of Nevada on behalf of the Western States Contracting Alliance, sales may not be placed until the start date set by a participation state in its Participation Addendum, to June 30, 2014, unless sooner terminated by either party as specified in paragraph (21).

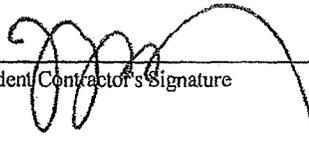
Amended Contract Language:

3. CONTRACT TERM. This contract shall be effective from June 1, 2009, upon execution by the State of Nevada on behalf of the Western States Contracting Alliance, sales may not be placed until the start date set by a participation state in its Participation Addendum, to March 31, 2015, unless sooner terminated by either party as specified in paragraph (21).

2. INCORPORATED DOCUMENTS. Exhibit A (Original Contract) is attached hereto, incorporated by reference herein and made a part of this amended contract.

3. REQUIRED APPROVAL. This amendment to the original contract shall not become effective until and unless approved by the Nevada State Board of Examiners.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to the original contract to be signed and intend to be legally bound thereby.

      3/21/14      Sr. Vice President & General Manager, BISG  
Independent Contractor's Signature      Date      Independent's Contractor's Title

APPROVED BY WSCA BOARD OF DIRECTORS

      On 3-25-14  
Greg Smith, Administrator, CPO - NV State Purchasing      (Date)

Approved as to form by:

      On 26 Mar 14  
Deputy Attorney General for Attorney General      (Date)

**Canon**

## WSCA - State of New Mexico

**Contract Number:** WSCA Master Price Agreement No. 1715  
NM Contract number: 90-000-00-00089AA



**Contract Dates:** 10/05/2011 - 06/30/2014



**Release Version:**

1/2014

**Account Executive:**

Steve Johnson

**Phone:**

(612) 578-3179

**Email:**

[sjohnson@cusa.canon.com](mailto:sjohnson@cusa.canon.com)





WSCA PRICING



Canon

Canon iR Advance 4035

**PURCHASE PRICE**

QTY	EQUIPMENT	PURCHASE PRICE	WSCA PRICE**	EXTENDED WSCA
1	Canon imageRUNNER 5250	\$ 17,850.00	\$ 6,184.00	\$ 6,184.00
1	Cassette Feeding Unit AD2	\$ 1,523.00	\$ 989.00	\$ 989.00
1	Inner 2 Way Tray	\$ 105.00	\$ 68.00	\$ 68.00
<b>TOTAL WSCA PRICE</b>				<b>\$ 7,241.00</b>

**SUPPLY PRICING (TONER SUPPLIES INCLUDED WITH MAINTENANCE)**

ITEM	CITY OF SANT FE PRICE
GPR-30 Black Toner	Included in Maintenance
GPR-30 Cyan Toner	Included in Maintenance
GPR-30 Yellow Toner	Included in Maintenance
GPR-30 Magenta Toner	Included in Maintenance

**COMPREHENSIVE MAINTENANCE PRICING (MONTHLY CHARGE INCLUDES SUPPLIES) OPTION 1**

EQUIPMENT		COPIES INCLUDED MONTHLY	EXCESS COPY CHARGE	0 - 25 MILES ZONE 1	26 - 50 MILES ZONE 2	51 - 60 MILES ZONE 3
Canon iR-C5250	B/W	1,000	0.0074	\$32.85		
	Color	500	0.0509			

**PURCHASE ORDER INSTRUCTIONS**

**!!!! IMPORTANT !!!!**

**PO MUST BE MADE OUT AS FOLLOWS**

Canon U.S.A., Inc.  
 2110 Washington Blvd. Suite 300  
 c/o Rocky Mountain Business Systems  
 Arlington, VA 22204-5799

ITEMS MUST BE LISTED ON PO AS FOLLOWS:

Canon imageRUNNER 5250  
 Cassette Feeding Unit AD2  
 Inner 2 Way Tray

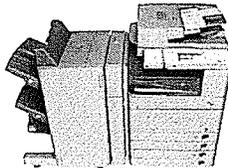
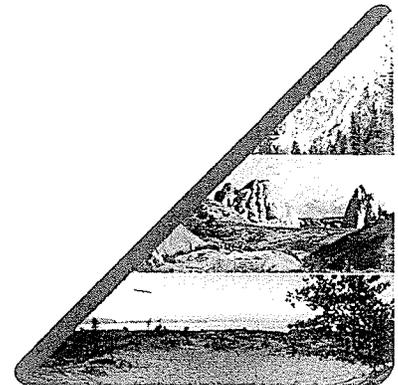


PHOTO MAY INCLUDE ACCESSORIES NOT INCLUDED IN QUOTE

imageRUNNER ADVANCE C5240\C5250\C5255



The imageRUNNER ADVANCE C5200 Series transforms workflow from a series of individual processes to an integrated flow of shared information. A beautifully compact communications hub, this Series can drive your organization to new levels of performance and productivity. From every point of view, these models are simply advanced.

An exceptionally intuitive, simple-to-use interface puts access to all functions right at your fingertips, whether at the device or at your desktop.

**Mobile:**

Even on the go, you're in control. Print from a laptop, tablet, or smartphone to an imageRUNNER ADVANCE system.

**Cloud-Enabled:**

A simple touch of a button on the user interface lets you access, scan to, or print directly from the cloud.

**Features:**

- Copy, Print, <sup>scan</sup> Send, Store
- Color/Black and White
- Series Output speeds of up to 35-55 ppm (BW), 30-51 ppm (Color); Letter
- Up to 12" x 18"
- 5,000-sheet maximum capacity
- Hard Disk Drive Lock and Erase, IPsec

**Products:**

imageRUNNER ADVANCE C5240\C5250\C5255

Description	Item Number	MSRP	Purchase Price	Fair Market Value, Operating & Non-Cancelable Monthly Lease Payments				Short-Term Rental Payments (\$1 out)			
				24	36	48	60	24	36	48	60
imageRUNNER ADVANCE C5240 Base Model	5560B003AA	\$13,020	\$5,037	\$225.64	\$157.04	\$130.45	\$112.97	\$256.86	\$177.79	\$141.02	\$119.37
The imageRUNNER ADVANCE C5240 model operates at speeds of up to 40 ppm (LTR) in B&W and 35 ppm (LTR) in Color. Includes a 100-sheet Duplex Automatic Document Feeder, Standard UFR II printing and Color Universal Send, Two 550 Sheet Cassettes, 100 Sheet Stack Bypass, 2GB of RAM, 160GB HDD, Drum Units, 1000Base-T/100Base-TX/10Base-T and USB 2.0 connectivity.											
imageRUNNER ADVANCE C5250 Base Model	5559B003AA	\$17,850	\$6,184	\$277.03	\$192.81	\$160.16	\$138.70	\$315.37	\$218.29	\$173.15	\$146.56
The imageRUNNER ADVANCE C5250 model operates at speeds of up to 50 ppm (LTR) in B&W and 45 ppm (LTR) in Color. Includes a 150-sheet Single Pass Duplex Automatic Document Feeder, Standard UFR II printing and Color Universal Send, Two 550 Sheet Cassettes, 100 Sheet Stack Bypass, 2GB of RAM, 160GB HDD, Drum Units, 1000Base-T/100Base-TX/10Base-T and USB 2.0 connectivity.											
imageRUNNER ADVANCE C5255 Base Model	5558B003AA	\$19,425	\$7,063	\$316.42	\$220.22	\$182.93	\$158.42	\$360.21	\$249.32	\$197.76	\$167.39
The imageRUNNER ADVANCE C5255 model operates at speeds of up to 55 ppm (LTR) in B&W and 51 ppm (LTR) in Color. Includes a 150-sheet Single Pass Duplex Automatic Document Feeder, Standard UFR II printing and Color Universal Send, Two 550 Sheet Cassettes, 100 Sheet Stack Bypass, 2GB of RAM, 160GB HDD, Drum Units, 1000Base-T/100Base-TX/10Base-T and USB 2.0 connectivity.											

Accessories:

imageRUNNER ADVANCE C5240\C5250\C5255

Description	Item Number	MSRP	Purchase Price	Fair Market Value, Operating & Non-Cancelable Monthly Lease Payments				Sign Term Rental Payments (\$/ou)			
				24	36	48	60	24	36	48	60
* Cassette Feeding Unit-AD2	3654B007AA	\$1,523	\$989	\$44.30	\$30.83	\$25.61	\$22.18	\$50.43	\$34.90	\$27.69	\$23.43
Adds two additional front-loading, user-adjustable 550-sheet paper cassettes to the standard paper supply.											
Cabinet Type-B1	4364B003AA	\$300	\$195	\$8.73	\$6.08	\$5.05	\$4.37	\$9.94	\$6.88	\$5.46	\$4.62
Used for adjusting the height of the device and also provides space to store toner or additional paper supply.											
Paper Deck Unit-B2	3655B004AA	\$2,205	\$1,381	\$61.85	\$43.05	\$35.76	\$30.97	\$70.41	\$48.74	\$38.66	\$32.72
Provides an additional 2,700 sheets of letter-sized paper capacity.											
* Inner 2way Tray-F1	3661B001AB	\$105	\$68	\$3.05	\$2.12	\$1.77	\$1.53	\$3.48	\$2.41	\$1.91	\$1.62
Adds a second internal output tray to give a combined capacity of 350 sheets.											
Inner Finisher-E1	5589B001AA	\$1,260	\$818	\$36.65	\$25.51	\$21.19	\$18.35	\$41.72	\$28.88	\$22.91	\$19.39
Internal finisher offering a single tray holding up to 500 sheets. Provides corner and double stapling up to 50 sheets.											
Inner Finisher Additional Tray-A1 (Option for Inner Finisher-D1)	3662B001AB	\$210	\$137	\$6.13	\$4.27	\$3.54	\$3.07	\$6.98	\$4.83	\$3.83	\$3.24
Adds a second tray for the Inner Finisher-D1 for a combined capacity of 600 sheets. (Cascade loading)											
Staple Finisher-J1 (include Buffer Pass Unit-G1)	5587B002AA	\$2,835	\$1,840	\$82.44	\$57.38	\$47.66	\$41.28	\$93.85	\$64.96	\$51.53	\$43.61
2-Tray Finisher for a total output capacity of 3,000 sheets. Provides corner and double margin stapling up to 50 sheets.											
Booklet Finisher-J1 (include Buffer Pass Unit-G1)	5588B002AA	\$4,200	\$2,726	\$122.12	\$85.00	\$70.60	\$61.14	\$139.03	\$96.23	\$76.33	\$64.61
2-Tray Finisher for a total output capacity of 3,000 sheets. Provides corner and double margin stapling up to 50 sheets. Saddle-stitch finishing capabilities for booklet sets up to 16-sheets (64 pages) in LTRR, LGL, 11" x 17" and 12" x 18" sizes.											
External 2/3 Hole Puncher-B2	3660B006AA	\$893	\$559	\$25.02	\$17.41	\$14.47	\$12.53	\$28.49	\$19.72	\$15.64	\$13.24
Option for the Staple Finisher-J1 and Booklet Finisher-J1. Punches 2 or 3 holes in pages one sheet at a time.											
FL Cassette-AG1	3663B001AA	\$116	\$75	\$3.37	\$2.35	\$1.95	\$1.69	\$3.84	\$2.66	\$2.11	\$1.78
Replacement for cassette 2,3 and 4.											
FL Cassette-AH1	3664B001AA	\$116	\$75	\$3.37	\$2.35	\$1.95	\$1.69	\$3.84	\$2.66	\$2.11	\$1.78
Replacement for cassette 1.											
Envelope Feeder Attachment-D1	3665B001AB	\$210	\$108	\$4.85	\$3.37	\$2.80	\$2.43	\$5.52	\$3.82	\$3.03	\$2.56
Attaches to the 2nd paper drawer for easy envelope feeding. Holds up to 50 envelopes.											
Tab Feeding Attachment Kit-B1	6793A004AA	\$168	\$71	\$3.18	\$2.22	\$1.84	\$1.59	\$3.62	\$2.51	\$1.99	\$1.68
Allows users to load letter-sized tab paper in paper drawer 2. Includes one-touch supports, a tab paperweight bar, and an underlay sheet.											
Copy Tray-J1	8815A001AB	\$47	\$30	\$1.32	\$0.92	\$0.77	\$0.66	\$1.51	\$1.04	\$0.83	\$0.70
Provides a simple tray for basic output needs.											
Utility Tray-A2	3723B002AA	\$63	\$41	\$1.83	\$1.27	\$1.06	\$0.92	\$2.09	\$1.44	\$1.14	\$0.97
Provides an additional work surface extension for document preparation, keyboard, Voice Guidance or Voice Operation Kit.											
USB Keyboard (Cherry)	1266V426	\$110	\$46	\$2.08	\$1.45	\$1.20	\$1.04	\$2.37	\$1.64	\$1.30	\$1.10
Light grey 11" ultra slim USB Keyboard for use with device native functions and select MEAP applications.											
Key Switch Unit-A2	8203A002AA	\$44	\$29	\$1.28	\$0.89	\$0.74	\$0.64	\$1.46	\$1.01	\$0.80	\$0.68
Allows administrators to enable and/or disable system functions that are accessible to all users, with a physical key.											
Copy Card Reader Attachment Kit-B3	3684B003AA	\$84	\$55	\$2.44	\$1.70	\$1.41	\$1.22	\$2.78	\$1.93	\$1.53	\$1.29
Required to attach the Card Reader to the device.											
Copy Card Reader-F1	4784B001AA	\$315	\$115	\$5.13	\$3.57	\$2.97	\$2.57	\$5.84	\$4.04	\$3.21	\$2.71
Magnetic Card Reader used to limit and control access to authorized users. Tracks activity by user number for charge-back or accounting purposes.											
Canon Card Set-A1 (1-30)	4781B001AA	\$158	\$57	\$2.57	\$1.79	\$1.49	\$1.29	\$2.93	\$2.03	\$1.61	\$1.36
Card set to utilize with Copy Card Reader-F1. (1-30)											
Canon Card Set-A2 (31-100)	4781B002AA	\$347	\$126	\$5.65	\$3.93	\$3.27	\$2.83	\$6.43	\$4.45	\$3.53	\$2.99
Card set to utilize with Copy Card Reader-F1. (31-100)											

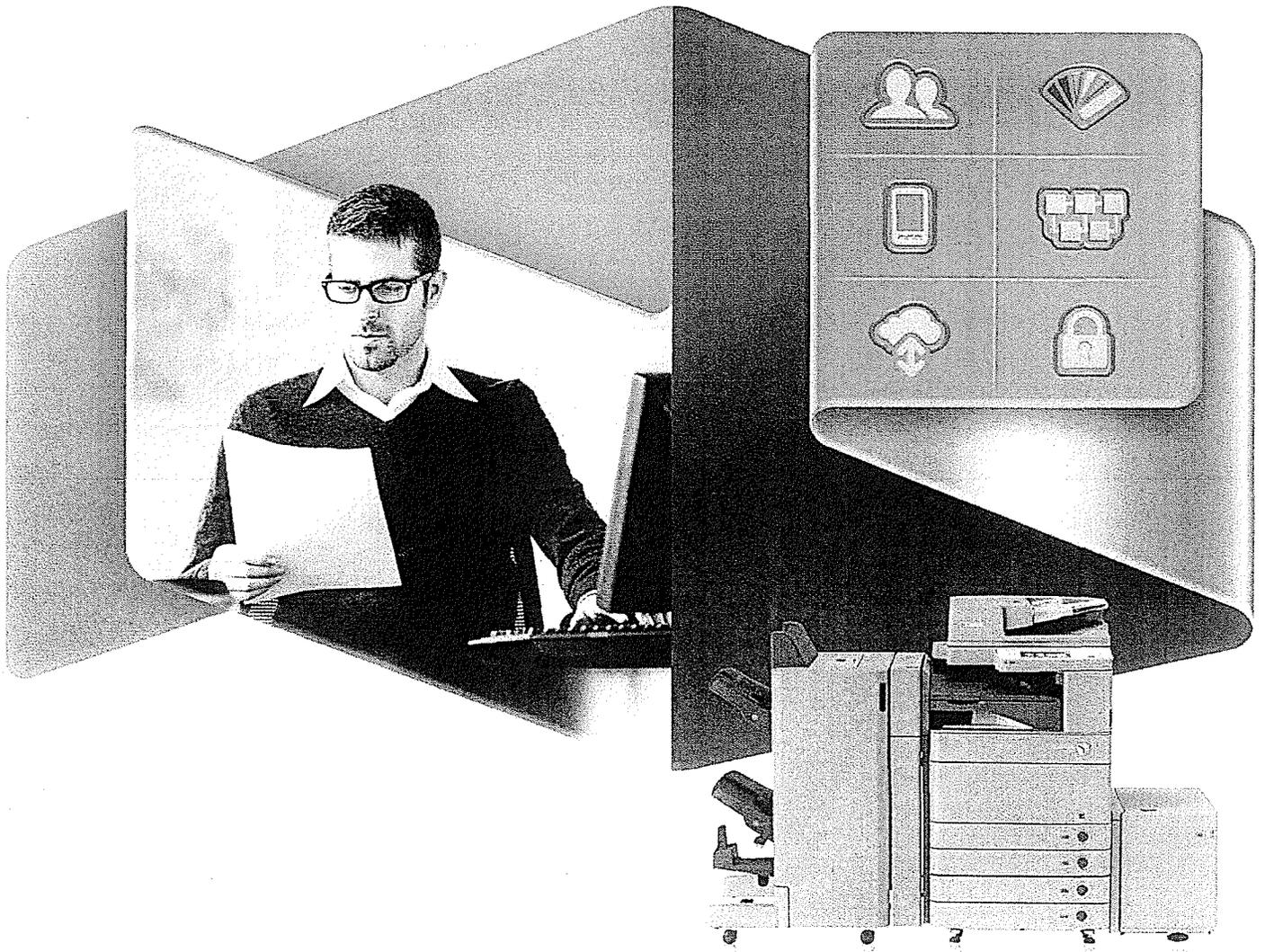
# Canon

 **imageRUNNER  
ADVANCE**

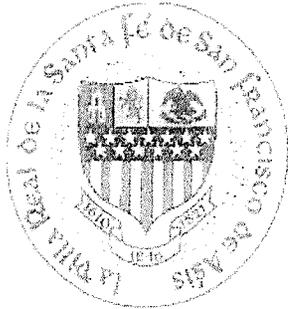
**C5255 / C5250  
C5240 / C5235**

Office  
Solutions

multifunction printer  
compact design  
color/black and white



Simply advanced.



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

# City of Santa Fe, New Mexico

## BUSINESS LICENSE

Official Document  
Please Post

Business Name: **ROCKY MOUNTAIN BUS. SYSTEM INC**

Location: **11 PLAZA LA PRENSA 7 ANNX2**

Class: **BUSINESS REGISTRATION - STANDARD**

Comment:

Control Number: 0003560

License Number: 14-00027638

Issue Date January 23, 2014

Expiration Date December 31, 2014

**ROCKY MOUNTAIN BUS. SYSTEM INC**  
**11 PLAZA LA PRENSA 7**

**SANTA FE NM 87507**

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.



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: AN

DATE (MM/DD/YYYY)

07/02/2013

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).

<b>PRODUCER</b> Silas Garcia Agency & Assoc. 1443 S. St. Francis Dr. P. O. Box 4668 Santa Fe, NM 87502 DOLORES VALDEZ		Phone: 505-982-9863 Fax: 505-983-4935	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: <b>ROCKY-1</b>
<b>INSURED</b> ROCKY MOUNTAIN BUSINESS SYSTEMS, INC. ID# 364097 P.O. Box 4204 Santa Fe, NM 87502		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: <b>ALLIED INSURANCE</b> INSURER B: <b>NEW MEXICO MUTUAL CAS. CO.</b> 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			ACP7243518910	07/02/2013	07/02/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ACP 7243518910	07/02/2013	07/02/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$			ACP 7243518910	07/02/2013	07/02/2014	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 Products \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	79013.101	07/02/2013	07/02/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Business Property			ACP 7243518910	07/02/2013	07/02/2014	Business Property 400,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Office Machine Sales & Service -

<b>CERTIFICATE HOLDER</b>  CITY OF SANTA FE MAIL & DUPLICATING OFFICE 200 LINCOLN AVENUE SANTA FE, NM 87505	<b>CITY OF</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE DOLORES VALDEZ
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