



# City of Santa Fe, New Mexico

# memo

**DATE:** December 26, 2014

**TO:** Finance Committee

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

**VIA:** Oscar S. Rodriguez, Director  
Finance Department 

**ISSUE:** HVAC Maintenance & Repair Services for the Convention Center:  
State Price Agreement #30-805-13-09627:  
Vendor: Yearout Service, LLC (Albuquerque):

**SUMMARY:**

The Convention Center is requesting approval to utilize the aforementioned State Price Agreement, for obtaining HVAC Maintenance and Repairs. Yearout Services, LLC, is one of the authorized vendors on this agreement.

Vendor History: City Wide	Year	Amount
	2014/15	\$ 48,283.60 (as of 12/22/2014)
	2013/14	\$ 76,586.72
	2012/13	\$ 69,619.59
	2011/12	\$ 83,739.15

The Convention Center is requesting \$20,000 for on call services and \$28,000 for Preventative Maintenance Services. The State Price Agreement is currently on renewal #1 and is scheduled for review and approval for extension on July 14, 2015 for an additional year. The Purchasing office will bring the extension for Finance/Council approval in July 2015 once it is approved by the State of New Mexico. The Purchasing Office is also requesting to utilize this Agreement through June 30, 2015 for smaller repairs and maintenance that may occur within other City Departments. The Purchasing office will present to Finance/Council requests for larger repairs that will pass the \$50,000 threshold.

By City policy, the City can use State or Federal Price Agreements without having to bid the items on its own. By City policy, procurement from State or Federal Price Agreements over \$50,000.00, require City Council approval (City Purchasing Manual Section 11.1).

**ACTION:**

It is requested that this procurement for HVAC repairs and maintenance, related to the Convention Center, in the amount of \$48,000 and possible City Wide repairs, from State Price Agreement 30-805-13-09627, utilizing awarded vendor Yearout Service, LLC, be reviewed, approved and submitted to the City Council for its consideration.

# **TOURISM**

## **SANTA FE**

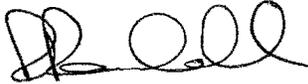
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### **Memo**

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**Date:** December 18, 2014

**To:** Finance Committee/City Council

**From:** Randy Randall, CVB Director 

**Re:** Professional Services Agreement with Yearout LLC

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#### **ITEM & ISSUE:**

Request for approval of the Professional Services Agreement with Yearout LLC

#### **BACKGROUND AND SUMMARY:**

We did a four month PSA with Yearout LLC for preventative maintenance and on-call services for July 1, 2014 - October 31, 2014 in the amount of \$28,441.00. We are going to use GSA contract #30-805-13-09627 to continue services with Yearout LLC, but on two separate contracts; one for preventative maintenance, and the other for on-call services. The PSA for preventative maintenance will begin on January 1, 2015 and run through December 21, 2015. The term for on-call services will run from November 1, 2014 - June 30, 2015. Each contract will have the option for renew for three additional years. Yearout LLC is the company that installed the HVAC system at the convention center when the building was built, and they have been maintaining it ever since. We did complete a price comparison with other vendors in the area, and they either were not able to perform the services required, or could not match the GSA price. Those two companies were Southwest Trane, and Aztec Mechanical.

#### **REQUESTED ACTION:**

# **TOURISM**

## **SANTA FE**

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**Approval of the Professional Services Agreement with Yearout LLC for preventative maintenance services. Funds will be taken from 52102.520400.**

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 effective date of this Agreement shall be January 1, 2015.

1. SCOPE OF SERVICES

A. The Contractor shall provide the following Preventative Maintenance services for the City per the proposal attached as Exhibit "A" attached hereto and incorporated herein:

- (1) Test and Inspect equipment to determine its operating condition and efficiency.
- (2) Preventative Maintenance: job labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, lubricate and paint equipment.
- (3) Trouble calls: job labor and travel labor, including overtime, plus travel and living expenses required for unscheduled work resulting from an abnormal condition.
- (4) Components, parts and supplies: needed to complete preventative maintenance on equipment, filters, cleaning products, and minor parts.
- (5) A minimum of four (4) site visits per year will be scheduled to perform maintenance and review services, Tracer Summit Software inspections included.

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 twenty eight thousand sixty-four dollars and forty-nine cents (\$28,064.49), plus applicable gross receipts taxes.

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 beginning January 1, 2015, and shall terminate on December 31, 2015 unless sooner pursuant to Article 6 below. There is an option for an annual renewal for an additional three (3) years, not to exceed four (4) years. Should either party wish to exercise this renewal option, written notice shall be given to the other party (90) ninety days before expiration of this Agreement.

Negotiations shall take place and conclude before termination of this agreement.

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.

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:  
Santa Fe Civic Center  
201 West Marcy  
Santa Fe, NM 87501

Contractor:  
Yearout Service, LLC  
8501 Washington St. 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 Services, LLC

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

\_\_\_\_\_  
SAL TORTORICI

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

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

CRS# 031-407 580 07  
City of Santa Fe Business  
Registration # 14-00110963

ATTEST:

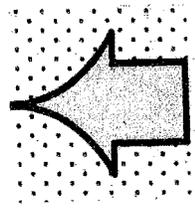
\_\_\_\_\_  
YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

MDM      11/24/14  
\_\_\_\_\_  
KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

\_\_\_\_\_  
TERESITA GARCIA,  
ASSISTANT FINANCE DIRECTOR



PSA/Yearout/52102.520400



# Yearout Service, LLC

8501 Washington St. NE

Albuquerque, NM 87113

505-314-8226

## Pre Planned Service and Preventive Maintenance Agreement

### PM

*Inspection and Cleaning*

#### Agreement For:

Company Name: Santa Fe Civic Center

Owner/Manager: Steve Trujillo

Address: 201 West Marcy Street

Santa Fe, NM 87501

Phone: 505-955-6219

**Agreement Includes:** Comprehensive cleaning and inspection of covered equipment scheduled automatically, including air filter and belt changes (Please See Attached Preventive Maintenance Task List).

Priority emergency service Evenings, Weekends, and Holidays

#### To Cover The Following Equipment:

Please See Attached Equipment List.

Service will be furnished from: 1/1/2015 to 12/31/2015

Annual Premium – **528,064.49 Plus NMGRT**

Payment To Be Made As Follows: 4 x 7,507.25 or 12 x 2,502.42

Amounts shown in line above are INCLUSIVE of NMGRT

Agreement is payable in advance, and shall continue for yearly periods thereafter until terminated by either party in writing with at least 30 days written notice. Annual Agreement price can be adjusted only at the Anniversary date, unless equipment is added or subtracted from the original Agreement. Agreement price based on covered equipment being in good operating condition. Pre-existing conditions must be remedied before the terms of this Agreement are in effect.

NO SERVICE WILL BE RENDERED UNDER THIS AGREEMENT IF CUSTOMER HAS A PAST DUE ACCOUNT.

THIS AGREEMENT IS TRANSFERABLE.

#### Terms And Conditions Agreed To By Yearout Service, LLC

- A. To provide planned maintenance inspections and filter changes as specified on Preventive Maintenance Task Sheets.
- B. To utilize only qualified personnel, employed or supervised by Yearout Service, LLC
- C. To take all reasonable precautions to avoid damage to property or injury to persons.
- D. To instruct purchaser in the basic operations of the system to provide the best operating efficiency or conditions.
- E. To warranty all parts and materials to the extent that they are warranted by the supplier or manufacturer
- F. To use ordinary care in performing the tasks outlined in the Agreement. No inspection shall be construed as a guarantee of the condition of the equipment. The service company cannot be liable for any failure to discover any condition that requires repairs or replacements.
- G. To undertake improvements or repairs only with purchaser's authority.
- H. To provide purchaser with priority service.

#### Terms And Conditions Agreed To By Purchaser:

- A. To provide free access to all equipment during normal working hours.



Exhibit "A"

- B. Purchaser will assume responsibility and pay for all service and material required to repair or replace: structural supports, cabinets, fan guards, drain pans, panels, ductwork, insulation, recording instruments, gauges or thermometers, water, drain, steam and boiler tubes, refractory, smoke stacks, breaching, storage tanks, door heaters, door gaskets, hinges, and hardware, light fixtures, bulbs, and ballasts, grilles, and special electronic controls.
- C. Purchaser will assume responsibility and pay for all service and material required to repair or replace: electrical - lines beyond the equipment itself (including low voltage and thermostat wiring), power cords to and from unit, electrical power failure, low voltage, disconnect switches, burnt out main or branch fuses and circuit breakers, Plumbing - drains beyond the unit itself, water piping, water treatment, water filters, water shutoff, gas piping, corrosion and erosion,
- D. Seller shall not be liable for any damage due to destruction by fire, commercial delays, spoilage, freezing, loss of business, war conditions, acts of nature where circumstances are beyond his control. The purchaser shall assume liability for any accident, injury, damage or loss to equipment, personnel, property or revenue not directly caused by negligence on the part of the service company.
- E. Seller shall not be required to remove, alter, or modify any part of the building structure or equipment, including ductwork, in performance of this Agreement.
- F. Seller shall not be responsible for changes, repairs or corrections to equipment including parts, due to design, government code, insurance requirements, obsolescence, improper water treatment, vandalism, abuse, misuse, improper operation, and negligence.
- G. Seller shall not be responsible for high pressure washing of any type unless otherwise specified in Preventive Maintenance Task List.

**Acceptance Of Agreement:**

Purchaser: <u>Santa Fe Civic Center</u>	Seller: <u>Yearout Service, LLC</u>
Name: <u>Steve Trujillo</u>	Name: <u>Marc DeLong</u>
Title: <u>Operations Manager</u>	Title: <u>Sales Rep</u>
Date: _____	Date: _____
Signature: _____	Signature: _____

**Agreement To Cover The Following Equipment:**

Unit Description	Manufacturer - Model #	Quantity
101 to 200 Ton Air-Cooled Condenser	RTU #1	1.00
30 Ton B.U. Reciprocating Comp.		4.00
51 to 100 Ton Air-Cooled Condenser	RTU #2	1.00
25 Ton B.U. Reciprocating Comp.		3.00
31 to 50 Ton Air-Cooled Condenser	RTU #3,4	2.00
25 Ton B.U. Reciprocating Comp.		4.00
4001-5000 BTU Make Up Air Unit	MUA 1,2,3	3.00
Up to 1/2 HP Electric Motor	EXHAUST FAN	16.00
1/2 HP Electric Motor	EXHAUST FAN	1.00
3/4 HP Electric Motor	EXHAUST FAN	1.00
2 HP Electric Motor	EXHAUST FAN	3.00
15 HP Electric Motor	EXHAUST FAN	1.00
Fractional HP Pump	HW	2.00
10 HP Pump	HW	2.00
Up To 10 HP Residential Boiler	1,2	2.00
10 to 30 HP Air Handling Unit		1.00
Fractional HP Pump	DHW	3.00
1 HP Pump	SUMP	2.00

Authorized Purchasing Rep \_\_\_\_\_

I have viewed the list of equipment above and agree that it will be defined as the only equipment covered in this agreement



State of New Mexico  
General Services Department  
Purchasing Division

Price Agreement Amendment

<b>Awarded Vendor:</b> <b>3 Vendors</b>  <b>Telephone No.:</b> _____
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Price Agreement Number: 30-805-13-09627

Price Agreement Amendment No.: One

Term: July 15, 2013 – July 14, 2015

<b>Ship To:</b> <b>New Mexico Department of Transportation</b> <b>District 3 – Various Locations</b>
<b>Invoice:</b> <b>New Mexico Department of Transportation</b> <b>District 3</b>
<b>For questions regarding this Price Agreement please contact:</b> <b>James Ortega (505) 827-5135</b>

Procurement Specialist: Vanessa LeBlanc 

Telephone No.: (505) 490-1351

**Title: HVAC Maintenance & Repair**

**This Price Agreement 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 July 15, 2014 to July 14, 2015 at the same price, terms and conditions.**

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

**Accepted for the State of New Mexico**

\_\_\_\_\_  
New Mexico State Purchasing Agent

Date: 6/23/2014



# State of New Mexico General Services Department

## Price Agreement

**Awarded Vendor**  
3 Vendors – See Page 7

Telephone No. \_\_\_\_\_

Price Agreement Number: 30-805-13-09627

Payment Terms: Net 30

F.O.B.: Destination

Delivery: See Page 7

**Ship To:**  
New Mexico Department of Transportation  
District 3 – Various Locations

Procurement Specialist: Natalie Martinez

Telephone No.: (505) 827-0251

**Invoice:**  
New Mexico Department of Transportation  
District 3

For questions regarding this contract please contact:  
James Ortega (505) 827-5135

Title: HVAC Maintenance & Repair

Term: July 15, 2013 thru July 14, 2014

This Price Agreement is made subject to the “terms and conditions” shown on the reverse side of this page, and as indicated in this Price Agreement.

Accepted for the State of New Mexico

\_\_\_\_\_  
New Mexico State Purchasing Agent

**RECEIVED**  
JUL 19 2013  
Date: 7/12/2013  
YEAROUT MECHANICAL

State of New Mexico  
General Services Department  
Purchasing Division  
Price Agreement #: 30-805-13-09627

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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 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 13-1-99 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.** 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.** 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 proposal 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.** The foregoing requirements for Contractor Personnel, Subcontracting, and Audit shall be inserted into all subcontracts from the prime contractor to the subcontractor.

State of New Mexico  
General Services Department  
Purchasing Division  
Price Agreement #: 30-805-13-09627

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**New Mexico Pay Equity Initiative**

Contractor agrees, if it has ten (10) or more New Mexico employees OR eight (8) or more employees in the same job classification, at any time during the term of this contract, to complete and submit the PE10-249 form on the annual anniversary of the initial report submittal for contracts up to one (1) year in duration. If contractor has (250) or more employees, contractor must complete and submit the PE250 form on the annual anniversary of the initial report submittal for contracts that are up to one (1) year in duration. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, contractor also agrees to complete and submit the PE10-249 or PE250 form, whichever is applicable, within thirty (30) days of the annual contract anniversary date of the initial submittal date or, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract, whichever comes first. Should contractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor agrees to provide the required report within ninety (90) days of meeting or exceeding the size requirement. That submittal date shall serve as the basis for submittals required thereafter.

Contractor also agrees to levy this requirement on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Contractor further agrees that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor will submit the required report, for each such subcontractor, within ninety (90) days of that subcontractor meeting or exceeding the size requirement. Subsequent report submittals, on behalf of each such subcontractor, shall be due on the annual anniversary of the initial report submittal. Contractor shall submit the required form(s) to the State Purchasing Division of the General Services Department, and other departments as may be determined, on behalf of the applicable subcontractor(s) in accordance with the schedule contained in this paragraph. Contractor acknowledges that this subcontractor requirement applies even though contractor itself may not meet the size requirement for reporting and be required to report it self.

Two (2) copies of the Pay Equity Worksheet shall be submitted prior to Award by the prospective Awarded Vendor.

The PE10-249 and PE250 worksheet is available at the following website:  
<http://www.generalservices.state.nm.us/statepurchasing/GuidesProcedures.aspx>

State of New Mexico  
General Services Department  
Purchasing Division  
Price Agreement #: 30-805-13-09627

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**Awarded Vendors:**

(AA)

0000046277

B&D Industries, Inc.  
9720 Bell Avenue SE  
Albuquerque, NM 87123  
(505) 299-4464

Delivery: FOB Destination

(AB)

0000051254

J.D. Zentz Inc.  
2006 Southern Blvd. Suite 106  
Rio Rancho, NM 87124  
(505) 891-0551

Delivery: Upon Award

(AC)

0000086970

Yearout Service, LLC  
8501 Washington St. NE  
Albuquerque, NM 87113  
(505) 884-0994

Delivery: FOB Destination, Pass Through

State of New Mexico  
General Services Department  
Purchasing Division  
Price Agreement #: 30-805-13-09627

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**Public Works Minimum Wage Act:**

This is a Public Works contract subject to the provisions of the Public Works Minimum Wage Act, Section 13-4-11 through 13-4-17, et seq. NMSA 1978 as amended. Minimum Wage Rates as determined and published by the New Mexico Department of Workforce Solutions, Public Works Bureau, Santa Fe, New Mexico, shall be in effect and utilized by the vendor during the life of this Price Agreement.

You are hereby advised that wherever differences exist between the minimum wage rates shown under wage decisions of the New Mexico Department of Workforce Solutions, Public Works Bureau, Santa Fe, New Mexico, and those shown under U.S. Department of Labor Wage Decision and any modification thereto noted in the contract assembly, the higher wage rates shall govern.

If a Contractor or subcontractor is willfully paying his laborers, mechanics, or operators less than the rates required by the agreement for the work the laborers, mechanics, and operators are performing, the contractor or subcontractor may lose his right to proceed with the work.

Awarded vendor shall have proper equipment and trained personnel to evaluate and repair heating and air conditioning systems involving pneumatic electronic controls, pressure valves, and all other controls which serve to maintain proper temperature throughout the buildings being serviced.

Vendor shall provide all insurance necessary to employees on work site, including but not limited to Workers' Compensation.

**Payments and Invoicing:**

Within fifteen (15) days after the date the Department receives written notice from the Contractor that payment is requested for services, construction or items of tangible personal property delivered on site and received, the Department shall issue a written certification of complete or partial acceptance or rejection of the services, construction, or items of tangible personal property. If the Department finds that the services, construction, or items of tangible personal property are not acceptable, it shall, within thirty (30) days after the date of receipt of written notice from the Contractor that payment is requested, provide to the Contractor, a letter of exception explaining the defect or objection to the services, construction, or delivered tangible personal property along with the details of how the Contractor may proceed to provide remedial action. Upon certification by the Department that the services, construction, or delivered tangible personal property have been received and accepted, payment shall be tendered to the Contractor within thirty (30) days after the date of certification. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. After the thirtieth (30<sup>th</sup>) day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the Contractor at the rate of one and one half percent (1-1/2%) per month. For purchases funded by state or federal grants to local public bodies, if the local public body has not received the funds from the federal or state funding agency, but has already certified that the services or items of tangible personal property have been received and accepted, payments shall be tendered to the Contractor within five (5) working days of receipt of funds from that funding agency. Final payment shall be made within thirty (30) days after the work has been approved and accepted by the Department's Secretary or his duly authorized representative.

The Contractor agrees to comply with state laws and rules pertaining to Worker's Compensation Insurance coverage for its employees. If Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so, the Price Agreement may be cancelled effective immediately.

**Tax Note:**

Price shall not include state gross receipts tax or local option tax. Such tax or taxes shall be added at time of invoicing at current rate, and shown as a separate item to be paid by user.

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Item	Approx. Qty.	Unit	Article and Description	Unit Price
001		Hourly	Journeyman - on call, regular working hours	(AA) \$56.95 (AB) \$64.00 (AC) \$65.00
002		Hourly	Apprentice/Helper - on call, regular working hours	(AA) \$35.00 (AB) \$36.00 (AC) \$30.00
003		Hourly	Journeyman - on call after 5:00 pm, weekends and holidays	(AA) \$85.00 (AB) \$64.00 (AC) \$97.50
004		Hourly	Apprentice/Helper - on call after 5:00 pm, weekends and holidays	(AA) \$50.00 (AB) \$36.00 (AC) \$30.00
005		Mile	One way mileage from the point of origin for determining mileage shall be the I-25/I-40 interchange. Mileage to be paid beyond a 20-mile radius of point of origin only.	(AA) \$0.00 (AC) \$0.55
006		%	Parts and Materials: Estimate/invoice must show list price less % discount. invoice must show list price, discount and net amount.	(AA) 15% (AB) 25% (AC) \$15%



RETURN INVITATION TO BID:

GSD/PD (Rev. 9/12)

State of New Mexico
General Services Department, Purchasing Division
(Hand Deliver Only) 1100 S. Saint Francis Drive, Room 2016 (87505)
(Mail Only) PO Box 6850
Santa Fe, New Mexico 87502-6850
(505) 827-0472

Invitation to Bid Price Agreement

Title: HVAC Maintenance & Repair

Bid number: 30-805-13-09627

Agency requested delivery: As Requested

Commodity code(s): 40101500, 40101600, 40101700, 72102300, 05814

Formal Sealed Bid Opening

Ship To: New Mexico Department of Transportation District 3 Various Locations
Invoice: New Mexico Department of Transportation District 3

Place: NM State Purchasing Division Bid Room
Bid opening date: May 16, 2013 Time: 2:00pm

If you have questions regarding this Invitation to Bid please contact:
Procurement Specialist: Natalie Martinez Telephone No.: (505) 827-0251

Bidder MUST complete and sign the following in order for Bid to be valid:

Company name: Address:
Telephone no.:
Federal tax ID#:
Signature: Print or type name:

Additional Bidder Information

Applications for in-state preference will no longer be processed through the State Purchasing Division. All resident businesses, veterans, and contractors will have to obtain a new preference number with the NM Department of Taxation & Revenue. In order for the preference to be applied to any solicitation, vendor must submit a copy of their preference certificate with each solicitation. Applications are available for download at:

Resident Business http://www.tax.newmexico.gov/SiteCollectionDocuments/acd-bp0001.pdf
Resident Contractors http://www.tax.newmexico.gov/SiteCollectionDocuments/acd-cp0001.pdf

Veterans Only: The attached Resident Veterans Preference Certification must be completed and returned with bid in order to receive the preference.

E-mail:

Payment terms: (Discount will not be considered in computing the low bid, see "Terms and Conditions")

F.O.B. Point must be Destination, unless otherwise indicated by the NM State Purchasing Agent

Vendor's Delivery: (May be considered in the award)

Important - 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. (Note: "No Bid" does not require a return of this document.) Sealed bids will be received at the above address until the above specified date and local time, then publicly opened in the New Mexico State Purchasing Division Bid Room. This Bid is subject to the "Terms and Conditions," shown on the reverse side of this page, and "Additional Bidding Instructions," if any.

If applicable, Bidder acknowledges receipt of the following amendments(s):

Amendment No. Dated Amendment No. Dated

Handwritten signature and initials

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**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. Discounts for payment within twenty (20) days will be considered after the award of the contract. Discounted time will be computed from the date of receipt of the merchandise invoice, whichever is later.
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

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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 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 13-1-99 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.** 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.** 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 and returned to the State Purchasing Division. 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 proposal 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.** The foregoing requirements for Contractor Personnel, Subcontracting, and Audit shall be inserted into all subcontracts from the prime contractor to the subcontractor.

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**Important Bidding Information**

All Bidders must notify the State Purchasing Agent or his/her designee if any employee(s) of the requesting agency or the office of the State Purchasing Agent have a financial interest in the Bidder:

No financial interest       Yes financial interest

If yes specify by name: \_\_\_\_\_

Bid tabulations will be posted to our website approximately two (2) weeks after bid opening date. To access go to [www.generalservices.state.nm.us/spd/](http://www.generalservices.state.nm.us/spd/), click on Bids and Proposals, Bid Tabulations.

Failure of Bidder to complete bidding documents, in accordance with all instructions provided, is cause for this office to reject their bid.

Brand names and numbers are for reference only; equivalents will be considered. If bidding "equivalent" bidders must be prepared to furnish "complete data" upon request, preferably with bid, to avoid delay in award.

Specifications on the bid are not to exclude any bidder or manufacture. Where a brand name or equal is indicated, it is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to restrict competition. "No substitute" specifications may be authorized ONLY if required to match existing equipment.

If any Bidder is of the opinion that the specifications as written preclude him from submitting a proposal on this bid, it is requested that his opinion be made known to the State Purchasing Agent or his/her designee, in writing, at least seven (7) days prior to the bid opening date.

Bidders must, upon request of the State Purchasing Agent or his/her designee, provide information and data to prove that the financial resources, production of service facilities, service reputation and experience are adequate to make satisfactory delivery of the materials and/or services. The State Purchasing Agent or his/her designee reserves the right to require a Bidder to furnish a Performance Bond prior to award, where the Bidder is unable to furnish the required information or data, or for other reasons which would insure proper performance by the Bidder.

Unless otherwise indicated in the bid specifications, samples of the items, when required, shall be free of expense to the State of New Mexico. Samples not destroyed or mutilated in testing will be returned upon request, at Bidders expense. Each sample must be labeled to clearly show the bid number and item number that it pertains to. Unsolicited bid samples or descriptive literature, which is submitted at the Bidder's risk, will not be returned.

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**Awards**

**Determination of Lowest Bidder** – Following determination of product acceptability, if any is required, bids will be evaluated to determine which Bidder offers the lowest cost to the State in accordance with the specifications and terms & conditions set forth in the Invitation to Bid. The State Purchasing Agent reserves the right to award this Invitation to Bid in total; by groups of items; on the basis of individual items; any combination of these which could result in a multiple award; or as otherwise specified in bid specifications; whichever, in his/her judgment, best serves the interest of the State of New Mexico.

The New Mexico State Purchasing Agent or his/her designee reserves the right to accept and/or reject any and all bids, to waive technical irregularities, and to award to the Bidder whose bid is deemed to be in the best interest of the State of New Mexico.

**Special Notice** – To preclude any possible errors and/or misinterpretations, bid prices must be affixed legibly in ink or typewritten. Corrections or changes must be signed or initialed by Bidder prior to the scheduled bid opening; failure to do so will be just cause for rejection of bid.

Bids may be withdrawn upon receipt of written request, prior to scheduled bid opening for the purpose of making any corrections and/or changes; such corrections must be properly identified and signed or initialed by Bidder. Resubmittal must be prior to scheduled bid opening for consideration.

After bid opening, no modifications on bid prices or other provisions of bid shall be permitted. A low Bidder alleging a material mistake of fact after bids have been opened may be permitted to withdraw the bid upon written request prior to award at the discretion of the State Purchasing Agent or his/her designee.

**F.O.B. Destination** – Means goods are to be delivered to the destination designated by the user which is the point at which the user accepts ownership or title of the goods. Laws of New Mexico specifically prohibit acceptance of ownership of goods in transit. Any exception to F.O.B. Destination may cause bid to be declared nonresponsive.

If you are an individual with a disability and you require accommodations such as a hearing interpreter to attend our bid openings, please contact Paula Salazar (505-827-0474) of this office at least five (5) working days prior to the scheduled bid opening.

**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 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: <http://insurenwnewmexico.state.nm.us/>.

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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*

### New Mexico Pay Equity Initiative

Contractor agrees, if it has ten (10) or more New Mexico employees OR eight (8) or more employees in the same job classification, at any time during the term of this contract, to complete and submit the PE10-249 form on the annual anniversary of the initial report submittal for contracts up to one (1) year in duration. If contractor has (250) or more employees, contractor must complete and submit the PE250 form on the annual anniversary of the initial report submittal for contracts that are up to one (1) year in duration. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, contractor also agrees to complete and submit the PE10-249 or PE250 form, whichever is applicable, within thirty (30) days of the annual contract anniversary date of the initial submittal date or, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract, whichever comes first. Should contractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor agrees to provide the required report within ninety (90) days of meeting or exceeding the size requirement. That submittal date shall serve as the basis for submittals required thereafter.

Contractor also agrees to levy this requirement on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Contractor further agrees that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor will submit the required report, for each such subcontractor, within ninety (90) days of that subcontractor meeting or exceeding the size requirement. Subsequent report submittals, on behalf of each such subcontractor, shall be due on the annual anniversary of the initial report submittal. Contractor shall submit the required form(s) to the State Purchasing Division of the General Services Department, and other departments as may be determined, on behalf of the applicable subcontractor(s) in accordance with the schedule contained in this paragraph. Contractor acknowledges that this subcontractor requirement applies even though contractor itself may not meet the size requirement for reporting and be required to report it self.

Two (2) copies of the Pay Equity Worksheet shall be submitted prior to Award by the prospective Awarded Vendor.

The PE10-249 and PE250 worksheet is available at the following website:  
<http://www.generalservices.state.nm.us/statepurchasing/GuidesProcedures.aspx>

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**Department Price Agreement**

**Article I – Statement of Work**

Under the terms and conditions of this Price Agreement, the using agency 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 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 either the New Mexico State Purchasing Agent 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 issued.

**Article II – Term**

The term of this Price Agreement for issuance of orders shall be as indicated in 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 instructions of this form. Shipment shall be made only against specific orders which the user may place with the contractor during the term indicated in Article II – 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 page 1. If vendor is unable to meet stated delivery the State Purchasing Agent must be notified.

**Article V - Termination**

This Price Agreement may be terminated by either signing party upon written notice to the other at least thirty (30) days in advance of the date of termination. Notice of termination of the price agreement shall not affect any outstanding orders.

**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 for in the bid and price agreement specifications.

**Article VII – Issuance of Orders**

Only written signed orders are valid under this Price Agreement.

**Article VIII – Packing (if applicable)**

Packing shall be in conformance with standard commercial practices.

**Article IX – Price Schedule**

Prices as listed in the price schedule hereto attached are firm.

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**Resident Veterans Preference Certification**

\_\_\_\_\_ (name of contractor) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

**Please check one box only**

- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest of the procurement involved if the statements are proven to be incorrect which may result in denial or cancellation of an award.

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Establish a Price Agreement for the New Mexico Department of Transportation for heating, ventilation and air conditioning (HVAC) maintenance and repairs "on call" for various locations throughout District 3.

Vendor shall respond within twenty-four (24) hours for normal services and three (3) hours for emergency service to all calls related to service and or repairs within the following counties: Bernalillo, Valencia, and Sandoval.

In the event that the awarded contractor is unable to be located within a twenty-four (24) hour period to perform a plumbing and/or HVAC job, the Department reserves the right to call on another contractor to perform the needed job.

**Term of Agreement:**

The term of this agreement shall be for one (1) year from date of award with the option to extend for a period of three (3) 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 agreement shall not exceed four (4) years.

**Bidding Information:**

The conditions and specifications set out in the Invitation to Bid are inseparable and indivisible. Any vendor, by submitting a bid, agrees to be bound by all such conditions and/or specifications. All conditions and specifications in the Invitation to Bid, and all other documents required to be submitted, shall be returned by the vendor in his/her bid package. Failure to do so or any attempt to vary or change the conditions or specifications of the Invitation to Bid shall, in the discretion of the State, constitute grounds for rejection of the entire bid.

The prices quoted herein represent the total compensation to be paid by the State 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.

The Contractor shall be considered an independent Contractor and not an employee of the State of New Mexico. However, directions as to the time and place of performance and compliance with rules and regulations may be required by the using agency.

Vendor is requested to indicate their Federal Tax ID Number, New Mexico Gross Receipts or Social Security Number:

**Escalation/Reduction Clause:**

In the event of a product cost increase an escalation request will be reviewed by this office on an individual basis. Please be aware this measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase. Price decreases as well as increases shall apply. If vendor's prices are reduced for any reason, users shall receive the benefit of such reductions. 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.

**Hold Harmless 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 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.

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**Public Works Minimum Wage Act:**

This is a Public Works contract subject to the provisions of the Public Works Minimum Wage Act, Section 13-4-11 through 13-4-17, et seq. NMSA 1978 as amended. Minimum Wage Rates as determined and published by the New Mexico Department of Workforce Solutions, Public Works Bureau, Santa Fe, New Mexico, shall be in effect and utilized by the vendor during the life of this Price Agreement.

You are hereby advised that wherever differences exist between the minimum wage rates shown under wage decisions of the New Mexico Department of Workforce Solutions, Public Works Bureau, Santa Fe, New Mexico, and those shown under U.S. Department of Labor Wage Decision and any modification thereto noted in the contract assembly, the higher wage rates shall govern.

If a Contractor or subcontractor is willfully paying his laborers, mechanics, or operators less than the rates required by the agreement for the work the laborers, mechanics, and operators are performing, the contractor or subcontractor may lose his right to proceed with the work.

Awarded vendor shall have proper equipment and trained personnel to evaluate and repair heating and air conditioning systems involving pneumatic electronic controls, pressure valves, and all other controls which serve to maintain proper temperature throughout the buildings being serviced.

Vendor shall provide all insurance necessary to employees on work site, including but not limited to Workers' Compensation.

**Payments and Invoicing:**

Within fifteen (15) days after the date the Department receives written notice from the Contractor that payment is requested for services, construction or items of tangible personal property delivered on site and received, the Department shall issue a written certification of complete or partial acceptance or rejection of the services, construction, or items of tangible personal property. If the Department finds that the services, construction, or items of tangible personal property are not acceptable, it shall, within thirty (30) days after the date of receipt of written notice from the Contractor that payment is requested, provide to the Contractor, a letter of exception explaining the defect or objection to the services, construction, or delivered tangible personal property along with the details of how the Contractor may proceed to provide remedial action. Upon certification by the Department that the services, construction, or delivered tangible personal property have been received and accepted, payment shall be tendered to the Contractor within thirty (30) days after the date of certification. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. After the thirtieth (30<sup>th</sup>) day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the Contractor at the rate of one and one half percent (1-1/2%) per month. For purchases funded by state or federal grants to local public bodies, if the local public body has not received the funds from the federal or state funding agency, but has already certified that the services or items of tangible personal property have been received and accepted, payments shall be tendered to the Contractor within five (5) working days of receipt of funds from that funding agency. Final payment shall be made within thirty (30) days after the work has been approved and accepted by the Department's Secretary or his duly authorized representative.

The Contractor agrees to comply with state laws and rules pertaining to Worker's Compensation Insurance coverage for its employees. If Contractor fails to comply with the Worker's Compensation Act and applicable rules when required to do so, the Price Agreement may be cancelled effective immediately.

**Tax Note:**

Price shall not include state gross receipts tax or local option tax. Such tax or taxes shall be added at time of invoicing at current rate, and shown as a separate item to be paid by user.

State of New Mexico  
 General Services Department  
 Purchasing Division  
 Price Agreement #: 30-805-13-09627

**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 undertaken. No bid on a Contract shall be submitted unless the Contractor has a valid license issued by the Construction Industries Division to bid and perform the type of work to be undertaken (60-13-12, NMSA 1978).

Contractor License Number: \_\_\_\_\_

**Addresses of District 3 Facilities:**

- District 3 Service Center, 7500 Pan American Freeway NE, Albuquerque, NM
- District 3 Hilltop Office, 3393 Pan American Freeway NE, Albuquerque, NM
- Belen Patrol, Belen City Industrial Park, 22 General E Baca Road, Belen, NM
- Bernalillo Patrol, 1040 Oak Street, Bernalillo, NM
- North Urban Patrol, 8501 Volcano Road NW, Albuquerque, NM
- South Urban Patrol, 3520 Broadway SE, Albuquerque, NM
- Tijeras Patrol, 77 North Zamora Road, Tijeras, NM

Required usage of this Price Agreement is an estimate (only); exact usage shall be determined by ineffective operation of dispensing units or the replacement of pumps.

All interested bidders should contact Diane Miller, (505) 798-6636 for detailed information relative to the dispensing equipment.

**Multiple Awards:**

Pursuant to the Procurement Code, Sections 13-1-153 and 13-1-154, the State reserves the right to issue multiple awards to obtain the items listed. Multiple awards are recommended to ensure availability and timely delivery.

Item	Approx. Qty.	Unit	Article and Description	Unit Price
001		Hourly	Journeyman - on call, regular working hours	\$ _____
002		Hourly	Apprentice/Helper - on call, regular working hours	\$ _____
003		Hourly	Journeyman - on call after 5:00 pm, weekends and holidays	\$ _____
004		Hourly	Apprentice/Helper - on call after 5:00 pm, weekends and holidays	\$ _____
005		Mile	One way mileage from the point of origin for determining mileage shall be the I-25/I-40 interchange. Mileage to be paid beyond a 20-mile radius of point of origin only.	\$ _____
006		%	Parts and Materials: Estimate/invoice must show list price less % discount. invoice must show list price, discount and net amount.	_____ %

\*\*\* 6 Items Total \*\*\*



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

Prev. Maint.

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

1 FOR: ORIGINAL CONTRACT [checked] or CONTRACT AMENDMENT [ ]

2 Name of Contractor Margaret RHC

3 Complete information requested [ ] Plus GRT [ ] Inclusive of GRT

Original Contract Amount: \$28,064.49

Termination Date: 12/31/15

[ ] Approved by Council Date: [ ]
[ ] or by City Manager Date: [ ]

Contract is for: [ ]

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

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

Sole Source  \_\_\_\_\_ Date: \_\_\_\_\_

Other GSA Contract #30-805-13-091027

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

7 Funding Source: CCC operations/repair/maint BU/Line Item: 52102-520400

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: Antoinette

Phone # X6210

10 Certificate of Insurance attached. (if original Contract)

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.

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 effective date of this agreement shall be November 1, 2014.

1. SCOPE OF SERVICES

A. The Contractor shall provide the following On-Call services for the City as follows:

- (1) Test and Inspect equipment to determine its operating condition and efficiency.
- (2) Trouble calls: job labor rate and travel labor rate, including overtime, plus travel and living expenses required for unscheduled work resulting from an abnormal condition.
- (3) Parts discount for components, parts and supplies: the cost of components, parts and supplies required to keep the equipment operating properly and efficiently.
- (4) Repair and replace: job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and travel and living expenses required to repair, remove and replace broken, worn and/or doubtful components and/or parts.

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 twenty eight thousand four hundred and forty one dollars. (\$20,000.00), inclusive of applicable gross receipts taxes. Payment shall be made for services actually rendered as described in Exhibit "A" attached hereto.

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, 2015 unless sooner pursuant to Article 6 below. There is an option for an annual renewal for an additional three (3) years, not to exceed four (4) years. Should either party wish to exercise this renewal option, written notice shall be given to the other party (90) ninety days before expiration of this Agreement. Negotiations shall take place and conclude before termination of this agreement.

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.

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:  
Santa Fe Civic Center  
201 West Marcy  
Santa Fe, NM 87501

Contractor:  
Yearout Service, LLC  
8501 Washington St. 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 Services, LLC

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

\_\_\_\_\_  
SAL TORTORICI

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

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

CRS# 031-407 580 07  
City of Santa Fe Business  
Registration # 14-00110963

ATTEST:

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

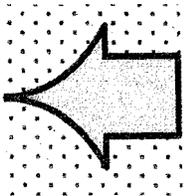
APPROVED AS TO FORM:

*KAB* *11/29/14*  
\_\_\_\_\_  
KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

\_\_\_\_\_  
TERESITA GARCIA,  
ASSISTANT FINANCE DIRECTOR

PSA/Yearout/52102.520400





## **Yearout Mechanical**

### **Pricing per price agreement # 30-805-13-09627**

Hourly rate – Journeyman, regular working hours - \$65.00

Hourly rate apprentice /helper- \$30.00

Hourly rate journeyman, on call after 5:00 pm, weekends/holidays- \$97.50

Hourly rate apprentice/helper, on call after 5:00 pm, weekends/ holidays- \$30.00

### **Mileage:**

One way mileage from the point of origin is I-25 / I 40 interchange. Mileage to be paid beyond a 20 mile radius of point of origin only.

### **Parts and Material discount:**

15%

Invoice must show list price, discount and net price



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

on-call

SA contract  
is attached to  
the prev. Maint.  
packet.

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

1 FOR: ORIGINAL CONTRACT  or CONTRACT AMENDMENT

2 Name of Contractor Upstart LLC

3 Complete information requested  Plus GRT  
 Inclusive of GRT

Original Contract Amount: \$20,000

Termination Date: 6/30/15

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

or by City Manager Date: \_\_\_\_\_

Contract is for: \_\_\_\_\_

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

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

Sole Source  \_\_\_\_\_ Date: \_\_\_\_\_

Other  BSA #30-405-13-091027

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

7 **Funding Source:** CCC Operations Repet Maint. BU/Line Item: 52102.520700

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:** Antoinette

Phone # X 6210

10 **Certificate of Insurance attached.** (if original Contract)

**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:**