

**ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 05/27/15
ITEM FROM FINANCE COMMITTEE MEETING OF 05/18/15**

ISSUE:

33. Bid No. 15/21/B – Parks & Recreation Public Restrooms and Professional Services Agreement; Fresh and Clean Portable Restrooms, Inc. (Richard Thompson)

FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM

Requested approval of Bid No. 15/21/B for Parks & Recreation Public Restrooms and professional services agreement with Fresh and Clean Portable Restrooms, Inc. in the amount of \$52,452.00 inclusive of gross receipts tax per year, not to exceed \$209,808 inclusive of gross receipts tax for four year term.

FUNDING SOURCE: 32754.562600.0114900

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

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

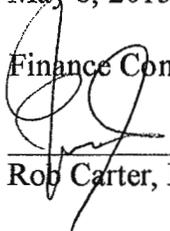
4-13-15

City of Santa Fe, New Mexico

memo

DATE: May 8, 2015

TO: Finance Committee

VIA: 
Rob Carter, Parks & Recreation Department Director

FROM: Richard Thompson, Parks Division Director
Florencia Ortega, Administrative Assistant

SUBJECT: Request for approval RFB 15/21/B
Portable Restrooms for Citywide Parks

SUMMARY:

The Request for Bids was advertised and received during the months of March 2015 and April 2015, with the following bid information being received:

Fresh & Clean \$52,452.00 (tax inclusive)

The agreement with Fresh & Clean is in the amount of fifty two thousand, four hundred fifty two and zero cents (52,452.00) annually and \$209,808.00 for a term of four years, inclusive of gross receipt tax. Funding will be made available in business unit /line item 32754.562600.0114900 for the first year and using the upcoming funding from the CIP Bonds

Recommended Action:

It is requested this agreement with Fresh & Clean, be review, approved and submitted to the City Council for its consideration.

Attachments:
Summary of contracts
PSA

CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Fresh & Clean Portable Restrooms

Procurement Title: City of Santa Fe Bid 15/21/B Titled: Public Works Parks Portable Restrooms:

Solicitation RFP/RFB#: RFB: 15/21/B

Other Methods: State Price Agreement Cooperative Sole Source Exempt Other

Department Requesting/Staff Member Public Works: Florencia Ortega

Procurement Requirements:

A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids and proposals, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the procurement officer, setting forth the reasoning for the contract award decision before submitting to the Committees. .

SOLICITATION*

- | YES | N/A | |
|-------------------------------------|-------------------------------------|------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project Beginning History (council requests etc) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget Determination (FIR) attach |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Solicitation document (RFP, IFB), |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Screen print of legal solicitation published in newspapers, web sites, etc.: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Screen print of addendum(s) published on the IPB/RFP: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Pre-Bid/Pre-Offer Conference attendance sheet and other documents |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If canceled, screen print of cancellation of solicitation notice |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other: _____ |

EVALUATION*

- | YES | N/A | |
|--------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Blank evaluation form |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Evaluator's names and profiles |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Evaluation procedures or evaluation instructions |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conflict/Confidentiality Forms signed by all Evaluators, Technical Advisors, Reviewers, and any person who assists in regard to the bid/proposal, evaluation and/or award |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Bid or Offer opening sheet(s) (If RFP, then two offer opening sheets, one for technical and one for cost) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Screen print of Bidder/Offeror's detailed information |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Responsiveness review sheet or other sheet documenting responsiveness for each Bidder/Offeror, attach requests for additional information to cure items |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Non-Responsive/Non-Responsibility Form and correspondence or letters from Department to vendor regarding disqualifications |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Oral presentations (sign-in sheets, presentation materials, etc.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Documentation sent to Bidders/Offerors and responses received regarding clarifications, decisions, negotiations, and/or best and final offers, etc. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Reference Reviews/Reference Check Questionnaires |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Individual evaluations included for each RFP. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Pricing evaluation |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Final overall evaluation matrix or summary of evaluator scores |

*

Other: _____

AWARD*

YES N/A

- Fully executed Memo to Committees from the Department with recommendation of award
- Winning proposal (this is a copy that has all confidential/proprietary information excluded)
- Screen print of Contract Award Notice
- Screen print of Award Notice published on agency website
- Email or notification sent to all Bidders/Offerors that award was made
- Waiver or "No Action Taken" from Procurement Office
- Correspondence with Procurement Office regarding waiver
- If IFB and not awarded to lowest responsive, responsible bidder; written explanation
- Other: _____

DISCLOSURES

YES N/A

- Contractor Disclosures & Conflicts of Interest**
- Disclosures & Conflicts of Interest Form(s) (winning bidder(s)/offeror(s))
- Contractor –Conflicts of Interest**
- Purchasing Office Letter or e-mail to designated individual regarding potential conflict
- Conflict of Interest Form signed by all parties
- Letter from Procurement Office regarding the potential conflict
- Subcontractor Disclosures**
- Disclosures & Conflicts of Interest form of Subcontractor(s)
- Subcontractor –Conflicts of Interest**
- Purchasing Officer Letter or email to designated individual regarding potential conflict
- Conflict of Interest form signed by all parties
- Letter from Legal Office regarding the potential conflict
- Other: _____

CONTRACT

YES N/A

- Copy of Executed Contract
- Copy of all documentation presented to the Committees
- Finalized Council Committee Minutes
- Other: _____

MISCELLANEOUS FILE*

YES N/A

- Local Preference Form
- New Mexico Residence Form
- Veterans Exemption
- Sole Source determination form approved by Procurement Officer
- Exempt determination memo approved by Procurement Officer
- Other: _____

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.

PROTEST (If applicable)*

- | YES | N/A | |
|--------------------------|----------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> | x <input type="checkbox"/> | Documentation from protester filed with the Purchasing Office |
| <input type="checkbox"/> | x <input type="checkbox"/> | Letter from Department to Purchasing Office Providing response to protest |
| <input type="checkbox"/> | x <input type="checkbox"/> | Letter from Purchasing Officer to protester and Department on final outcome |
| <input type="checkbox"/> | x <input type="checkbox"/> | Other: _____ |

Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.

- | YES | N/A | |
|--------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | x <input type="checkbox"/> | Original bid(s) or proposal(s) with no redactions. |
| <input type="checkbox"/> | x <input type="checkbox"/> | Documentation exempt - Proprietary, Confidential, Competitively Sensitive, or Trade Secret (i.e. e-mails, proposals, letters) |

RC THOMPSON DIVISION DIRECTOR

Department Rep Printed Name and Title

[Signature]
Department Rep Signature attesting that all information included

[Signature] Purchasing Officer
Purchasing Officer attesting that all information is reviewed

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 Fresh and Clean Portable Restrooms (the "Contractor"). The date of this Agreement shall be the date when it is executed by the City and the Contractor, whichever occurs last.

1. SCOPE OF SERVICES

The Contractor shall provide the following services for the City and as described in Exhibit "A" attached here to and incorporated herein:

- A. Deliver public portable restrooms units to various Parks and Recreation Facilities, including but not limited to MRC (Municipal Recreation Complex).
- B. Schedule one (1) to five (5) days in a week per schedule on a bid form to clean up and service portable restroom units at designated locations, on or before 5:00 p.m. (five day weekly service or "special service may be applicable, only when requested.)
- C. Responsible for all liability that may be caused to portable restrooms units. Example: should a portable restroom be vandalized, damaged, or needs graffiti removal, vendor will be liable for damages to the said unit.
- D. Provide additional public portable restrooms units "placement or service" for city sponsored special events or activities, upon 24 hours'

notice from the City of Santa Fe Parks Division or requesting City of Santa Fe Department.

- E. Relocate portable restrooms units from one Park or Recreational facility location to another, upon a 24 hour notice from the City of Santa Fe.
- F. Provide services for the fiscal year July 1, 2015 through June 30, 2016 with annual renewals for up to an additional four (4) years upon agreement by the City of Santa Fe and bidder, within limits of CPI for any proposed increases. Notifications for renewal must be received by June 1st of each year services will be re-bid.
- G. City of Santa Fe Parks Division will reserve the right to request removal of any portable restrooms upon 24 hour notice.
- H. Required to notify the Parks Division of any portable restroom unit removal or relocation that was not requested by Parks Division.
- I. Provide separate itemizes billing invoices for:
 - a. (MRC) Municipal Recreation Complex Sports Fields, 205 Caja Del Rio Road, Santa Fe, NM 87506
 - b. Marty Sanchez Links De Santa Fe Golf Course, 205 Caja Del Rio Road Santa Fe, NM 87506
 - c. City Parks Division 1142 Siler Rd., Santa Fe, NM 87507
 - d. Any City of Santa Fe Department requesting service (invoice must be sent to the requesting department, i.e., Parks Bonds,

Public Works, Facilities, Santa Fe Beautiful, Fort Marcy Complex, GCCC, etc...)

- J. Extra/Additional services that details:
 - a. Equipment rental – dollar amount per unit and location of unit.
 - b. Handicap accessible equipment rental – dollar amount per unit and location of unit.
- K. Any special service fee including but not limited to:
 - a. Wastewater, cancellation, transfer, special event, extra or weekend service, and etc. with coinciding dates and locations at the end of each of services.
 - i. NOTE – a and b may NOT be included with c. They must remain separate on the invoices.
- L. INVOICES will be submitted to the City of Santa Fe Parks Division, 1142 Siler Rd. Bld. C, Santa Fe, NM 87507; Attn: Administrative Assistant. (Monthly statements should be mailed to City of Santa Fe Accounts Payable at P.O. Box 909 Santa Fe, NM 87504-0909.
- M. Provide a separate service and cost estimate for ADA accessible portable restroom units at designated park locations, if applicable.
- N. Not responsible for non-city sponsored events and requests that are held on City owned Property.
- O. Provide quality public portable restroom units.

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 two hundred nine thousand eight hundred eight dollars (\$209,808), inclusive of applicable gross receipts taxes. Payment shall be made for services actually rendered in the sum of fifty two thousand four hundred and fifty-two dollars (\$52,452.00), inclusive of applicable gross receipts taxes per year.

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, 2019, unless sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the City upon 30 days written notice to the Contractor.

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

(2) If compensation is not based upon hourly rates for services rendered, therefore the City shall pay the Contractor for the reasonable value of services satisfactorily performed through the date Contractor receives notice of such termination, and for which compensation has not already been paid.

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

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

A. The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the

City. The Contractor, and its agents and employees, shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Agreement.

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

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

8. CONFIDENTIALITY

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

9. CONFLICT OF INTEREST

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

10. ASSIGNMENT; SUBCONTRACTING

The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the

prior written consent of the City. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City.

11. RELEASE

The Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the City, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the City to any obligation not assumed herein by the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

12. INSURANCE

A. The Contractor, at its own cost and expense, shall carry and maintain in full force and effect during the term of this Agreement, comprehensive general liability insurance covering bodily injury and property damage liability, in a form and with an insurance company acceptable to the City, with limits of coverage in the maximum amount which the City could be held liable under the New Mexico Tort Claims Act for each person injured and for each accident resulting in damage to property. Such insurance shall provide that the City is named as an additional insured and that the City is notified no less than 30 days in advance of cancellation for any reason. The Contractor shall furnish the City with a copy of a Certificate of Insurance as a condition prior to performing services under this Agreement.

B. Contractor shall also obtain and maintain Workers' Compensation insurance, required by law, to provide coverage for Contractor's employees throughout

the term of this Agreement. Contractor shall provide the City with evidence of its compliance with such requirement.

C. Contractor shall maintain professional liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

13. INDEMNIFICATION

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

14. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the City of Santa Fe in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the City and the

Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

16. RECORDS AND AUDIT

The Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. These records shall be subject to inspection by the City, the Department of Finance and Administration, and the State Auditor. The City shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

17. APPLICABLE LAW; CHOICE OF LAW; VENUE

Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the City of Santa Fe. In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

18. AMENDMENT

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

19. SCOPE OF AGREEMENT

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the services to be performed

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

20. NON-DISCRIMINATION

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

21. SEVERABILITY

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

22. NOTICES

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

City of Santa Fe:
Parks & Recreation
P.O. Box 909
Santa Fe, NM 87504

Contractor:
Fresh & Clean Portable Restrooms
4202 Broadway Blvd. SE
Albuquerque, NM 87105

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

CITY OF SANTA FE:

CONTRACTOR:
Fresh & Clean

JAVIER M. GONZALES, MAYOR

NAME & TITLE

DATE: _____

DATE: _____

CRS# 02-397229007
City of Santa Fe Business
Registration # 15-00116454

ATTEST:

YOLANDA Y. VIGIL
CITY CLERK

APPROVED AS TO FORM:

  4/28/15

KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

OSCAR S. RODRIGUEZ, FINANCE DIRECTOR

0114900
32754.562600.0442400-
Business Unit Line Item

EXHIBIT "A"

CITY OF SANTA FE PUBLIC WORKS DEPARTMENT PARKS DIVISION

PARK NAME	ADDRESS:	UNIT TYPE					SERVICE DAY					CONTACT & CELL#	
		REG	ADA	MON	WED	FRI	REG	ADA	MON	WED	FRI		
ALTO PARK	1043 ALTO STREET	2		2	2	2							
ASHBAUH PARK	1703 CERRILLOS RD	1	1	2		2				2			
DEVARGAS PARK	DEVARGAS & GUADALAJUPE ST	1	1	2	2	2				2			
FORT MARCY PARK	BISHOPS LODGE RD	2	1	3		3							
FRANKLIN MILES PARK	1027 CAMINO CARLOS REY	3	1	4	4	4				4			
FRENCH'S PARK	AGUA FRIA & OSAGE ST	1		1		1				1			
HERB MARTINEZ PARK	CAMINO CARLOS REY	2		2	2	2				2			
LARRAGONTE PARK	AGUA FRIA & CRISTOBAL COLON	1		1		1				1			
LAS ACEQUIAS PARK	ATAJO OFF FUFINA ST	2		2		2				2			
MRC BASEBALL FIELD	OFF HWY 599	2		2		2				2			
MRC SOCCER VALLEY	OFF HWY 599	1		1		1				1			
MRC RUGBY FIELD	OFF HWY 599	1		1		1				1			
MRC GOLF COURSE	OFF HWY 599	1		1		1				1			
MRC HARBALL FIELD	OFF HWY 599	2		2		2				2			
PUEBLOS DEL SOL	GOVERNOR MILES & NISHONI	1		1		1				1			
RAGEL PARK	ZIA & YARCA RD	1	1	2	2	2				2			
SALVADOR PEREZ SOCCER FIELD	601 ALTA VISTA	2		2	2	2				2			
SALVADOR PEREZ TOT LOT	601 ALTA VISTA	1		1	1	1				1			
		27	5	32	15	32							



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

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

1 FOR: ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Fresh & Clean Portable Restrooms

3 Complete information requested Plus GRT
 Inclusive of GR1

Original Contract Amount: \$209,808.00

Termination Date: June 30, 2019

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Public Portable Restrooms maintenance for all City of Santa Fe Park

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 GR1

Amount \$ 188,968.00 of original Contract# 14-1012 Termination Date: 04/13/2015

Reason: Portable restrooms were not getting clean.

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 RFB # 15/21/B Date : APRIL 14, 2015

6 Procurement History: _____ **\$52,452.00**
example: (First year of 4 year contract)

7 Funding Source: _____ **32754** **BU/Line Item:** 562600.0112400.

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: Florencia F. Ortega
Phone # 955-2102

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:



City of Santa Fe, New Mexico

BUSINESS LICENSE

THIS BUSINESS IS IN COMPLIANCE WITH THE CITY OF SANTA FE LIVING WAGE ORDINANCE, §28-1 SFCC, 1987

Official Document
Please Post

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

Business Name: **FRESH & CLEAN**

Location: **SF COUNTY**

Class: **OUT OF CITY CONTRACTOR - SEPTIC SERVICES**

Comment:

Control Number: 0050173

License Number: 15-00116454

Issue Date: March 13, 2015

Expiration Date: December 31, 2015

FRESH & CLEAN
4202 BROADWAY BLVD SE

ALBUQUERQUE NM 87105

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

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