

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 06/11/14
ITEM FROM FINANCE COMMITTEE MEETING OF 06/02/14

ISSUE:

17. Request for Approval of Professional Services Agreement – Fitness Program Instructor for Fort Marcy Complex (RFP #14/35/P); Julie Brette Adams. (Liz Roybal)

FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM

Requested approval of professional services agreement for fitness program instructor for Fort Marcy Complex (RFP #14/35/P) with Julie Brette Adams in the amount of \$19,982.00 inclusive of gross receipts tax annually for a four year term Budget is available in Fort Marcy fund.

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

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

3-17/14/FCMissue

City of Santa Fe, New Mexico

memo

DATE: May 27, 2014

TO: Finance Committee

FROM: Robert Rodarte, Purchasing Officer
Purchasing Division

VIA: Marcos A. Tapia, Finance Director
Finance Department

ISSUE: Award of Request for Proposal # '14/35/P
Fitness Program Instructor

R. Rodarte
5/27/14

SUMMARY:

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

	Written Score
Julie Brette Adams, Santa Fe	1155
TOPNOTCH Pilates & Fitness LLC, Santa Fe	1110

The evaluation criteria consisted of compliance to specifications/performance (35%); overall qualifications of principal (25%); company experience (20%); and cost proposal (20%). The proposal was reviewed and evaluated by Robert Rodarte, Purchasing, Greg Fernandez and Liz Roybal, Parks and Recreation.

The using department has reviewed the proposals and recommends award to Julie Brette Adam, Santa Fe in the amount of \$19,982.00 annually for a four year term.

Budget will be available each fiscal year in account number 12119.510350 (Fort Marcy Complex – Professional Services).

ACTION:

It is requested that this recommendation of award to Julie Brette Adam, Santa Fe, be reviewed, approved and submitted to the City Council for its consideration.

Attachment(s):

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

EVALUATION SCORES

'14/35/P

FITNESS PROGRAM INSTRUCTOR

Evaluation Committee	Written Evaluation	
	Julie Brett Adams	TOPNOTCH Pilates & Fitness LLC
Robert Rodarte	355	340
Greg Fernandez	400	385
Liz Roybal	400	385
Total Score	1155	1110

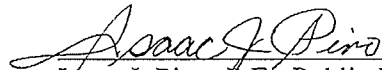
City of Santa Fe, New Mexico

memo

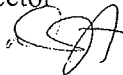
DATE: May 22, 2014

TO: Finance Committee


VIA:



Isaac J. Pino, P.E., Public Works Department Director

Debbie Jo Almager, Recreation Division Director 

FROM: Liz Roybal, Recreation Complex Manager

Greg Fernandez, Program Supervisor 

SUBJECT: Request for approval RFP 14/35/P,
Fitness Program Instructor for Ft. Marcy Complex

Summary:

The evaluation committee has finalized its review of the aforementioned RFP#14/35/P and has selected Julie Brette Adams. Julie Brette Adams has met all of the requirements as stated in the request for proposal.

The agreement with Julie Brette Adams is in the amount of nineteen thousand nine hundred eight two dollars (\$19,982.00) inclusive of gross receipt tax with the option to renew for an additional period of three years for a total amount of seventy nine thousand nine hundred twenty-eight dollars (\$79,928.00). Funding is available in business unit/line item – 12119.510350.

Recommended Action:

It is requested that this agreement with Julie Brette Adams be reviewed, approved and submitted to City Council for its consideration.

Attachments:

Summary of contracts

PSA

CITY OF SANTA FE
PROFESSIONAL SERVICES AGREEMENT

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

1. SCOPE OF SERVICES

The Contractor shall provide the following services for the City:

A. Teach/Instruct Five (5) various fitness classes in a wide variety of applications as set forth in paragraph 1.C.1 herein. Teach/Instruct between a minimum of twelve (12) hours per week.

(1) Facility operating hours are 6:00am-8:00pm Monday-Friday and 8:00am-4:00pm Saturdays.

(2) Location will be at Ft. Marcy Recreation Complex, 490 Bishops Lodge Road, Santa Fe, New Mexico, 87501

B. Instructor must have at least five (5) years' experience in teaching every aspect of fitness classes.

(1) For each and every type of fitness class the instructor will teach the instructor shall have:

(a) Certification in that particular class or a national certification that encompasses the basic Certification.

(b) Certification with the American Council on Exercise.

(c) Must be current in First Aid and CPR at award of contract and maintain certification throughout the contract.

C. Classes will range from twice to three times per week and from one (1) hour to one and one half (1.5) hours in duration.

(1) Fitness classes such as: Gentle yoga, Senior Strength and Stretch, Pilates, Gentle Pilates, Movement Class for Cancer Survivors, Zumba, Zumba Toning, Cardio Jam, Kickboxing, Step & Sculpt, Master Step, Low Impact Aerobics, Body Sculpt, Pilates-Core Strengthening, Pilates Fusion, Hatha Balance Yoga, Freedom Flow Vinyasa Yoga, Rising Flow Yoga Range, Yoga Fusion Flow, Sivananda Yoga, Nia, Qi Gong, Bootcamp, Iyengar Yoga, Hatha Slow Flow, Kripalu Groove Yoga, Hatha Flow, Bone Density/Core; Fukien Shaolin Tai Chi, Tien Lung Kung Fu, Arthritis Tai Chi.

D. Class schedule will be reviewed and evaluated on a quarterly schedule by Recreation Management and adjustments may be made in the best interest of the patrons and the City of Santa Fe.

E. The instructor shall maintain minimum eight (8) participants per class per month the class is offered or class will be terminated.

F. The instructor is responsible for providing and compensating certified substitutes during any absences. Absences that exceed two (2) days require City approval.

G. The City must receive forty-eight (48) hour notice on any and all class cancellations if not able to provide a substitute.

H. The City has the option to close the recreation facility due to emergency, inclement weather conditions, or structural issues, without prior notice to Contractor or the patrons.

2. STANDARD OF PERFORMANCE; LICENSES

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

B. The Contractor agrees to obtain and maintain throughout the term of this Agreement, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives and subcontractors.

3. COMPENSATION

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed nineteen thousand nine hundred eight-two dollars (\$19,982.00), inclusive of applicable gross receipts taxes.

B. The City shall pay to the Contractor thirty-three dollars ninety eight cents (\$33.98) per class, inclusive of applicable gross receipt taxes.

C. 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.

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

4. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of this Agreement. If

sufficient appropriations and authorization are not made by the City, this Agreement shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

5. TERM AND EFFECTIVE DATE

This Agreement shall be effective when signed by the City and terminate on June 30, 2015, 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) 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:
Public Works Department
Ft Marcy Complex
P.O. Box 909
Santa Fe, NM 87504-0909

Contractor:
Julie Brette Adams
101 Valley Drive
Santa Fe, NM 87501

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

CITY OF SANTA FE:

CONTRACTOR:

BRIAN K. SNYDER, CITY MANAGER

NAME & TITLE

DATE: _____

DATE: _____

CRS # 02-18831900
City of Santa Fe Business
Registration # 14-00096576

ATTEST:

YOLANDA Y. VIGIL,
CITY CLERK

APPROVED AS TO FORM:



KELLEY A. BRENNAN, 5/21/14
INTERIM CITY ATTORNEY

APPROVED:

MARCOS A. TAPIA, FINANCE DIRECTOR

12119.510350
Business Unit Line Item



**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 | <input checked="" type="checkbox"/> | CONTRACT AGREEMENT | E
E
E
E
E |
| MAINTENANCE AGREEMENT | <input type="checkbox"/> | LICENSE AGREEMENT | |
| LEGAL SERVICES AGREEMENT | <input type="checkbox"/> | MEMORANDUM OF UNDERSTANDING | |
| MEMORANDUM OF AGREEMENT | <input type="checkbox"/> | JOINT POWERS AGREEMENTS | |
| GRANT AGREEMENTS | <input type="checkbox"/> | CHANGE ORDERS | |

2 Name of Contractor Julie Adams

3 Complete information requested Plus GRT

Inclusive of GRT

Original Contract Amount: \$19,982.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: Fitness classes offered by Julie Adams at Ft. Marcy Complex

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 \$ 19,734.00 of original Contract# 13-0345 Termination Date: 06/30/2014

Amount \$ 20,000.00 of original Contract# 12-0464 Termination Date: 06/30/2013

Reason: Fitness classes offered by Julie Adams at Ft. Marcy Complex FY 12-13

Amount \$ 30,000.00 amendment # 11-0536 Termination Date: 06/30/2012

Reason: FY11-12 percentage of revenue/ rental fee agreement to provide fitness classes at F

Amount \$ 30,000.00 amendment # 10-0851 Termination Date: 06/30/2011

Reason: FY 10-11 compensation of 80% of revenue less \$100.00 monthly rental fee

Amount \$ 30,000.00 amendment # 09-0947 Termination Date: 06/30/2010

Reason: FY 09-10 compensation of 80% of revenue less \$100.00 monthly rental fee

Total of Original Contract plus all amendments: \$ 129,734.⁰⁰



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

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

RFP RFQ Sole Source Other

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

7 Funding Source: 12119 BU/Line Item: 510350

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

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

Division Contract Administrator: Ivie Vigil/Liz Roybal

Division Director: Debbie Jo Almager

Department Director: Isaac Pino

10 Certificate of Insurance attached. (if original Contract)

11 Description of your efforts to reduce the cost of the contract including information on efforts to obtain other quotes for the contracted activity: Went out to RFP competitive bids

12 Prior year's contract amount?: \$19,982

13 Describe service impact from an ongoing commitment to the contractor: _____

14 Why staff cannot perform the work?: No, staff not able to perform duties.

15 If extending contract, why?: _____

16 Was a Santa Fe company awarded contract? If not, why?: yes

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

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

To be recorded by City Clerk:

Contract # _____

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

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

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

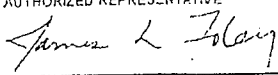
PRODUCER InterWest Insurance Services License #0801094 P.O. Box 8110 Chico, CA 95927-8110 ACE Program	Phone: 530-895-1010 Fax: 530-895-1313	CONTACT NAME: Bobbie Beeny PHONE (A/C, No, Ext): 530-895-1010 FAX (A/C, No): 530-895-1313 EMAIL ADDRESS: bbeeny@iwins.com
INSURED Julie B. Adams 101 Valley Dr. Santa Fe, NM 87501		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Ind. Ins. Co. NAIC # 18058 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CSR TR	TYPE OF INSURANCE	ADDL INSR	SUBR Y/N	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Prof Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		PHPK1031348 PER FORM PIHF1 11/95	10/03/2013	10/03/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/CP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			W/C STATU-TORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Abuse/Molestation			PHPK1031348	10/03/2013	10/03/2015	Each Occ 100,000 Aggregate 300,000

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

It is understood and agreed that the following entity is added as an additional insured but only with respect to the operations of the named insured except that liability resulting from the additional insureds sole negligence. See attached CG2026 07 04.

CERTIFICATE HOLDER City of Santa Fe Fort Marcy Sports Complex 490 Washington Ave Santa Fe, NM 87501	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)
City of Santa Fe Fort Marcy Sports Complex 490 Washington Ave Santa Fe, NM 87501
Information required to complete this Schedule, if not shown above, will be shown in the Declarations

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect To liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or In part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



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

City of Santa Fe, New Mexico BUSINESS LICENSE

Official Document
Please Post

Business Name: JULIE BRETTE ADAMS

Location: 101 VALLEY DR

Class: BUSINESS REGISTRATION - STANDARD

Comment: PSA W/FORT MARCY AND ARTS

Control Number: 0034057

License Number: 14-00096576

Issue Date February 12, 2014

Expiration Date December 31, 2014

JULIE BRETTE ADAMS
101 VALLEY DR

SANTA FE NM 87505

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.

American Council on Exercise
Master Policy Certificate of Insurance

Underwritten by Philadelphia Ind. Insurance Company

Issued To: Julie B. Adams
101 Valley Dr.
Santa Fe, NM 87501

ACE Member # F46050
Inception Date: 10/03/13 (12:01AM, Standard Time)
Expiration Date: 10/03/15 (12:01AM, Standard Time)

The Following Coverages are Provided:

Commercial General Liability

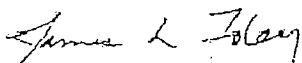
Limits of Coverage:

Each Occurrence - Bodily Injury and Property Damage	\$	1,000,000
General Aggregate	\$	2,000,000
Products and Completed Operations Aggregate	\$	2,000,000
Personal and Advertising Injury	\$	1,000,000
<input checked="" type="checkbox"/> Fire Damage Limit	\$	100,000
<input checked="" type="checkbox"/> Medical Expense Limit	\$	1,000
Abuse/Molestation Occurrence	\$	100,000
Abuse/Molestation Aggregate	\$	300,000

Principal Forms: Commercial General Liability Coverage Part, Blanket Additional Insured, Health & Fitness Club Professional Liability, Excess Liability policy excludes Abuse/Molestation coverage

<input checked="" type="checkbox"/> Base Premium:	\$	316.00
<input checked="" type="checkbox"/> Total Premium:	\$	316.00

This Certificate is attached to and forms a part of policy # PHPK1031348
Authorized Signature:



James L. Foley

Fitness Pak,
a division of InterWest Insurance Services, Inc.
License #0B01094
Club Insurance Specialists
1357 E. Lassen Avenue, Chico, CA 95973, (800) 873-3725 • Fax (530) 895-1313

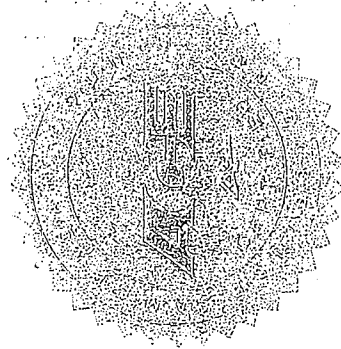
American Council on Exercise®


This certificate attests that

Julie Adams

has met all the requirements of the American Council on Exercise to lead and instruct group exercise to healthy persons who have no apparent physical limitations or special medical needs.

**Certified Group Fitness
Instructor**



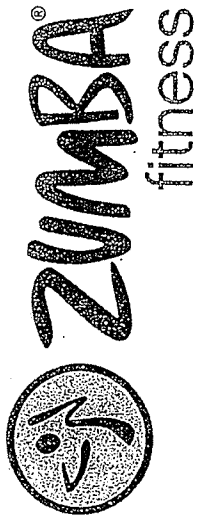

CHIEF SCIENCE OFFICER



Certified since 1994
05/31/2014

VALID THROUGH





basic steps 1

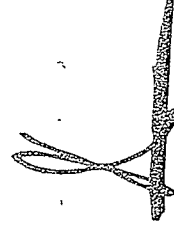
Juliebrette Adams

OFFICIAL ZUMBA® INSTRUCTOR

BASIC STEPS LEVEL 1

April 13, 2013

DATE



"BETO" PEREZ
CREATIVE DIRECTOR

Zumba Fitness, LLC www.zumba.com



This document certifies that the above named person has successfully participated in an official Zumba® Instructor Training and is authorized to offer Zumba® classes for up to one year from the date hereof, subject to the terms and conditions set forth on the reverse side of this certificate or for so long as instructor is a ZIN™ member in good standing. Go to zumba.com/Find an Instructor to verify that Instructor's license is current and valid. The Instructor's name and licensed class formats will appear on Instructor's personal profile.

