

RFB No. 20/22/B

Title of Bid: On Call Janitorial Services City Wide

Bidder:

Familia Rios, LLC

D/b/a: Nelly's Cleaning Service

65 Paseo C de Baca

Santa Fe, NM 87507

CITY OF SANTA FE
INVITATION TO BID FORM
20/22/B

EXCEPTIONS TO SPECIFICATIONS

Bidder is required to ELECTRONIALLY SUBMIT **one (1) complete document** of these specifications, completely furnishing all information requested. All requested information, data, literature, drawings, etc. must be included with the bid submitted.

Bidder must check one of the following:

- a. All specifications, terms and conditions are met.
- b. Exceptions have been taken and noted on attached sheet (s).

All variations and/or exceptions to the specifications must be documented, referencing applicable paragraph (s) and explained in detail. Attach as many pages as necessary. If no exceptions are taken, it will be assumed that the bid meets all specifications and terms and conditions as stated in this complete bid package. Failure to list exceptions may disqualify bid. Delivery of non-conforming goods is at the expense of the bidder and/or other penalties.

All other specifications not detailed herein shall be as listed in the manufacturer's printed literature for the current standard model. Manufacturer's printed literature and specifications sheets shall be submitted with the bid.

Exceptions will not necessarily eliminate the bid. City's Chief Procurement Officer shall determine acceptance or non-acceptance of exceptions. Unless otherwise noted and approved, it is assumed that delivery of the unit shall be as stated.

Signed submission of this bid represents that the bidder has accepted all terms, conditions and requirements of the bid unless a written exception is made and, if awarded, the bid will represent the agreement between the parties. Additionally, by signing this bid, the bidder warrants that there was no collusion of any kind in submission of this bid.

WARRANTIES

Warranty required for material and workmanship for minimum of one year unless otherwise stated in the bid. Warranties shall begin when the City accepts satisfactory delivery of equipment from the bidder. The warranty contract shall be solely with the bidder and the bidder shall be responsible for ensuring all warranty work is satisfactorily completed on any component of the unit. All details of warranties shall be included with the bid.

State name, address and phone number of nearest authorized maintenance representative:

DELIVERY

Bids shall include all costs of delivery to the City of Santa Fe, the specific location to be as designated by City staff. Unit shall be completely operational and ready for use.

Date of delivery after notice to proceed:

Calendar days.

Bidder SHALL INCLUDE descriptive material such as plans, drawings, photographs, diagrams, illustrations, written descriptions and manufacturer's literature with specifications with the bid. Additional information or details may be required after the bid opening. Bids may be disqualified if such information is not adequate to make a reasonably informed decision as to qualify, design, capabilities, etc.

The City reserves the right to alter quantities based on availability of budget. If this will alter the bid amount, the bidder must note the percent increase for lesser quantities.

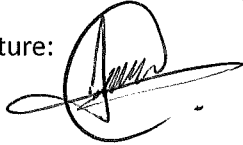
BIDDER'S

Familia Rios LLC, DBA: Nelly's Cleaning Services

Firm

Address: 65 Paseo c de Baca, Santa Fe, NM 87507

Authorized Signature:

A handwritten signature in black ink, appearing to read 'Jesus Rios', written over a horizontal line. The signature is stylized with a large loop at the beginning and a long horizontal stroke extending to the right.

Print Name: Jesus Rios

Position: General Manager

Phone Number: 505-795-6271

Fax Number: 505-982-8045

DATE: 4.08.20

N.M. RESIDENT PREFERENCE NUMBER (if applicable): TWO COMPLETE COPIES OF THE BID SUBMITTAL IS REQUIRED

INVITATION TO BID
#20/22/B
SPECIFICATIONS:

Typical tasks that shall be performed include, but are not limited to:

- **CLEANING:** to keep free from dirt or impurities, removing stains, either by hand or with tools on items such as urinals, water closets, sinks, drinking fountains, light fixtures, mirrors, etc.
- **BUFFING:** To clean or shine with a floor machine surfaces such as resilient tiles, terrazzo, wood, slate, etc. Maintain a roster showing names, dates and rooms that were completed to allow verification of services.
- **SURFACE WIPING:** To remove surface dust, classroom erasable marker residue, or dirt from furniture, files, sills, blinds, telephones, vents, grills, lighting fixtures 9 feet or below, tables, and desks. Wipe only surfaces that are free of personal items and papers.
- **EMPTYING:** To remove accumulation of trash or residue from waste containers, ashtrays, receptacles, etc., and deposit in designated containers.
- **MOPPING: DAMP AND WET:** To wash, wipe and remove dirt and stains from floor that cannot be removed by sweeping or vacuuming. To leave clean with no standing water.
- **POLISHING:** To smooth and brighten by rubbing with polishing cloth using proper pastes, etc., as surfaces may require, such as brass, furniture, counters, mirrors, etc.
- **REFILL:** To replace the contents of a container such as soap, toilet tissue, towel dispensers, hand sanitizers, etc. Will accept no less than the quality of the existing soap, toilet tissue, paper towels and hand sanitizers.
- **STRIPPING:** This is a colloquial term for removing built-up waxes, seals and other floor dressings, from the original natural surface before applying a fresh coat of protective cover to surfaces such as resilient tile, wood, terrazzo, etc.
- **SWEEPING:** To remove or clear away dirt or debris with a broom or brush. Normally all horizontal surfaces subject to foot or wheeled usage.
- **VACUUM:** Vacuums with HEPA filters are required. To clean with a vacuum cleaner. Regular emptying of collector device is important and proper setting of height above surface will improve effectiveness.
- **WASHING:** The act or process of making thoroughly clean by moistening, wetting, scrubbing, rinsing, with water plus proper quantities of soap, detergents, and disinfectants as furnished for various objects and equipment.
- **WAXING:** To cover or treat with liquid wax or other floor finish in proper quantities over properly prepared surfaces to protect and beautify the finish to an even high gloss shine. Any evidence of splashing must be removed from baseboards and furniture/fixtures/doors.
- **WICKING:** This is a trade term to describe the process of sweeping, dusting and cleaning floor surfaces with a treated yarn mop.
- **BUILDING ENTRANCES:** All building entrances interior and exterior should appear neat, clean, safe, and free from litter, debris, and other types of soilage at all times. Glass surfaces should be clean and free from smudges, streaks, stains, and other forms of soilage. Matting should be clean and safe for traffic at all times.
- **ENTRANCE MATS:** All matting should be clean and free from sand, dirt, moisture, and other types of soilage. For safety and appearance, worn matting should be reported as soon as it shows signs of deterioration to Campus Facilities and Operations Manager.

- **HALLWAYS - VINYL TILED FLOORS:** All halls should be free of trash and dirt. Corners and edges should be clean without visible build-up of dirt or old floor finish. All entrance mats must be free of trash and dirt underneath. Halls should shine with no hint of streaks or dust film.
- **OTHER HARD SURFACED FLOORS:** Hard surfaced hallways should be clean, free from sand or dirt and other types of soilage. Surfaces should be polished and shiny at all times. Care should be taken to ensure that procedures for specialty floors are observed.
- **CARPETED HALLWAYS:** Carpeting should be clean, static free, and free from litter, debris and other types of soilage.
- **STAIRWAYS:** All interior stairways and landings should be neat, safe, clean, and free from litter, debris, and other forms of accumulated soilage at all times. There should be no traces of spills, stains, gum or sticky accumulations on stairways or railings.
- **COMMON AREAS:** Common areas should be policed periodically throughout the day to assure a neat, clean, well-organized area, free from accumulated litter and soilage. There should be no trace of spills, gum accumulations, stains, and other types of soilage. Hard floor surfaces should be polished and shiny. Carpeted areas should be clean and free from stains and other types of soilage.
- **CONCESSION AND VENDING MACHINE AREAS:** Area should be neat, clean, and free from accumulated litter and soilage at all times including underneath. There should be no trace of spills, ground-in food, or other types of soilage. Floors should be shiny and polished. Carpeted areas should be free from stains and accumulated soilage.
- **ELEVATORS:** Area should be neat, clean, and free from accumulated litter and soilage at all times. There should be no trace of spills, ground-in food, or other types of soilage. Floors should be shiny and polished. Carpeted areas should be free from stains and accumulated soilage.
- **RESTROOMS:** All restrooms should be neat, clean, odor free and free from litter and soilage. All surfaces should be clean and free from bacterial contamination.
- **CLASSROOMS:** All classrooms should appear neat, clean, and free from accumulated litter and soilage at all times. There should be no trace of spills or other types of soilage. Hard floor surfaces should be shiny and polished. Carpeted areas should be free from stains and accumulated soilage. Whiteboards and trays should be clean and free from writing and dust. Movable chairs and seating should be neatly aligned to their original position or set up for coming events in the configuration desired.
- **LIBRARIES AND CONFERENCE ROOMS:** All areas should appear neat, clean, well-organized and free from accumulated litter and soilage at all times. There should be no trace of spills or other types of soilage. Hard floor surfaces should be shiny and polished. Carpeted areas should be free from stains and accumulated soilage. Whiteboards and trays should be clean and free from writing and dust. Movable chairs and seating should be neatly aligned to their original position.
- **CUSTODIAL AREAS:** Area should appear neat, clean and well organized at all times. The degree of cleanliness and orderliness should be the same as in any other area of the facility.
- **CUSTODIAL WET CLOSETS:** All slop sink closets should appear neat, clean and well organized at all times. Areas should be free from litter, debris and clutter. The degree of cleanliness and orderliness should be the same as in any other area of work.
- **CUSTODIAL AND GENERAL STORAGE:** All storage areas should appear neat, clean and well organized at all times. Areas should be free from litter, debris and clutter. The degree of cleanliness and orderliness should be the same as in any other area of the facility. Safety Data Sheets for all chemicals in use must be available.

- LUNCH AND BREAK ROOMS: Area should be neat, clean and free from accumulated litter and soilage at all times. There should be no trace of spills or other types of soilage. Floor surfaces should be shiny and polished. Carpeted areas should be free from spills and accumulated soilage. Eating surfaces should be sanitized.
- AUDITORIUMS: Auditorium's should appear neat, clean and free from any litter or soilage. These areas should be ready for use and activity at any time. All carpeted areas and upholstered furniture should be free from soilage, spills and other debris.
- SHOWER ROOMS: All shower facilities should appear neat, clean and free from litter and soilage. All surfaces should be clean and sanitized.
- OFFICES: Office areas should appear neat, clean, and free from accumulated litter and soilage.

On Call Janitorial Services Hourly Rates and Costs for Material and Equipment

CUSTODIAN-SUPERVISOR:

- Custodian Supervisor Regular Hourly Rate: \$ 61.00 (per hour)
- Custodian Supervisor Overtime Hourly Rate: \$ 91.50 (per hour)
- Custodian Supervisor Holiday Hourly Rate: \$ 91.50 (per hour)

CUSTODIAN-LEAD:

- Lead Custodian Regular Hourly Rate: \$ 48.00 (per hour)
- Lead Custodian Overtime Rate: \$ 72.00 (per hour)
- Lead Custodian Holiday Hourly Rate: \$ 72.00 (per hour)

CUSTODIAN-REGULAR:

- Custodian Regular Hourly Rate: \$ 38.00 (per hour)
- Custodian Overtime Hourly Rate: \$ 57.00 (per hour)
- Holiday Hourly Rate: \$ 57.00 (per hour)

EQUIPMENT/MATERIALS:

- Cost for Equipment and Materials: \$ 14,543.40 (yearly)
(Attach list if needed)

MILEAGE:

- Mileage Fee's \$ 0.50¢ (per mile)
(for travel over 35 miles roundtrip)

City of Santa Fe

Addendum #1 - Dated 4/6/2020

INVITATION TO BID 20_22_B, On Call Janitorial Services- City Wide

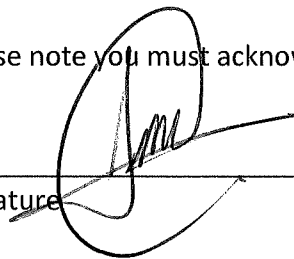
- **Correction to page 4- Receipts and Opening of Bids:**

The due date for Bids is being corrected from April 9, 2020 to now reflect the correct due date of April 13, 2020.

All other pertinent information in ITB 20/22/B to remain the same.

Please note you must acknowledge receipt of all addendums in your bid submittal.

Signature

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by several loops and a horizontal stroke extending to the right.

Date

4.8.20

Nelly's Cleaning Service is reapplying to enter into a services agreement with the City of Santa Fe.

SERVICES

The proposed services we are offering are to maintain on-call custodian services for the City of Santa Fe Facilities. Services include but are not limited to, the cleaning and maintenance of offices and office buildings, recreation facilities, industrial facilities, educational facilities, medical facilities, gyms, lockers rooms, cafeterias, eating areas, and adjacent walkways, sidewalks, patios, parking lots, driveway, and landscapes.

ABOUT US

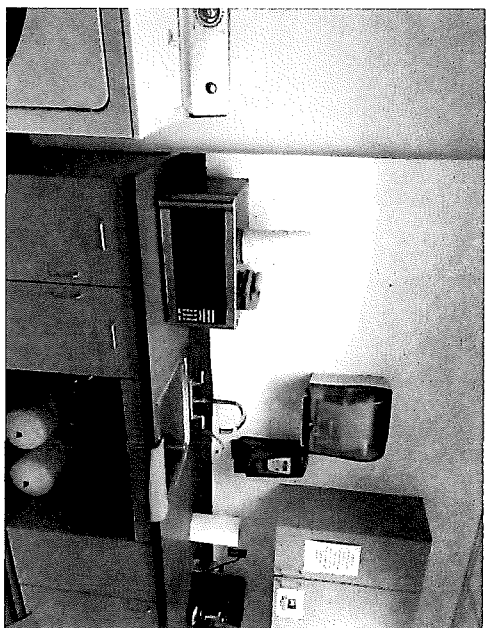
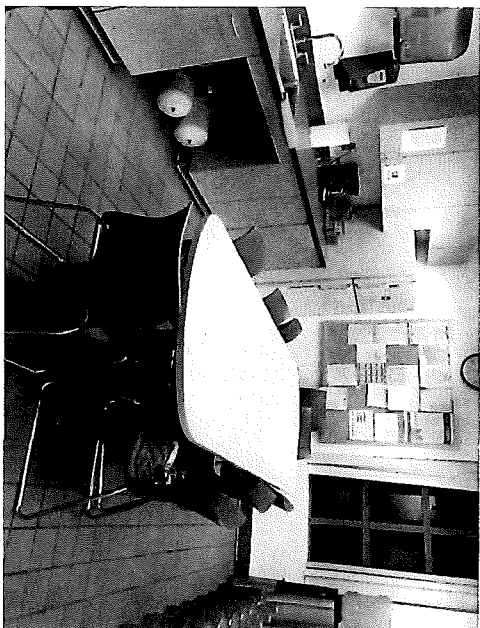
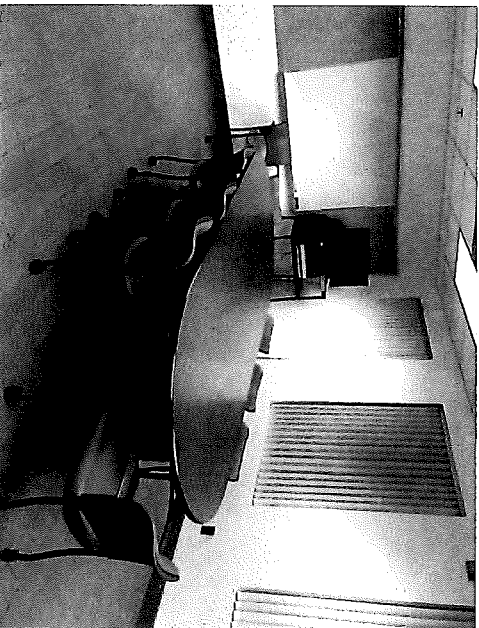
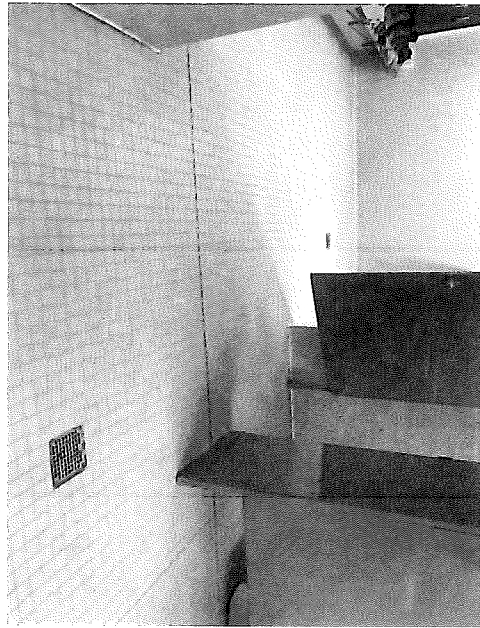
Nelly's Cleaning Service prides itself to have the knowledge and experience necessary to perform these services. We are established in 2013. The staff is highly trained to be thorough, work on the details. Business licenses and training certificates will be provided. The staff is trained and knows the importance of confidentiality. The staff is required to sign a confidentiality agreement when working with us, which pertains to all companies we service. Reference can be provided. Currently, Nelly's Cleaning Service has no interest direct or indirect with this organization or individual that would be considered a conflict of interest and agrees to not employ of contract anyone, that has any such conflict of interest. We are an equal opportunity employer.

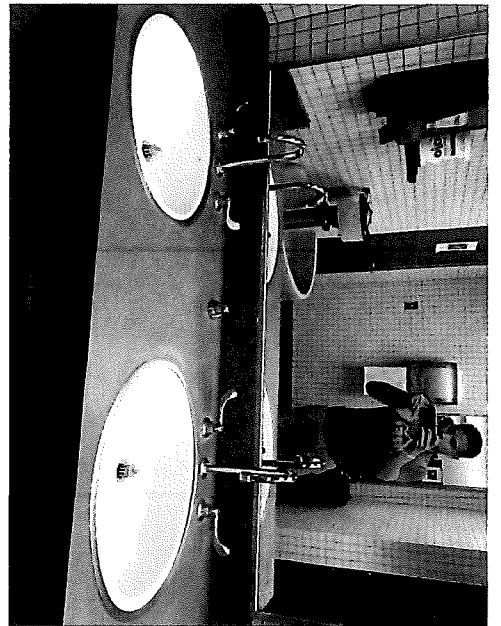
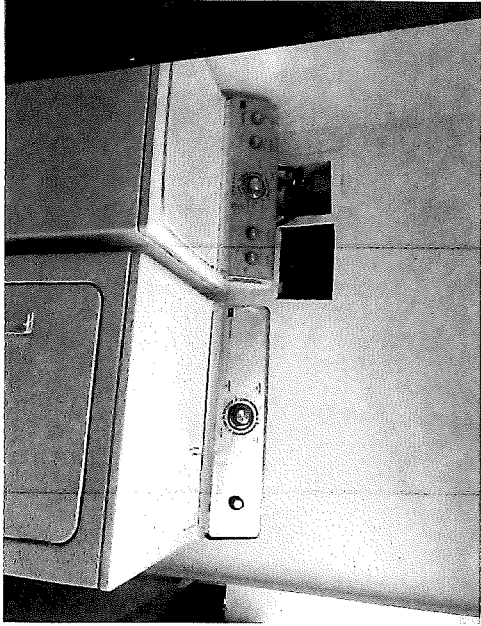
COMPENSATION

Nelly's Cleaning Service- charges per hour specified in the contract plus gross receipt taxes. (See Bid form) We will be responsible to file and pay the gross receipts to the NM Taxation and Revenue Department. Additional charges may incur, but a detailed itemized list will be submitted for reimbursement with copies of invoices. We commit to maintaining detailed records that indicate time, date and nature of services rendered, Nelly's Cleaning Service abides by the Living Wage Ordinance dictated by the State of NM and the county of Santa Fe. We assure ourselves that all compensated employees or subcontractors are being compensated a wage well above the Living Wage Ordinance.

ASSIGNMENT OF SUBCONTRACTING

Responsibility of payment to our employees and subcontractor. Nelly's Cleaning Service commits to identify their employees and subcontractor and advise their staff that they are employees of Nelly's cleaning service and not of the agency. Furthermore, we commit to no assign or transfer any portion of the agreement made between the agency and our company without prior written approval.





STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT BUSINESS CERTIFICATE

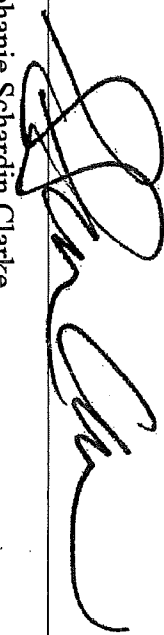
Issued to: FAMILIA RIOS LLC

DBA: JESUS RIOS
NELLYS CLEANING SERVICE
1115 OCATE RD TRLR 53
SANTA FE, NM 87507-0481

Expires: **25-Sep-2022**

Certificate Number:

L1058620080


Stephanie Scharadin Clarke
Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE



City of Santa Fe

Treasury Department
200 Lincoln Ave.
Santa Fe, New Mexico 87504-0909
505-955-6551

BUSINESS REGISTRATION

Business Name: NELLYS CLEANING SERVICE

DBA: NELLYS CLEANING SERVICE

Business Location: 1115 OCATE RD #53

SANTA FE, NM 87507

CRS Number: 03260314002

Owner: MANUELA ALDERETE

License Number: 226448

License Type: Business License - Renewable

Issued Date: March 11, 2020

Classification: Business Registration - Standard

Expiration Date: December 31, 2020

Fees Paid: \$35.00

NELLYS CLEANING SERVICE
1115 OCATE RD #53
SANTA FE, NM 87507

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

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

TO BE POSTED IN A CONSPICUOUS PLACE



JESUS RIOS
NELLYS CLEANING SERVICE
1115 OCATE RD TRLR 53
SANTA FE, NM 87507-0481

September 13, 2019
CRS: 03-304361-00-2
Letter ID: L2013478064

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

Date ID Issued 23-Oct-2014	IDENTIFICATION NUMBER 03-304361-00-2	Business Start Date 01-Nov-2014
Business Location 1115 OCATE RD TRLR 53		Business End Date
City and State SANTA FE, NM	Zip Code 87507-0481	
Taxpayer Name FAMILIA RIOS LLC	Taxpayer Type LLC	
Firm Name NELLYS CLEANING SERVICE	Filing Frequency Monthly	
Mailing Address 1115 OCATE RD TRLR 53		
City and State SANTA FE, NM	Zip Code 87507-0481	

This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, Municipal Gross Receipts, Compensating and Withholding Taxes. This copy must be displayed conspicuously in the place of business. Any purchaser of the registrants business is subject to certain requirements under Section 7-1-61 NMSA 1978.

Cabinet Secretary

By 

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630

Form Revised 02/2003

THIS CERTIFICATE IS NOT TRANSFERABLE

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

Date ID Issued 23-Oct-2014	IDENTIFICATION NUMBER 03-304361-00-2	Business Start Date 01-Nov-2014
Business Location 1115 OCATE RD TRLR 53		Business End Date
City and State SANTA FE, NM	Zip Code 87507-0481	
Taxpayer Name FAMILIA RIOS LLC	Taxpayer Type LLC	
Firm Name NELLYS CLEANING SERVICE	Filing Frequency Monthly	
Mailing Address 1115 OCATE RD TRLR 53		
City and State SANTA FE, NM	Zip Code 87507-0481	

This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, Municipal Gross Receipts, Compensating and Withholding Taxes. This copy must be displayed conspicuously in the place of business. Any purchaser of the registrants business is subject to certain requirements under Section 7-1-61 NMSA 1978.

Cabinet Secretary

By 

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630

Form Revised 02/2003

THIS CERTIFICATE IS NOT TRANSFERABLE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/06/2020

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 Silas Garcia Agency & Assoc. 1443 S. St. Francis Dr. P. O. Box 4668 Santa Fe, NM 87502	CONTACT NAME: DOLORES VALDEZ	
	PHONE (A/C, No, Ext): 505-982-9863	FAX (A/C, No): 505-983-4935
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : CONTRACTORS BONDING		
INSURER B : RLI		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

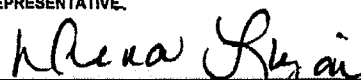
COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
------------------	----------------------------	-------------------------

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BKS60483446	11/19/2019	11/12/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Janitorial Bond			LFM0048740	04/06/2019	04/06/2021	BOND 25,000

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

Janitorial services

CERTIFICATE HOLDER CITYOF1 CITY OF SANTA FE CENTRAL PURCHASING OFFICE CITY HALL 200 Lincoln Avenue #122 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: 
---	---



Interinsurance Exchange of the Automobile Club

Automobile Insurance Policy Coverages and Limits

Modified Renewal Declarations



We are pleased to offer you a renewal for your automobile insurance policy. To renew your policy, send at least the minimum payment on or before the due date. Insurance is in effect only for the vehicles, coverages, and limits of liability shown on this declarations page and as set forth in the insurance policy and endorsements. These declarations, together with the contract and the endorsements in effect, complete your policy.

ITEM 1. NAMED INSURED ALDERETE-CARRASCO, MANUELA 65 PASEO C DE BACA SANTA FE NM 87507-4274	AUTO POLICY NUMBER: NMA 115005955 16 POLICY PERIOD (MOUNTAIN STANDARD TIME) EFFECTIVE DATE: 03-30-2020 (12:01 A.M.) EXPIRATION DATE: 09-30-2020 (12:01 A.M.)
--	--

ITEM 2. VEHICLES											
VEH. NO.	YEAR	MAKE	MODEL	IDENTIFICATION NUMBER	GARAGE ZIP	ANNUAL MILES	VERIFIED MILEAGE	SALVAGE	LEASED	FIN-ANCED	TERRITORY
1	2009	BUICK	ENCLAVE CXL	5GAER23D991218341	87507	5,001 - 7,500	VERIFIED	NO	NO	YES	002
4	2010	FORD	TRANSIT CONNECT XLT	NM0KS9BN1AT020125	87507	0 - 1,000	VERIFIED	NO	NO	NO	002
5	2013	SUBA	FORESTER 2.5X VDC	JF2SHADC9DH422076	87507	7,501 - 10,000	VERIFIED	NO	NO	YES	002

ITEM 3. COVERAGES AND LIMITS				6 MONTH PREMIUMS		
Coverage is not in effect unless a premium or the word "Included" is shown.						
COVERAGES	LIMITS OF LIABILITY			Vehicle 1	Vehicle 4	Vehicle 5
Liability						
Bodily Injury	\$100,000 each person / \$300,000 each occurrence			\$ 128	\$ 102	\$ 129
Property Damage	\$100,000 each occurrence			\$ 106	\$ 84	\$ 106
Medical						
				NA	NA	NA
Physical Damage (Actual Cash Value unless otherwise stated, less deductible)						
	Vehicle 1	Vehicle 4	Vehicle 5			
Comprehensive (Less Deductible)	ACV \$ 1000	ACV \$ 1000	ACV \$ 1000	\$ 65	\$ 59	\$ 78
Collision (Less Deductible)	ACV \$ 1000		ACV \$ 1000	\$ 124	NA	\$ 172
Car Rental Expense (Per Day)				NA	NA	NA
Uninsured Motorist						
Bodily Injury Uninsured & Underinsured Vehicles		\$25,000 each person \$50,000 each occurrence		\$ 65	\$ 63	\$ 72
Uninsured Damage to Property (Less \$250 Deductible)		\$25,000 each occurrence		\$ 25	\$ 25	\$ 28
IMPORTANT NOTICE: YOU HAVE REJECTED UNINSURED/UNDERINSURED MOTORIST COVERAGE LIMITS THAT ARE EQUAL TO YOUR LIABILITY COVERAGE LIMITS, AND YOU HAVE SELECTED UNINSURED/UNDERINSURED MOTORIST COVERAGE LIMITS THAT ARE LESS THAN YOUR LIABILITY COVERAGE LIMITS. UNDER NEW MEXICO LAW, YOU HAVE THE RIGHT TO PURCHASE UNINSURED/UNDERINSURED MOTORIST COVERAGE LIMITS IN AN AMOUNT UP TO YOUR LIABILITY COVERAGE LIMITS.						
Total Premium				\$ 513	\$ 333	\$ 585

"NA" indicates coverage not purchased.
THIS IS NOT A BILL

PREMIUM DISCOUNTS
 Please refer to the enclosed document entitled
 "Premium Discounts Applied to Your Automobile Policy."

Grand Total *	\$ 1431
Plus Premium Endorsements	
Total 6 Month Premium	\$ 1431

* Includes all applicable discounts.

Interinsurance Exchange of the Automobile Club

Automobile Insurance Policy Coverages and Limits

Modified Renewal Declarations (Continued)

AUTO POLICY NUMBER: NMA 115005955

POLICY EFFECTIVE DATE: 03-30-2020

ITEM 4. DRIVERS (UNLESS LISTED AS EXCLUDED)

DRIVER NUMBER	NAME	GENDER	DATE OF BIRTH	DRIVER'S LICENSE NUMBER	MARITAL STATUS
1	ALDERETE-CARRASCO, MANUELA	FEMALE	05-08-1965	511233160	SINGLE
2	RIOS-ALDERETE, DANIEL	MALE	06-15-1996	512088101	SINGLE

DRIVER NUMBER	DRIVING RECORD				VEHICLE USAGE	ACCIDENT PREVENTION COURSE	DRIVER TRAINING
	NUMBER OF PRINCIPALLY AT-FAULT ACCIDENTS	NUMBER OF TRAFFIC CONVICTIONS					
		MINOR	MAJOR	SERIOUS			
1	1				REGULAR	NO	NO
2					EXCLUDED	NO	NO

ITEM 5. ENDORSEMENTS AND CERTIFICATES

NUMBER	TITLE
2052	LOSS PAYABLE - NOTICE TO LIENHOLDER
24190	EXCLUSION OF DESIGNATED PERSON
24273	REJECTION/SELECTION OF UM/UIM COVERAGE ENDORSEMENT
2494	AMENDATORY ENDORSEMENT

VEH. NO.	SPECIAL EQUIPMENT*		SOUND EQUIPMENT*		
	CAMPER/VAN CONV.	OTHER	2-WAY RADIO	TELEPHONE	OTHER
1					
4					
5					

* Coverage is indicated by a "Yes" in the appropriate equipment column. Coverage limitations apply unless coverage was purchased specifically for certain equipment.

ANY PHYSICAL DAMAGE LOSS MAY BE MADE PAYABLE TO YOU AND ANY INTEREST LISTED BELOW:

Vehicle No. 1

GUADALUPE CREDIT UNION
PO BOX 924120
FORT WORTH TX 76124

Vehicle No. 5

GUADALUPE CREDIT UNION
3601 MIMBRES LN
SANTA FE NM 87507



Interinsurance Exchange of the Automobile Club

Premium Discounts Applied to Your Automobile Policy

Auto Policy Number: NMA 115005955

The following show all automobile premium discounts offered by the Interinsurance Exchange for qualifying drivers and/or vehicles. Discounts that currently apply to your policy premium are indicated with a "YES". AAA OnBoard® discounts are indicated with either "ACTIVATION" or "DRIVING SCORE".

POLICY DISCOUNTS

Multi-Policy				Multi-Vehicle	AAA Membership	Longevity	Paid-in-Full	Advance Purchase	Group Affinity
Homeowners	Condominium	Renters	Life						
				YES	YES	YES			YES

DRIVER DISCOUNTS

Driver No.	Name	Accident Prevention	Good Student	Driver Training	Drivesharp
1	ALDERETE-CARRASCO, MANUELA	NO	NO	NO	
2	RIOS-ALDERETE, DANIEL	NO	NO	NO	

VEHICLE DISCOUNTS

Vehicle No.	Year	Make	Model	Garage Parking*	Verified Mileage	AAA OnBoard®	Original Owner
1	2009	BUIK	ENCLAVE CXL	NO	YES	Driving Score	NO
4	2010	FORD	TRANSIT CONNECT XLT	NO	YES	None	NO
5	2013	SUBA	FORESTER 2.5X VDC	NO	YES	None	NO

*. Garage Parking - Discount applies if Comprehensive coverage is purchased.

If you have any additional questions about premium discounts or your auto policy, please call us at 1-800-924-6141.

If you would like to request a quote for one of our other insurance products and find out more about the Multi-Policy Discount, please visit our web site at AAA.com or contact the SANTA FE office at 1-505-471-6620.



Interinsurance Exchange of the Automobile Club

Automobile Insurance Policy Coverages and Limits

Policy Change Declarations



Insurance is in effect only for the vehicles, coverages, and limits of liability shown on this declarations page and as set forth in the insurance policy and endorsements. These declarations, together with the contract and the endorsements in effect, complete your policy.

ITEM 1. NAMED INSURED ALDERETE-CARRASCO, MANUELA 65 PASEO C DE BACA SANTA FE NM 87507-4274	AUTO POLICY NUMBER: NMA 115005955 16 <hr/> POLICY PERIOD (MOUNTAIN STANDARD TIME) EFFECTIVE DATE OF THIS POLICY CHANGE: 03-11-2020 (12:01 A.M.) EXPIRATION DATE OF THIS POLICY: 03-30-2020 (12:01 A.M.)
SUBJECT OF POLICY CHANGE ADD/CHANGE VEHICLE	THIS IS NOT A BILL This policy change will increase your premium by \$57.

ITEM 2. VEHICLES											
VEH. NO.	YEAR	MAKE	MODEL	IDENTIFICATION NUMBER	GARAGE ZIP	ANNUAL MILES	VERIFIED MILEAGE	SALVAGE	LEASED	FIN-ANCED	TERRITORY
1	2009	BUICK	ENCLAVE CXL	5GAER23D991218341	87507	10,001 - 12,500	VERIFIED	NO	NO	YES	002
4	2010	FORD	TRANSIT CONNECT XLT	NMOKS9BN1AT020125	87507	7,501 - 10,000	VERIFIED	NO	NO	NO	002
5	2013	SUBA	FORESTER 4D 4WD 2.5	JF2SHADC9DH422076	87507	7,501 - 10,000	VERIFIED	NO	NO	YES	002

ITEM 3. COVERAGES AND LIMITS				REVISED 6 MONTH PREMIUMS BASED ON CHANGES				
Coverage is not in effect unless a premium or the word "included" is shown.								
COVERAGES	LIMITS OF LIABILITY			Vehicle 1	Vehicle 4	Vehicle 5		
	Vehicle 1	Vehicle 4	Vehicle 5					
Liability								
Bodily Injury	\$100,000 each person / \$300,000 each occurrence			\$ 131	\$ 114	\$ 125		
Property Damage	\$100,000 each occurrence			\$ 111	\$ 97	\$ 106		
Medical								
				NA	NA	NA		
Physical Damage (Actual Cash Value unless otherwise stated, less deductible)								
	Vehicle 1	Vehicle 4	Vehicle 5					
Comprehensive (Less Deductible)	ACV \$ 1000	ACV \$ 1000	ACV \$ 1000	\$ 70	\$ 69	\$ 79		
Collision (Less Deductible)	ACV \$ 1000		ACV \$ 1000	\$ 144	NA	\$ 190		
Car Rental Expense (Per Day)				NA	NA	NA		
Uninsured Motorist								
Bodily Injury Uninsured & Underinsured Vehicles		\$25,000 each person \$50,000 each occurrence		\$ 69	\$ 74	\$ 74		
Uninsured Damage to Property (Less \$250 Deductible)		\$25,000 each occurrence		\$ 25	\$ 27	\$ 27		
IMPORTANT NOTICE: YOU HAVE REJECTED UNINSURED/UNDERINSURED MOTORIST COVERAGE LIMITS THAT ARE EQUAL TO YOUR LIABILITY COVERAGE LIMITS, AND YOU HAVE SELECTED UNINSURED/UNDERINSURED MOTORIST COVERAGE LIMITS THAT ARE LESS THAN YOUR LIABILITY COVERAGE LIMITS. UNDER NEW MEXICO LAW, YOU HAVE THE RIGHT TO PURCHASE UNINSURED/UNDERINSURED MOTORIST COVERAGE LIMITS IN AN AMOUNT UP TO YOUR LIABILITY COVERAGE LIMITS.								
Total Premium				\$ 550	\$ 381	\$ 601		

"NA" indicates coverage not purchased.
THIS IS NOT A BILL

PREMIUM DISCOUNTS
 Please refer to the enclosed document entitled
 "Premium Discounts Applied to Your Automobile Policy."

Grand Total**	\$ 1532
Plus Premium Endorsements	
Total 6 Month Premium	\$ 1532

**Includes all applicable discounts.

(SEE REVERSE)
 2498
 3rd Ed. 9-18



RLI Insurance Company
 P.O. Box 3967 Peoria IL 61612-3967
 Phone: (309)692-1000 Fax: (309)683-1610

JANITORIAL SERVICE BOND

Bond No. LFM0048740

Item 1. Name of Insured: **NELLY'S CLEANING SERVICE**

(the "Insured")

Principal Address: 65 Paseo C DeBaca
 Santa Fe, NM 87507

Item 2. Bond Period: The term of this Bond begins with the 6th day of April, 2020, at 12:00 o'clock night, standard time at the address of the Obligee above given, and ends at 12:00 o'clock night, standard time, on the effective date of the cancellation of this Bond in its entirety.

Item 3. Limit of liability: \$ 25,000.00

I. INSURING AGREEMENT

In consideration of an agreed premium, the RLI Insurance Company, an Illinois corporation (the "Company"), hereby agrees to indemnify NELLY'S CLEANING SERVICE of Santa Fe, NM (hereinafter called "Obligee"), against loss of money or other property, real or personal, belonging to any and all subscribers (hereinafter called "Subscriber") to its services, or in which the Subscriber has a pecuniary interest, or for which the Subscriber is legally liable, which the Subscriber shall sustain as the result of any fraudulent or dishonest act, as hereinafter defined, of an **Employee** or **Employees** of the Obligee acting alone or in collusion with others, and for which the Obligee is liable, an amount not exceeding, in the aggregate, the amount stated in Item 3.

II. DEFINITIONS

Employee. The word **Employee** or **Employees**, as used in this Bond, shall be deemed to mean, respectively, one or more of the natural persons (except directors or trustees of the Obligee, if a corporation, who are not also officers or employees thereof in some other capacity) while in the regular service of the Obligee in the ordinary course of the Obligee's business during the term of this Bond, and whom the Insured compensates by salary, or wages or has the right to govern and direct in the performance of such service, and who are engaged in such service within any of the States of the United States of America, or within the District of Columbia, Puerto Rico, the Virgin Islands, or elsewhere for a limited period, but not to mean brokers, factors, commission merchants, consignees, contractors, or other agents or representatives of the same character.

III. GENERAL EXCLUSIONS

A. Acts Committed by You or Your Partners: This Bond will not pay for loss resulting from any dishonest or criminal act committed by you or any of your partners whether acting alone or in collusion with other persons.

- B. Indirect Loss:** This Bond will not pay for a loss that is an indirect result of any act covered by this Bond including, but not limited to, loss resulting from:
- (1) Your inability to realize income that you would have realized had there been no loss of, or loss from damage to, covered property.
 - (2) Payment of damages of any type for which you are legally liable; but, we will pay compensatory damages arising directly from a loss covered under this Bond.
 - (3) Payments of costs, fees or other expenses you incur in establishing either the existence or the amount of loss under this Bond.
- C. Legal Expenses:** This Bond will not pay for expenses related to any legal action.

IV. CONDITIONS

- A. Consolidation-Merger.** If any natural persons shall be taken into the regular service of the Obligee through merger or consolidation with some other concern, the Obligee shall give the Company written notice thereof and shall pay an additional premium on any increase in the number of **Employees** covered under this Bond as a result of such merger or consolidation computed pro rata from the date of such merger or consolidation to the end of the current premium period.
- B. Discovery.** Loss is covered under this Bond only (a) if sustained through any act or acts committed by any **Employee** of Obligee while this Bond is in force as to such **Employee**, and (b) if discovered no later than one (1) year from the expiration or sooner cancellation of this Bond in its entirety as provided in Section V, or from its cancellation or termination in its entirety in any other manner, whichever shall first happen.
- C. Prior Fraud, Dishonesty or Cancellation.** No **Employee**, to the best of the knowledge of the Obligee, or of any partner or officer thereof not in collusion with such **Employee**, has committed any Fraudulent or Dishonest Act in the service of the Obligee or otherwise. If prior to the issuance of this Bond, any fidelity insurance in favor of the Obligee or any predecessor in interest of the Obligee and covering one or more of the Obligee's employees shall have been cancelled as to any of such Employees by reason of (a) the discovery of any fraudulent or dishonest act on the part of such employees, or (b) the giving of written notice of cancellation by the Insurer issuing such fidelity insurance, whether the Company or not, and if such employees shall not have been reinstated under the coverage of such fidelity insurance or superseding fidelity insurance, the Company shall not be liable under this Bond on account of such Employees unless the Company shall agree in writing to include such Employees within the coverage of this Bond.
- D. Loss, Notice, Proof, Legal Proceedings.** At the earliest practical moment, and at all events not later than fifteen days after discovery of any fraudulent or dishonest act on the part of any **Employee** by the Obligee, or by any partner or officer thereof not in collusion with such **Employee**, the Obligee shall give the Company written notice thereof and within four months after such discovery shall file with the Company affirmative proof of loss, itemized and duly sworn to, and shall upon request of the Company render every assistance, not pecuniary, to facilitate the investigation and adjustment of any loss. No suit to recover on account of loss under this Bond shall be brought before the expiration of two months from the filing of proof as aforesaid on account of such loss, nor after the expiration of fifteen months from the discovery as aforesaid of the fraudulent or dishonest act causing such loss. If any limitation in this Bond for giving notice, filing claim or bringing suit is prohibited or made void by any law controlling the construction of this Bond, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

- E. Fraudulent or Dishonest Act.** A fraudulent or dishonest act of an Employee of the Oblige shall mean an act which is punishable under the Criminal Code in the jurisdiction within which act occurred for which said Employee is tried and convicted by a court of proper jurisdiction.
- F. Salvage.** If the Oblige shall sustain any loss or losses covered by this Bond which exceed the amount of coverage provided by this Bond, the Oblige shall be entitled to all recoveries, except from suretyship, insurance, reinsurance security and indemnity taken by or for the benefit of the Company, by whomsoever made, on account of such loss or losses under this Bond until fully reimbursed, less the actual cost of effecting the same; and less the amount of the deductible carried on the **Employee** causing such loss or losses; and any remainder shall be applied to the reimbursement of the Company.
- G. Deductible.** The Company shall not be liable under this Bond on account of any loss or losses through fraudulent or dishonest acts committed by any **Employee** of Oblige, unless the amount of such loss or losses, after deducting the net amount of all reimbursement and/or recovery, including any cash deposit taken by the Oblige, obtained or made by the Oblige or the Company on account thereof, prior to payment by the company of such loss or losses, shall be in excess of ONE HUNDRED DOLLARS (\$100.00), and then for such excess only, but in no event for more than the amount of insurance carried on such **Employee** under this Bond. If more than one **Employee** is concerned or implicated in such loss or losses said deductible amount shall apply to each **Employee** concerned or implicated.
- H. Limit of Liability.** Regardless of the number of years this Bond shall continue in force and the number of premiums which shall be payable or paid, the liability of the Surety under this Bond shall not be cumulative in amounts from year to year or from period to period.
- I. Limit of Liability Under This Bond and Prior Insurance.** With respect to loss or losses caused by an **Employee** or which are chargeable to such **Employee** as provided in Condition A and which occur partly under this Bond and partly under other bonds or policies issued by the Company to the Oblige or to any predecessor in interest of the Oblige and terminated or cancelled or allowed to expire and in which the period for discovery has not expired at the time any such loss or losses thereunder are discovered, the total liability of the Company under this Bond and under such other bonds or policies shall not exceed, in the aggregate, the amount carried under this Bond on such loss or losses or the amount available to the Oblige under such other bonds or policies, as limited by the terms and conditions thereof, for such loss or losses, if the latter amount be the larger.
- J. Part-Time or Temporary Employees.** The named Oblige shall not at any time while this Bond is in force direct any temporary or part time Employee(s) to any subscriber's premises unless such Employee(s) is accompanied by a foreman who is in the regular employ of the Oblige.
- K. Valuation - Settlement.** Subject to the applicable Limit of Liability provision we will pay for:
- (1) Loss of "money" but only up to and including its face value.
 - (2) Loss of "securities" but only up to and including their value at the close of business on the day the loss was discovered. We may, at our option:
 - (a) Pay the value of such "securities" or replace them in kind, in which event you must assign to us all your rights, title and interest in and to those "securities;"
 - (b) Pay the cost of any Lost Securities Bond required in connection with issuing duplicates of the "securities." However, we will be liable only for the payment of so much of the cost of the bond as would be charged for a bond having a penalty not exceeding the lesser of the:
 - (i) Value of the "securities" at the close of business on the day the loss was discovered; or
 - (ii) Limit of liability.

(3) Loss of, or loss from damage to, "property other than money and securities" or loss from damage to the "premises" for not more than the:

- (a) Actual cash value of the property on the day the loss was discovered;
- (b) Cost of repairing the property or "premises;" or
- (c) Cost of replacing the property with property of like kind and quality.

We may, at our option, pay the actual cash value of the property or repair or replace it.

If we cannot agree with you upon the actual cash value or the cost of repair or replacement, the value or cost will be determined by arbitration.

V. CANCELLATION


This Bond shall be deemed cancelled as to any **Employee**: (a) immediately upon discovery by the Obligee, or by any partner or officer thereof not in collusion with such **Employee**, of any fraudulent or dishonest act on the part of such **Employee**; or (b) at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served upon the Insured or sent by mail. Such date, if the notice be served, shall be not less than ten days after such service, or, if sent by mail, not less than fifteen days after the date of mailing. The mailing by the Company of notice, as aforesaid, to the Obligee at its principal office shall be sufficient proof of notice.

This Bond shall be deemed cancelled in its entirety at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served by the Obligee upon the Company or by the Company upon the Obligee, or sent by mail. Such date, if the notice be served by the Company, shall be not less than ten days after such service, or if sent by the Company by mail, not less than fifteen days after the date of mailing. The mailing by the Company of notice, as aforesaid, to the Obligee at its principal office shall be sufficient proof of notice. The Company shall refund to the Obligee the unearned premium computed pro rata if this Bond is cancelled at the instance of the Company, or at short rates if cancelled or reduced at the instance of the Obligee.

Dated this 6th day of April, 2020.

Countersigned

RLI Insurance Company

By: 
Christine S. Cornelius Authorized Individual

By: 
Barton W. Davis Vice President





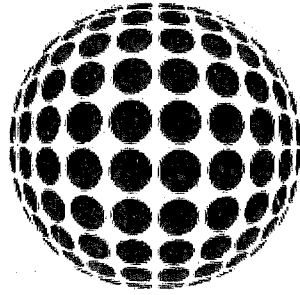
2015

The following company is a member in good standing and has agreed to abide by all applicable laws, as well as the Code of Ethics set forth by ARCSI:

Nellys Cleaning Service

Ernest J. Hartong
Ernest J. Hartong, CEO

Jeff Lange
Jeff Lange, President



IICRC

Institute of Inspection Cleaning
and Restoration Certification

be it known that:

JESUS A. RIOS

Is a registrant in good standing with IICRC, and has qualified by service and examination
for Certification in the following areas:

HOUSE CLEANING TECHNICIAN

and has pledged to perform services in these areas with skill, honesty,
and integrity in order to provide the consumer with the highest degree
of professionalism possible.

212688
REGISTER NUMBER

12/2015
EXPIRATION DATE



City of Santa Fe Living Wage Ordinance

PURSUANT TO THE CITY OF SANTA FE
LIVING WAGE ORDINANCE, SECTION 28-1 SFCC 1987
EFFECTIVE MARCH 1, 2020 ALL WORKERS WITHIN THE
CITY OF SANTA FE
SHALL BE PAID A LIVING WAGE OF

\$12.10 PER HOUR

Santa Fe's Living Wage

- ☞ The Santa Fe Living Wage Ordinance establishes minimum hourly wages.
- ☞ The March Living Wage increase corresponds to the increase in the Consumer Price Index (CPI).
- ☞ All employers required to have a business license or registration from the City of Santa Fe ("City") must pay at least the adjusted Living Wage to employees for all hours worked within the Santa Fe city limits.

Who is Required to Pay the Living Wage?

- ☞ The City to all full-time permanent workers employed by the City;
- ☞ Contractors for the City, that have a contract requiring the performance of a service but excluding purchases of goods;
- ☞ Businesses receiving assistance relating to economic development in the form of grants, subsidies, loan guarantees or industrial revenue bonds in excess of twenty-five thousand dollars (\$25,000) for the duration of the City grant or subsidy;
- ☞ Businesses required to have a business license or registration from the City; and
- ☞ Nonprofit organizations, except for those whose primary source of funds is from Medicaid waivers.
- ☞ For workers who customarily receive more than one hundred dollars (\$100) per month in tips or commissions, any tips or commissions received and retained by a worker shall be counted as wages and credited towards satisfaction of the Living Wage provided that, for tipped workers, all tips received by such workers are retained by the workers, except that the pooling of tips among workers shall be permitted.