

City of Santa Fe New Mexico

Public Works Dept. - Facilities Division

MEMO


DATE: March 16, 2016

TO: Public Works, CIP & Land Use Committee/Finance Committee/
City Council

VIA: Oscar Rodriguez, Finance Department Director



Isaac J. Piro, PE, Public Works Department Director

David Pfeifer, Facilities Division Director 

Chris Sanchez, Youth & Family Services Division Director 

FROM: Robert B. Montoya, Facilities Division Project Administrator

ISSUE: City of Santa Fe CIP #505B – Carlos Ortega Fire Suppression System

- Request award for Professional Services Agreement Between Owner and Contractor in the amount of (\$89,927.80 contract sum) exclusive of NMGR.

SUMMARY:

In the 2014 CIP Bond sale, funds were allocated to Carlos Ortega Teen Center to install a fire suppression system. Vendors were contracted to provide ideas & quotes to install a sprinkler system or dry system. The water systems costs are approximately \$70,000 and requires maintenance/inspections every 6 months. The aerosol system is \$89,927.80 and has no maintenance and requires inspection every 10 years. In the event of a fire, a water system will cause water damage to building and equipment. With an aerosol system a nontoxic powder is dispensed which will cause no additional damage and can be easily vacuumed up.

The Facilities Division recommending to use ATI Security, a local certified contractor though the State Price Agreement. ATI Security will furnish and install a Fire Alarm, Conventional Fire Alarm Panel, and a FireNet fire extinguishing aerosol system.

BUDGET:

Funding is available in EXP Municipal Facility Repair Remodeling and Replacement: Business Unit #32125.572500.0114900 in the amount of \$89,927.80 excluding NMGR

SCHEDULE:

Public Works Committee: 3/28/16

Finance Committee: 4/4/16

City Council: 4/13/16

120 days from Notice to Proceed.

MEMO

City of Santa Fe CIP #505B – Carlos Ortega Fire Suppression System

Page 2

REQUESTED ACTION:

Please approve award of the Contract of this project to ATI Security, INC. together with the Professional Services Agreement between Owner and Contractor in the amount of \$89,927.80 exclusive of NMGRT.

ATTACHMENTS:

Professional Services Agreement

Summary of Contracts

Contractor's Price Proposal (Exhibit A)

xc: Project File



State of New Mexico
General Services Department
Purchasing Division

GSD/PD (Rev. 01/11)

Statewide Price Agreement Amendment

Awarded Vendor:
0000083628
ATI Security
PO Box 28245
Santa Fe, NM 87592


Telephone No.: (505) 473-0508

Price Agreement Number: 20-000-00-00075 AB

Price Agreement Amendment No.: Six

Term: July 16, 2012 - July 15, 2016

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public
bodies allowed by law.

Procurement Specialist: Teri Arevalo 

Telephone No.: (505) 827-0266

Invoice:
As Requested


Title: Low Voltage Wiring Products and Services (Premise Distribution Systems)

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from July 16, 2015 to July 15, 2016 at the same price, terms and conditions.

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

Accepted for the State of New Mexico


New Mexico State Purchasing Agent

Date: 6/02/2015

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472
TA



GSD/PD (Rev. 01/11)

State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
0000083628
ATI Security
PO Box 28245
Santa Fe, NM 87592

Telephone No.: (505) 473-0508

Price Agreement Number: 20-000-00-00075 AB

Price Agreement Amendment No.: Five

Term: July 16, 2012 - July 15, 2015

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public
bodies allowed by law.

Procurement Specialist: Teri Arevalo

Telephone No.: (505) 827-0266

Invoice:
As Requested

Title: Low Voltage Wiring Products and Services (Premise Distribution Systems)

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

This amendment is to clarify the equipment and service schedule (ESS) for the products and services available in this Price Agreement are for basic services.

Prices for complex products and services allowed within this Price Agreement will be provided by the vendor directly.

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

Accepted for the State of New Mexico


New Mexico State Purchasing Agent

Date: 1/25/2015

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472
TA



GSD/PD (Rev. 01/11)

State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor:
0000083628
ATI Security
PO Box 28245
Santa Fe, NM 87592

Telephone No.: (505) 473-0508

Price Agreement Number: 20-000-00-00075 AB

Price Agreement Amendment No.: Four

Term: July 16, 2012 - July 15, 2015

Ship To:
All State of New Mexico agencies, commissions,
institutions, political subdivisions and local public
bodies allowed by law.

Procurement Specialist: Teri Arevalo

Telephone No.: (505) 827-0266

Invoice:
As Requested

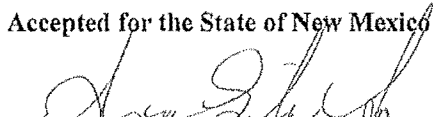
Title: Low Voltage Wiring products and Services (Premise Distribution Systems)

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

This amendment includes the equipment and service schedule (ESS) for the products and services available in this Price Agreement.

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

Accepted for the State of New Mexico


New Mexico State Purchasing Agent

Date: 12/31/2014

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472
TA

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 ATI Security (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 at Carlos Ortega Teen Center for the City:

A. Work will include the installation of a Fire Alarm Conventional Fire Alarm Panel and FireNet fire extinguishing aerosol system, smoke detectors, heat detectors, strobes, and horns as per the scope of work outlined by the attached proposal, "Exhibit A." Once complete, the new system must be inspected and approved by the Fire Marshall. Personal Training will also be administered by the Contractor (ATI Security Inc.). Before payments, we (The City of Santa Fe) must acquire all related documents which include Operation & Maintenance Manuals, Engineered Drawings, Warranties, Field tests to prove system functions properly, and any other final closeout documents. All work to be performed shall be in accordance with the Scope of Work, Quote from ATI Security Inc., and the General Conditions, Exhibit "B".

B. The work shall be completed in sixty (60) working days after the issuance to the Notice-to-Proceed.

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 eighty nine thousand nine hundred and twenty seven dollars and eighty cents (\$89,927.80), plus applicable gross receipts taxes.

B. The Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums paid under this Agreement.

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

4. APPROPRIATIONS

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

5. TERM AND EFFECTIVE DATE

This Agreement shall be effective when signed by the City and the Contractor, whichever occurs last, and shall terminate on December 31, 2016, unless sooner pursuant to Article 6 below.

6. TERMINATION

A. This Agreement may be terminated by the City and the Contractor upon 60 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 based upon Lump Sum, 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:
Public Works Department
P.O. Box 909
Santa Fe, NM 87504

Contractor:
ATI Security
1567 Center Dr Suite A
Santa Fe , NM 87507

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

CITY OF SANTA FE:

CONTRACTOR:
ATI SECURITY

JAVIER GONZALES, MAYOR

NAME AND TITLE

DATE: _____


DATE: _____

CRS# 02-442212006
City of Santa Fe Business
Registration # 16-00136040

ATTEST:

YOLANDA Y. VIGIL
CITY CLERK

APPROVED AS TO FORM:

 2/12/16

KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

OSCAR RODRIGUEZ, FINANCE DIRECTOR

32125.572500.0114900
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	<input type="checkbox"/>
MAINTENANCE AGREEMENT	<input type="checkbox"/>	LICENSE AGREEMENT	<input type="checkbox"/>
LEGAL SERVICES AGREEMENT	<input type="checkbox"/>	MEMORANDUM OF UNDERSTANDING	<input type="checkbox"/>
MEMORANDUM OF AGREEMENT	<input type="checkbox"/>	JOINT POWERS AGREEMENTS	<input type="checkbox"/>
GRANT AGREEMENTS	<input type="checkbox"/>	CHANGE ORDERS	<input type="checkbox"/>

2 Name of Contractor ATI Security

3 Complete information requested ☒ Plus GRT

☐ Inclusive of GRT

Original Contract Amount: \$89,927.80

Termination Date: December 31, 2016

☐ Approved by Council Date: _____

☐ or by City Manager Date: _____

Contract is for: Instalation of Fire Suppression System

Amendment # _____ to the Original Contract# _____

Increase 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 \$ 97,403.05 of original Contract# Pending Termination Date: Warranty Period

Reason: Original Agreement

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____



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

5 Total of Original Contract plus all amendments: \$ 97,403.05

6 **Procurement Method of Original Contract:** (complete one of the lines) _____

7 RFB ☐ RFQ ☐ Sole Source ☐ Other ☒

8 **Procurement History:** contract through warranty period
example: (First year of 4 year contract)

Funding Source: EXP Facilities Maint. Division **BU/Line Item:** # 3 2 1 2 5 . 5 7 2 5 0 0
. 0 1 1 4 9 0 0

9 **Any out-of-the ordinary or unusual issues or concerns:** _____
None
(Memo may be attached to explain detail.)

Staff Contact who completed this form: Robert Montoya RBM Phone # 955-5933

Division Contract Administrator: David J. Pfeifer

10 **Division Director:** David J. Pfeifer *David J. Pfeifer*

11 **Department Director:** Isaac J. Pino P.E.

Certificate of Insurance attached. (if original Contract) ☐

12 **Description of your efforts to reduce the cost of the contract including information on efforts to obtain** _____
13 **other quotes for the contracted activity:** Using State Pricing Agreement

Prior year's contract amount?: N/A

14 **Describe service impact from an ongoing commitment to the contractor:** N/A

15 **Why staff cannot perform the work?:** Staff does not have the resources to complete project-requires permits

16 **If extending contract, why?:** none required

17 **Was a Santa Fe company awarded contract? If not, why?:** Yes

18 **Has the contract been approved as to form by City Attorney's Office?:** Yes
To be recorded by City Clerk: Yes
Is this for City Manager or Council approval?: City Manager



ATI Security, Inc.

NM CID Lic.#84593

Dealer #303

August 14, 2015

PROPOSED NAME: City of Santa Fe – Carlos Ortega Teen Center

RES #

Address: 737 Agua Fria St.

City: Santa Fe

State: NM

Zip: 87501

ATI SECURITY, INC. is pleased to submit for your review and approval of the following proposal. Please feel free to contact us with any questions you might have during your review.

MANAGEMENT QUALITY ASSURANCE:

ATI's plan for ensuring quality in the project starts with our pre-installed review. From the initial exchange of information concerning the project, a documented installation package has been constructed as part of the response process.

Scope of Work:

ATI Security will furnish and install a Fire Alarm Conventional Fire Alarm Panel and a FireNet fire extinguishing aerosol system. ATI Security will need a blueprint of the floor plan upon acceptance of this estimate by the City of Santa Fe.

Qty – 1, HCVA-3 FireNet fire Panel.
Qty – 10, FireNet Photoelectric Smoke Detectors
Qty – 12 FireNet Heat Detectors
Qty – 6, FireNet HCS24CR Strobes
Qty – 3, FireNet HEC24-1575 Horn Strobes
Qty – 2, FireNet 220L bases
Qty – 10, FireNet NS5221 bases
Qty – 1, FireNet HCVR-AS Abort Switch
Qty – 1, FireNet Disconnect Switch
Qty – 1, HCVRE-SQA Activator
Qty – 22, FireNet FNX 5700 aerosol generator
Qty – 2, FireNet FNX 3000 aerosol generator
Qty – 3, FireNet FNX 2000 aerosol generator
Qty – 2, FireNet FNX 1200 aerosol generator
Qty – 2, FireNet Batteries
Qty – 1000' 16/2 Fire Wire
Qty – 900' 14/2 Fire Wire
Qty – 750' 18/2 Fire Wire

Operational Field Test
Final Acceptance Test with AHJ and Owner
Customer Training
Operation and Maintenance Manuals
Closeout Documents
1 Year Warranty Parts and Labor

All cable routing space has been assumed to be easily accessible and the cable pathways required for the installations of the fire alarm cabling are free and clear from obstructions.

From time to time the Authority Having Jurisdiction (AHJ) (for Fire Alarm) will require additional devices above and beyond engineered project drawings and/or specifications due to Code requirements or their personal interpretation. These devices will be provided and be presented as a change order.

ATI Exclusions: Standard junction boxes, NEMA enclosures, 120 volt wiring, cutting, trenching, painting, patching, and bonding fee.

Fire Alarm System	\$84,487.80
Labor	\$ 5,440.00

Contract Sell \$89,927.80

I hereby authorize ATI Security, Inc. to furnish all material and labor required to complete the installation of the work mentioned in the above proposal. I agree to pay in full at completion of installation for all materials and labor mentioned in said proposal and for any work changes ordered or deemed necessary by me.

ACCEPTED: _____

DATE: _____

ESTIMATOR: Gene B. Romero

PROPOSAL QUOTED IS VALID FOR NO MORE THAN 60 DAYS OF THIS ESTIMATE.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/22/2015

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 Burke Insurance Group, LLC 1691 HICKORY LOOP, SUITE B LAS CRUCES NM 88005		CONTACT NAME: Angela Tolliver PHONE (A/C No. Ext.): (575) 524-2222 x719 FAX (A/C No.): (575) 525-1716 E-MAIL ADDRESS: atolliver@burke-insurance.com															
INSURED ATI Security, Inc. 1565 Center Drive #A Santa Fe NM 87507		<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: CSU Producer Resources, Inc.</td><td>13037</td></tr><tr><td>INSURER B: Cincinnati Insurance Company</td><td>10677</td></tr><tr><td>INSURER C: NEW MEXICO MUTUAL</td><td>40627</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: CSU Producer Resources, Inc.	13037	INSURER B: Cincinnati Insurance Company	10677	INSURER C: NEW MEXICO MUTUAL	40627	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #																
INSURER A: CSU Producer Resources, Inc.	13037																
INSURER B: Cincinnati Insurance Company	10677																
INSURER C: NEW MEXICO MUTUAL	40627																
INSURER D:																	
INSURER E:																	
INSURER F:																	

COVERAGES

CERTIFICATE NUMBER: 15-16 Liability

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 INSP	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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	Y	CSU 0057468	5/1/2015	5/1/2016	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 - COM/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	Y	EBA 0247341	5/1/2015	5/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	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	Y	83380.102	7/24/2015	7/24/2016 <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Certificate Holder and Owner are named as Additional Insured per Additional Insured Endorsement for ongoing and completed operation for General Liability as required by written contract. Certificate Holder and Owner are named as Additional Insured on all policies except Worker's Compensation per written contract. A waiver of subrogation exists in favor of Certificate Holder and Owner as to the general liability, auto, and workers compensation policies per written contract.

CERTIFICATE HOLDER

Proof Of Insurance

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

Shawn Gustafson/YSM

© 1988-2014 ACORD CORPORATION. All rights reserved.

ACORD 25 (2014/01)
INS025 (201401)

The ACORD name and logo are registered marks of ACORD

CITY OF SANTA FE OTHER METHOD PROCUREMENT CHECKLIST

Contractor Name: ATI Security

Procurement Title: Fire Suppression System

Other Methods: State Price Agreement ☒ Cooperative ☐ Sole Source ☐ Exempt ☐ Other ☐

Department Requesting/Staff Member Robert B. Montoya

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, 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 purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees. .

REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING*

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Departments Recommendation of Award Memo addressed to Finance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooperative Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sole Source Request and Determination Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contractors Exempt Letter
<input type="checkbox"/>	<input type="checkbox"/>	Purchasing Officers approval for exempt procurement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract, Agreement or Amendment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Business Registration and CRS numbers on contract or agreement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summary of Contracts and Agreements form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

Robert B. Montoya Project Admin

Department Rep Printed Name and Title

Robert B. Montoya
Department Rep Signature attesting that all information included

[Signature] 3/17/19
Purchasing Officer attesting that all information is reviewed

REQUIRED DOCUMENTS FOR OTHER METHOD FILE*

YES	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooperative Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sole source Request and Determination Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contractors Exempt Letter
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchasing Officers approval of exempt procurement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Copies of all Sole Source submittals

*

☐ ☐ Other: _____

AWARD*

YES N/A

☒ ☐ Fully executed Memo to Committees from the Department with recommendation of award
☐ ☐ Other: _____

CONTRACT*

YES N/A

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

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

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

Robert B. Montoya Project Admin
Department Rep Printed Name and Title

Robert B. Montoya
Department Rep Signature attesting that all information included

FINANCE DEPARTMENT-FINANCE COMMITTEE

Finance Packet Checklist

The following information should be included in all packets to ensure your item is not pulled.

Contracts/Agreements/Grants/BAR's/Bids/RFP's	YES	NO	N/A
Memo			
Address memo to Finance Committee-Initialed by all Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide explanation if and when Budget available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include Funding Source-Business Unit and Line Item	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include approval term if requesting more than 1 yr	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Verify term in memo matches term of Contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include Vendor awarded the contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include Bid/RFP # in memo	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Submit Originals to the City Clerk's office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contracts and Agreements			
Attach initialed Memo addressed to Finance Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Need approval from legal-must be "Approved As To Form" by City Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include CRS # in contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include Business Registration # in contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach Summary of Contract and Agreement Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach Certificate of Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attach Procurement Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Submit single sided copy of contract to Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forward Originals to the City Clerk's office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bids/RFP's/Agreements/Grants			
Route all contracts, MOU's and agreements through Purchasing 1st for "Procurement Checklist"	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Forward to City Attorney for "Approved as to Form" Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Forward complete contract to Budget Officer for review and approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Forward BARS-to Accounting for review and signature (Grants or Special Projects)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Forward all other BARS directly to Budget Office for review and approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contracts >\$50k forward to Finance Committee-all others forward to Finance Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>