

**CITY OF SANTA FE  
AMENDMENT No. 1 TO  
GENERAL SERVICES AGREEMENT  
ITEM# 22-0410**

This AMENDMENT No. 1 (the "Amendment") amends the CITY OF SANTA FE GENERAL SERVICES AGREEMENT, dated September 6, 2022 (the "Agreement"), between the City of Santa Fe (the "City") and Parkson Corporation. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor whichever occurs last.

**RECITALS:**

A. Under the terms of the Agreement, Contractor has agreed to provide an Aquaguard wastewater screen.

B. Pursuant to Article 8 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

1. TERM:

Article 5 of the Agreement is hereby deleted in its entirety and substitute the following Article 5 in its place:

THIS AMENDMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This Amendment shall begin on date approved by the City, and end on December 31, 2023. The City reserves the right to renew the contract on an annual basis by mutual Agreement not exceed a total of four years in accordance with NMSA 1978,

§§ 13-1-150 through 152.

2. AGREEMENT IN FULL FORCE.

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 to the Agreement as of the dates set forth below.

CITY OF SANTA FE:

*Alan Webber*  
ALAN WEBBER, MAYOR

DATE: Feb 12, 2023

CONTRACTOR:  
PARKSON CORPORATION

*Andrew Singer*  
NAME

ANDREW SINGER, CONTRACTS MANAGER  
TITLE

DATE: JAN. 18, 2023  
CRS# 14-00121645

Registration # \_\_\_\_\_

ATTEST:

*Kristine Bustos Mihelcic*  
KRISTINE BUSTOS MIHELICIC, CITY CLERK  
GB MTG 2/8/2023 XIV

CITY ATTORNEY'S OFFICE:

*Marcos Martinez*  
Marcos Martinez (Jan 18, 2023 11:08 MST)  
SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

*Emily K. Oster*  
Emily K. Oster (Feb 10, 2023 18:34 MST)  
EMILY OSTER, FINANCE DIRECTOR  
5000367.520150 *AH*  
Org. Name/Org. AH



# City of Santa Fe

## Real Estate Summary of Contracts, Agreements, Amendments & Leases

### Section to be completed by department

1. Munis Contract # 3203482

Contractor: Parkson Corporation

Description: Purchase and Installation of Aqua Guard Screen filter and Aqua Wash Press for the Headworks facility

Contract  Agreement  Lease / Rent  Amendment

Term Start Date: 8/31/22 Term End Date: 12/31/22

Approved by Council Date: 8/31/22

### Contract / Lease:

Amendment # 1 to the Original Contract / Lease # 22-0410

Increase/(Decrease) Amount \$ N / A

Extend Termination Date to: 1 2/3/21 3

Approved by Council Date: Pending

Amendment is for: Term exentsion.

2. **HISTORY of Contract, Amendments & Lease / Rent - Please Elaborate** (option: attach spreadsheet if multiple amendments)  
**22.0410 Original Agreement Sole source procurement**

3. **Procurement History:** \_\_\_\_\_

 \_\_\_\_\_ Jan 19, 2023  
Purchasing Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_

Comment & Exceptions: Extending term an additional year.

4. **Funding Source:** WWMD Enterprise Fund \_\_\_\_\_ **Org / Object:** 5000367.520150

 \_\_\_\_\_ Jan 18, 2023  
Andy Hopkins (Jan 18, 2023 3:25 MST)

Budget Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comment & Exceptions: \_\_\_\_\_

Staff Contact who completed this form: Maya Martinez Phone # 4271

Email: mfmartinez@santafenm.gov

To be recorded by City Clerk:

Clerk # \_\_\_\_\_

Date of Execution: \_\_\_\_\_







## ADDITIONAL REMARKS SCHEDULE

AGENCY <b>Aon Risk Services Central, Inc.</b>		NAMED INSURED <b>Parkson Corporation</b>	
POLICY NUMBER See Certificate Numbe    570094565236		EFFECTIVE DATE:	
CARRIER See Certificate Numbe    570094565236	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:**    ACORD 25    **FORM TITLE:**    Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

**ADDITIONAL POLICIES**

If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE <small>(MM/DD/YYYY)</small>	POLICY EXPIRATION DATE <small>(MM/DD/YYYY)</small>	LIMITS
	WORKERS COMPENSATION						
B		N/A		WC5631510818032 MA	07/01/2022	07/01/2023	



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

## BUSINESS REGISTRATION

**Business Name:** PARKSON CORP.  
DBA: PARKSON CORP.

**Business Location:** 1401 W CYPRESS CREEK ROAD #100  
FORT LAUDERDALE, TX 33309

**Owner:** PARKSON CORP.

**License Number:** 233140

**Issued Date:** July 08, 2022

**Expiration Date:** July 08, 2023

**CRS Number:** 03220516003

**License Type:** Business License - Renewable

**Classification:** Out of Jurisdiction Business License

**Fees Paid:** \$10.00

PARKSON CORP.  
1401 W CYPRESS CREEK ROAD #100  
FORT LAUDERDALE, FL 33309

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 TRANSFERRABLE TO  
OTHER BUSINESSES OR PREMISES.

**TO BE POSTED IN A CONSPICUOUS PLACE**



# CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Parkson Corporation

Procurement Title: Sole Source Aqua Guard Screen filter and Aqua Wash Press for the Headworks facility for the Wastewater Treatment Plant Facility

Procurement Method: State Price Agreement  Cooperative  Sole Source  Other  Exempt   
Request For Proposal (RFP)  Invitation To Bid (ITB)  Contract under 60K  Contract over 60K

Department Requesting Public Utilities Department/ WWMD Staff Name Ben Sandoval

### 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memo addressed to City Manager (under 60K) Committees/City Council (over 60K)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RFP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evaluation Committee Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ITB
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bib Tab
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quotes (3 valid current quotes)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooperative Agreement
<input checked="" type="checkbox"/>	<input 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 for exempt procurement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Executed 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"/>	All documentation presented to Committees
<input type="checkbox"/>	<input type="checkbox"/>	Other:

Public Utilities Dept / WWMD/ P. Fred Heerbrandt P. Fred Heerbrandt, P.E. Engineer Supervisor 1/18/23  
P. Fred Heerbrandt, P.E. (license# 2023 14 2046099)

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Department Rep Printed Name (attesting that all information included) Title Date  
 Contracts Supervisor Jan 19, 2023

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Purchasing Officer (attesting that all information is reviewed) Title Date

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

## SOLE SOURCE REQUEST AND DETERMINATION FORM

**This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.**

**Date:** 6/7/2022

**Prepared By:** Mike Dozier

**Title:** WWM Div. Director

**Vendor Name:** Parkson Corporation

**Address:** 562 Bunker Court

**City:** Vernon Hills

**State:** IL

**Zip Code:** 60061

**Description of Good/Service to be Procured:**

**Estimated Cost:**

\$274,699

**Term of Contract:**

6/30/2023

- 1. Explain why this is the only available source that can be meet the needs of your department.**

Parkson Corporation is the only provider for the parts. Parkson Corp. is the original manufacturer/supplier for the Aqua Guard bar/filter and wash press. In addition to being the only vendor that has the parts and is the sole manufacturer they must install, provide training and schedules of maintenance to the City's PUD which will warrant the project.

- 2. Explain why this vendor is the only available source from which to obtain this product of service.**

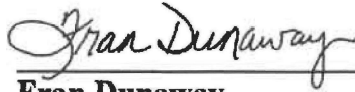
X

**The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or**

**Other reason, please explain in full. Attach additional sheets, if necessary.**

**Approvals:**

**Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.**



6/8/2022

**Fran Dunaway  
Purchasing Officer**

**Date**

**Pursuant to Section 13-1-126, NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. This Sole Source determination will be valid for a period of one (1) year from the date of the award.**



JoAnn Lovato for FD, Jul 8, 2022 12:37 MDT

Jul 8, 2022 Typ text here

**Fran Dunaway,  
Purchasing Director  
City of Santa Fe**

**Date**

**Required Attachments:**

- \*Letter from Contractor, if applicable**
- \*Agenda Item to be presented to City Council if over \$50,000 for Professional Services and \$50,000 for Goods and Non-Professional Services**



**THE CITY OF  
SANTA FE**

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**MEMORANDUM**

**DATE:** January 18, 2023

**TO:** Governing Body  
Finance Committee  
Public Works/Public Utilities Committee

**VIA:** EMILY OSTER, FINANCE DIRECTOR  
JOANN LOVATO, PURCHASING OFFICER  
JESSE ROACH, ACTING PUBLIC UTILITIES DEPARTMENT DIRECTOR JR  
MIKE DOZIER, WWM DIVISION DIRECTOR MD  
MD

**FROM:** P. Fred Heerbrandt, P.E., Engineer Supervisor, WWMD FH  
FH

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**ITEM**

Agreement Amendment #1 to the contract, dated September 6, 2022, with Parkson Corporation, for the purchase of an AquaGuard wastewater screen, which extends the contract period to from December 31, 2022 to December 31, 2023.

**BACKGROUND**

The Wastewater Management (WWM) Division is requesting approval of Agreement Amendment #1 to extend the contract period to December 31, 2023. The original contract period was through December 31, 2022. This was an emergency acquisition of this equipment to replace a non-functioning unit. Due to supply chain issues, the lead time for delivery of this equipment did not allow for delivery by December 31, 2022. We believe that the intent was to list December 31, 2023 as the sunset date of the original agreement.

**PROCUREMENT METHOD:**

Sole Source Procurement with Parkson Corporation.

**FUNDING SOURCE:**

The funding source is:

MUNIS Fund Name/Number: WWMD / 500

MUNIS Org Name/Number: WW Treatment Plant / 5000367

MUNIS Object Name/Number: Repair and Maintenance System Equipment /520150

**RECOMMENDED ACTION**

PUD, WWM, PRWRF respectfully requests approval of the Agreement Amendment #1 to extend the contract period until December 31, 2023.

# Quotation

NUMBER: B020

DATE: May 6, 2022

TO: City of Santa Fe

REF.: Paseo Real WWTP  
Screen Replacement

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Parkson Corporation is pleased to provide a quotation for the following equipment.

## ITEM 1 EQUIPMENT

**One (1) Aqua Guard® Ultra Clean™ self-cleaning bar/filter screen model AGUC-MN-A**

### 1.A Equipment Description:

1. Unit shall be 4'-0" wide (W) and designed for installation in a channel 4'-0" wide x 6'-6" deep (H). Solids larger than 6 mm nominal screen opening shall be removed from the flow and conveyed to a discharge point approximately 4'-3" above the top of the channel. When installed, the screen shall be inclined 75° from the horizontal and have a total discharge height (H1) of 11'-0" (as measured from the base of the screen to the discharge point). There will be a 3.5" recess required in the bottom of the channel.
2. Unit shall be capable of passing a peak flow of 13 MGD. The head loss across the screen at this flow will not exceed 15" assuming a downstream water level of 2.23'. The head loss calculation is based on assumption of a clean screen, clean water and **steady state flow.**
3. Materials of construction will be as follows:  
Frame: Type 304 stainless steel, 3/16" thick.  
Filter elements: High impact plastic.  
Side plates: High impact plastic.  
Shafts, chain links, guide rails, drive sprocket inserts: Type 304 stainless steel.  
Rollers: 400 series stainless steel (heat treated).  
Chain bushings: 400 series stainless steel (heat treated).  
Side seals: Neoprene rubber, with type 304 stainless steel backing plates.
4. Screen drive with a 3/4 HP, 230/460V, 3 Ø, 60 Hz explosion-proof motor.
5. Manifold lubrication system.
6. Screen washing system consisting of two (2) type 304 stainless steel spray bars with quick release spray nozzles and NEMA 7 brass body solenoid valve with a 1-1/4" NPT connection.
7. Brush assembly of hybrid construction, with a side mounted door to provide access for brush replacement.
8. Brush drive with a 1 HP, 230/460V, 3 Ø, 60 Hz explosion-proof motor.
9. Electrical overload device consisting of SSAC current monitors.
10. Front and rear covers fabricated of 14 gauge type 304 stainless steel, to enclose the portion of the screen above the channel.
11. Discharge chute fabricated of 14 gauge type 304 stainless steel, to direct screenings into the screenings wash press inlet chute.
12. Locally mounted E-stop pushbutton in a NEMA 7 enclosure.

13. Main control panel furnished in a remotely located NEMA 4X type 304 stainless steel enclosure, housing controls for the screen and wash press. To include motor starters, control transformer, main disconnect, programmable relay, float switch level sensor, and all other necessary switches, lights, and pushbuttons.
14. The Aqua Guard® screen shall be factory assembled and tested, and shall be shipped to job site fully assembled.

### **One (1) Aqua Wash Press® unit model AWP8-3**

#### **1.C Equipment Description:**

1. The Aqua Wash Press® unit will consist of a spiral, trough, support legs, wash zone, trough flush spray, press zone, drive system and controls.
2. The unit will be designed to receive and wash screenings, then reduce the volume and water content by means of a pressing zone.
3. The press will have an inlet capacity of 35 cu.ft./hour, handling wet screenings with an approximate dry weight of not less than 8% solids.
4. The shafted spiral will be constructed of carbon steel, with an O.D. of 8" and having 0.63 inch thick flights. A brush will be bolted to the spiral in the inlet area to scour the perforated sheet.
5. The trough will be fabricated of type 304 stainless steel, having 0.19 inch diameter perforations, chamfered on the outside. It will receive free liquid from the washed solids and direct the flow to a 4 inch O.D. drain tube.
6. The inlet area, 11 inches wide by 39 inches in length, will receive incoming materials.
7. The wash zone will include a spray wash system to wash organic residue from the screenings.
8. The press will include a spray wash system to flush organic residue trapped in the trough.
9. The unit's drive system will consist of a motor, gear reducer and carbon steel drive shaft. The motor will be 3 HP explosion-proof, 1800 RPM, 230/460 volt, 3 Phase, 60 Hz. The gear reducer is a shaft-mounted worm type gear reducer driven by a direct-coupled motor. The reducer will have a cast iron housing and output speed of 14 RPM and the drive shaft will be direct coupled to the spiral.
10. In addition to the drive motor, the following electrical devices will be furnished:
  - a. Two (2) 120 volt, single phase, 60 Hz brass body solenoid valves housed in NEMA 7 enclosures.
  - b. Locally mounted E-stop pushbutton in a NEMA 7 enclosure.
11. Inlet chute of 12 gauge type 304 stainless steel construction, to receive screenings from the Aqua Guard screen.
12. Discharge piping consisting of 14 gauge type 304 stainless steel, to direct the screenings to a dumpster.



**ITEM 2 SERVICES**

**2.A Drawings and Installation, Operation and Maintenance (IO&M) Manuals:**

- 1. Approval drawings: 2 prints included
- 2. Certified drawings: 2 prints included
- 3. IO&M manuals: 2 included

**2.B Start-Up Assistance:**

Parkson will furnish a factory representative for a total of two (2) days during one (1) trip to the jobsite to assist in installation inspection, start-up supervision, and operator training. Dates of service to be scheduled upon Purchaser's written request. To include all equipment listed above.

**2.C Mechanical Warranty:**

Per Section XVI of the Standard Conditions of Sale.

**PURCHASE PRICE:**

All of the above for ..... \$274,699.00 USD.  
F.O.B. shipping point, freight included, taxes excluded.

**VALIDITY:**

Purchase Price is valid for thirty (30) days from quotation date, for shipment of equipment within the timetable stated below.

**PAYMENT TERMS:**

90% net 30 days after shipment, 10% not to exceed 120 days after delivery.

**Please refer to our Standard Conditions of Sale regarding additional details about price validity, escalation potential and materials availability.**

**TIMETABLE GUIDELINE:**

Within ten (10) business days of receiving a written Purchase Order in Parkson's office, if necessary, Parkson will submit a written Request for Additional Information requesting items including, but not limited to, full-scale drawings, specification sections, amendments and other documents necessary for Parkson to begin work on this Project. No work can be done on this Project until all Additional Information is received by Parkson, thus beginning the Submittal Phase. If you do not receive such a Request for Additional Information within the stated ten (10) business days, then the Submittal Phase will begin on the eleventh (11<sup>th</sup>) business day following receipt of the written Purchase Order in Parkson's office. The Shipment Phase is thereafter contingent upon your final approval of all submitted Approval Drawings. Once said final approval is received in Parkson's offices, the Shipment Phase will begin.

- Submittal Phase: Approval drawings will be submitted six (6) weeks from receipt of all requested Additional Information if necessary, or if not necessary, from the eleventh (11<sup>th</sup>) business day following receipt of a written Purchase Order in Parkson's office.
- Shipment Phase: Sixteen (16) weeks following receipt of final approval of all submitted Approval Drawings in Parkson's office.

If the Submittal Phase is waived, the Shipment Phase will begin on receipt of all requested Additional Information if necessary, or if not necessary, on the eleventh (11<sup>th</sup>) business day following receipt of a written Purchase Order in Parkson's offices.

**Dates are subject to confirmation upon receipt of written Purchase Order.**

#### **TERMS AND CONDITIONS:**

This Quotation is governed by and subject to Parkson's Standard Conditions of Sale, which are incorporated by reference and accessible at: <http://www.parkson.com/files/documents/Sales-conditions.pdf>.

#### **BUYER/OWNER RESPONSIBILITY:**

- Removal of existing equipment.
- Anchor bolts.
- Spare parts.
- Concrete modifications.
- Local disconnects or junction boxes.
- Level sensor mounting pipe.
- Control panel supports or mounting.
- Spray wash water connection and piping.
- Heat tracing and power for heat tracing of equipment and spray wash water piping.
- Drain connections and piping.
- Manual shutoff valves, gate valves, check valves, butterfly valves, Y-strainers.
- Pressure gauges.
- Screenings dumpster.
- Lubricants.
- Shop or field painting.
- Unloading, uncrating, installation and installation supervision. Installation will, at minimum, require a forklift and possibly a crane/hoist.
- Readiness of the equipment before requesting start-up service. Non-readiness may incur additional charges.
- Electrical connection and interconnecting wiring (including any of the following: Solenoid valves, level sensor, motors, E-stops, main controls); wiring and conduit from each unit-mounted electrical device to a terminal box or control panel.
- Interconnecting piping.
- Piping connections, platforms, ladders, gratings and railings unless stated otherwise.
- Determining the compatibility of equipment materials of construction and process conditions (air and water) is the responsibility of the owner and/or consulting engineer. Note that even relatively low levels of H<sub>2</sub>S and/or Chlorides can cause corrosion of 304SS and thus it is important for the owner and/or consulting engineer to pay particular attention to materials suitability for the specific water/wastewater in which the equipment will be operated. Higher grades of stainless steel like 316 are options.
- Any other auxiliary equipment or service not detailed above.



Please return one signed copy of this Quotation, or your Purchase Order, to Parkson Corporation at the address below. Refer to this Quotation, date, and related correspondence.

**Issued By:**

**PARKSON CORPORATION**  
562 Bunker Court  
Vernon Hills, IL 60061

**Accepted By: (Herein called the Buyer)**

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**Name:** Joseph G. Nagel  
**Title:** Municipal Sales  
**Date:** April 29, 2022

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**Name**  
**Title:**  
**Date:**



1401 West Cypress Creek Road  
Suite 100  
Fort Lauderdale FL 33309-1969  
Phone 1.888.PARKSON  
Fax 954.974.6182

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## Sole Source Letter

<b>To:</b>	Carl Atencio	<b>Date:</b>	May 18, 2022
<b>Company:</b>	Santa Fe, NM	<b>From:</b>	Ray Coulter
<b>Tel:</b>	505-955-4639	<b>Tel:</b>	954-917-1879
<b>Fax:</b>	N/A	<b>Fax:</b>	954-252-4085
<b>Email:</b>	cmatencio@santafenm.gov	<b>Email:</b>	rcoulter@parkson.com
<b># Pages:</b>	1	<b>Cc:</b>	N/A
<b>Subject:</b>	Product: Aqua Guard®		

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This document is to confirm that Parkson Corporation is the sole source provider for parts for the subject product. Parkson Corporation is the original manufacturer/supplier of the subject product and is the only source for OEM replacement parts.

*Please note that this letter is valid as of the date of the letter. Reconfirmation should be obtained after a period of six (6) months from the date hereof.*

If I can be of further assistance or should you have any questions, please feel free to contact me.

Sincerely,

Parkson Corporation

Fort Lauderdale ♦ Chicago ♦ Kansas City ♦ Denver

www.parkson.com  
technology@parkson.com

Rev 6 AF-008

**CITY OF SANTA FE  
GENERAL SERVICES CONTRACT**

**Goods & Services**

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, herein after referred to as the "City", and **Parkson Corporation** herein after referred to as the "Contractor."

**IT IS MUTUALLY AGREED BETWEEN THE PARTIES:**

1. **Definitions**

A. "Products and Services Schedule" refers to the complete list of products and services offered under this Agreement and the price for each. Product and service descriptions may be amended with the prior approval of the Agreement Administrator. New products and services shall not be added to the Products and Services Schedule.

B. "Business Hours" means 8:00 a.m. to 5:00 p.m. Mountain Time.

C. "You" and "your" refers to **Parkson Corporation**. "We," "us" or "our" refers to the City and whose accounts are created under this Agreement.

2. **Scope of Work**

A. The Contractor shall provide the equipment and work as described in Exhibit "A" attached hereto.

3. **Compensation**

The total compensation under this Agreement shall not exceed two hundred seventy-four thousand six hundred ninety nine dollars (\$274,699) excluding New Mexico gross receipts tax.

4. **Payment Provisions**

All payments under this Agreement are subject to the following provisions.

A. Acceptance - In accordance with Section 13-1-158 NMSA 1978, the City shall determine if the product or services provided meet specifications. Until the products or services have been accepted in writing by the City, the City shall not pay for any products or services. Unless otherwise agreed upon between the City and the Contractor, within thirty (30) days from the date the City receives written notice from the Contractor that payment is requested for services or within thirty (30) days from the receipt of products,

the City shall issue a written certification (by letter or email) of complete or partial acceptance or rejection of the products or services. Unless the City gives notice of rejection within the specified time period, the products or services will be deemed to have been accepted.

- B. Payment of Invoice - Upon acceptance that the products or services have been received and accepted, payment shall be tendered to the Contractor within thirty (30) days after the date of invoice. After the thirtieth day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the Contractor at the rate of 1.5 % per month. Contractor may submit invoices for payment no more frequently than monthly. Payment will be made to the Contractor's designated mailing address. Payment on each invoice shall be due within 30 days from the date of the acceptance of the invoice. The City agrees to pay in full the balance shown on each account's statement, by the due date shown on said statement.

5. Term

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This Agreement shall begin on date approved by the City, and end on December 31, 2022. The City reserves the right to renew the contract on an annual basis by mutual Agreement not exceed a total of four years in accordance with NMSA 1978, §§ 13-1-150 through 152.

6. Default and Force Majeure

The City reserves the right to cancel all or any part of any orders placed under this contract without cost to the City, if the Contractor fails to meet the provisions of this contract and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the sub-contractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this contract.

7. Termination

A. Grounds. The City may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the City's uncured, material breach of this Agreement.

**B. Notice; City Opportunity to Cure.**

1) Except as otherwise provided in Paragraphs 7.A and 17, the City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2) Contractor shall give City written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the City's material breaches of this Agreement upon which the termination is based and (ii) state what the City must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the City does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the City does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3) Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the City; or (iii) the Agreement is terminated pursuant to Paragraph 17, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE CITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

**8. Amendment**

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Paragraph 7 herein, or to agree to the reduced funding.

**9. Status of Contractor**

The Contractor, and Contractor's agents and employees, are independent Contractors for the City and are not employees of the City. The Contractor, and Contractor's 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. The Contractor acknowledges that all sums received hereunder are personally reportable by the Contractor for income tax purposes, including without limitation, self-employment tax and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has written authority to do so, and then only within the strict limits of that authority.

10. **Assignment**

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the City.

11. **Subcontracting**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the City.

12. **Non-Collusion**

In signing this Agreement, the Contractor/Contractor certifies the Contractor/Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City.

13. **Inspection of Plant**

The City may inspect, at any reasonable time during Contractor's regular business hours and upon prior written notice, the Contractor's plant or place of business, or any subcontractor's plant or place of business, which is related to the performance of this contract.

14. **Commercial Warranty**

The Contractor agrees that the tangible personal property or services furnished under this Agreement shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such tangible personal property or services, and that the rights and remedies provided herein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of this order. Contractor agrees not to disclaim warranties of fitness for a particular purpose or merchantability.

15. **Condition of Proposed Items**

Where tangible personal property is a part of this Agreement, all proposed items are to be NEW and of most current production, unless otherwise specified.

16. **Records and Audit**

During the term of this Agreement and for three years thereafter, the Contractor shall maintain detailed records pertaining to the services rendered and products delivered. These records shall be subject to inspection by the City, the State Auditor and other appropriate state and federal authorities. The City shall have the right to audit billings both before and after



payment. Payment under this Agreement shall not foreclose the right of the City to recover excessive or illegal payments.

**17. Appropriations**

The terms of this Agreement, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the City Council for the performance of this Agreement. If sufficient appropriations and authorization are not made by the legislature, this Agreement, and any orders placed under it, 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. If the City proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

**18. Release**

The Contractor, upon 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, unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

**19. 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 prior written approval by the City.

**20. Conflict of Interest**

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Contractor shall comply with any applicable provisions of the New Mexico Governmental Conduct Act and the New Mexico Financial Disclosures Act.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.

C. Contractor's representations and warranties in Paragraphs A and B of this Paragraph are material representations of fact upon which the City relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Agreement, Contractor learns that Contractor's

representations and warranties in Paragraphs A and B of this Paragraph 20 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Paragraph 20 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Agreement to the contrary, the City may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

21. **Approval of Contractor Representative(s)**

The City reserves the right to require a change in Contractor representative(s) if the assigned representative(s) are not, in the opinion of the City, adequately serving the needs of the City.

22. **Scope of Agreement; Merger**

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No prior agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

23. **Notice**

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

24. **Equal Opportunity Compliance**

The Contractor agrees to abide by all federal and state laws, and local Ordinances, pertaining to equal employment opportunity. In accordance with all such laws, rules, and regulations, the Contractor agrees to assure that no person in the United States shall on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

25. **Indemnification**

The Contractor shall hold the City and its employees harmless and shall indemnify the

City and its employees against any and all claims, suits, actions, liabilities and costs of any kind, including attorney's fees for personal injury or damage to property arising from the acts or omissions of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall not be liable for any injury or damage as a result of any negligent act or omission committed by the City, its officers or employees.

**26. 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.

**27. Applicable Law**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, § 38-3-2. By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

**28. Limitation of Liability**

The Contractor's liability to the City, for any cause whatsoever shall be limited to the purchase price paid to the Contractor for the products and services that are the subject of the City's, claim. The foregoing limitation does not apply to paragraph 25 of this Agreement or to damages resulting from personal injury caused by the Contractor's negligence.

**29. Incorporation by Reference and Precedence**

If this Agreement has been procured pursuant to a request for proposals, this Agreement is derived from (1) the request for proposal, (including any written clarifications to the request for proposals and any City response to questions); (2) the Contractor's best and final offer; and (3) the Contractor's response to the request for proposals.

In the event of a dispute under this Agreement, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) amendments to the Agreement in reverse chronological order; (2) the Agreement, including the scope of work and all terms and conditions thereof; (3) the request for proposals, including attachments thereto and written responses to questions and written clarifications; (4) the Contractor's best and final offer if such has been made and accepted by the City; and (5) the Contractor's response to the request for proposals.

**30. Workers' Compensation**

The Contractor agrees to comply with state laws and rules applicable to workers' compensation benefits for its employees. If the Contractor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the City.

**31. Inspection**

If this contract is for the purchase of tangible personal property (goods), final inspection and acceptance shall be made at Destination. Tangible personal property rejected at Destination for non-conformance to specifications shall be removed at Contractor's risk and expense promptly after notice of rejection and shall not be allowable as billable items for payment.

**32. Inspection of Services**

If this contract is for the purchase of services, the following terms shall apply.

A. Services, as used in this Article, include services performed, workmanship, and material furnished or utilized in the performance of services.

B. The Contractor shall provide and maintain an inspection system acceptable to the City covering the services under this Agreement. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the City and for as long thereafter as the Agreement requires. The City has the right to inspect and test all services contemplated under this Agreement to the extent practicable at all times and places during the term of the Agreement. The City shall perform inspections and tests in a manner that will not unduly delay or interfere with Contractor's performance.

C. If the City performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.

D. If any part of the services do not conform with the requirements of this Agreement, the City may require the Contractor to re-perform the services in conformity with the requirements of this Agreement at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the City may:

- (1) require the Contractor to take necessary action(s) to ensure that future performance conforms to the requirements of this Agreement; and
- (2) reduce the contract price to reflect the reduced value of the services performed.

E. If the Contractor fails to promptly re-perform the services or to take the necessary action(s) to ensure future performance in conformity with the requirements of this Agreement, the City may:

- (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the City that is directly related to the performance of such service; or
- (2) terminate the contract for default.

33. **Insurance**

If the services contemplated under this Agreement will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Agreement, the following insurance coverage(s), naming the City as additional insured.

**A. Commercial General Liability** insurance shall be written on an occurrence basis and be as broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

**B. Business Automobile Liability** insurance for all owned, non-owned automobiles, with a combined single limit not less than \$1,000,000 per accident.

**C. Broader Coverage and Limits.** The insurance requirements under this Agreement shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Contractor hereunder.

**D.** Contractor shall maintain the above insurance for the term of this Agreement and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

34. **Impracticality of Performance**

A party shall be excused from performance under this Agreement for any period that the party is prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the party has prudently and promptly acted to take any and all steps that are within the party's control to ensure performance. Subject to this provision, such non-performance shall not be deemed a default or a ground for termination.

35. **Invalid Term or Condition**

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

36. **Enforcement of Agreement**

A party's failure to require strict performance of any provision of this Agreement shall not

waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

**37. Patent, Copyright and Trade Secret Indemnification**

A. The Contractor shall defend, at its own expense, the City against any claim that any product or service provided under this Agreement infringes any patent, copyright to trademark in the United States or Puerto Rico, and shall pay all costs, damages and attorneys' fees that a court finally awards as a result of any such claim. In addition, if any third party obtains a judgment against the City based upon Contractor's trade secret infringement relating to any product or services provided under this Agreement, the Contractor agrees to reimburse the City for all costs, attorneys' fees and amount of the judgment. To qualify for such defense and or payment, the City shall:

- 1) give the Contractor prompt written notice within 48 hours of any claim;
- 2) allow the Contractor to control the defense of settlement of the claim; and
- 3) cooperate with the Contractor in a reasonable way to facilitate the defense or settlement of the claim.

B. If any product or service becomes, or in the Contractor's opinion is likely to become the subject of a claim of infringement, the Contractor shall at its option and expense:

- 1) provide the City the right to continue using the product or service and fully indemnify the City against all claims that may arise out of the City's use of the product or service;
  - 2) replace or modify the product or service so that it becomes non-infringing;
- or,
- 3) accept the return of the product or service and refund an amount equal to the value of the returned product or service, less the unpaid portion of the purchase price and any other amounts, which are due to the Contractor. The Contractor's obligation will be void as to any product or service modified by the City to the extent such modification is the cause of the claim.

**38. Survival**

The Agreement paragraphs titled "Patent, Copyright, Trademark, and Trade Secret Indemnification; Indemnification; and Limit of Liability" shall survive the expiration of this Agreement. Software licenses, leases, maintenance and any other unexpired Agreements that were entered into under the terms and conditions of this Agreement shall survive this Agreement.

**39. Disclosure Regarding Responsibility**

A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any City for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public

body.

B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

C. The Contractor shall provide immediate written notice to the City if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.

D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement. Failure of the Contractor to furnish a disclosure or provide additional information as requested will be grounds for immediate termination of this Agreement pursuant to the conditions set forth in Paragraph 7 of this Agreement.

E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.

F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the City. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the City may terminate the involved contract for cause. Still further the City may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the City.

#### 40. **Suspension, Delay or Interruption of Work**

The City may, without cause, order the Contractor, in writing, to suspend, delay or interrupt the work in whole or in part for such period of time as the City may determine. The contract sum and contract time shall be adjusted for increases in cost and/or time associated with Contractor's compliance therewith. Upon receipt of such notice, Contractor shall leave the jobsite and any equipment in a safe condition prior to departing. Contractor must assert rights to additional compensation within thirty (30) days after suspension of work is lifted and return to work is authorized. Any compensation requested for which entitlement is granted and the contract sum adjusted, shall have profit included (for work completed) and for cost only (not profit) for Contractor costs incurred directly tied to the suspension itself and not otherwise covered by Contract remedy. Any change in Total Compensation must be reflected in an Amendment executed pursuant to Section 8 of this Agreement.

**41. Notification**

Either party may give written notice to the other party in accordance with the terms of this Paragraph. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three (3) business days after being mailed.

To the City:  
Mike Dozier, Director  
Waste Water Management Division  
73 Paseo Real  
Santa Fe, NM 87507

To the Contractor:  
Parkson Corporation  
562 Bunker Court  
Vernon Hills, IL 60061

Either party may change its representative or address above by written notice to the other in accordance with the terms of this Paragraph. The carrier for mail delivery and notices shall be the agent of the sender.

To the Contractor:  
Parkson Corporation  
562 Bunker Court  
Vernon Hills, IL 60061

**42. Succession**

This Agreement shall extend to and be binding upon the successors and assigns of the parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.



CITY OF SANTA FE:

CONTRACTOR:



ALAN WEBBER, MAYOR

DATE: Sep 6, 2022



PARKSON CORPORATION

Dianne Kaplan  
Contracts Manager

TITLE

DATE: 7/20/2022

CRS#14-00121645

Registration # 233140

ATTEST:



KRISTINE BUSTOS MIHELICIC, CITY CLERK   
GB MTG 08/31/2022

CITY ATTORNEY'S OFFICE:



Marcos Martinez (Jul 11, 2022 08:24 MDT)


SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



Alexis Lotero (Sep 5, 2022 21:06 MDT)

ALEXIS LOTERO, INTERIM FINANCE DIRECTOR

5000367.520150   
Org.Name/Org.# AH





**THE CITY OF  
SANTA FE**


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**MEMORANDUM**

**DATE:** July 11, 2021

**TO:** **Governing Body**  
**Finance Committee**  
**Public Works/Public Utilities Committee**

**VIA:** **Alexis Lotero, Interim Finance Director**  
**Fran Dunaway, Chief Procurement Officer**  
**Shannon Jones, Public Utilities Department Director**   
**Michael Dozier, WWM Division Director** 

**FROM:** **Ben Sandoval, WWD Maintenance Superintendent** 

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**ITEM**

Request approval of a General Services Contract with Parkson Corporation to purchase and install the Aqua Guard Screen filter and Aqua Wash Press for the Headworks facility for the Wastewater Treatment Plant Facility in the total amount of \$274,699.00, excluding nmgrt. Request approval of a BAR/Increase from the WWMD Cash Balance to fund the contract.

**BACKGROUND**

The Aqua Guard bar/filter screen and Aqua Wash Press are located within the pre-treatment process for the wastewater facility. Pre-treatment process removes material that can damage the treatment facility and the treatment process. Specifically, the filter and press remove inorganics such as rags and plastics that will cause damage to downstream equipment and settle in basin resulting in permit noncompliance. Equipment failure will result in affecting the public health, welfare and efficient operation of the Wastewater Treatment Plant (WWTP).

**PROCUREMENT METHOD:**

Sole Source Procurement with Parkson Corporation.

**FUNDING SOURCE:** Munis Contract #3203482

The funding source is:

MUNIS Fund Name/Number: WWMD / 500

MUNIS Org Name/Number: WW Treatment Plant / 5000367

MUNIS Object Name/Number: Repair and Maintenance System Equipment /520150

**RECOMMENDED ACTION**

The WWMD respectfully requests approval of a Sole Source Contract with Parkson Corporation in the amount of \$274,699.00, excluding nmgrt and approval of the BAR/Increase.



# City of Santa Fe

## Real Estate Summary of Contracts, Agreements, Amendments & Leases

### Section to be completed by department

1. Munis Contract 3203482

Contractor: **Parkson Corporation**

Description: **Purchase and Installation of Aqua Guard Screen filter and Aqua Wash Press for the Headworks facility**

Contract  Agreement  Lease / Rent  Amendment

Term Start Date: upon approval Term End Date: 12/31/22

Approved by Council Date: Pending

### Contract / Lease:

Amendment # \_\_\_\_\_ to the Original Contract / Lease # \_\_\_\_\_

Increase/(Decrease) Amount \$ \_\_\_\_\_

Extend Termination Date to: \_\_\_\_\_

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

### Amendment is for:

2. **HISTORY of Contract, Amendments & Lease / Rent - Please Elaborate** (option: attach spreadsheet if multiple amendments)  
**Original Agreement Sole source procurement**

3. **Procurement History:** \_\_\_\_\_

*ToAnn Lovato*  
ToAnn Lovato (Jul 26, 2022 11:40 MDT)

Purchasing Officer Review:  
Comment & Exceptions: SS approved June 2022.

Jul 26, 2022  
Date:

4. **Funding Source:** WWMD Enterprise Fund **Org / Object:** 5000367.520150

*Andy Hopkins*  
Andy Hopkins (Jul 26, 2022 12:23 MDT)

Budget Officer Approval:  
Comment & Exceptions: \_\_\_\_\_

Jul 26, 2022  
Date:

Staff Contact who completed this form: Maya Martinez Phone # 4271

Email: mfmartinez@santafenm.gov

### To be recorded by City Clerk:

Clerk # \_\_\_\_\_

Date of Execution: \_\_\_\_\_



# CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Parkson Corporation

Procurement Title: Sole Source Aqua Guard Screen filter and Aqua Wash Press for the Headworks facility for the Wastewater Treatment Plant Facility

Procurement Method: State Price Agreement  Cooperative  Sole Source  Other  Exempt   
Request For Proposal (RFP)  Invitation To Bid (ITB)  Contract under 60K  Contract over 60K

Department Requesting Public Utilities Department/ WWMD Staff Name Ben Sandoval

### 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memo addressed to City Manager (under 60K) Committees/City Council (over 60K)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RFP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evaluation Committee Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ITB
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bib Tab
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quotes (3 valid current quotes)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooperative Agreement
<input checked="" type="checkbox"/>	<input 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 for exempt procurement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Executed 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"/>	All documentation presented to Committees
<input type="checkbox"/>	<input type="checkbox"/>	Other:

Public Utilities Dept / WWMD/ Ben Sandoval	<u>Benjamin Sandoval</u> <small>Benjamin Sandoval (Jul 11 2022 14:46 MDT)</small>	07/11/2022
Department Rep Printed Name (attesting that all information included)	Title	Date
<u>JoAnn Lovato</u> <small>JoAnn Lovato (Jul 26 2022 11:40 MDT)</small>	Contracts Supervisor	Jul 26, 2022
Purchasing Officer (attesting that all information is reviewed)	Title	Date

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





# ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Services Central, Inc.		NAMED INSURED Parkson Corporation	
POLICY NUMBER See Certificate Numbe 570094565236			
CARRIER See Certificate Numbe 570094565236	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

**ADDITIONAL POLICIES**

If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	WORKERS COMPENSATION						
B		N/A		WC5631510818032 MA	07/01/2022	07/01/2023	



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

## BUSINESS REGISTRATION

**Business Name:** PARKSON CORP.  
DBA: PARKSON CORP.

**Business Location:** 1401 W CYPRESS CREEK ROAD #100  
FORT LAUDERDALE, TX 33309

**Owner:** PARKSON CORP.

**License Number:** 233140

**Issued Date:** July 08, 2022

**Expiration Date:** July 08, 2023

**CRS Number:** 03220516003

**License Type:** Business License - Renewable

**Classification:** Out of Jurisdiction Business License

**Fees Paid:** \$10.00

PARKSON CORP.  
1401 W CYPRESS CREEK ROAD #100  
FORT LAUDERDALE, FL 33309

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**

## SOLE SOURCE REQUEST AND DETERMINATION FORM

**This form must be forwarded to the Purchasing Officer for the City of Santa Fe Purchasing Office for processing.**

**Date:** 6/7/2022

**Prepared By:** Mike Dozier

**Title:** WWM Div. Director

**Vendor Name:** Parkson Corporation

**Address:** 562 Bunker Court

**City:** Vernon Hills

**State:** IL

**Zip Code:** 60061

**Description of Good/Service to be Procured:**

**Estimated Cost:**

\$274,699

**Term of Contract:**

6/30/2023

- 1. Explain why this is the only available source that can be meet the needs of your department.**

Parkson Corporation is the only provider for the parts. Parkson Corp. is the original manufacturer/supplier for the Aqua Guard bar/filter and wash press. In addition to being the only vendor that has the parts and is the sole manufacturer they must install, provide training and schedules of maintenance to the City's PUD which will warrant the project.

- 2. Explain why this vendor is the only available source from which to obtain this product of service.**

**The company has affirmed (memo from vendor is attached) that there is no other source for this item. Our search for possible vendors proved unsuccessful; or**

**Other reason, please explain in full. Attach additional sheets, if necessary.**



# Quotation

**NUMBER:** B020

**DATE:** May 6, 2022

**TO:** City of Santa Fe

**REF.:** Paseo Real WWTP  
Screen Replacement

---

Parkson Corporation is pleased to provide a quotation for the following equipment.

## ITEM 1 EQUIPMENT

**One (1) Aqua Guard® Ultra Clean™ self-cleaning bar/filter screen model AGUC-MN-A**

### 1.A Equipment Description:

1. Unit shall be 4'-0" wide (W) and designed for installation in a channel 4'-0" wide x 6'-6" deep (H). Solids larger than 6 mm nominal screen opening shall be removed from the flow and conveyed to a discharge point approximately 4'-3" above the top of the channel. When installed, the screen shall be inclined 75° from the horizontal and have a total discharge height (H1) of 11'-0" (as measured from the base of the screen to the discharge point). There will be a 3.5" recess required in the bottom of the channel.
2. Unit shall be capable of passing a peak flow of 13 MGD. The head loss across the screen at this flow will not exceed 15" assuming a downstream water level of 2.23'. The head loss calculation is based on assumption of a clean screen, clean water and **steady state flow.**
3. Materials of construction will be as follows:  
Frame: Type 304 stainless steel, 3/16" thick.  
Filter elements: High impact plastic.  
Side plates: High impact plastic.  
Shafts, chain links, guide rails, drive sprocket inserts: Type 304 stainless steel.  
Rollers: 400 series stainless steel (heat treated).  
Chain bushings: 400 series stainless steel (heat treated).  
Side seals: Neoprene rubber, with type 304 stainless steel backing plates.
4. Screen drive with a 3/4 HP, 230/460V, 3 Ø, 60 Hz explosion-proof motor.
5. Manifold lubrication system.
6. Screen washing system consisting of two (2) type 304 stainless steel spray bars with quick release spray nozzles and NEMA 7 brass body solenoid valve with a 1-1/4" NPT connection.
7. Brush assembly of hybrid construction, with a side mounted door to provide access for brush replacement.
8. Brush drive with a 1 HP, 230/460V, 3 Ø, 60 Hz explosion-proof motor.
9. Electrical overload device consisting of SSAC current monitors.
10. Front and rear covers fabricated of 14 gauge type 304 stainless steel, to enclose the portion of the screen above the channel.
11. Discharge chute fabricated of 14 gauge type 304 stainless steel, to direct screenings into the screenings wash press inlet chute.
12. Locally mounted E-stop pushbutton in a NEMA 7 enclosure.

13. Main control panel furnished in a remotely located NEMA 4X type 304 stainless steel enclosure, housing controls for the screen and wash press. To include motor starters, control transformer, main disconnect, programmable relay, float switch level sensor, and all other necessary switches, lights, and pushbuttons.
14. The Aqua Guard® screen shall be factory assembled and tested, and shall be shipped to job site fully assembled.

**One (1) Aqua Wash Press® unit model AWP8-3**

**1.C Equipment Description:**

1. The Aqua Wash Press® unit will consist of a spiral, trough, support legs, wash zone, trough flush spray, press zone, drive system and controls.
2. The unit will be designed to receive and wash screenings, then reduce the volume and water content by means of a pressing zone.
3. The press will have an inlet capacity of 35 cu.ft./hour, handling wet screenings with an approximate dry weight of not less than 8% solids.
4. The shafted spiral will be constructed of carbon steel, with an O.D. of 8" and having 0.63 inch thick flights. A brush will be bolted to the spiral in the inlet area to scour the perforated sheet.
5. The trough will be fabricated of type 304 stainless steel, having 0.19 inch diameter perforations, chamfered on the outside. It will receive free liquid from the washed solids and direct the flow to a 4 inch O.D. drain tube.
6. The inlet area, 11 inches wide by 39 inches in length, will receive incoming materials.
7. The wash zone will include a spray wash system to wash organic residue from the screenings.
8. The press will include a spray wash system to flush organic residue trapped in the trough.
9. The unit's drive system will consist of a motor, gear reducer and carbon steel drive shaft. The motor will be 3 HP explosion-proof, 1800 RPM, 230/460 volt, 3 Phase, 60 Hz. The gear reducer is a shaft-mounted worm type gear reducer driven by a direct-coupled motor. The reducer will have a cast iron housing and output speed of 14 RPM and the drive shaft will be direct coupled to the spiral.
10. In addition to the drive motor, the following electrical devices will be furnished:
  - a. Two (2) 120 volt, single phase, 60 Hz brass body solenoid valves housed in NEMA 7 enclosures.
  - b. Locally mounted E-stop pushbutton in a NEMA 7 enclosure.
11. Inlet chute of 12 gauge type 304 stainless steel construction, to receive screenings from the Aqua Guard screen.
12. Discharge piping consisting of 14 gauge type 304 stainless steel, to direct the screenings to a dumpster.

**ITEM 2 SERVICES**

**2.A Drawings and Installation, Operation and Maintenance (IO&M) Manuals:**

- 1. Approval drawings: 2 prints included
- 2. Certified drawings: 2 prints included
- 3. IO&M manuals: 2 included

**2.B Start-Up Assistance:**

Parkson will furnish a factory representative for a total of two (2) days during one (1) trip to the jobsite to assist in installation inspection, start-up supervision, and operator training. Dates of service to be scheduled upon Purchaser's written request. To include all equipment listed above.

**2.C Mechanical Warranty:**

Per Section XVI of the Standard Conditions of Sale.

**PURCHASE PRICE:**

All of the above for ..... \$274,699.00 USD.  
F.O.B. shipping point, freight included, taxes excluded.

**VALIDITY:**

Purchase Price is valid for thirty (30) days from quotation date, for shipment of equipment within the timetable stated below.

**PAYMENT TERMS:**

90% net 30 days after shipment, 10% not to exceed 120 days after delivery.

**Please refer to our Standard Conditions of Sale regarding additional details about price validity, escalation potential and materials availability.**

**TIMETABLE GUIDELINE:**

Within ten (10) business days of receiving a written Purchase Order in Parkson's office, if necessary, Parkson will submit a written Request for Additional Information requesting items including, but not limited to, full-scale drawings, specification sections, amendments and other documents necessary for Parkson to begin work on this Project. No work can be done on this Project until all Additional Information is received by Parkson, thus beginning the Submittal Phase. If you do not receive such a Request for Additional Information within the stated ten (10) business days, then the Submittal Phase will begin on the eleventh (11<sup>th</sup>) business day following receipt of the written Purchase Order in Parkson's office. The Shipment Phase is thereafter contingent upon your final approval of all submitted Approval Drawings. Once said final approval is received in Parkson's offices, the Shipment Phase will begin.

**Submittal Phase:** Approval drawings will be submitted six (6) weeks from receipt of all requested Additional Information if necessary, or if not necessary, from the eleventh (11<sup>th</sup>) business day following receipt of a written Purchase Order in Parkson's office.

**Shipment Phase:** Sixteen (16) weeks following receipt of final approval of all submitted Approval Drawings in Parkson's office.

If the Submittal Phase is waived, the Shipment Phase will begin on receipt of all requested Additional Information if necessary, or if not necessary, on the eleventh (11<sup>th</sup>) business day following receipt of a written Purchase Order in Parkson's offices.

**Dates are subject to confirmation upon receipt of written Purchase Order.**

#### **TERMS AND CONDITIONS:**

This Quotation is governed by and subject to Parkson's Standard Conditions of Sale, which are incorporated by reference and accessible at: <http://www.parkson.com/files/documents/Sales-conditions.pdf>.

#### **BUYER/OWNER RESPONSIBILITY:**

- Removal of existing equipment.
- Anchor bolts.
- Spare parts.
- Concrete modifications.
- Local disconnects or junction boxes.
- Level sensor mounting pipe.
- Control panel supports or mounting.
- Spray wash water connection and piping.
- Heat tracing and power for heat tracing of equipment and spray wash water piping.
- Drain connections and piping.
- Manual shutoff valves, gate valves, check valves, butterfly valves, Y-strainers.
- Pressure gauges.
- Screenings dumpster.
- Lubricants.
- Shop or field painting.
- Unloading, uncrating, installation and installation supervision. Installation will, at minimum, require a forklift and possibly a crane/hoist.
- Readiness of the equipment before requesting start-up service. Non-readiness may incur additional charges.
- Electrical connection and interconnecting wiring (including any of the following: Solenoid valves, level sensor, motors, E-stops, main controls); wiring and conduit from each unit-mounted electrical device to a terminal box or control panel.
- Interconnecting piping.
- Piping connections, platforms, ladders, gratings and railings unless stated otherwise.
- Determining the compatibility of equipment materials of construction and process conditions (air and water) is the responsibility of the owner and/or consulting engineer. Note that even relatively low levels of H<sub>2</sub>S and/or Chlorides can cause corrosion of 304SS and thus it is important for the owner and/or consulting engineer to pay particular attention to materials suitability for the specific water/wastewater in which the equipment will be operated. Higher grades of stainless steel like 316 are options.
- Any other auxiliary equipment or service not detailed above.



Please return one signed copy of this Quotation, or your Purchase Order, to Parkson Corporation at the address below. Refer to this Quotation, date, and related correspondence.

**Issued By:**

**Accepted By: (Herein called the Buyer)**

**PARKSON CORPORATION**  
562 Bunker Court  
Vernon Hills, IL 60061

---

**Name:** Joseph G. Nagel  
**Title:** Municipal Sales  
**Date:** April 29, 2022

---

**Name**  
**Title:**  
**Date:**



1401 West Cypress Creek Road  
Suite 100  
Fort Lauderdale FL 33309-1969  
Phone 1.888.PARKSON  
Fax 954.974.6182

Page 1

## Sole Source Letter

<b>To:</b>	Carl Atencio	<b>Date:</b>	August 19, 2021
<b>Company:</b>	Santa Fe, NM	<b>From:</b>	Ray Coulter
<b>Tel:</b>	505-955-4639	<b>Tel:</b>	954-917-1879
<b>Fax:</b>	N/A	<b>Fax:</b>	954-252-4085
<b>Email:</b>	cmatencio@santafenm.gov	<b>Email:</b>	rcoulter@parkson.com
<b># Pages:</b>	1	<b>Cc:</b>	N/A
<b>Subject:</b>	Product: Rotopress®		

---

This document is to confirm that Parkson Corporation is the sole source provider for parts for the subject product. Parkson Corporation is the original manufacturer/supplier of the subject product and is the only source for OEM replacement parts.

*Please note that this letter is valid as of the date of the letter. Reconfirmation should be obtained after a period of six (6) months from the date hereof.*

If I can be of further assistance or should you have any questions, please feel free to contact me.

Sincerely,

Parkson Corporation

Fort Lauderdale ♦ Chicago ♦ Kansas City ♦ Denver

www.parkson.com  
technology@parkson.com

Rev 6 AF-008

**Signature:**   
Benjamin Sandoval (May 9, 2022 15:46 MDT)  
**Email:** basandoval@santafenm.gov

**Signature:**   
Michael Dozier (May 9, 2022 15:55 MDT)  
**Email:** mldozier@santafenm.gov



Log # (Finance use only):	
Batch # (Finance use only):	

## City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME PUD/WWMD					DATE 7/11/2022	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
<b>EXPENDITURES</b>				<i>(enter as positive #)</i>	<i>(enter as negative #)</i>	
Repair and Maintenance System Equipment	5000367	520150		274,699		
				274,699		
<b>REVENUES</b>				<i>(enter as negative #)</i>	<i>(enter as positive #)</i>	
<b>JUSTIFICATION:</b> <i>(use additional page if needed)</i> <i>--Attach supporting documentation/memo</i>				\$ 274,699	\$	-

Budget increase from Cash Balance in WWMD Enterprise Fund to fund the purchase of  
Aqua Guard Screen filter and Aqua Wash Press for the Headworks facility. FY 2023

<i>(Complete section below if BAR results in a net charge to ANY Fund)</i>	
Fund(s) Affected	Fund Balance Increase/(Decrease)
500	(274,699)
<b>TOTAL:</b>	
	<b>(274,699)</b>

Maya Martinez Prepared By (print name)	7/11/2022 Date	<i>(Use this form for Finance Committee/ City Council agenda items ONLY)</i>	Andy Hopkins Budget Officer	7/12/22 Date
 Michael Reuter (Jul 11, 2022 14:49 MDT)		<b>CITY COUNCIL APPROVAL</b>		
Division Director Signature (optional)		City Council Approval Date		
7/11/2022 Date		<input style="width: 100px; height: 20px;" type="text"/>	Finance Director (s \$5,000)	
 Shannon Jones (Jul 11, 2022 14:57 MDT)		Agenda Item #:		
Department Director Signature		<input style="width: 100px; height: 20px;" type="text"/>	City Manager (s \$60,000)	
7/11/2022 Date				



Parkson Corp affirming sole source has provided a letter. Parksons Corporation is the Manufacturer and Sole provider of the parts and services.

**3. Explain why the price is considered fair and reasonable.**

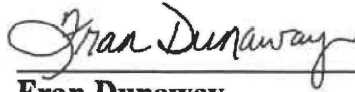
Due to inflation and timing obtaining these part within the timeframe provided is at best. However, to change the type of self-cleaning bar/filter and wash press units that currently operate the pre-treatment process, would require a whole new system and additional services that would cost millions for a new project of this size. This is simply a replacement due to age of equipment. The ability to replace these parts is cost saving rather than propose a new project that would cost

**4. Describe the efforts made to obtain the best possible price from this sole source vendor for the taxpayers. What (if any) is the total cost savings from the original quote? (Attach additional sheets, if necessary.)**

Ordering at this time and locking in cost being that they are the only source and manufacturer that can provide the necessary parts and services. No other source is available. There are no other quotes that entail savings to purchase the parts and services provided by a sole vendor who is also the manufacturer. This is replacement of aging parts not a replacement for the whole system which would cost millions.

**Approvals:**

**Based on the above facts, the Purchasing Office has made the determination that the justification for the Sole Source procurement is in accordance with Section 13-1-126, NMSA 1978 and will be posted for a 30-day period prior to award.**



6/8/2022

**Fran Dunaway  
Purchasing Officer**

**Date**

**Pursuant to Section 13-1-126, NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. This Sole Source determination will be valid for a period of one (1) year from the date of the award.**



JoAnn Lovato for FD, Jul 8, 2022 12:37 MDT

Jul 8, 2022 Typ text here

**Fran Dunaway,  
Purchasing Director  
City of Santa Fe**

**Date**

**Required Attachments:**

- \*Letter from Contractor, if applicable**
- \*Agenda Item to be presented to City Council if over \$50,000 for Professional Services and \$50,000 for Goods and Non-Professional Services**



1401 West Cypress Creek Road  
Suite 100  
Fort Lauderdale FL 33309-1969  
Phone 1.888.PARKSON  
Fax 954.974.6182

Page 1

## Sole Source Letter

<b>To:</b>	Carl Atencio	<b>Date:</b>	May 18, 2022
<b>Company:</b>	Santa Fe, NM	<b>From:</b>	Ray Coulter
<b>Tel:</b>	505-955-4639	<b>Tel:</b>	954-917-1879
<b>Fax:</b>	N/A	<b>Fax:</b>	954-252-4085
<b>Email:</b>	cmatencio@santafenm.gov	<b>Email:</b>	rcoulter@parkson.com
<b># Pages:</b>	1	<b>Cc:</b>	N/A
<b>Subject:</b>	Product: Aqua Guard®		

---

This document is to confirm that Parkson Corporation is the sole source provider for parts for the subject product. Parkson Corporation is the original manufacturer/supplier of the subject product and is the only source for OEM replacement parts.

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If I can be of further assistance or should you have any questions, please feel free to contact me.

Sincerely,

Parkson Corporation

Fort Lauderdale ♦ Chicago ♦ Kansas City ♦ Denver

[www.parkson.com](http://www.parkson.com)  
[technology@parkson.com](mailto:technology@parkson.com)

Rev 6 AF-008

# Quotation

NUMBER: B020  
TO: City of Santa Fe

DATE: May 6, 2022  
REF.: Paseo Real WWTP  
Screen Replacement

---

Parkson Corporation is pleased to provide a quotation for the following equipment.

## ITEM 1 EQUIPMENT

**One (1) Aqua Guard® Ultra Clean™ self-cleaning bar/filter screen model AGUC-MN-A**

### 1.A Equipment Description:

1. Unit shall be 4'-0" wide (W) and designed for installation in a channel 4'-0" wide x 6'-6" deep (H). Solids larger than 6 mm nominal screen opening shall be removed from the flow and conveyed to a discharge point approximately 4'-3" above the top of the channel. When installed, the screen shall be inclined 75° from the horizontal and have a total discharge height (H1) of 11'-0" (as measured from the base of the screen to the discharge point). There will be a 3.5" recess required in the bottom of the channel.
2. Unit shall be capable of passing a peak flow of 13 MGD. The head loss across the screen at this flow will not exceed 15" assuming a downstream water level of 2.23'. The head loss calculation is based on assumption of a clean screen, clean water and **steady state flow**.
3. Materials of construction will be as follows:  
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Filter elements: High impact plastic.  
Side plates: High impact plastic.  
Shafts, chain links, guide rails, drive sprocket inserts: Type 304 stainless steel.  
Rollers: 400 series stainless steel (heat treated).  
Chain bushings: 400 series stainless steel (heat treated).  
Side seals: Neoprene rubber, with type 304 stainless steel backing plates.
4. Screen drive with a 3/4 HP, 230/460V, 3 Ø, 60 Hz explosion-proof motor.
5. Manifold lubrication system.
6. Screen washing system consisting of two (2) type 304 stainless steel spray bars with quick release spray nozzles and NEMA 7 brass body solenoid valve with a 1-1/4" NPT connection.
7. Brush assembly of hybrid construction, with a side mounted door to provide access for brush replacement.
8. Brush drive with a 1 HP, 230/460V, 3 Ø, 60 Hz explosion-proof motor.
9. Electrical overload device consisting of SSAC current monitors.
10. Front and rear covers fabricated of 14 gauge type 304 stainless steel, to enclose the portion of the screen above the channel.
11. Discharge chute fabricated of 14 gauge type 304 stainless steel, to direct screenings into the screenings wash press inlet chute.
12. Locally mounted E-stop pushbutton in a NEMA 7 enclosure.

13. Main control panel furnished in a remotely located NEMA 4X type 304 stainless steel enclosure, housing controls for the screen and wash press. To include motor starters, control transformer, main disconnect, programmable relay, float switch level sensor, and all other necessary switches, lights, and pushbuttons.
14. The Aqua Guard® screen shall be factory assembled and tested, and shall be shipped to job site fully assembled.

**One (1) Aqua Wash Press® unit model AWP8-3**

**1.C Equipment Description:**

1. The Aqua Wash Press® unit will consist of a spiral, trough, support legs, wash zone, trough flush spray, press zone, drive system and controls.
2. The unit will be designed to receive and wash screenings, then reduce the volume and water content by means of a pressing zone.
3. The press will have an inlet capacity of 35 cu.ft./hour, handling wet screenings with an approximate dry weight of not less than 8% solids.
4. The shafted spiral will be constructed of carbon steel, with an O.D. of 8" and having 0.63 inch thick flights. A brush will be bolted to the spiral in the inlet area to scour the perforated sheet.
5. The trough will be fabricated of type 304 stainless steel, having 0.19 inch diameter perforations, chamfered on the outside. It will receive free liquid from the washed solids and direct the flow to a 4 inch O.D. drain tube.
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10. In addition to the drive motor, the following electrical devices will be furnished:
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**ITEM 2 SERVICES**

**2.A Drawings and Installation, Operation and Maintenance (IO&M) Manuals:**

- 1. Approval drawings: 2 prints included
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Parkson will furnish a factory representative for a total of two (2) days during one (1) trip to the jobsite to assist in installation inspection, start-up supervision, and operator training. Dates of service to be scheduled upon Purchaser's written request. To include all equipment listed above.

**2.C Mechanical Warranty:**

Per Section XVI of the Standard Conditions of Sale.

**PURCHASE PRICE:**

All of the above for ..... \$274,699.00 USD.  
F.O.B. shipping point, freight included, taxes excluded.

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Purchase Price is valid for thirty (30) days from quotation date, for shipment of equipment within the timetable stated below.

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- Any other auxiliary equipment or service not detailed above.



Please return one signed copy of this Quotation, or your Purchase Order, to Parkson Corporation at the address below. Refer to this Quotation, date, and related correspondence.

**Issued By:**

**Accepted By: (Herein called the Buyer)**

**PARKSON CORPORATION**  
562 Bunker Court  
Vernon Hills, IL 60061

---

**Name:** Joseph G. Nagel  
**Title:** Municipal Sales  
**Date:** April 29, 2022

---

**Name**  
**Title:**  
**Date:**



**Signature:** Michael Dozier  
Michael Dozier (Jan 18, 2023 15:01 MST)

**Email:** [mldozier@santafenm.gov](mailto:mldozier@santafenm.gov)

**Signature:** 

**Email:** [jdroach@santafenm.gov](mailto:jdroach@santafenm.gov)