

Item# **23-0150**  
Munis Contract# 3203137

**CITY OF SANTA FE  
AMENDMENT No. 1 TO  
SERVICES AGREEMENT  
ITEM# 22-0062**

This AMENDMENT No. 1 (the "Amendment") to the CITY OF SANTA FE SERVICES AGREEMENT, dated February 23, 2022 (the "Agreement"), between the City of Santa Fe (the "City") and MITTERA (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 the services to printing of Annual Santa Fe Visitors Guide and Mailing Envelopes as outlined in original contract.
- 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:

I. COMPENSATION.

Article 3 of the Agreement is amended to increase the amount of compensation by a total of two hundred eighty-six thousand three hundred forty-five dollars and eighty-two cents (\$286,345.82) so that Article 3 reads in its entirety as follows:

The City Shall pay the contractor based upon fixed prices for each Deliverable item as listed here.

<u>Deliverable item:</u>	<u>U/I (unit of issue)</u>	<u>Prices</u>
01 250,000	FY22	\$120,481.65
02 200,000	FY23	\$146,585.82
03 200,000	FY24	\$139,760.00

The total compensation under this Agreement shall not exceed Four Hundred Six Thousand Eight Hundred Twenty-Seven Dollars and Forty-Seven Cents (\$406,827.47), including New Mexico gross receipts tax.

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, MAYOR

DATE: Apr 16, 2023

CONTRACTOR:  
Mittera



Harry Tomlinson (Mar 7, 2023 12:21 CST)

HARRY TOMLINSON, DIRECTOR


DATE: Mar 7, 2023

CRS# 03-520174-00-6

Registration #231903

ATTEST:



KRISTINE BUSTOS MIHELICIC, CITY CLERK   
GB MTG 04/12/2023

CITY ATTORNEY'S OFFICE:

Marcos Martinez

Marcos Martinez (Mar 6, 2023 11:59 MST)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

Emily K. Oster (Apr 16, 2023 08:00 MDT)

EMILY OSTER, FINANCE DIRECTOR

VSF Admin/Print & Publish

2130521.561800 AH

AH



# City of Santa Fe

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

### Section to be completed by department

1. Munis Contract # 3203137

Contractor: MITTERA

Description: Printing of Annual Santa Fe Visitor Guides and Envelopes

Contract  Agreement  Lease / Rent  Amendment

Term Start Date: FY22 Term End Date: June 30, 2026

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

### Contract / Lease:

Amendment # 1 to the Original Contract / Lease # 22-0062

Increase/(Decrease) Amount \$ 286,345.82

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 #22-0062 for FY22 \$120,481.65.  
 Amendment 1 will be to increase compensation as followed: FY23 - \$146,585.82 & FY24 - \$139,760.00

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

*Andy Hopkins* Mar 13, 2023  
Purchasing Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_

Comment & Exceptions: Procured via ITB in FY22

4. **Funding Source:** VSF Admin/Print & Publish **Org / Object:** 2130521.561800

*Andy Hopkins* Mar 10, 2023  
Budget Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

Staff Contact who completed this form: Valerie Romero Phone # 6210

Email: veromero@santafenm.gov

To be recorded by City Clerk:

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

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

ITT Representative (attesting that all information is reviewed)

Title

Date



# CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: MITTERA

Procurement Title: Printing of Annual SF Visitor Guides

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 TOURISM Santa Fe Staff Name Valerie Romero

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 checked="" type="checkbox"/> | <input 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 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 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"/>            | 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | Other: <u>2-2022 contract (original)</u>                                      |

<u>Jordan Guenther</u>	TSF Marketing Director	03/07/2023
Department Rep Printed Name (attesting that all information included)	Title	Date
<u>[Signature]</u>	Contracts Supervisor	Mar 13, 2023
Purchasing Officer (attesting that all information is reviewed)	Title	Date
ITT Representative (attesting that all information is reviewed)	Title	Date

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



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

## BUSINESS REGISTRATION

**Business Name:** MITTERA GROUP, INC.  
DBA: MITTERA

**Business Location:** 1312 LOCUST ST  
DES MOINES, IA 50309

**Owner:** MITTERA GROUP, INC.

**License Number:** 231903

**Issued Date:** January 27, 2023

**Expiration Date:** January 27, 2024

**CRS Number:** 03520174006

**License Type:** Business License - Renewable

**Classification:** Out of Jurisdiction Business License

**Fees Paid:** \$10.00

MITTERA GROUP, INC.  
1312 LOCUST ST  
DE MOINES, IA 50309

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**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/02/2023

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 have ADDITIONAL INSURED provisions or 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).

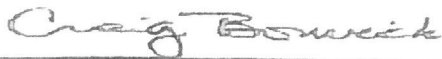
PRODUCER North Risk Partners - Bearence 1045 76th Street, STE 4000 West Des Moines IA 50266	CONTACT NAME: Dee Ann Swanson	
	PHONE (A/C No. Ext): (515) 327-8450 FAX (A/C No): (515) 327-8457 E-MAIL ADDRESS: dswanson@northriskpartners.com	
INSURED Mittera Group, Inc. 1312 Locust St, Ste 202 Des Moines, IA 50309	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Travelers	39357
	INSURER B: Great American Alliance Insurance Co	14028
	INSURER C: Hudson Excess Insurance Company	14484
	INSURER D: Underwriters at Lloyd's	15642
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 22/23 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			P-660-8J884295-TIA-22	09/29/2022	09/29/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ee occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			810-3P569535-22-43-G	09/29/2022	09/29/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Personal Injury \$ 100,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-3L 686452-22-43	09/29/2022	09/29/2023	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000
B	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	N/A	WC1278337-06/WC1278338-06	06/01/2022	06/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C/D	Professional Liability & Network Security - Cyber			EEZ13747 02/MPX3020322	09/29/2022	09/29/2023	Ec Wrongful Act - Primary \$5,000,000 Ec Wrongful Act - XS \$5,000,000

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

CERTIFICATE HOLDER  City of Santa Fe 200 Lincoln Avenue  Santa Fe NM 87504-0909	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  

Item# 22-0062  
Munis Contract# 3203137

**CITY OF SANTA FE  
GENERAL SERVICES CONTRACT**

**Printing of Annual Visitors Guide**

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, TOURISM Santa Fe, herein after referred to as the "City", and MITTERA herein after referred to as the "Contractor"

WHEREAS, pursuant to the Procurement Code, NMSA 1978 13-1-28 *et. seq.* and the City of Santa Fe Procurement Manual, the Contractor has held itself out as an entity with the ability to provide the required services to implement the Scope of Work as contained herein and the City of Santa Fe has selected the Contractor as the Offeror most advantageous to the City of Santa Fe; and

WHEREAS, all terms and conditions of ITB # 22/19/B and the Contractor's response to such document(s) are incorporated herein by reference; and

WHEREAS, all Parties agree that, pursuant to the Procurement Code, NMSA 1978 13-1-28 *et. seq.* this award was made.

**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 MITTERA. "We," "us" or "our" refers to the City and whose accounts are created under this Agreement.

2. **Scope of Work**

A. The Contractor shall perform the work as outlined in following Specifications and incorporated herein by reference.



The Contractor shall perform Printing of Annual Santa Fe Visitors Guide and Mailing Envelopes. The Visitors Guide Scope (digital example of 2021 Visitors Guide can be found at <https://issuu.com/visitsantafe/docs/santafevisitorsguide2022>)

- Print-ready files provided by TOURISM Santa Fe to selected vendor
- Shipping/Delivery: Approx. cost to ship to Santa Fe, NM 87501, delivered December 2021/January 2022
- 116 pages (112 pages, plus 4-page cover)
- Paper: 45# or 50# Interior, 80# Cover
- Ink: 4 Color Process, Gloss Varnish
- Quantity: 250,000 run
- Trim Size: 5.375 x 8.375
- Bindery: Perfect bound

3. **Compensation**

The City shall pay to the Contractor based upon fixed prices for each Deliverable item as listed here.

<u>Deliverable item:</u>	<u>U/I (unit of issue)</u>	<u>Price</u>
01	250,000	\$120,481.65

The total compensation under this Agreement shall not exceed One Hundred Twenty Thousand Four Hundred Eighty-one dollars and sixty-five cents (\$120,481.65), including 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 June 30, 2026. 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 certifies the 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 NFW 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, § 38-5-2. 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 a 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 or 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 on 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: TOURISM Santa Fe, Randy Randall, Executive Director,  
[rrandall@cityofsantafe.org](mailto:rrandall@cityofsantafe.org), 505-955-6209, 201 West Marcy St. Santa Fe, NM 87501

To the Contractor: MITTERA, Harry Tomlinson, Bus. Dev. Director,  
[harry.tomlinson@mittera.com](mailto:harry.tomlinson@mittera.com), 817-901-9430

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: MITTERA, Harry Tomlinson, Bus. Dev. Director,  
[harry.tomlinson@mittera.com](mailto:harry.tomlinson@mittera.com), 817-901-9430

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:

John Blair

John Blair (Feb 23, 2022 17:56 MST)

JOHN BLAIR, CITY MANAGER

DATE: Feb 23, 2022

Harry Tomlinson

HARRY TOMLINSON

DIRECTOR

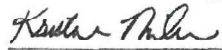
DATE: 02.15.22

CRS #03-520174-00-6

FEIN #42-01028248

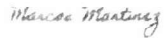
Registration #231903

ATTEST:



KRISTINE BUSTOS MIHELIC, CITY CLERK 

CITY ATTORNEY'S OFFICE:



MARCOS MARTINEZ, SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



MARY MCCOY, FINANCE DIRECTOR

VSF Admin/Print & Publish/Org./Obj.# 2130521.561800



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** March 8, 2023

**TO:** Governing Body  
Finance Committee  
Quality of Life

**VIA:** John Blair, City Manager  
Emily Oster, Finance Department Director  
Travis Dutton-Leyda, CPO  
Richard D. Brown, Community Development Director *Richard Brown*

**FROM:** Randy Randall, TSF Executive Director   
Randy Randall | MAY 16, 2023 10:15 AM MST

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**ITEM AND ISSUE:**

Request for the Approval of Amendment #1 in the Total Amount of \$286,345.82 (FY23 & FY24) for Printing of the Official Santa Fe Visitors Guide and Envelopes the Term of the Contract Expires June 30, 2026; Vendor: Mittera; Department Contact: Randy Randall, rrandall@santafenm.gov, 505-955-6209.

**Committee Review:**

Finance 4/3/2023  
Quality of Life 4/5/2023  
Governing Body 4/12/23

**BACKGROUND AND SUMMARY:**

Every year TOURISM Santa Fe (TSF) prints a quantity of the "official Santa Fe Visitor Guide" for the promotion of Santa Fe. Mittera was selected through an ITB #22/19/B. This amendment #1 is to increase the compensation for FY23 \$146,585.82 and FY24 \$139,760.00 for a contract grand total of \$406,827.47. The term expires June 30, 2026.

**PROCUREMENT METHOD:**

ITB #22/19/B

**CONTRACT NUMBER:**

3203137

**FUNDING SOURCE:**

The funding source is:  
**Fund Name/Number:** Lodgers Tax/Fund 213  
**Munis Org Name/Number:** VSF Admin/2130521  
**Munis Object Name/Number:** Print & Publish/561800

**ACTION REQUESTED:**

TOURISM Santa Fe respectfully requests your review and approval.

City of Santa Fe  
Invitation to Bid  
Official Santa Fe Visitors Guide  
ITB # 22/19/B

**Bid Due Date and Time: November 17, 2021 at 2:00 PM MST**


Bidder MUST complete as applicable and sign the following in order for the Invitation to Bid (Bid) to be valid (type or print clearly):

Company Name: Mittera Group, Inc. Address: 1312 Locust Street Ste 202  
dba (if applicable): \_\_\_\_\_ Des Moines, IA 50309  
Co. Email: legal@mittera.com  
Co. Phone No.: 515-343-5359  
NM Gross Receipts Tax # (CRS) 03-520174-00-6 Federal Tax ID # 42-1028248

Payment terms: Net 45 (e.g., Net 30. Discount will not be considered in computing the low bid, see "Terms and Conditions")

F.O.B. Point must be Destination, unless otherwise indicated in the Invitation to Bid.

Contractor's Delivery: \_\_\_\_\_ (May be considered in the award)

Authorized Signature:   
Signatory Email: legal@mittera.com

Harry Tomlinson  
817-901-9430  
Print or type name: harry.tomlinson@mittera.co  
Phone No: 515-343-5359

\* It is your responsibility as a bidder to ensure your bid is correct and accurate.

No amendment will be issued later than three (3) days prior to the date for receipt of bids, except an amendment withdrawing the bids or one which includes postponement of the date for receipt of bids.

If applicable, Bidder acknowledges receipt of the following amendment(s):  
Amendment No. \_\_\_\_\_ Dated: \_\_\_\_\_ Amendment No. \_\_\_\_\_ Dated: \_\_\_\_\_

Bids are subject to the "Terms and Conditions" shown on the attached pages of this document, and any additional bidding instructions or requirements. NOTE: if you decide not to bid, do not return this document.

Terms and Conditions  
(Unless otherwise specified)

# Quote



423

**Proposal To:** Santa Fe Convention & Visitors Bureau  
 201 West Marcy Street  
 Santa Fe, NM 87501  
 Phone: 505.955.6203  
 Email: cacurtiss@santafenm.gov

**Quotation Date:** 2/1/2023

**Quotation Number:** T-16477 RevA

THIS PROPOSAL IS SUBJECT TO THE TERMS AND CONDITIONS PRINTED ON THE REVERSE HEREOF

**Description:** 2023 Santa Fe Visitors Guide / Tourism Santa Fe (6" x 10")  
**Quantity:** 200,000 copies  
**Frequency:** 1x  
**Trim Size:** 6" x 10"  
**Pre-Press:** Quarter Book - Single page PDF files provided to Mittera's specifications. Sample file is required for review prior to job submission. Mittera will provide InSite proofs for review prior to printing. B/W laser proofs additional at \$3.00 per page, 4c Docucolor proofs additional at \$5.00 page, 4c Epson proofs additional at \$20.00 page.

**Pages:** 120 Pages Text + 4 Page Cover  
**Presswork:** Text: 4/4 (Process) Cover: 4/4 (Process) + Matte UV Coat 1 Side  
**Paper:** Text: 50# #4 76 Brite Gloss Text \*\*\*Special Order Papers - Please allow 8-10 weeks lead time\*\*\*  
 Cover: 70# #3 Gloss Text

**Binding:** Perfect Bind  
**Mailing:** None

*All Mailing Services will be charged as additional per the Mailing Addendum attached on page 4. The charges for Mailing Services will be invoiced based on the services levels needed to meet the requirements of that mail file.*

**Packaging:** Carton pack convenient on skids.

**Delivery:** FOB Mittera, Carrollton, TX (All Freight is Additional)

**Schedule:** Quote subject to a mutually agreeable schedule based on available manufacturing time. **Subject to Schedule Availability.**

**Overs/Unders:** An over-run of 3% \_\_\_\_\_ (Initials) or under-run of 3% \_\_\_\_\_ (Initials) of the quantity ordered will constitute an acceptable delivery and shall be billed according to the actual quantity delivered.

<b>Pricing:</b>	<u>200,000</u>	<u>Add'l M</u>	<u>Less M</u>
	\$129,860.00	\$611.06	\$427.74

200,000 BASE PRICE: 200,000 / COPIES	129,860.00
4 ADDITIONAL COPIES M 611.06	2.44
<b>FREIGHT CHARGES:</b>	
DELIVERY TO SANTA FE, NM	1,920.00
DELIVERY TO ALBUQUERQUE, NM	1,920.00
FUEL SURCHARGE	1,578.24
FEDERAL EXPRESS	26.64
134 ADDITIONAL CARTONS Each 2.12	284.08
PAPER ENERGY CHARGE	96.95
	Net Sales: 135,688.35
	Tax: 10,897.47
	<b>Estimated Total: 146,585.82</b>

**THANK YOU FOR THE OPPORTUNITY TO WORK WITH YOU!**

Name: Harry Tomlinson  
 Title: Business Development Director

**Customer Acceptance:**  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Cullen Curtiss  
 Title: \_\_\_\_\_

"DUE TO THE CURRENT VOLITILITY IN THE PAPER INDUSTRY, PAPER PRICES AND AVAILABILITY OF PAPER WILL NEED TO BE CONFIRMED AT THE TIME THE QUOTE IS SIGNED. ALL QUOTES WILL BE ADJUSTED TO THE FINAL PRICE OF PAPER UPON PAPER DELIVERY TO MITTERA'S FACILITY AND WILL REQUIRE A NEW SIGNATURE TO THE ADJUSTED QUOTE."

"A fuel surcharge may be added on the value of the paper, if the supplier of that paper charges Mittera such a fee".



Quote#: T- 16477 RevA

Date: February 1, 2023

Santa Fe Convention & Visitors Bureau  
201 West Marcy Street  
Santa Fe, NM 87501



#### TERMS & CONDITIONS:

This Proposal is an offer by Mittera ("Supplier") for the sale of the services specified on the face of this Proposal (the "Services") to the party to whom the Proposal is addressed (the "Customer"), in accordance with and subject to these terms and conditions (the "Order"). This Order, together with any documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the Order, and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral, with respect to the subject matter of the Order. These Terms prevail over any terms or conditions contained in any other documentation and expressly exclude any of Customer's general terms and conditions of purchase or any other document issued by Customer in connection with this Order.

#### Estimate

A Proposal not accepted in writing within thirty (30) days may be changed. Estimates are based on Supplier's understanding of Customer's specifications and on the cost of labor and materials on the date of the Proposal. If changes occur in the cost of materials, labor, or other costs prior to acceptance, or if Customer requires changes in specifications, quantities, designs, or the production schedule subsequent to acceptance, Supplier reserves the right to change the pricing of the Proposal. Subsequent orders may be subject to price revision.

#### Payment

Unless otherwise specified herein, payment for Services shall be net cash due thirty (30) days from invoice date, and payment for freight shall be net cash, due 10 days from invoice date.

In the event Customer defaults in making any payment when due, (a) Supplier may suspend performance under this Order; and (b) a finance charge of 1.5% percent per month (18% per annum) together with all costs of collection, including reasonable attorney's fees, will be charged on all past-due balances until paid.

As security for payment of any sum due under the terms of this Order, Supplier has the right to hold and place a lien on all of Customer's property in Supplier's possession.

#### Delivery

Unless otherwise specified, the price quoted is for a single shipment, without storage, F.O.B. Supplier's platform.

#### Postage

Estimates do not include postage. Supplier will notify Customer in writing including by facsimile or by delivery confirmed e-mail of the required postage as soon as this amount is known and will notify Customer of the date when the postage is needed in order to complete the mailing prior to the agreed-upon mailing date. While Supplier will make every effort to provide Customer with an accurate estimate of required postage, Supplier is not responsible for additional postage charges if the rate of postage changes for reasons beyond Supplier's control.

Payment of postage in advance is required on all orders and is Customer's responsibility. Supplier reserves the right to hold mailings for which sufficient postage has not been paid or until postage payment has been verified. Customer will provide the postage payment in adequate time for Supplier to complete the mailing prior to the previously agreed-upon mail date.

#### Taxes

All taxes and assessments levied by any governmental authority are Customer's responsibility and will be added to Customer's invoice. No tax exemption will be granted unless official proof of Customer's exemption is on file with Supplier. If, after Customer has paid the invoice, it is determined that more tax is due, Customer must promptly remit the required taxes to the taxing authority or immediately reimburse Supplier for any additional taxes paid.

#### Cancellation

Customer shall give Supplier as much notice as reasonably practicable if Customer wishes to cancel the Order. Customer

shall be liable for all costs incurred by Supplier resulting from such cancellation that are not avoidable through reasonable commercial efforts, including, without limitation, materials ordered or inventoried on Customer's behalf and not otherwise usable by Supplier in the ordinary course of its business within a reasonable period of time.

#### Copyrights

Customer warrants that it has the right to produce the subject matter to be printed, duplicated, or distributed.

#### Prepress, Preparatory, and Proofing

Until Customer's data or media can be evaluated by Supplier, no claims or promises are made about Supplier's ability to work with the material submitted in digital format and no liability is assumed for problems that may arise. Any additional translating, editing, or programming needed to utilize Customer-supplied files will be charged at prevailing rates.

Supplier will submit prepress proofs along with original copy for Customer's review and approval. Corrections will be communicated electronically or returned to Supplier on a "master set" marked "OK," "OK With Corrections," or "Revised Proof Required," and electronically authorized or signed by Customer. Supplier will not be responsible for undetected production errors if: (a) Customer does not require proofs; (b) the work is printed per Customer's OK; or (c) requests for changes are communicated orally.

When proofing color, a reasonable variation between color proofs or electronic renderings and the final product is to be expected. This is due to differences in viewing conditions, equipment, paper, inks, and toner between the color proofing process and print production.

Press proofs will not be furnished unless they have been requested by Customer and presented in Supplier's quotation. A press sheet can be submitted for Customer's approval as long as Customer is present at the press during makeready. Any manufacturing time lost or alterations/corrections made because of Customer's delay or change of mind will be chargeable at Supplier's current rates.

#### Overruns, Underruns, Spoilage

**Overruns or Underruns:** Will not exceed ten (10) percent of the quantity ordered. Supplier will invoice for the actual quantity delivered within this tolerance. If Customer requires a guaranteed quantity, the percentage of tolerance must be stated at the time of estimate. Customer must advise Supplier, in advance of the job, the disposition of overruns. Overruns may be returned to Customer, stored, or destroyed. If items are stored or returned, applicable storage and delivery charges will be added. Additionally, at Supplier's option and without liability to Supplier, material may be automatically destroyed after 60 days if Customer has failed to respond to a disposition request or failed to pay for storage starting 30 days after the mail date. Premium storage rates may be applied to old materials or materials for which disposition has not been designated.

**Spoilage:** All direct mail handling and processing involves spoilage. Spoilage of up to three (3) percent of Customer's material is typical. Allowances for spoilage should be taken into consideration in ordering material. Every effort will be made to handle Customer's material with frugality and to prevent undue spoilage. Nevertheless, Supplier cannot accept responsibility for shortages of material as a result of normal spoilage in processing.

#### Storage

**Verified Quantities:** Outside manufacturer delivery tickets must accompany the material delivered and should show the number of rolls, skids, or cartons, the quantity per skid or carton, and the total delivery quantity. Each incoming carton or skid must bear an identity, item code, quantity, and a sample clearly visible.

Each skid should have only one material version, unless clearly marked and separated. Multiple items should not be included within a single carton, skid, or container unless noted thereon and on accompanying paperwork. Skids may not contain more

than 2,000 pounds of material. Supplier will apply a surcharge for any rework necessary for materials received not meeting these specifications. Collect shipment will be accepted by Supplier only if clearance is obtained in advance, and a service charge will be added to the actual freight charges.

**Counts:** Supplier accepts outside manufacturers' count until processing and assume no responsibility for shortages discovered at that time. Additional charges will apply if Customer requires Supplier to verify outside manufacturers' counts prior to processing.

**Paper Storage:** Supplier will provide storage for Customer's paper chargeable at Supplier's current rates and based on the quantity of paper on hand the first day of the month. If storage charges remain unpaid for 90 days, Supplier shall have the right to demand that Customer remove the paper from Supplier's storage. If Customer fails to remove the paper after 20 days' notice, Supplier may sell the paper and remit the proceeds to Customer less storage costs and costs of sale. Supplier shall also have the right to purchase the paper for its own account at market rates.

**Material Storage:** Storage of finished goods, inserts, covers, cartons, and all other material will be free for up to 30 days prior to, and 30 days after, the originally scheduled print date. Finished goods and other material received earlier than 30 days prior to, or remaining in storage 30 days after, the originally scheduled print date will be chargeable at Supplier's current rates.

#### Claims

Claims for defects, damages, or shortages must be made by Customer in writing no later than 10 calendar days after delivery. If no claim is made within the specified time period, Supplier and Customer will have mutually acknowledged that the job has been accepted by Customer and that Supplier's performance has fully satisfied all terms, conditions, and specifications of this Order.

#### Choice of Law and Venue

This Order is made pursuant to and shall be governed by the law of the state where the Services are performed, and Customer consents to jurisdiction of the courts thereof.

#### Damages/Limitation of Liability

Supplier's liability for any and all claims whatsoever of any kind and nature arising out of this Order shall not exceed Supplier's price to Customer for performing the Services, and further mutually agree that replacing the work (including any services) or re-mailing or re-shipping a correction or corrected job as soon as possible to rectify the mistake that is the subject of this Order shall satisfy any and all claims whatsoever of any kind and nature arising out of this Order.

Under no circumstances will Supplier be liable for incidental or consequential damages, including but not limited to lost profits and lost postal discounts, however proximate or foreseeable, arising out of the Services.

#### Waiver

No waiver by either party of any default by the other in the performance of or compliance with any provision, condition, or requirement herein shall be deemed to be a waiver of, or any manner release such other party from compliance with any provision, condition, or requirement in the future, not shall any delay or omission of either party to exercise any right hereunder in any manner impair the exercise of any such right accruing to it thereafter. Any matter arising under this Order that creates a right of action in either party against the other party, or the enforcement of any obligation or undertaking by one party against the other, shall survive any termination or expiration of this Order.

Customer Acknowledgment

Date

Cullen Curtiss

Quote#: T- 16477 RevA

Date: February 1, 2023

Santa Fe Convention & Visitors Bureau  
201 West Marcy Street  
Santa Fe, NM 87501



### Paper Terms & Conditions Acknowledgment

In an effort to provide our customers with the utmost flexibility, timeliness and competitive paper pricing, Mittera will routinely utilize our vast inventory of fine printing papers to manufacture your product. For your convenience, Mittera has access to over 100 sizes, types, and grades for just in time delivery. The information below outlines our paper terms and conditions.

**General Paper Provisions:**

Upon the mutual agreement of both Printer and Customer in writing, changes may be made in delivery schedules, specifications as to quantities, specifications as to finished sizes and page count, specifications as to paper or any other matters affected by the conditions referred to above. In the event Customer changes delivery schedule, quantity, page count or finished size without mutual agreement of Printer in writing, Customer will be financially responsible for balance of unused paper that Printer has secured for job(s) currently in and / or scheduled for production. If Printer purchases paper on behalf of Customer, and Customer leaves Printer prior to using such paper, then Customer agrees to financially reimburse Printer for any unused paper. Unused paper is defined as paper on printers floor, off-site storage locations, or in transit from the vendor whom the paper was purchased.

**Paper Price:**

The agreed upon contract price includes paper priced as of the date of the contract. Paper prices are market driven and subject to change at any time. In the event the cost of paper on date of delivery of paper exceeds the paper cost on the date of this contract, Mittera reserves the right to charge customer the added paper cost to the contract price. If consumption of paper in contract exceeds 44,000 lbs, printer agrees to provide customer 30 days written notice of stated paper price increase in the contract price.

**Paper Shortage Clause:**

Printer shall not be liable for damages, proximate or remote, arising in any way from its failure to make or delay in making delivery because of its inability to obtain paper in the amounts and grades specified herein or arising in any way from any circumstances or other unavoidable cause beyond the control of Printer. Within a reasonable time after receiving knowledge of any condition referred to above, Printer shall give notice to customer of such condition.

**Quantity Variation:**

Variations in quantity of 3% over \_\_\_\_\_ (initials) and 3% under \_\_\_\_\_ (initials) quantities ordered shall constitute acceptable delivery, and the excess or deficiency shall be charged or credited at the additional rate stated in the price schedule.

*A facsimile signature or electronic signature shall be deemed an original and can be used as such for all purposes. Customer's signature acknowledges that they have read and are in agreement with all terms and conditions listed on the front and back of this page and all attachments.*

Accepted by Customer:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cullen Curtiss

# Quote



## Mailing Fee Addendum

Mailing charges are not included in the base pricing in the quote.  
 These charges will be applied based on your requirements and will be added to your invoice.  
 The pricing below will be used for invoicing purposes.

	Set-Up	Per Thousand				Minimum
		<u>100,000</u>	<u>500,000</u>	<u>1,000,000</u>	Plus	
<b>Mail List Data Conversion</b>						
File Set-up (per file/tape/disk)	\$50.00					
Commingle/CoMail File Prep		\$1.50	\$1.25	\$1.00	\$0.85	\$75.00
CASS, Presort, Ink-jet conversion		\$6.25	\$5.50	\$4.50	\$3.75	\$150.00
CASS & Presort		\$5.15	\$4.15	\$3.50	\$3.15	\$100.00
CASS Only		\$1.65	\$0.90	\$0.50	\$0.65	\$25.00
Presort Only		\$3.50	\$3.25	\$3.00	\$2.50	\$75.00
Presort & Inkjet Conversion		\$4.75	\$4.50	\$3.75	\$3.25	\$100.00
Ink-jet Conversion Only		\$3.00	\$3.00	\$2.80	\$2.80	\$75.00
Merge/Purge		\$2.50	\$2.45	\$2.25	\$2.00	\$50.00
NCOA Processing (48 Mo)		\$3.45	\$2.95	\$2.50	\$2.00	\$50.00
DSF Walk Sequence Processing		\$3.00	\$2.75	\$2.00	\$1.50	\$50.00
Closest Store Assignment	\$75.00	\$3.75	\$3.50	\$2.75	\$2.25	\$50.00
General List Selection		\$0.45	\$0.45	\$0.45	\$0.40	\$25.00
Check Digit Assignment		\$0.65	\$0.65	\$0.65	\$0.60	\$50.00
PCOA Processing (Proprietary Change of Address 60 mo)		\$6.75	\$5.75	\$4.25	\$3.75	\$70.00
Data Procurement - One-Time Use Resident List (custom selections TBD)		\$6.50	\$6.00	\$5.75	\$5.50	\$50.00
Data Procurement - Include Recipient Name in Resident List selection when available		\$4.00	\$4.00	\$4.00	\$4.00	
Mail Tracking		\$1.75	\$1.75	\$1.50	\$1.25	\$50.00
DAL Card Processing*		\$2.05	\$1.75	\$1.60	\$1.50	\$50.00
EDDM Processing*	\$150.00	\$2.70	\$2.40	\$2.25	\$2.15	\$50.00
		<u>0-4,999</u>	<u>5,000-8,999</u>	<u>9,000-14,999</u>	<u>&gt;15,000</u>	<u>Minimum</u>
Address Resolution (attempt to fix incorrect/incomplete addresses) Apt Append		\$21.00	\$19.00	\$17.00	\$15.00	\$70.00
Data Procurement - Consumer/Business List		Custom Quote Required				
Custom Programming		\$200.00 per hour				
Version Charge	\$50.00	Per split in addition to processing charges				
		1 -	100,000 -	500,000 -	1,000,000	
<b>Facing Slips (EDDM and DAL Cards only)</b>		<u>100,000</u>	<u>500,000</u>	<u>1,000,000</u>	Plus	<u>Minimum</u>
*Affixing Facing Slips (Additional to any EDMM or DAL card processing)		\$5.00	\$4.25	\$3.90	\$3.75	Q\$90.00

FLUZY

# Quote



**Proposal To:** Santa Fe Convention & Visitors Bureau  
201 West Marcy Street  
Santa Fe, NM 87501  
Phone: 505.955.6203  
Email: cacurtiss@santafenm.gov

**Quotation Date:** 2/24/2023

**Quotation Number:** T-16656

THIS PROPOSAL IS SUBJECT TO THE TERMS AND CONDITIONS PRINTED ON THE REVERSE HEREOF

**Description:** 2024 Santa Fe Visitors Guide / Tourism Santa Fe  
**Quantity:** 200,000 copies  
**Frequency:** 1x  
**Trim Size:** 6" x 10"  
**Pre-Press:** Quarter Book - Single page PDF files provided to Mittera's specifications. Sample file is required for review prior to job submission. Mittera will provide InSite proofs for review prior to printing. B/W laser proofs additional at \$3.00 per page, 4c Docucolor proofs additional at \$5.00 page, 4c Epson proofs additional at \$20.00 page.

**Pages:** 120 Pages Text + 4 Page Cover  
**Presswork:** Text: 4/4 (Process) Cover: 4/4 (Process) + Matte UV Coat 1 Side  
**Paper:** Text: 50# #4 76 Brite Gloss Text \*\*\*Special Order Papers - Please allow 8-10 weeks lead time\*\*\*  
Cover: 70# #3 Gloss Text

**Binding:** Perfect Bind  
**Mailing:** None  
*All Mailing Services will be charged as additional per the Mailing Addendum attached on page 4. The charges for Mailing Services will be invoiced based on the services levels needed to meet the requirements of that mail file.*

**Packaging:** Carton pack convenient on skids.  
**Delivery:** FOB Mittera, Carrollton, TX (All Freight is Additional)

**Schedule:** Quote subject to a mutually agreeable schedule based on available manufacturing time. **Subject to Schedule Availability.**  
**Overs/Unders:** An over-run of 3% \_\_\_\_\_ (initials) or under-run of 3% \_\_\_\_\_ (initials) of the quantity ordered will constitute an acceptable delivery and shall be billed according to the actual quantity delivered.

<b>Pricing:</b>	<u>200,000</u>	<u>Add'l M</u>	<u>Less M</u>
	\$134,160.00	\$629.62	\$440.73

Estimated Freight to Santa Fe, NM 87501 is additional at \$2,800.00 + Fuel Surcharge Per Truck (2 Trucks Required)

134,160.00  
+ 600.00  
139,760.00

**THANK YOU FOR THE OPPORTUNITY TO WORK WITH YOU!**

Signature: \_\_\_\_\_ Date: 2/24/2023  
Name: Harry Tomlinson  
Title: Business Development Director

**Customer Acceptance:**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Cullen Curtiss  
Title: \_\_\_\_\_

"DUE TO THE CURRENT VOLITILITY IN THE PAPER INDUSTRY, PAPER PRICES AND AVAILABILITY OF PAPER WILL NEED TO BE CONFIRMED AT THE TIME THE QUOTE IS SIGNED. ALL QUOTES WILL BE ADJUSTED TO THE FINAL PRICE OF PAPER UPON PAPER DELIVERY TO MITTERA'S FACILITY AND WILL REQUIRE A NEW SIGNATURE TO THE ADJUSTED QUOTE."

"A fuel surcharge may be added on the value of the paper, if the supplier of that paper charges Mittera such a fee".

Quote#: T- 16656

Date: February 24, 2023

Santa Fe Convention & Visitors Bureau  
201 West Marcy Street  
Santa Fe, NM 87501



## TERMS & CONDITIONS:

This Proposal is an offer by Mittera ("Supplier") for the sale of the services specified on the face of this Proposal (the "Services") to the party to whom the Proposal is addressed (the "Customer"), in accordance with and subject to these terms and conditions (the "Order"). This Order, together with any documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the Order, and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral, with respect to the subject matter of the Order. These Terms prevail over any terms or conditions contained in any other documentation and expressly exclude any of Customer's general terms and conditions of purchase or any other document issued by Customer in connection with this Order.

### Estimate

A Proposal not accepted in writing within thirty (30) days may be changed. Estimates are based on Supplier's understanding of Customer's specifications and on the cost of labor and materials on the date of the Proposal. If changes occur in the cost of materials, labor, or other costs prior to acceptance, or if Customer requires changes in specifications, quantities, designs, or the production schedule subsequent to acceptance, Supplier reserves the right to change the pricing of the Proposal. Subsequent orders may be subject to price revision.

### Payment

Unless otherwise specified herein, payment for Services shall be net cash due thirty (30) days from invoice date, and payment for freight shall be net cash, due 10 days from invoice date.

In the event Customer defaults in making any payment when due, (a) Supplier may suspend performance under this Order, and (b) a finance charge of 1.5% percent per month (18% per annum), together with all costs of collection, including reasonable attorney's fees, will be charged on all past-due balances until paid.

As security for payment of any sum due under the terms of this Order, Supplier has the right to hold and place a lien on all of Customer's property in Supplier's possession.

### Delivery

Unless otherwise specified, the price quoted is for a single shipment, without storage, F.O.B. Supplier's platform.

### Postage

Estimates do not include postage. Supplier will notify Customer in writing including by facsimile or by delivery-confirmed e-mail of the required postage as soon as this amount is known and will notify Customer of the date when the postage is needed in order to complete the mailing prior to the agreed-upon mailing date. While Supplier will make every effort to provide Customer with an accurate estimate of required postage, Supplier is not responsible for additional postage charges if the rate of postage changes for reasons beyond Supplier's control.

Payment of postage in advance is required on all orders and is Customer's responsibility. Supplier reserves the right to hold mailings for which sufficient postage has not been paid or until postage payment has been verified. Customer will provide the postage payment in adequate time for Supplier to complete the mailing prior to the previously agreed-upon mail date.

### Taxes

All taxes and assessments levied by any governmental authority are Customer's responsibility and will be added to Customer's invoice. No tax exemption will be granted unless official proof of Customer's exemption is on file with Supplier. If, after Customer has paid the invoice, it is determined that more tax is due, Customer must promptly remit the required taxes to the taxing authority or immediately reimburse Supplier for any additional taxes paid.

### Cancellation

Customer shall give Supplier as much notice as reasonably practicable if Customer wishes to cancel the Order. Customer

shall be liable for all costs incurred by Supplier resulting from such cancellation that are not avoidable through reasonable commercial efforts, including, without limitation, materials ordered or inventoried on Customer's behalf and not otherwise usable by Supplier in the ordinary course of its business within a reasonable period of time.

### Copyrights

Customer warrants that it has the right to produce the subject matter to be printed, duplicated, or distributed.

### Prepress, Preparatory, and Proofing

Until Customer's data or media can be evaluated by Supplier, no claims or promises are made about Supplier's ability to work with the material submitted in digital format, and no liability is assumed for problems that may arise. Any additional translating, editing, or programming needed to utilize Customer supplied files will be charged at prevailing rates.

Supplier will submit prepress proofs along with original copy for Customer's review and approval. Corrections will be communicated electronically or returned to Supplier on a "master set" marked "OK," "OK With Corrections," or "Revised Proof Required," and electronically authorized or signed by Customer. Supplier will not be responsible for undetected production errors if: (a) Customer does not require proofs; (b) the work is printed per Customer's OK; or (c) requests for changes are communicated orally.

When proofing color, a reasonable variation between color proofs or electronic renderings and the final product is to be expected. This is due to differences in viewing conditions, equipment, paper, inks, and toner between the color proofing process and print production.

Press proofs will not be furnished unless they have been requested by Customer and presented in Supplier's quotation. A press sheet can be submitted for Customer's approval as long as Customer is present at the press during makeready. Any manufacturing time lost or alterations/corrections made because of Customer's delay or change of mind will be chargeable at Supplier's current rates.

### Overruns, Underruns, Spoilage

**Overruns or Underruns:** Will not exceed ten (10) percent of the quantity ordered. Supplier will invoice for the actual quantity delivered within this tolerance. If Customer requires a guaranteed quantity, the percentage of tolerance must be stated at the time of estimate. Customer must advise Supplier, in advance of the job, the disposition of overs. Overs may be returned to Customer, stored, or destroyed. If items are stored or returned, applicable storage and delivery charges will be added. Additionally, at Supplier's option and without liability to Supplier, material may be automatically destroyed after 60 days if Customer has failed to respond to a disposition request or failed to pay for storage starting 30 days after the mail date. Premium storage rates may be applied to old materials or materials for which disposition has not been designated.

**Spoilage:** All direct mail handling and processing involves spoilage. Spoilage of up to three (3) percent of Customer's material is typical. Allowances for spoilage should be taken into consideration in ordering material. Every effort will be made to handle Customer's material with frugality and to prevent undue spoilage. Nevertheless, Supplier cannot accept responsibility for shortages of material as a result of normal spoilage in processing.

### Storage

**Verified Quantities:** Outside manufacturer delivery tickets must accompany the material delivered and should show the number of rolls, skids, or cartons, the quantity per skid or carton, and the total delivery quantity. Each incoming carton or skid must bear an identity, item code, quantity, and a sample clearly visible.

Each skid should have only one material version, unless clearly marked and separated. Multiple items should not be included within a single carton, skid, or container unless noted thereon and on accompanying paperwork. Skids may not contain more

than 2,000 pounds of material. Supplier will apply a surcharge for any rework necessary for materials received not meeting these specifications. Collect shipment will be accepted by Supplier only if clearance is obtained in advance, and a service charge will be added to the actual freight charges.

**Counts:** Supplier accepts outside manufacturers' count until processing and assume no responsibility for shortages discovered at that time. Additional charges will apply if Customer requires Supplier to verify outside manufacturers' counts prior to processing.

**Paper Storage:** Supplier will provide storage for Customer's paper chargeable at Supplier's current rates and based on the quantity of paper on hand the first day of the month. If storage charges remain unpaid for 90 days, Supplier shall have the right to demand that Customer remove the paper from Supplier's storage. If Customer fails to remove the paper after 20 days' notice, Supplier may sell the paper and remit the proceeds to Customer less storage costs and costs of sale. Supplier shall also have the right to purchase the paper for its own account at market rates.

**Material Storage:** Storage of finished goods, inserts, covers, cartons, and all other material will be free for up to 30 days prior to, and 30 days after, the originally scheduled print date. Finished goods and other material received earlier than 30 days prior to, or remaining in storage 30 days after, the originally scheduled print date will be chargeable at Supplier's current rates.

### Claims

Claims for defects, damages, or shortages must be made by Customer in writing no later than 10 calendar days after delivery. If no claim is made within the specified time period, Supplier and Customer will have mutually acknowledged that the job has been accepted by Customer and that Supplier's performance has fully satisfied all terms, conditions, and specifications of this Order.

### Choice of Law and Venue

This Order is made pursuant to and shall be governed by the law of the state where the Services are performed, and Customer consents to jurisdiction of the courts thereof.

### Damages/Limitation of Liability

Supplier's liability for any and all claims whatsoever of any kind and nature arising out of this Order shall not exceed Supplier's price to Customer for performing the Services, and further mutually agree that replacing the work (including any services) or re-mailing or re-shipping a correction or corrected job as soon as possible to rectify the mistake that is the subject of this Order shall satisfy any and all claims whatsoever of any kind and nature arising out of this Order.

Under no circumstances will Supplier be liable for incidental or consequential damages, including but not limited to lost profits and lost postal discounts, however proximate or foreseeable, arising out of the Services.

### Waiver

No waiver by either party of any default by the other in the performance of or compliance with any provision, condition, or requirement herein shall be deemed to be a waiver of, or any manner release such other party from compliance with any provision, condition, or requirement in the future, nor shall any delay or omission of either party to exercise any right hereunder in any manner impair the exercise of any such right accruing to it thereafter. Any matter arising under this Order that creates a right of action in either party against the other party, or the enforcement of any obligation or undertaking by one party against the other, shall survive any termination or expiration of this Order.

Customer Acknowledgment

Date

Cullen Curtiss

Quote#: T- 16656

Date: February 24, 2023

Santa Fe Convention & Visitors Bureau  
201 West Marcy Street  
Santa Fe, NM 87501



### Paper Terms & Conditions Acknowledgment

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cullen Curtiss

# Quote



## Mailing Fee Addendum

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Mail List Data Conversion	Set-Up	Per Thousand				Minimum
		<u>100,000</u>	<u>500,000</u>	<u>1,000,000</u>	<u>Plus</u>	
File Set-up (per file/tape/disk)	\$50.00					
Commingle/CoMail File Prep		\$1.50	\$1.25	\$1.00	\$0.85	\$75.00
CASS, Presort, Ink-jet conversion		\$6.25	\$5.50	\$4.50	\$3.75	\$150.00
CASS & Presort		\$5.15	\$4.15	\$3.50	\$3.15	\$100.00
CASS Only		\$1.65	\$0.90	\$0.50	\$0.65	\$50.00
Presort Only		\$3.50	\$3.25	\$3.00	\$2.50	\$100.00
Presort & Inkjet Conversion		\$4.75	\$4.50	\$3.75	\$3.25	\$100.00
Ink-jet Conversion Only		\$3.00	\$3.00	\$2.80	\$2.80	\$100.00
Merge/Purge		\$2.50	\$2.45	\$2.25	\$2.00	\$50.00
NCOA Processing (48 Mo)		\$3.45	\$2.95	\$2.50	\$2.00	\$75.00
DSF Walk Sequence Processing		\$3.00	\$2.75	\$2.00	\$1.50	\$50.00
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Data Procurement - Include Recipient Name in Resident List selection when available		\$4.00	\$4.00	\$4.00	\$4.00	
Mail Tracking		\$1.75	\$1.75	\$1.50	\$1.25	\$50.00
DAL Card Processing*		\$2.05	\$1.75	\$1.60	\$1.50	\$50.00
EDDM Processing*	\$150.00	\$2.70	\$2.40	\$2.25	\$2.15	\$50.00
		<u>0-4,999</u>	<u>5,000-8,999</u>	<u>9,000-14,999</u>	<u>&gt;15,000</u>	<u>Minimum</u>
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Data Procurement - Consumer/Business List		Custom Quote Required				
Custom Programming		\$200.00 per hour				
Version Charge	\$50.00	Per split in addition to processing charges				
		1 -	100,000 -	500,000 -	1,000,000	
Facing Slips (EDDM and DAL Cards only)		<u>100,000</u>	<u>500,000</u>	<u>1,000,000</u>	<u>Plus</u>	<u>Minimum</u>
*Affixing Facing Slips (Additional to any EDMM or DAL card processing)		\$5.00	\$4.25	\$3.90	\$3.75	Q\$90.00