

**CITY OF SANTA FE
AMENDMENT No. 1 TO
City of Santa Fe General Services Contract
ITEM#22-0223**

This AMENDMENT No. 1 (the "Amendment") amends the CITY OF SANTA FE GENERAL SERVICES CONTRACT AGREEMENT, dated MAY 24TH, 2022 (the "Agreement"), between the City of Santa Fe (the "City") and HireQuest LLC dba Snelling (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 temporary labor services per the direction of the city of Santa Fe.

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. NAME CHANGE.

The Contractor, Excel Staffing Companies is now known as HireQuest LLC dba Snelling

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, CITY MAYOR

DATE: Apr 27, 2023

CONTRACTOR:
HireQuest LLC dba Snelling

[Signature]
NAME

Franchise Partner
TITLE

DATE: 3/31/2023

CRS# _____
Registration # _____

ATTEST:

Kristine Bustos Mihelcic
KRISTINE BUSTOS MIHELICIC, CITY CLERK XIV
GB MTG 04/26/23

CITY ATTORNEY'S OFFICE:

Marcoe Martinez
SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
Emily K. Oster (Apr 27, 2023 18:28 MDT)
EMILY OSTER, FINANCE DIRECTOR



City of Santa Fe, New Mexico

Memorandum



DATE: April 11, 2022

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

VIA: Regina A. Wheeler, Public Works Department Director *RW*

FROM: Melissa A. McDonald, Parks and Open Space Division Director *MAM*

ACTION:

Request for approval of a professional services agreement with Excel Staffing Companies, for on-call staffing services in the amount not to exceed \$4,000,000 over four years inclusive of New Mexico Gross Receipts tax (NMGRT). (Melissa McDonald, Parks and Open Space Division Director, mamcdonald@santafenm.gov, 505-303-9502)

BACKGROUND AND SUMMARY:

Public Works Department is establishing a 4 year on-call contract with Excel Staffing Companies via Statewide Price Agreement (SPA) for staffing services to provide critical, non-union, seasonal/temporary labor as needed, for parks, MRC, parking, and other citywide needs. The recent and on-going staffing shortages demand that we employ a multipronged approach to meeting community needs. This strategy includes 1. Full time positions, 2. Seasonal positions, 3. Professional services, and 4. Temp labor. Excel Staffing Companies has been selected from the SPA to provide these services since they have exhibited excellent professionalism and extensive knowledge of city government operations and processes.

These services will be used to supplement the capacity and/or expertise of City staff. This on call contract will be available to for citywide use to meet needs. Funds for each need will be identified and prior to each purchase order being issued against the contract. Execution of these agreements does not constitute a promise to purchase any amount of said work. Total compensation under the contracts will not exceed the cap amount of \$4,000,000 unless the governing body approves an amendment to this agreement.

PROCUREMENT METHOD:

The procurement method is the NM Statewide Price Agreement (SPA) # 00-00000-00101 which expires on June 30, 2024.

FUNDING SOURCE:

Munis Contract Number: 3203281
Fund Name/Number: General Fund/Fund 100; **Varies**
Munis Org Name/Number: PTW Admin 1004150
Munis Object Name/Number: Svc Cntr 510310

Munis Org Name/Number: MRC Ops Adm 5300271
Munis Object Name/Number: Svc Cntr 510310

TENTATIVE COMMITTEE SCHEDULE:

Public Works & Utilities Committee: 4/25/22
Finance Committee: 5/2/22
Governing Body: 5/11/22

ATTACHMENTS:

Contract

Procurement Documents- SPA

Certificate of Insurance

Business License

Summary of Contracts

Procurement Checklist

**CITY OF SANTA FE
GENERAL SERVICES CONTRACT**

On-Call Temporary Labor Services for the City of Santa Fe

THIS AGREEMENT is made and entered into by and between the City of Santa Fe, herein after referred to as the "City", and **Excel Staffing Companies**, 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 **Excel Staffing Companies**. "We," "us" or "ours" refers to the City and whose accounts are created under this Agreement.

2. **Scope of Work**

The Contractor shall provide temporary labor services per the direction of the City of Santa Fe via Statewide Price Agreement 00-00000-20-00101 for Temporary Administrative & Professional Staffing Services. All work will be performed on a time and materials basis. See attached proposal from Excel Staffing Companies, dated and marked Exhibit "A" attached hereto and made part thereof.

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 On Call not to Exceed Miscellaneous	Temporary staffing services	\$4,000,000.00

The total compensation under this Agreement shall not exceed \$4,000,000.00including 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/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 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 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: Melissa A. McDonald
City of Santa Fe, Public Works Dept., Parks Division
mamcdonald@santafenm.gov
505-303-9502
1142 Siler Rd., Building C
Santa Fe, NM 87504

To the Contractor: Excel Staffing Companies
2100 Osuna Rd., NE, Ste. 100
Albuquerque, NM 87113
stephanie.gerds@excelstaff.com

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: Excel Staffing Companies
2100 Osuna Rd., NE, Ste. 100
Albuquerque, NM 87113
stephanie.gerds@excelstaff.com

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:
Excel Staffing Companies

AWM
ALAN WEBBER, MAYOR

DATE: May 24, 2022

Virginia Buckmelter
NAME
President
TITLE

DATE: *3/30/2022*
CRS# *01-761574-00-7*

Registration # *230253*

ATTEST:

Kristine Bustos
KRISTINE BUSTOS MIHELIC, CITY CLERK *XIV*

GB MTG 5/11/22

CITY ATTORNEY'S OFFICE:

Marcos Martinez

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Alexis Lotero
Alexis Lotero (May 24, 2022 08:26 MDT)

ALEXIS LOTERO, INTERIM FINANCE DIRECTOR

Varies-

Org.Name/Org.#

MRC OpsAdm/Svc Cntr

5300271/510310

AH
AH

Org.Name/Org.#

PTW Admin/Svc Cntr

1004150/510310

Type text here

EXCEL STAFFING COMPANIES

PURCHASE QUOTE

Stephanie Gerdts
2100 Osuna Rd. NE
Suite 100
Albuquerque
505-262-1871
505-268-4954

TO:
CITY OF SANTA FE PARKS DIVISION
SCOTT OVERLIE
1142 Siler Road, Bldg. C
Santa Fe, NM 87505
505-955-2114 office

P.O DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
3/28/2022	Scott Overlie	E-Mail	Staffing	Net 10

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
		Various Temp Labor/Admin as needed for On Call Contract		\$4,000,000.00
		July 1, 2022 – June 30, 2026		
		ALL QUOTES ARE ESTIMATIONS ONLY & ARE SUBJECT TO CHANGE ACCORDING TO THE GSA/STATEWIDE PRICE AGREEMENTS		

SUBTOTAL		\$4,000,000.00
SALES TAX	8.438%	INCLUDED
SHIPPING AND HANDLING		
OTHER		
TOTAL		\$4,000,000.00

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

Stephanie Gerdts
2100 Osuna Rd. NE
Suite 100
Albuquerque
505-262-1871



Authorized by Stephanie Gerdts

3/28/2022



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/29/2022

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 Menicucci Insurance Agency LLC 2116 Vista Oeste NW, Bldg 5 Albuquerque, NM 87120	CONTACT NAME: PHONE (A/C, No, Ext): (505) 883-3683 FAX (A/C, No): (505) 883-2827 E-MAIL ADDRESS: <div style="display: flex; justify-content: space-between;"> INSURER(S) AFFORDING COVERAGE NAIC # </div>
INSURED Excel Staffing Companies, LLC 2100 Osuna Rd. NE Ste 100 Albuquerque, NM 87113	INSURER A : Everest National 10120 INSURER B : Travelers Casualty Ins Company of America 19046 INSURER C : New Mexico Mutual Casualty Company 40627 INSURER D : INSURER E : INSURER F :

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			91ML001807-211	4/1/2022	4/1/2023	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000
							MED EXP (Any one person) \$ 10,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA1T468756	1/18/2022	1/18/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
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 \$ 0			91CU001347-211	4/1/2022	4/1/2023	EACH OCCURRENCE \$ 6,000,000
							AGGREGATE \$
							Aggregate \$ 6,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			19798.125	4/1/2022	4/1/2023	<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
A	Professional Liabili			91ML001807-211	4/1/2022	4/1/2023	Limit \$ 2,000,000
A	Crime			91CR000713211	4/1/2022	4/1/2023	Limit \$ 1,000,000

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

LIMITS OF LIABILITY SHOWN ARE THOSE IN EFFECT AT POLICY INCEPTION.**CERTIFICATE HOLDER****CANCELLATION**

City of Santa Fe PO Box 909 Santa Fe, NM 87504	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
--	---

EXCEL STAFFING COMPANIES, LLC



GENERAL SERVICES ADMINISTRATION (GSA) CATALOG
Multiple Award Schedule (MAS)

Contract Number: GS-07F-0536V

Contract Period: 23 Sep 2014- 22 Sep 2024

Points of Contact:

Program Manager:

Ms. Virginia Buckmelter

Excel Staffing Companies, LLC 2100 Osuna Rd. NE, Suite
100

Albuquerque, NM 87113

P: (505) 262-1871

F: (505) 268-4954

Ginny@excelstaff.com

Contract Manager:

Ms. Lynette Johnson

Excel Staffing Companies, LLC 2100 Osuna Rd. NE, Suite
100

Albuquerque, NM 87113

P: (505) 262-1871

F: (505) 268-4954

Lynette.Johnson@excelstaff.com



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INTRODUCTION

Excel Staffing Companies, LLC (Excel), a New Mexico woman-owned small business, has been providing services in New Mexico since 1971. Excel has offices in Albuquerque, Santa Fe, and Los Alamos, New Mexico. Excel has a long track record of providing hard-to-find, talented people to support the local, state, and federal organizations. In the pursuit of developing our quality of service, Excel was ISO 9000 Registered for over 19 years. In 2012, we participated in the Inavero Best of Staffing survey earning the Best of Staffing Client and were in the top of the field. In 2014, we earned both the Best of Staffing Client and the Best of Staffing Talent awards, once again coming out with one of the top scores

Excel's Capabilities and Advantages

- Excel has the financial resources necessary to meet the payroll and other direct cost (ODC) requirements of government contracts
 - Excel has the capability and experience to perform diverse Statement of Work (SOW) requirements in temporary service personnel staffing
 - Excel has the proven ability to complete project execution, on time and on schedule
 - Excel has been successfully staffing government and commercial entities in a wide variety of labor categories for over 49 years
-



CONTRACTOR INFORMATION:

CONTRACTOR NAME: Excel Staffing Companies, LLC

2100 Osuna Rd. NE, Suite 100

Albuquerque, NM 87113-1040

Phone number: (505) 262-1871 E-Mail: sales@excelstaff.com

Web Site: <http://www.excelstaff.com>

CONTRACT NUMBER: GS-07F-0536V

BUSINESS SIZE: Small Business

SCHEDULE TITLE: Multiple Award Schedule (MAS)

CONTRACT PERIOD: 23 September 2014 through 22 September 2024

TERMS AND CONDITIONS: Clause I-FSS-600 CONTRACT PRICE LISTS (MAR 2020)

CUSTOMER INFORMATION:

**1.a. TABLE OF AWARDED LABOR CATEGORIES
AND PRICING**

1.b. Multiple Award Schedule (MAS)

**1.c. LOWEST PRICED MODEL NUMBER AND
PRICE: N/A**

**1.d. HOURLY RATES AND DESCRIPTION OF ALL
CORRESPONDING COMMERCIAL JOB TITLES,
EXPERIENCE, FUNCTIONAL RESPONSIBILITY
AND EDUCATION:** All hourly rates shown are firm-
fixed-price. See the following price list for hourly rates for
our preponderance of work location and labor categories.

2. MAXIMUM ORDER*: \$100,000.

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100 unless the contractor agrees to accept a smaller order amount.

4. GEOGRAPHIC COVERAGE:

Excel Staffing Companies, LLC may perform work at any of the locations listed in the SCA Wage Index Matrix. Service in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, will have the prices for that Task Order discounted accordingly.

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: N/A



7. QUANTITY DISCOUNT(S): 0%

8. PROMPT PAYMENT TERMS: Net 30.

9.a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b. Government Purchase Cards are accepted above the micro-purchase threshold

10. FOREIGN ITEMS: None

11.a. TIME OF DELIVERY: *N/A*

11.b. EXPEDITED DELIVERY: *N/A*

11.c. OVERNIGHT AND 2-DAY DELIVERY: *N/A*

11.d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: *N/A*

13.a. ORDERING ADDRESS: Same as contractor address. Customer should contact contractor for additional addresses.

13.b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS: Same as contractor address.

15. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: *N/A*

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (any thresholds above the micro-purchase level): None.



18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (if applicable): N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (if applicable): N/A

20.a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (if applicable): N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS (if applicable): N/A

22. LIST OF PARTICIPATING DEALERS (if applicable): N/A

23. PREVENTIVE MAINTENANCE (if applicable): N/A

24.a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24.b. Section 508 Compliance for EIT: N/A

25. DUNS NUMBER: 085261048

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor has an Active Registration in the SAM database.

PRICE LIST – SIN 561320SBSA Temporary Staffing (SBSA)

Service Proposed (e.g. Labor Category or Job Title/Task)	Price Offered to GSA (including IFF)
<i>Accounting Clerk I</i>	\$ 29.24
<i>Accounting Clerk II</i>	\$ 32.06
<i>Accounting Clerk III</i>	\$ 35.29
<i>Administrative Asst</i>	\$ 50.92
<i>Carpenter Maintenance</i>	\$ 36.72
<i>Certified Occupational Therapist Asst</i>	\$ 52.33
<i>Certified Physical Therapist Asst</i>	\$ 49.13
<i>Computer Based Training Specialist</i>	\$ 49.46
<i>Cook I</i>	\$ 26.93
<i>Cook II</i>	\$ 30.98
<i>Court Reporter</i>	\$ 47.33
<i>Customer Service Rep I</i>	\$ 25.17
<i>Customer Service Rep II</i>	\$ 27.45
<i>Customer Service Rep III</i>	\$ 29.38
<i>Data Entry Operator i</i>	\$ 27.39
<i>Data Entry Operator il</i>	\$ 28.99
<i>Dental Assistant</i>	\$ 33.59
<i>Dental Hygienist</i>	\$ 73.86
<i>Desk Clerk</i>	\$ 24.63
<i>Dishwasher</i>	\$ 23.50
<i>Dispatcher, Motor Vehicles</i>	\$ 32.64
<i>Document Prep Clerk</i>	\$ 31.57
<i>Duplicating Machine Operator</i>	\$ 31.57
<i>Fork Lift Operator</i>	\$ 37.08
<i>Gate Attendant/Gate Tender</i>	\$ 44.43
<i>General Clerk I</i>	\$ 26.54
<i>General Clerk II</i>	\$ 28.37
<i>General Clerk III</i>	\$ 30.98
<i>Heavy Equipment Mechanic</i>	\$ 43.74
<i>Heavy Equipment Operator</i>	\$ 35.80
<i>Housing Referral Asst</i>	\$ 35.42
<i>Marketing Analyst</i>	\$ 49.78

<i>Medical Assistant</i>	\$	33.30
<i>Medical Record Clerk</i>	\$	37.79
<i>Medical Record Technician</i>	\$	37.54
<i>Medical Transcriptionist</i>	\$	34.93
<i>Messenger Courier</i>	\$	27.52
<i>Optical Technician</i>	\$	33.46
<i>Order Clerk I</i>	\$	30.16
<i>Order Clerk II</i>	\$	32.32
<i>Painter Maintenance</i>	\$	34.80
<i>Park Attendant (Aide)</i>	\$	34.24
<i>Parking and Lot Attendant</i>	\$	26.11
<i>Personnel Assistant I</i>	\$	30.38
<i>Personnel Assistant II</i>	\$	33.39
<i>Personnel Assistant III</i>	\$	36.07
<i>Production Control Clerk</i>	\$	43.48
<i>Receptionist/Switchboard Operator</i>	\$	29.74
<i>Rental Clerk</i>	\$	26.47
<i>Sales Clerk</i>	\$	28.30
<i>Scheduler (Drug & Alcohol Testing)</i>	\$	46.45
<i>Scheduler, Maintenance</i>	\$	28.72
<i>School Crossing Guard</i>	\$	26.89
<i>Secretary I</i>	\$	29.71
<i>Secretary II</i>	\$	32.46
<i>Secretary III</i>	\$	35.42
<i>Service Order Dispatcher</i>	\$	29.72
<i>Supply Technician</i>	\$	50.18
<i>Survey Worker</i>	\$	32.49
<i>Technical Instructor</i>	\$	38.92
<i>Technical Instructor/Course Developer</i>	\$	46.14
<i>Test Proctor</i>	\$	32.74
<i>Travel Clerk I</i>	\$	30.03
<i>Travel Clerk II</i>	\$	31.85
<i>Travel Clerk III</i>	\$	33.47
<i>Word Processor I</i>	\$	28.76
<i>Word Processor II</i>	\$	31.46
<i>Word Processor III</i>	\$	34.47
<i>Certified Public Acct Level I</i>	\$	141.02
<i>Certified Public Acct Level II</i>	\$	170.40
<i>Certified Public Acct Level III</i>	\$	192.63
<i>Acct Analyst level I</i>	\$	77.69
<i>Acct Analyst Level II</i>	\$	95.11

<i>Acct Analyst Level III</i>	\$ 108.41
<i>Financial Analyst Level I</i>	\$ 51.80
<i>Financial Analyst Level II</i>	\$ 62.17
<i>Financial Analyst III</i>	\$ 79.92
<i>Computer Operator I</i>	\$ 31.13
<i>Computer Operator II</i>	\$ 34.05
<i>Computer Operator III</i>	\$ 37.84
<i>Computer Operator IV</i>	\$ 41.36
<i>Computer Operator V</i>	\$ 46.35
<i>Computer Programmer I (1)</i>	\$ 33.17
<i>Computer Programmer III (1)</i>	\$ 38.70
<i>Computer Programmer III (1)</i>	\$ 56.61
<i>Computer Programmer IV (1)</i>	\$ 66.59
<i>Computer Systems Analyst I (1)</i>	\$ 41.23
<i>Computer Systems Analyst II (1)</i>	\$ 47.01
<i>Computer Systems Analyst III (1)</i>	\$ 59.07
<i>Peripheral Equipment Operator</i>	\$ 24.42
<i>Personal Computer Support Tech</i>	\$ 35.06
<i>System Support Specialist</i>	\$ 41.56
<i>Data Conversion Specialist</i>	\$ 74.77
<i>IT Security Administrator I</i>	\$ 65.46
<i>IT Security Administrator II</i>	\$ 70.08
<i>IT Security Administrator III</i>	\$ 75.52
<i>Network Support Specialist I</i>	\$ 65.49
<i>Network Support Specialist II</i>	\$ 66.17
<i>Network Support Specialist III</i>	\$ 75.24
<i>System Admin Support Tech I</i>	\$ 51.24
<i>System Admin Support Tech II</i>	\$ 58.34
<i>System Admin Support Tech III</i>	\$ 65.49
<i>Help Desk Support Specialist I</i>	\$ 31.61
<i>Help Desk Support Specialist II</i>	\$ 38.91
<i>Help Desk Support Specialist III</i>	\$ 49.06
<i>Database Management Specialist I</i>	\$ 64.05
<i>Database Management Specialist II</i>	\$ 68.30
<i>Database Management Specialist III</i>	\$ 78.83
<i>IT Project Manager</i>	\$ 92.71
<i>IP Project Manager</i>	\$ 73.28
<i>IT Project Analyst</i>	\$ 55.85
<i>Application Developer I</i>	\$ 71.34
<i>Application Developer II</i>	\$ 78.44
<i>Application Developer III</i>	\$ 85.41

<i>IV&V Analyst</i>	\$ 165.76
<i>Aerospace Structural Welder</i>	\$ 52.70
<i>Alarm Monitor</i>	\$ 36.46
<i>Baggage Inspector</i>	\$ 27.69
<i>Driver, Courier</i>	\$ 29.10
<i>Electrician, Maintenance</i>	\$ 45.27
<i>Electronics Technician Maintenance I</i>	\$ 43.96
<i>Electronics Technician Maintenance II</i>	\$ 47.15
<i>Electronics Technician Maintenance III</i>	\$ 50.33
<i>Fork Lift Operator</i>	\$ 37.08
<i>Gardener</i>	\$ 39.50
<i>Gen Maintenance Worker</i>	\$ 32.40
<i>Guard I</i>	\$ 27.70
<i>Guard II</i>	\$ 30.19
<i>Housekeeping Aide</i>	\$ 27.37
<i>Janitor</i>	\$ 27.34
<i>Laborer</i>	\$ 24.48
<i>Laborer, Grounds Maintenance</i>	\$ 24.48
<i>Machine Tool Operator (Tool Rm)</i>	\$ 41.69
<i>Machinery Maintenance. Mechanic</i>	\$ 42.14
<i>Machinist, Maintenance</i>	\$ 40.74
<i>Maintenance Trades Helper</i>	\$ 28.30
<i>Material Coordinator</i>	\$ 43.48
<i>Material Expediter</i>	\$ 43.48
<i>Material Handling Laborer</i>	\$ 29.67
<i>Metrology Technician I</i>	\$ 54.89
<i>Metrology Technician II</i>	\$ 58.18
<i>Metrology Technician III</i>	\$ 60.97
<i>Order Filler</i>	\$ 27.10
<i>Plumber, Maintenance</i>	\$ 44.97
<i>Production Line Worker</i>	\$ 28.16
<i>Shipping Packer</i>	\$ 31.34
<i>Shipping/Receiving Clerk</i>	\$ 31.34
<i>Stationary Engineer</i>	\$ 45.70
<i>Stock Clerk</i>	\$ 29.94
<i>Store Worker I</i>	\$ 23.60
<i>Telecommunications Mechanic I</i>	\$ 49.24
<i>Telecommunications Mechanic II</i>	\$ 52.14
<i>Tool & Die Maker</i>	\$ 51.58
<i>Tools & Parts Attendant</i>	\$ 37.08
<i>Warehouse Specialist</i>	\$ 37.08

<i>Desk Clerk</i>	\$	24.61
<i>Illustrator I</i>	\$	32.93
<i>Illustrator II</i>	\$	39.17
<i>Illustrator III</i>	\$	46.43
<i>Librarian</i>	\$	42.68
<i>Library Aide/Clerk</i>	\$	27.58
<i>Library Info Technical Systems Admin</i>	\$	39.17
<i>Survey Party Chief</i>	\$	44.59
<i>Surveying Aide</i>	\$	41.18
<i>Surveying Technician</i>	\$	41.45
<i>Archeological Technician I</i>	\$	33.43
<i>Archeological Technician II</i>	\$	36.62
<i>Archeological Technician III</i>	\$	43.74
<i>Cartographic Technician</i>	\$	43.73
<i>Civil Engineering Technician</i>	\$	43.38
<i>Drafter/CAD Operator I</i>	\$	33.43
<i>Drafter/CAD Operator II</i>	\$	36.62
<i>Drafter/CAD Operator III</i>	\$	40.03
<i>Drafter/CAD Operator IV</i>	\$	47.70
<i>Engineering Technician I</i>	\$	30.50
<i>Engineering Technician IIU</i>	\$	33.43
<i>Engineering Technician III</i>	\$	36.62
<i>Engineering Technician IV</i>	\$	43.73
<i>Engineering Technician V</i>	\$	51.99
<i>Engineering Technician VI</i>	\$	61.49
<i>Environmental Technician</i>	\$	43.73
<i>Library Technician</i>	\$	31.78
<i>Laboratory Technician</i>	\$	42.46
<i>Mathematical Technician</i>	\$	43.73
<i>Paralegal/Legal Assistant I</i>	\$	34.66
<i>Paralegal/Legal Assistant II</i>	\$	41.34
<i>Paralegal/Legal Assistant III</i>	\$	49.06
<i>Paralegal/Legal Assistant IV</i>	\$	57.96
<i>Photo-Optics Technician</i>	\$	43.73
<i>Technical Writer I</i>	\$	43.73
<i>Technical Writer II</i>	\$	51.99
<i>Technical Writer III</i>	\$	61.49
<i>Weather Observer, Combined</i>	\$	40.03
<i>Weather Observer, Senior (2)</i>	\$	43.73



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

BUSINESS REGISTRATION

Business Name: EXCEL STAFFING COMPANIES LLC
DBA: EXCEL STAFFING COMPANIES
LLC

Business Location: 2100 OSUNA RD NE STE. 100
ALBUQUERQUE, NM 87113

Owner: Stephanie Gerdts

License Number: 230253

Issued Date: April 27, 2021

Expiration Date: April 27, 2022

CRS Number: 01761574007

License Type: Business License - Renewable

Classification: Out of Jurisdiction Business License

Fees Paid: \$10.00

EXCEL STAFFING COMPANIES LLC
2100 OSUNA RD NE Suite 100
ALBUQUERQUE, NM 87113

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



City of Santa Fe

Real Estate Summary of Contracts, Agreements, Amendments & Leases

Section to be completed by department

1. Munis Contract # 32 08 281

Contractor: Excel Staffing Companies

Description: **Four year On-call contract for professional services to fill critical non-union seasonal/ temporary labor positions.**

Contract Agreement Lease / Rent Amendment

Term Start Date: 5/11/2022 Term End Date: 6/30/2026

Approved by Council Date: _____

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)

3. Procurement History: _____


Fran Dunaway (Apr 18, 2022 10:07 MDT)

Apr 18, 2022

Purchasing Officer Review:

Date:

Comment & Exceptions: Use of SWPA issuance of a services contract - POs must be created for each service, identifying the position & hourly rate from the statewide

4. Funding Source: General Fund/Fund 100

Org / Object: 1004150/510310




Andy Hopkins (Apr 14, 2022 11:58 MDT)

Apr 14, 2022

5300271/510310

Budget Officer Approval:

Date:

Comment & Exceptions: _____

Staff Contact who completed this form: Melissa A. McDonald Phone # 505-920-3312

Email: mamcdonald@santafenm.gov

To be recorded by City Clerk:

Clerk # _____

Date of Execution: _____



CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Excel Staffing Companies

Procurement Title: On-call professional services agreement

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 Works, Parks Division Staff Name Melissa A. McDonald

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

- Approved Procurement Checklist (by Purchasing)
- Memo addressed to City Manager (under 60K) Committees/City Council (over 60K)
- State Price Agreement
- RFP
- Evaluation Committee Report
- ITB
- Bib Tab
- Quotes (3 valid current quotes)
- Cooperative Agreement
- Sole Source Request and Determination Form
- Contractors Exempt Letter
- Purchasing Officers approval for exempt procurement
- BAR
- FIR
- Executed Contract, Agreement or Amendment
- Current Business Registration and CRS numbers on contract or agreement
- Summary of Contracts and Agreements form
- Certificate of Insurance
- All documentation presented to Committees
- Other:

Melissa A. McDonald Parks Division Director 4/11/2022

Department Rep Printed Name (attesting that all information included) Title Date

[Signature]

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 contract.



City of Santa Fe, New Mexico

Memorandum



DATE: March 30, 2023

TO: Governing Body

VIA:

Regina Wheeler, Public Works Director

Melissa McDonald, Parks & Open Space Division Director *MM*

FROM: Scott Overlie, Parks Projects Administrator
Phillip Lujan, Parks Administrative Manager

ACTION: Request for Approval of Amendment No. 1 to the General Services Contract Agreement for On-Call Temporary Labor Services to Reflect a Change of Vendor Name from Excel Staffing, LLC, to HireQuest LLC, dba Snelling Staffing (Scott Overlie, Parks Project Administrator: soverlie@santafenm.gov, 505-231-6194; and Phillip Lujan, Parks Administrative Manager: pmlujan@santafenm.gov, 505-955-2102).

BACKGROUND AND SUMMARY: The Parks Division utilizes Excel Staffing now HireQuest LLC dba Snelling Staffing as part of Statewide Price Agreement 00-00000-20-00101AA (SPA) for year-round on-call labor services to provide critical, non-union, seasonal/temporary labor as needed for Parks, MRC, and other citywide needs. The recent and on-going staffing shortages demand we employ a multipronged approach to meeting community needs. This strategy includes 1. Full time positions, 2. Seasonal positions, 3. Professional Services, 4. Temporary Labor.

Excel Staffing, now HireQuest LLC dba Snelling Staffing, was selected from the SPA to provide these services as they have exhibited excellent professionalism and extensive knowledge of City operations and processes with regards to Parks and Open Space. HireQuest LLC dba Snelling Staffing entities have executed the necessary steps to update the Statewide Price Agreement with the State of New Mexico's State Purchasing Department and amended the existing contract to reflect the change in ownership.

COMMITTEE SCHEDULE:

Public Work & Utilities Committee: April 24th, 2023

Governing Body: April 26th, 2023

PROCUREMENT METHOD: NM Statewide Price Agreement: 00-0000-20-00101AA

ATTACHMENTS:

Contract Amendment

Statewide Price Agreement

Acquisition Documents

HireQuest, LLC W9

Reviewed By:

Halona Crowe

Halona Crowe
Business Operations Manager

Dear Valued Customer,

On November 21, 2022, Snelling Staffing Services acquired Excel Staffing. We look forward to continuing to provide you with high quality staffing and unmatched customer service under the Snelling® name.

In an attempt to make the transition as smooth as possible we are including the following information for you:

- 1) Work week is 12:01 am Monday to 11:59 pm Sunday
- 2) Time cards need to be received no later than the close of business on Monday.
- 3) We process payroll Tuesday and invoices are processed Wednesday and Thursday.
- 4) The invoice date will be the week ending date.
- 5) As a result of this acquisition, as of November 21, 2022

ACH Payments (preferred):

Bank: BB&T
HireQuest Inc.
Routing Number: 053201607
Account Number: 0005126290383

Mailed payments:

Hirequest
PO Box 890714
Charlotte, NC, 28289-0714

Remittance information (including invoice numbers) send to: accounting@hirequestllc.com.

- 6) For missing invoices or questions on invoices please contact:
Carrie Bunce
Account Manager
cbunce@snelling.com

Email addresses will be:

Lisa Madrid – Staffing Specialist – lmadrid@snelling.com
Vanessa Frazier – Lead Recruiter – vnfrazier@snelling.com
Laura Rivera – Operations Assistant – larivera@snelling.com
Stephanie Gerdts – Business Development Manager - sgerdts@snelling.com
Chuck Perfecto – Jason’s Helper/Floater – cfperfecto@snelling.com
Lexie Myers- Lexie.myers@snelling.com
Jason Rinard- jlrinard@snelling.com

Should you have any questions, please do not hesitate to contact us. We look forward to a successful future partnership!

EXCEL STAFFING COMPANIES, LLC



GENERAL SERVICES ADMINISTRATION (GSA) CATALOG
Multiple Award Schedule (MAS)

Contract Number: GS-07F-0536V

Contract Period: 23 Sep 2014- 22 Sep 2024

Points of Contact:

Program Manager:

Ms. Virginia Buckmelter

Excel Staffing Companies, LLC 2100 Osuna Rd. NE, Suite
100

Albuquerque, NM 87113

P: (505) 262-1871

F: (505) 268-4954

Ginny@excelstaff.com

Contract Manager:

Ms. Lynette Johnson

Excel Staffing Companies, LLC 2100 Osuna Rd. NE, Suite
100

Albuquerque, NM 87113

P: (505) 262-1871

F: (505) 268-4954

Lynette.Johnson@excelstaff.com

Excel Staffing Companies, LLC
Contract: GS-07F-0536V



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Excel Staffing Companies, LLC
Contract: GS-07F-0536V



INTRODUCTION

Excel Staffing Companies, LLC (Excel), a New Mexico woman-owned small business, has been providing services in New Mexico since 1971. Excel has offices in Albuquerque, Santa Fe, and Los Alamos, New Mexico. Excel has a long track record of providing hard-to-find, talented people to support the local, state, and federal organizations. In the pursuit of developing our quality of service, Excel was ISO 9000 Registered for over 19 years. In 2012, we participated in the Inavero Best of Staffing survey earning the Best of Staffing Client and were in the top of the field. In 2014, we earned both the Best of Staffing Client and the Best of Staffing Talent awards, once again coming out with one of the top scores

Excel's Capabilities and Advantages

- Excel has the financial resources necessary to meet the payroll and other direct cost (ODC) requirements of government contracts
 - Excel has the capability and experience to perform diverse Statement of Work (SOW) requirements in temporary service personnel staffing
 - Excel has the proven ability to complete project execution, on time and on schedule
 - Excel has been successfully staffing government and commercial entities in a wide variety of labor categories for over 49 years
-

Excel Staffing Companies, LLC

Contract: GS-07F-0536V



CONTRACTOR INFORMATION:

CONTRACTOR NAME: Excel Staffing Companies, LLC

2100 Osuna Rd. NE, Suite 100

Albuquerque, NM 87113-1040

Phone number: (505) 262-1871 E-Mail: sales@excelstaff.com

Web Site: <http://www.excelstaff.com>

CONTRACT NUMBER: GS-07F-0536V

BUSINESS SIZE: Small Business

SCHEDULE TITLE: Multiple Award Schedule (MAS)

CONTRACT PERIOD: 23 September 2014 through 22 September 2024

TERMS AND CONDITIONS: Clause I-FSS-600 CONTRACT PRICE LISTS (MAR 2020)

Excel Staffing Companies, LLC

Contract: GS-07F-0536V

CUSTOMER INFORMATION:

1.a. TABLE OF AWARDED LABOR CATEGORIES AND PRICING

1.b. Multiple Award Schedule (MAS)

1.c. LOWEST PRICED MODEL NUMBER AND PRICE: N/A

1.d. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION: All hourly rates shown are firm-fixed-price. See the following price list for hourly rates for our preponderance of work location and labor categories.

2. MAXIMUM ORDER*: \$100,000.

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100 unless the contractor agrees to accept a smaller order amount.

4. GEOGRAPHIC COVERAGE:

Excel Staffing Companies, LLC may perform work at any of the locations listed in the SCA Wage Index Matrix. Service in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, will have the prices for that Task Order discounted accordingly.

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: N/A

Excel Staffing Companies, LLC
Contract: GS-07F-0536V



7. QUANTITY DISCOUNT(S): 0%

8. PROMPT PAYMENT TERMS: Net 30.

9.a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b. Government Purchase Cards are accepted above the micro-purchase threshold

10. FOREIGN ITEMS: None

11.a. TIME OF DELIVERY: *N/A*

11.b. EXPEDITED DELIVERY: *N/A*

11.c. OVERNIGHT AND 2-DAY DELIVERY: *N/A*

11.d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: *N/A*

13.a. ORDERING ADDRESS: Same as contractor address. Customer should contact contractor for additional addresses.

13.b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. PAYMENT ADDRESS: Same as contractor address.

15. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

16. EXPORT PACKING CHARGES: *N/A*

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (any thresholds above the micro-purchase level): None.

Excel Staffing Companies, LLC

Contract: GS-07F-0536V



18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (if applicable): N/A

19. TERMS AND CONDITIONS OF INSTALLATION (if applicable): N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (if applicable): N/A

20.a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (if applicable): N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS (if applicable): N/A

22. LIST OF PARTICIPATING DEALERS (if applicable): N/A

23. PREVENTIVE MAINTENANCE (if applicable): N/A

24.a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24.b. Section 508 Compliance for EIT: N/A

25. DUNS NUMBER: 085261048

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor has an Active Registration in the SAM database.

Excel Staffing Companies, LLC

Contract: GS-07F-0536V

PRICE LIST – SIN 561320SBSA Temporary Staffing (SBSA)

Service Proposed (e.g. Labor Category or Job Title/Task)	Price Offered to GSA (including IFF)
<i>Accounting Clerk I</i>	\$ 29.24
<i>Accounting Clerk II</i>	\$ 32.06
<i>Accounting Clerk III</i>	\$ 35.29
<i>Administrative Asst</i>	\$ 50.92
<i>Carpenter Maintenance</i>	\$ 36.72
<i>Certified Occupational Therapist Asst</i>	\$ 52.33
<i>Certified Physical Therapist Asst</i>	\$ 49.13
<i>Computer Based Training Specialist</i>	\$ 49.46
<i>Cook I</i>	\$ 26.93
<i>Cook II</i>	\$ 30.98
<i>Court Reporter</i>	\$ 47.33
<i>Customer Service Rep I</i>	\$ 25.17
<i>Customer Service Rep II</i>	\$ 27.45
<i>Customer Service Rep III</i>	\$ 29.38
<i>Data Entry Operator i</i>	\$ 27.39
<i>Data Entry Operator il</i>	\$ 28.99
<i>Dental Assistant</i>	\$ 33.59
<i>Dental Hygienist</i>	\$ 73.86
<i>Desk Clerk</i>	\$ 24.63
<i>Dishwasher</i>	\$ 23.50
<i>Dispatcher, Motor Vehicles</i>	\$ 32.64
<i>Document Prep Clerk</i>	\$ 31.57
<i>Duplicating Machine Operator</i>	\$ 31.57
<i>Fork Lift Operator</i>	\$ 37.08
<i>Gate Attendant/Gate Tender</i>	\$ 44.43
<i>General Clerk I</i>	\$ 26.54
<i>General Clerk II</i>	\$ 28.37
<i>General Clerk III</i>	\$ 30.98
<i>Heavy Equipment Mechanic</i>	\$ 43.74
<i>Heavy Equipment Operator</i>	\$ 35.80
<i>Housing Referral Asst</i>	\$ 35.42
<i>Marketing Analyst</i>	\$ 49.78

Excel Staffing Companies, LLC

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<i>Medical Assistant</i>	\$	33.30
<i>Medical Record Clerk</i>	\$	37.79
<i>Medical Record Technician</i>	\$	37.54
<i>Medical Transcriptionist</i>	\$	34.93
<i>Messenger Courier</i>	\$	27.52
<i>Optical Technician</i>	\$	33.46
<i>Order Clerk I</i>	\$	30.16
<i>Order Clerk II</i>	\$	32.32
<i>Painter Maintenance</i>	\$	34.80
<i>Park Attendant (Aide)</i>	\$	34.24
<i>Parking and Lot Attendant</i>	\$	26.11
<i>Personnel Assistant I</i>	\$	30.38
<i>Personnel Assistant II</i>	\$	33.39
<i>Personnel Assistant III</i>	\$	36.07
<i>Production Control Clerk</i>	\$	43.48
<i>Receptionist/Switchboard Operator</i>	\$	29.74
<i>Rental Clerk</i>	\$	26.47
<i>Sales Clerk</i>	\$	28.30
<i>Scheduler (Drug & Alcohol Testing)</i>	\$	46.45
<i>Scheduler, Maintenance</i>	\$	28.72
<i>School Crossing Guard</i>	\$	26.89
<i>Secretary I</i>	\$	29.71
<i>Secretary II</i>	\$	32.46
<i>Secretary III</i>	\$	35.42
<i>Service Order Dispatcher</i>	\$	29.72
<i>Supply Technician</i>	\$	50.18
<i>Survey Worker</i>	\$	32.49
<i>Technical Instructor</i>	\$	38.92
<i>Technical Instructor/Course Developer</i>	\$	46.14
<i>Test Proctor</i>	\$	32.74
<i>Travel Clerk I</i>	\$	30.03
<i>Travel Clerk II</i>	\$	31.85
<i>Travel Clerk III</i>	\$	33.47
<i>Word Processor I</i>	\$	28.76
<i>Word Processor II</i>	\$	31.46
<i>Word Processor III</i>	\$	34.47
<i>Certified Public Acct Level I</i>	\$	141.02
<i>Certified Public Acct Level II</i>	\$	170.40
<i>Certified Public Acct Level III</i>	\$	192.63
<i>Acct Analyst level I</i>	\$	77.69
<i>Acct Analyst Level II</i>	\$	95.11

Excel Staffing Companies, LLC

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<i>Acct Analyst Level III</i>	\$ 108.41
<i>Financial Analyst Level I</i>	\$ 51.80
<i>Financial Analyst Level II</i>	\$ 62.17
<i>Financial Analyst III</i>	\$ 79.92
<i>Computer Operator I</i>	\$ 31.13
<i>Computer Operator II</i>	\$ 34.05
<i>Computer Operator III</i>	\$ 37.84
<i>Computer Operator IV</i>	\$ 41.36
<i>Computer Operator V</i>	\$ 46.35
<i>Computer Programmer I (1)</i>	\$ 33.17
<i>Computer Programmer III (1)</i>	\$ 38.70
<i>Computer Programmer III (1)</i>	\$ 56.61
<i>Computer Programmer IV (1)</i>	\$ 66.59
<i>Computer Systems Analyst I (1)</i>	\$ 41.23
<i>Computer Systems Analyst II (1)</i>	\$ 47.01
<i>Computer Systems Analyst III (1)</i>	\$ 59.07
<i>Peripheral Equipment Operator</i>	\$ 24.42
<i>Personal Computer Support Tech</i>	\$ 35.06
<i>System Support Specialist</i>	\$ 41.56
<i>Data Conversion Specialist</i>	\$ 74.77
<i>IT Security Administrator I</i>	\$ 65.46
<i>IT Security Administrator II</i>	\$ 70.08
<i>IT Security Administrator III</i>	\$ 75.52
<i>Network Support Specialist I</i>	\$ 65.49
<i>Network Support Specialist II</i>	\$ 66.17
<i>Network Support Specialist III</i>	\$ 75.24
<i>System Admin Support Tech I</i>	\$ 51.24
<i>System Admin Support Tech II</i>	\$ 58.34
<i>System Admin Support Tech III</i>	\$ 65.49
<i>Help Desk Support Specialist I</i>	\$ 31.61
<i>Help Desk Support Specialist II</i>	\$ 38.91
<i>Help Desk Support Specialist III</i>	\$ 49.06
<i>Database Management Specialist I</i>	\$ 64.05
<i>Database Management Specialist II</i>	\$ 68.30
<i>Database Management Specialist III</i>	\$ 78.83
<i>IT Project Manager</i>	\$ 92.71
<i>IP Project Manager</i>	\$ 73.28
<i>IT Project Analyst</i>	\$ 55.85
<i>Application Developer I</i>	\$ 71.34
<i>Application Developer II</i>	\$ 78.44
<i>Application Developer III</i>	\$ 85.41

Excel Staffing Companies, LLC

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<i>IV&V Analyst</i>	\$ 165.76
<i>Aerospace Structural Welder</i>	\$ 52.70
<i>Alarm Monitor</i>	\$ 36.46
<i>Baggage Inspector</i>	\$ 27.69
<i>Driver, Courier</i>	\$ 29.10
<i>Electrician, Maintenance</i>	\$ 45.27
<i>Electronics Technician Maintenance I</i>	\$ 43.96
<i>Electronics Technician Maintenance II</i>	\$ 47.15
<i>Electronics Technician Maintenance III</i>	\$ 50.33
<i>Fork Lift Operator</i>	\$ 37.08
<i>Gardener</i>	\$ 39.50
<i>Gen Maintenance Worker</i>	\$ 32.40
<i>Guard I</i>	\$ 27.70
<i>Guard II</i>	\$ 30.19
<i>Housekeeping Aide</i>	\$ 27.37
<i>Janitor</i>	\$ 27.34
<i>Laborer</i>	\$ 24.48
<i>Laborer, Grounds Maintenance</i>	\$ 24.48
<i>Machine Tool Operator (Tool Rm)</i>	\$ 41.69
<i>Machinery Maintenance. Mechanic</i>	\$ 42.14
<i>Machinist, Maintenance</i>	\$ 40.74
<i>Maintenance Trades Helper</i>	\$ 28.30
<i>Material Coordinator</i>	\$ 43.48
<i>Material Expediter</i>	\$ 43.48
<i>Material Handling Laborer</i>	\$ 29.67
<i>Metrology Technician I</i>	\$ 54.89
<i>Metrology Technician II</i>	\$ 58.18
<i>Metrology Technician III</i>	\$ 60.97
<i>Order Filler</i>	\$ 27.10
<i>Plumber, Maintenance</i>	\$ 44.97
<i>Production Line Worker</i>	\$ 28.16
<i>Shipping Packer</i>	\$ 31.34
<i>Shipping/Receiving Clerk</i>	\$ 31.34
<i>Stationary Engineer</i>	\$ 45.70
<i>Stock Clerk</i>	\$ 29.94
<i>Store Worker I</i>	\$ 23.60
<i>Telecommunications Mechanic I</i>	\$ 49.24
<i>Telecommunications Mechanic II</i>	\$ 52.14
<i>Tool & Die Maker</i>	\$ 51.58
<i>Tools & Parts Attendant</i>	\$ 37.08
<i>Warehouse Specialist</i>	\$ 37.08

Excel Staffing Companies, LLC

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<i>Desk Clerk</i>	\$ 24.61
<i>Illustrator I</i>	\$ 32.93
<i>Illustrator II</i>	\$ 39.17
<i>Illustrator III</i>	\$ 46.43
<i>Librarian</i>	\$ 42.68
<i>Library Aide/Clerk</i>	\$ 27.58
<i>Library Info Technical Systems Admin</i>	\$ 39.17
<i>Survey Party Chief</i>	\$ 44.59
<i>Surveying Aide</i>	\$ 41.18
<i>Surveying Technician</i>	\$ 41.45
<i>Archeological Technician I</i>	\$ 33.43
<i>Archeological Technician II</i>	\$ 36.62
<i>Archeological Technician III</i>	\$ 43.74
<i>Cartographic Technician</i>	\$ 43.73
<i>Civil Engineering Technician</i>	\$ 43.38
<i>Drafter/CAD Operator I</i>	\$ 33.43
<i>Drafter/CAD Operator II</i>	\$ 36.62
<i>Drafter/CAD Operator III</i>	\$ 40.03
<i>Drafter/CAD Operator IV</i>	\$ 47.70
<i>Engineering Technician I</i>	\$ 30.50
<i>Engineering Technician IIU</i>	\$ 33.43
<i>Engineering Technician III</i>	\$ 36.62
<i>Engineering Technician IV</i>	\$ 43.73
<i>Engineering Technician V</i>	\$ 51.99
<i>Engineering Technician VI</i>	\$ 61.49
<i>Environmental Technician</i>	\$ 43.73
<i>Library Technician</i>	\$ 31.78
<i>Laboratory Technician</i>	\$ 42.46
<i>Mathematical Technician</i>	\$ 43.73
<i>Paralegal/Legal Assistant I</i>	\$ 34.66
<i>Paralegal/Legal Assistant II</i>	\$ 41.34
<i>Paralegal/Legal Assistant III</i>	\$ 49.06
<i>Paralegal/Legal Assistant IV</i>	\$ 57.96
<i>Photo-Optics Technician</i>	\$ 43.73
<i>Technical Writer I</i>	\$ 43.73
<i>Technical Writer II</i>	\$ 51.99
<i>Technical Writer III</i>	\$ 61.49
<i>Weather Observer, Combined</i>	\$ 40.03
<i>Weather Observer, Senior (2)</i>	\$ 43.73

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/04/2023

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 McGriff Insurance Services, LLC 3400 Overton Park Drive SE Suite 300 Atlanta, GA 30339	CONTACT NAME: Jakelle Savage	
	PHONE (A/C, No, Ext): 404 497-7500	FAX (A/C, No):
E-MAIL ADDRESS: jakelle.savage@mcgriff.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : ACE American Insurance Company		22667
INSURER B : ACE Fire Underwriters Insurance Company		20702
INSURER C : Alaska National Insurance Company		38733
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
 Hire Quest, LLC DBA HireQuest, HireQuest Direct
 111 Springhall Drive
 Goose Creek, SC 29445

COVERAGES

CERTIFICATE NUMBER: 27CDDC3W

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
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A 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	WLRC50680095 (AOS) SCFC50680150 (WI)	03/01/2023	03/01/2024	<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	WASHINGTON USL&H			22F WU 11801	06/15/2022	06/15/2023	E.L. - Each Accident \$ 1,000,000 E.L. - Each Employee \$ 1,000,000 E.L. - Policy Limit \$ 1,000,000 M.E.L. - Each Accident \$ 100,000 M.E.L. - Disease Aggregate \$ 100,000

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

CERTIFICATE HOLDER

City of Santa Fe - Public Utilities Dept.
 801 W SAN MATEO RD
 SANTA FE, NM 87505

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/04/2023

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 Jackson Agency Inc DBA Allied Risk Partners Corp 6971 W Sunrise Blvd #206 Sunrise FL 33313	CONTACT NAME: Maria Benitez PHONE (A/C, No, Ext): (305) 824-3464 E-MAIL ADDRESS: mbenitez@jacksonagency.com		FAX (A/C, No): (954) 473-3705
	INSURER(S) AFFORDING COVERAGE		
	INSURER A :	Philadelphia Insurance Company	NAIC # 18058
	INSURER B :	Lloyds Of London	524210
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES CERTIFICATE NUMBER: 2023-2024 Basic COI - 2 **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			PPK2525920	03/02/2023	03/02/2024	EACH OCCURRENCE \$ 1,000,000			
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000			
	GEN'L AGGREGATE LIMIT APPLIES PER:								MED EXP (Any one person) \$ 10,000	
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000			
	OTHER: _____						GENERAL AGGREGATE \$ 2,000,000			
							PRODUCTS - COMP/OP AGG \$ 2,000,000			
							Employee Benefits \$ 1,000,000			
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			PPK2525920	03/02/2023	03/02/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000			
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$			
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$			
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$			
							\$			
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			PUB854005	03/02/2023	03/02/2024	EACH OCCURRENCE \$ 10,000,000			
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 10,000,000			
	<input type="checkbox"/> CLAIMS-MADE						\$			
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY									
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A						PER STATUTE OTH-ER			
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$			
							E.L. DISEASE - EA EMPLOYEE \$			
							E.L. DISEASE - POLICY LIMIT \$			
B	Crime Professional Coverage			See in Limits Section	03/02/2023	03/02/2024	Crime PPK2525920 1,000,000			
										EPLI PPK2525920 1,000,000
										Cyber 5,000,000

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

This certificate is solely for the use as "Evidence of Insurance"

CERTIFICATE HOLDER	CANCELLATION
City of Santa Fe - Public Utilities Dept. 801 W SAN MATEO RD SANTA FE NM 87505	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <div style="text-align: center;"> </div>



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

BUSINESS REGISTRATION

Business Name: CAPTAIN HOOK WORLD, LLC
DBA: SNELLING STAFFING

Business Location: 2100 OSUNA RD NE
ALBUQUERQUE, NM 87113

Owner: CAPTAIN HOOK WORLD, LLC

License Number: 234589

Issued Date: March 02, 2023

Expiration Date: March 02, 2024

CRS Number: 03606903005

License Type: Business License - Renewable

Classification: Out of Jurisdiction Business License

Fees Paid: \$10.00

CAPTAIN HOOK WORLD, LLC
1525 30TH AVE N
ST. PETERSBURGH, FL 33704

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

Real Estate Summary of Contracts, Agreements, Amendments & Leases

Section to be completed by department

1. Munis Contract # 3203281

Contractor: Excel Staffing Companies, (now- HireQuest LLC., dba Snelling)

Description: **Amendment #1 to contract for Name Change. Excel Staffing Companies is now known as HireQuest, LLC., dba Snelling**

Contract Agreement Lease / Rent Amendment

Term Start Date: tbd Term End Date: 6/30/2026

Approved by Council Date: _____

Contract / Lease: **Contract**

Amendment # 1 to the Original Contract / Lease # Contract item# 22-023

Increase/(Decrease) Amount \$ n/a

Extend Termination Date to: n/a

Approved by Council Date: _____

Amendment is for: **Name change only.**

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

3. **Procurement History:** _____



Purchasing Officer Review: _____

Apr 6, 2023

Date: _____

Comment & Exceptions: Amending to change name on contract. No monetary value or term affected.

4. **Funding Source:** n/a **Org / Object:** n/a



Andy Hopkins (Apr 6, 2023 09:50 MDT)

Budget Officer Approval: _____

Apr 6, 2023

Date: _____

Comment & Exceptions: _____

Staff Contact who completed this form: Scott A. Overlie Phone # 505-231-6194

Email: saoverlie@santafenm.gov

To be recorded by City Clerk:

Clerk # _____

Date of Execution: _____



CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: HireQuest LLC., dba Snelling

Procurement Title: Contract Item# 22-0223 Amendment 1, name change

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 Parks and Open Space Div. Staff Name Scott A. Overlie

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

- Approved Procurement Checklist (by Purchasing)
- Memo addressed to City Manager (under 60K) Committees/City Council (over 60K)
- State Price Agreement
- RFP
- Evaluation Committee Report
- ITB
- Bib Tab
- Quotes (3 valid current quotes)
- Cooperative Agreement
- Sole Source Request and Determination Form
- Contractors Exempt Letter
- Purchasing Officers approval for exempt procurement
- BAR
- FIR
- Executed Contract, Agreement or Amendment
- Current Business Registration and CRS numbers on contract or agreement
- Summary of Contracts and Agreements form
- Certificate of Insurance
- All documentation presented to Committees
- Other:

Scott A. Overlie Project Administrator 4/3/2023

Department Rep Printed Name (attesting that all information included) Title Date

 Contracts Supervisor Apr 6, 2023

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 contract.