

# Memorandum



## Buckman Direct Diversion

**Date:** January 06, 2023  
**To:** Finance Department  
**From:** Monique Maes, Contracts Administrator  
**Via:** Rick Carpenter, Facilities Manager  
Antoinette Armijo-Rougemont, Accounting Supervisor  
**Re:** Condor Security Services Amendment 1

  
MM

  
RC

  
AA

### Item and Issue

Request for approval of Amendment No. 1 to the Services Agreement Item# 22-0522 with Condor Security of America, Inc. to detail minor changes in days of the week worked, no changes in amount at this time.

### Background

On January 5<sup>th</sup> the BDDDB approved Amendment 1 to the contract with Condor Security Services.. This Amendment is to detail clarification to the work provided schedule to include weekends and outlines specific holidays. No additional budget or monetary changes are required at this time.

### Recommendation:

Please approve, process and route.







## CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Condor Security of America

Procurement Title: Security Services

Procurement Method: State Price Agreement ☒ Cooperative ☐ Sole Source ☐ Other ☐ RFP ☐

Exempt ☐ Request For Proposal (RFP) ☐ Invitation To Bid (ITB) ☐ Contract under 60K ☐ Contract over 60K ☐

Department Requesting Buckman Direct Diversion Staff Name Monique Maes

### Procurement Requirements:

*A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees. .*

### REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING\*

YES	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memo addressed to BDDB Buckman Direct Diversion Board
<input checked="" type="checkbox"/>	<input type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RFP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evaluation Committee Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ITB
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bib Tab
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quotes (3 valid current quotes)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooperative Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sole Source Request and Determination Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contractors Exempt Letter
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchasing Officers approval for exempt procurement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Executed Contracts, Agreement or Amendment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Business Registration and CRS numbers on contract or agreement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summary of Contracts and Agreements form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	All documentation presented to BDDB
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

Monique Maes	Contracts Administrator	12/15/2022
Department Rep Printed Name (attesting that all information included)	Title	Date
	Contracts Supervisor	Apr 25, 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 any resulting contract.





# Buckman Direct Diversion Board

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



### Section to be completed by department

1. Munis Contract # 3203583 . . . . .

Contractor: Condor Security of America Inc.

Description: To provided Security Services at BDD facility

Contract ☐ Agreement ☐ Lease / Rent ☐ Amendment ☒

Term Start Date: 01/09/2023 Term End Date: 06/30/2023 . . . . .

☒ Approved by BDDDB or ☐ Approved by BDD Facilities Manager Date: 01/05/2023

### Contract / Lease:

Amendment # 1 to the Original Contract / Lease # 22-0522

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

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

☒ Approved by BDDDB or ☐ Approved by BDD Facilities Manager Date: 10/6/2022

### Amendment is for:

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

**Contract 22-0522 in the amount of \$148,638.00 including tax end term dated 6/30/2023**

**Amendment (1) to detail and clarify language to original contract.**

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

Andy Hopkins Apr 25, 2023  
Purchasing Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_  
Comment & Exceptions: modifying sow - no monetary or term affected

4. **Funding Source:** \_\_\_\_\_ **Org / Object:** 8000801.510310

Andy Hopkins Apr 25, 2023  
Budget Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Comment & Exceptions: \_\_\_\_\_

Staff Contact who completed this form: Monique Maes Phone # 505-955-4508

Email: mmaes@santafenm.gov

To be recorded by City Clerk:

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

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



**BUCKMAN DIRECT DIVERSION BOARD  
AMENDMENT NO. 1 TO  
SERVICES AGREEMENT  
WITH CONDOR SECURITY SERVICES, INC.  
#19-0302**

THIS AMENDMENT NO. 1 (the "Amendment") to the PROFESSIONAL SERVICES AGREEMENT, dated October 13, 2022, ("Agreement"), is made between the Buckman Direct Diversion Board ("BDDDB") and Condor Security Services, Inc. ("Contractor"). The effective date of this Amendment shall be the date it is executed by the BDDDB.

**RECITALS**

A. Under the terms of the Agreement, Contractor has agreed to provide security services for the Buckman Direct Diversion ("BDD") Facility.

B. Pursuant to Article 18 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the BDDDB and Contractor agree to amend the Agreement as follows:

**1. SCOPE OF SERVICES.**

BDDDB Facilities: Article 1, paragraph 1 of the Agreement is amended in its entirety to read as follows:

Contractor shall provide One (1) Level III uniformed security officer, as defined pursuant to 16.48.2.19 D. NMAC, in a clearly marked patrol unit (unit defined as a high clearance four wheel drive vehicle; minimum height requirement of 8'') to patrol the Buckman Regional Water Treatment facilities including: the Buckman Direct Diversion structure, the raw water lift station, booster station (1A) /sediment removal facility, booster station (2A) including solar facility and the infrastructure between the Buckman Regional Water Treatment Plant and the BDD Water Treatment Plant. Contractor is permitted to provide the services in split shifts. Services shall be provided 24 hours a day, 365 days a year, except for non-City of Santa Fe holidays and Mondays-Sundays during the hours of 8AM and 5PM.



**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.

***[BALANCE OF PAGE INTENTIONALLY LEFT BLANK;  
SIGNATURE PAGE FOLLOWS]***



**BUCKMAN DIRECT DIVERSION BOARD**

By:   
Carol Romero-Wirth, BDDDB Chair

Date: Jan 12, 2023

**CONTRACTOR:**  
**Condor Security Services**

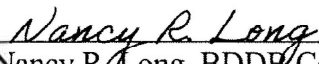
Signature: 

Printed Name: JOSE MOYA

Title: VR. GOV. AFF.

Date: 1-9-2023

**APPROVED AS TO FORM**

  
Nancy R. Long, BDDDB Counsel

**New Mexico Tax & Revenue**

**CRS# 03583676008**

**City of Santa Fe Business**

**Registration # 232935**

**APPROVED**

  
Emily K. Oster (May 3, 2023 12:59 MDT)  
Emily K. Oster, City Finance Director

**ATTEST**

  
Kristine Bustos-Mihelcic, City Clerk XIV

File Date: May 3, 2023



# Memorandum



## Buckman Direct Diversion

**Date:** December 19, 2022   
**To:** Buckman Direct Diversion Board  
**From:** Monique Maes, Contracts Administrator  
**Via:** Rick Carpenter, Facilities Manager   
Antoinette Armijo-Rougemont, Accounting Supervisor   
**Re:** Condor Security Services

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### Item and Issue

Changes to contract with Condor Security Services to include weekends

### Background

On October 6<sup>th</sup> the BDDB approved contract #22-0522 with Condor Security Services through a Statewide Price Agreement #20-0000-22-00049. This Amendment 1, will detail minor clarification of the dates to include weekends and outline specific holiday's for the rate increase. This change was not communicated in time to effectively establish the language in the original contract. No amount increases or other changes are seen at this time.

### Recommendation:

Staff Recommends approval of amendment 1 to contract #22-0522 with Condor Security Services.

Approve by BDDB January 5<sup>th</sup> 2023



Carol Romero-Wirth, BDDB Chair





# Procurement Details

<< Back

**Procurement Number**

20-00000-22-00049

**Procurement Type**

ITB Statewide Price Agreement (SPD)

**Procurement Description**

SECURITY GUARD SERVICES

**Buyer**

Commodity ID	Commodity Description	Commodity Group Description
91893	Security/Safety Consulting	Consulting Services
96265	Protection Services (Not Including Buildings)	Miscellaneous Services, No. 2 (Not Otherwise Cl
99046	Guard and Security Services	Security, Fire, Safety, And Emergency Services (Recovery)

Awarded Vendors



NM Resident Certified



Not a NM Resident Certified



NM Veteran-Owned Certified



Not a NM Veteran-Owned Certified

Contract Reference #	Vendor Name	Address	City	State	Zip	
20-00000-22-00049 AA	AARROWHEAD SECURITY	VET-SEC PROTECTION AGENCY	GLENDALE	AZ	85301-0000	
20-00000-22-00049 AB	ADC LTD NM	2100 AIR PARK ROAD SE SUITE 120	ALBUQUERQUE	NM	87106-3227	
20-00000-22-00049 AC	CONDOR SECURITY OF AMERICA	1522 CONSTITUTION BOULEVARD #112	SALINAS	CA	93905-0000	
20-00000-22-00049 AD	DESERT WOLF SECURITY INC	5901 WYOMING BLVD NE STE J-289	ALBUQUERQUE	NM	87109-3838	









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

## BUSINESS REGISTRATION

**Business Name:** CONDOR SECURITY OF AMERICA, INC.  
DBA: CONDOR SECURITY OF AMERICA, INC.

**Business Location:** 1020 MERRILL ST STE. 2010  
SALINAS, CA 93905

**CRS Number:** 03583676008

**Owner:** CONDOR SECURITY OF AMERICA, INCL.

**License Number:** 232935

**License Type:** Business License - Renewable

**Issued Date:** June 06, 2022

**Classification:** Out of Jurisdiction Business License

**Expiration Date:** June 06, 2023

**Fees Paid:** \$10.00

CONDOR SECURITY OF AMERICA, INC.  
1020 MERRILL ST STE. 2010  
SALINAS, CA 93905

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**



**Signature:**   
Monique Maes (Jan 12, 2023 11:56 MST)

**Email:** mmmaes@santafenm.gov

**Signature:**   
Rick Carpenter (Jan 20, 2023 10:33 MST)

**Email:** rrcarpenter@santafenm.gov

**Signature:** 

**Email:** amarmijo@santafenm.gov





CONDSEC-02

YYANG1

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/23/2023

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).

<b>PRODUCER</b> License # 0757776 HUB International Insurance Services Inc. 548 W Cromwell Avenue Suite 101 Fresno, CA 93711	<b>CONTACT NAME:</b> Lisa Glynn <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> lisa.glynn@hubinternational.com														
<b>INSURED</b>  Condor Security of America Inc. 1522 Constitution Blvd. #112 Salinas, CA 93905	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Summit Specialty Insurance Company</td><td>16889</td></tr><tr><td>INSURER B : Security National Insurance Company (Bristol West)</td><td>33120</td></tr><tr><td>INSURER C : AmTrust Insurance Company</td><td>15954</td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Summit Specialty Insurance Company	16889	INSURER B : Security National Insurance Company (Bristol West)	33120	INSURER C : AmTrust Insurance Company	15954	INSURER D :		INSURER E :		INSURER F :	
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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 checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			SCGL005000005801	1/13/2023	1/13/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
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			SPP1811883 00	1/13/2023	1/13/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			SXCS005000010201	1/13/2023	1/13/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	OWC1008991	1/13/2023	1/13/2024	<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

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

Excluded Officer - Gregory Veiga

## 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













# 23-0194 Condor Security BDDb

Final Audit Report

2023-05-03

Created:	2023-05-01
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvHyoEfxmhZ0Ft4qobb55_NILEz2Y3wsi

## "23-0194 Condor Security BDDb" History

-  Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)  
2023-05-01 - 6:02:20 PM GMT- IP address: 63.232.20.2
-  Document emailed to ekoster@santafenm.gov for signature  
2023-05-01 - 6:03:12 PM GMT
-  Email viewed by ekoster@santafenm.gov  
2023-05-02 - 0:32:32 AM GMT- IP address: 104.47.64.254
-  Email viewed by ekoster@santafenm.gov  
2023-05-03 - 6:58:54 PM GMT- IP address: 104.47.65.254
-  Signer ekoster@santafenm.gov entered name at signing as Emily K. Oster  
2023-05-03 - 6:59:46 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Emily K. Oster (ekoster@santafenm.gov)  
Signature Date: 2023-05-03 - 6:59:48 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Kristine Mihelcic (kmmihelcic@santafenm.gov) for signature  
2023-05-03 - 6:59:50 PM GMT
-  Email viewed by Kristine Mihelcic (kmmihelcic@santafenm.gov)  
2023-05-03 - 8:03:46 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Kristine Mihelcic (kmmihelcic@santafenm.gov)  
Signature Date: 2023-05-03 - 8:03:53 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2023-05-03 - 8:03:53 PM GMT