



# AIA® Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*

Southside Teen Center  
Santa Fe, NM

**CONTRACT INFORMATION:**

Contract For: General Construction  
Date: August 19, 2021

**CHANGE ORDER INFORMATION:**

Change Order Number: 02  
Date: April 3, 2023

**OWNER:** *(Name and address)*

City of Santa Fe  
PO Box 909  
200 Lincoln Avenue  
Santa Fe, NM 87501

**ARCHITECT:** *(Name and address)*

Wilson & Company, Inc - ABQ  
4401 Masthead St. NE  
Suite 150  
Albuquerque, NM 87109

**CONTRACTOR:** *(Name and address)*

Jaynes Corporation  
2906 Broadway Blvd NE  
Albuquerque, NM 87107

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

This is a zero dollar change to extend the length of the contract time to account for manufacturing and shipping delays.

The original Contract Sum was	\$	9,267,014.53
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	9,267,014.53
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	9,267,014.53

The Contract Time will be increased by One hundred and one (101) days.

The new date of Substantial Completion will be June 30, 2023

Section 8.7.16 of this agreement is hereby deleted in its entirety and substituted with the following Section 8.7.16 in its place: This agreement shall be effective when signed by the City and Contractor, whichever occurs last, and terminate 365 calendar days after the City's official acceptance of Substantial Completion.

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Wilson & Company, Inc - ABQ

**ARCHITECT** *(Firm name)*

*Brett E. Beaty*

**SIGNATURE**

Brett E. Beaty, AIA

**PRINTED NAME AND TITLE**

January 24, 2023

**DATE**

**ATTEST:**

*Kristine Bustos-Mihelcic*

**SIGNATURE**

KRISTINE BUSTOS-MIHELICIC,  
CITY CLERK

**PRINTED NAME AND TITLE**

May 15, 2023

**DATE** GB MTG 05/10/23

Jaynes Corporation

**CONTRACTOR** *(Firm name)*

*Shad James*

**SIGNATURE**

Shad James President & CEO

**PRINTED NAME AND TITLE**

**DATE**

**APPROVED AS TO FORM:**

*Marcos Martinez*

**SIGNATURE**

MARCOS D. MARTINEZ,  
SENIOR ASSISTANT CITY ATTORNEY

**PRINTED NAME AND TITLE**

**DATE**

City of Santa Fe

**OWNER** *(Firm name)*

*Alan Webber*

**SIGNATURE**

Alan Webber, Mayor

**PRINTED NAME AND TITLE**

May 14, 2023

**DATE**

**APPROVED:**

*Emily K. Oster*

**SIGNATURE**

EMILY OSTER, FINANCE DIRECTOR

**PRINTED NAME AND TITLE**

May 12, 2023

**DATE**

**Certificate Of Completion**

Envelope Id: 819F024C741D42D0A015748637F8C256

Status: Completed

Subject: Amendment\_G701-2017\_Jaynes\_TeenCenter DG 4 4 23 CAO.pdf

Source Envelope:

Document Pages: 1

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Kelli Smith-Mackey

AutoNav: Enabled

11282 summertree NE

Envelopeld Stamping: Enabled

Albuquerque, NM 87111

Time Zone: (UTC-12:00) International Date Line West

kelli.smith-mackey@jaynescorp.com

IP Address: 140.82.162.226

**Record Tracking**

Status: Original

Holder: Kelli Smith-Mackey

Location: DocuSign

4/6/2023 5:15:14 AM

kelli.smith-mackey@jaynescorp.com

**Signer Events**

Shad James

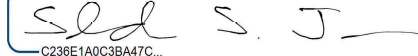
shad.james@jaynescorp.com

President &amp; CEO

Jaynes Corporation

Security Level: Email, Account Authentication  
(None)**Signature**

DocuSigned by:



C236E1A0C3BA47C...

Signature Adoption: Drawn on Device

Using IP Address: 140.82.162.226

Signed using mobile

**Timestamp**

Sent: 4/6/2023 5:16:21 AM

Viewed: 4/6/2023 5:56:48 AM

Signed: 4/6/2023 5:58:30 AM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Spencer Reardon

spencer.reardon@jaynescorp.com

Security Level: Email, Account Authentication  
(None)

Sent: 4/6/2023 5:58:31 AM

Viewed: 4/7/2023 8:16:01 AM

**Electronic Record and Signature Disclosure:**

Accepted: 11/21/2022 10:47:30 AM

ID: ba17e7fa-4c10-436c-a7f6-067b1b010c63

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

4/6/2023 5:16:21 AM

Certified Delivered

Security Checked

4/6/2023 5:56:48 AM

Signing Complete

Security Checked

4/6/2023 5:58:30 AM

Completed

Security Checked

4/6/2023 5:58:31 AM

**Payment Events****Status****Timestamps**



## **CONSUMER DISCLOSURE**

From time to time, Jaynes Corporation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Jaynes Corporation:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [alicia.cook@jaynescorp.com](mailto:alicia.cook@jaynescorp.com)

**To advise Jaynes Corporation of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [alicia.cook@jaynescorp.com](mailto:alicia.cook@jaynescorp.com) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

**To request paper copies from Jaynes Corporation**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [alicia.cook@jaynescorp.com](mailto:alicia.cook@jaynescorp.com) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Jaynes Corporation**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [alicia.cook@jaynescorp.com](mailto:alicia.cook@jaynescorp.com) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Jaynes Corporation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Jaynes Corporation during the course of my relationship with you.



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** April 14, 2023

**TO:** Governing Body

**VIA:** Regina Wheeler, Public Works Department Director *RW*  
RW (Apr 14, 2023 11:30 MDT)

**FROM:** Sam Burnett, Facilities Division Director *mb*

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### **ACTION:**

Request approval of Contract Amendment #2 for the Southside Teen Center with Jaynes Corporation extending the Substantial Completion date by 90-days to June 30, 2023, and an extension to the contract Term by 365-days to cover the warranty period, with no corresponding increase in cost; Sam Burnett, Facilities Division Director, [jsburnett@santafenm.gov](mailto:jsburnett@santafenm.gov), 505-795-2491

### **BACKGROUND AND SUMMARY:**

In January of 2023 the Community Health and Safety Department made the determination that the Teen Center will need a gender-neutral bathroom to ensure the facility will be inclusive and provide the best services to the community. The gender-neutral bathroom will be installed in the janitors closet that was between the two bathrooms and the janitor's closet will be moved into a storage area. See the attached floor plan(s).

This change will add 90-days to the project schedule and shift the Substantial Completion Date to June 30, 2023. We have also modified the contract term to be set at 365-days from the actual substantial completion date should it be sooner than June 30, 2023. The extension of the term ensures the contract is in effect through the entire 1-year warranty period.

There will be no additional cost to the City at this time through the modification of the project's overall scope of work. To offset the cost of the bathrooms, the number of solar panels being installed at the facility will be reduced, while maintaining necessary LEED credits for desired LEED Silver certification. More solar panels could be installed when the Teen Center legislative appropriation becomes available.

### **FUNDING SOURCES:**

2019 – State Funding through Legislative Appropriation-2019 DFA Grant D3210.

Total: \$1,100,000.00

22% used for planning and design.

78% used for construction.

Balance: \$0.00

2019 – GRT Revenue Fund.

Total: \$1,000,000.00

To be used for construction.

Balance: \$1,000,000.00

2020 – State Funding through Legislative Appropriation-2020 DFA Grant E2744.

Total: \$3,910,000.00

To be used for construction.

Balance: \$2,999,946.67

2021 – GRT Revenue Fund.  
Total: \$4,000,000.00  
To be used for construction.  
Balance: \$4,000,000.00

2021 – State Funding through Legislature-Bond sold-2021 DFA Grant F2901.  
Total: \$1,805,000.00  
Not Appropriated – Grant Funding on Hold, Pending Audits.  
To be used for FF&E  
Balance: \$1,805,000

2019 – 2021 Funding Total: \$9, 250,731.00  
Status: \$5,841,048.72 expended  
Balance: \$3,409,682.28

**PROCUREMENT METHOD:**

ITB 22/02/B

**PROJECT SCHEDULE:**

This project is currently on schedule and is scheduled for substantial completion in June of 2023.

**CONTRACT NUMBER:**

The Munis contract number is 3202933.

**FUNDING SOURCE:**

**Project Name/Number:** Facilities Project – Southside Teen Center/FA183200T

**Munis Org Name/Number:** 3209980 Facilities CIP

**Munis Object Name/Number:** 572970 WIP Construction

**ATTACHMENTS:**

Retroactive Approval Memorandum to City Manager  
Jaynes Teen Center Construction Project Amendment #2  
Jaynes Teen Center Construction Project Amendment #1  
Jaynes Teen Center Construction Project Original Contract  
Jaynes Teen Center Construction Project Procurement Documents ITB/RFP,  
Jaynes Teen Center Construction Project Certificate of Insurance  
Jaynes Teen Center Construction Project Business License  
Jaynes Teen Center Construction Project Schedule  
Summary of Contracts  
Procurement Checklist





## City of Santa Fe

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

## BUSINESS REGISTRATION

**Business Name:** JAYNES STRUCTURES

DBA: JAYNES STRUCTURES

**Business Location:** PO BOX 26841  
ALBUQUERQUE, NM 87125

**Owner:** JAYNES STRUCTURES

**License Number:** 226956

**Issued Date:** February 15, 2023

**Expiration Date:** February 15, 2024

**CRS Number:** 02-450582-00-0

**License Type:** Business License - Renewable

**Classification:** Out of Jurisdiction Contractor -  
General

**Fees Paid:** \$10.00

JAYNES STRUCTURES  
PO BOX 26841  
ALBUQUERQUE, NM 87125

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**

Client#: 1142343

JAYNECOR3

**ACORD**<sup>TM</sup>**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

6/02/2022

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 any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> USI Southwest Inc. NM - CL 4100 Osuna Road NE Suite 2-203 Albuquerque, NM 87109 505 262-2621		<b>CONTACT NAME:</b> Sam Conlee / Jenny Coughlin <b>PHONE (A/C, No, Ext):</b> 505 262-2621 <b>FAX (A/C, No):</b> 855-512-3881 <b>E-MAIL ADDRESS:</b> Jenny.Coughlin@usi.com	
<b>INSURED</b> Jaynes Corporation PO Box 26841 Albuquerque, NM 87125-6841		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A :</b> American Contractors Ins Co RRG	
		<b>INSURER B :</b> ACIG Insurance Company	
		<b>INSURER C :</b> Westchester Surplus Lines Insurance Co	
		<b>INSURER D :</b> Continental Insurance Company	
		<b>INSURER E :</b> ACUITY A Mutual Insurance Company	
		<b>INSURER F :</b>	

**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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X	X	GL22A00022	06/01/2022	06/01/2023	EACH OCCURRENCE \$10,000,000
A	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	GL22B00022(GLXS)	06/01/2022	06/01/2023	DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000
A		X	X	GL22C00022(GLXS)	06/01/2022	06/01/2023	MED EXP (Any one person) \$5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$10,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$10,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$10,000,000
E	AUTOMOBILE LIABILITY	X	X	Z73089	06/01/2022	06/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB	X	X	G46644189006	06/01/2022	06/01/2023	EACH OCCURRENCE \$25,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						AGGREGATE \$25,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		X	WCA000006622	06/01/2022	06/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N/A	X	WCA000016622	06/01/2022	06/01/2023	E.L. EACH ACCIDENT \$1,000,000
							E.L. DISEASE - EA EMPLOYEE \$1,000,000
							E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Excess GL & AL	X	X	7014991654	06/01/2022	06/01/2023	Ea Occ \$10,000,000 Agg \$10,000,000


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

RE: Southside Teen Center, 6600 Valentine Way, Santa Fe NM 87507.

Additional Insured Includes: City of Santa Fe, PO Box 909, Santa Fe, NM 87504-0909 (Owner), Wilson & Company, Inc - ABQ, 4401 Masthead St. NE, Suite 150, Albuquerque, NM 87109 (Architect), and the Architects consultants.

(See Attached Descriptions)

**CERTIFICATE HOLDER****CANCELLATION**

City of Santa Fe PO Box 909 Santa Fe, NM 87504-0909	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 
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# City of Santa Fe

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

### Section to be completed by department

1. Munis Contract # 3203008

Contractor: Jayne's Corporation

Description: **Amendment #2 Extending the Term of the Agreement with No Corresponding Increase in Compensation Due to Change in Substantial Completion Date from 4/28/2023 to 6/30/2023.**

Contract ☐ Agreement ☐ Lease / Rent ☐ Amendment ☒

Term Start Date: 9/27/2021 Term End Date: 6/30/2024

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

**Contract / Lease: 3203008**

Amendment # 2 to the Original Contract / Lease # 3203008

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

Extend Termination Date to: April 28, 2023

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

### Amendment is for:

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

**Original Contract approved 9/27/2021 for \$9,267,014.53.**

**Amendment #1 to Fix Wrong Term End Date to March 31, 2023 approved 8/5/2022.**

3. **Procurement History: ITB 22/02/B (Procurement Method)**

*[Signature]*

Apr 27, 2023

Purchasing Officer Review:

Date:

Munis contract ID # 3203008, NOT 3202933 as indicated on memo. Project Completion date is 6/30/23, & Contract TERM date is 6/30/24.

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

4. **Funding Source: FA183200T**

**Org / Object: 3209980/572970**

*Andy Hopkins*

Apr 27, 2023

Budget Officer Approval:

Date:

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

Staff Contact who completed this form: Therese Martinez Phone # 505-955-5937

Email: tmartinez@santafenm.gov

To be recorded by City Clerk:

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

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



## CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Jayne's Corporation

Procurement Title: Construction of Southside Teen Center

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/Facilities Div Staff Name Therese Martinez

### Procurement Requirements:

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

### REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING\*

YES N/A

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

Therese Martinez Project Administrator 4/10/2023

Department Rep Printed Name (attesting that all information included) Title Date  
Contracts Supervisor Apr 27, 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.











# 23-0220 Jaynes Corporation GB PW FACILITIES

Final Audit Report

2023-05-15

Created:	2023-05-11
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