



# City of Santa Fe, New Mexico

## Memorandum



**DATE:** March 6, 2024

**TO:** John Blair,  
City Manager JB

**VIA:** Emily Oster, Finance Department Director EKO  
Travis Dutton-Leyda, Chief Procurement Officer JD  
Eric Candelaria, ITT Department Director EC

**FROM:** Michelle A. Gurule, Contracts Administrator MJ

### ITEM AND ISSUE:

ITT Department Request for the Approval of General Services Agreement in the Total Amount of \$113,898.31 for Security Camera and Access Control System Upgrade; (HEI Incorporated); (Eric Candelaria, [edcandelaria@santafenm.gov](mailto:edcandelaria@santafenm.gov) 505-955-5576) (Larry Worstell, [lfworstell@santafenm.gov](mailto:lfworstell@santafenm.gov) 505-955-5580).

### BACKGROUND AND SUMMARY:

HEI Incorporated will provide power and line installations for the Security Camera and Access Control System Upgrade at the City of Santa Fe Police Administration Building.

### PROCUREMENT METHOD:

The procurement method is the NM Statewide Price Agreement (SWPA) # 00-00000-20-00093AH which expires on September 8, 2024.

### CONTRACT NUMBER:

The FY20 Munis contract number is 3204592.

### FUNDING SOURCE:

The funding source is:

**Fund Name/Number:** Services to Other Depts/Fund 620

**Munis Org Name/Number:** ITT Infrastructure Svcs/6203650

**Munis Object Name/Number:** Data Processing/572800

### ACTION REQUESTED:

ITT Department Name respectfully requests your review and approval.

**CITY OF SANTA FE  
GENERAL SERVICES CONTRACT**

**Police Administration Building Security Camera and Access Control System Upgrade.**

THIS CONTRACT is made and entered into by and between the City of Santa Fe, herein after referred to as the "City", and HEI Incorporated 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 Contract and the price for each. Product and service descriptions may be amended with the prior approval of the Contract 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.

**2. Scope of Work**

A. The Contractor shall perform the following work at the Police Administration Building located at 2515 Camino Entrada, Santa Fe, NM 87507.

**1. Basement**

- Install 15x Cat6 data lines for two camera locations.
- Install one data line for alarm panel near elevator.
- Install 1x Cat6 data line for access control.

**2. 1<sup>st</sup> Floor**

- MDF Room
  - Install two 4x8 fire-rated boards painted white, seven data lines and three electrical quad outlets for new controller location.
  - Provide new patch panel on existing rack.
- Install 19x Cat6 lines for new camera locations and one for biometric reader outside room 101.
- Install 2x Cat6 lines for Axon Camer Locations
  - Provide conduit path in stairwells and j-hooks as needed throughout pathway in ceiling.
- Provide new patch panel in server room.
- Provide patch cords for all network connections.

3. 2<sup>nd</sup> Floor

- TR room
  - Install 2x Cat6 data lines in telecom room for new controller location and install one quad electrical outlet.
- Install 4x new cat 6 lines for new camera locations.
- Provide new patch panel in server room.
- Provide patch cords for all network connections.

4. North Main Gate Entrance and Pedestrian Gate

A. Main North Gate

- Install new 2" conduit from the server room to the island between entrance and exit gates.
  - Install pull box in middle and extend 1" conduit to each device as per drawing provided.
  - Cut and remove existing concrete and asphalt in path and restore once conduit path is established.
  - Install one data port for camera location.

B. Pedestrian Gate

- Install 1" conduit from the main building Server room to the gate providing a junction point for Camnet to install access control.
- Cut and remove concrete in path and restore as well as restoration of grounds.

5. Parking Structure

- Extend 1" conduit from Positive Solar project to the Server room and to a new weatherproof box 20"x20"x8" with electrical outlet and mounting plate on the parking structure (exact location to be provided by PS)
  - Positive Solar to provide access to a 120-volt circuit for the new network box.
  - Install 1: conduit from box to two camera locations and back to Positive Solar for their network monitoring system.
- Install 6-fiber single mode from the new network box back to the main building.
  - Provide fiber distribution box.
  - Terminate both ends with LC connections.
  - Install IT provided switch.
- Install cat 6 cable to both camera locations and PS monitor.
  - Terminate, test and label.

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>
Labor		\$ 60,235.00
Material		\$ 48,731.57
Tax on labor only		\$ 4,931.74
Total		\$113,898.31

The total compensation under this Contract shall not exceed one hundred thirteen thousand eight hundred ninety eight dollars and thirty-one cents (\$113,898.31) including New Mexico gross receipts tax.

4. **Payment Provisions**

All payments under this Contract 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 certification. After the thirtieth (30th) 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 CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This contract shall terminate **twelve (12) months from date of final signature**. The City reserves the right to renew this contract on an annual basis by mutual Contract not to exceed a total of ten (10) years in accordance with NMSA 1978, Sections 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 Contract for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Contractor may only terminate this Contract based upon the City's uncured, material breach of this Contract.

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 Contract 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 Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph 17, "Appropriations", of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT.*

## 8. Amendment

A. This Contract 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 Contract 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 Contract, 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 Contract. 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 Contract or assign any claims for money due or to become due under this Contract 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 Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

12. **Non-Collusion**

In signing this Contract, 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 Contract 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 Contract, all proposed items are to be NEW and of most current production, unless otherwise specified.

16. **Records and Audit**

During the term of this Contract 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 Contract shall not foreclose the right of the City to recover excessive or illegal payments.

17. **Appropriations**

The terms of this Contract, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the legislature, this Contract, 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 Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract 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 Contract, releases the City, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Contract. 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 Contract 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 Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract. 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 Contract, will continue to comply with, and that this Contract 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 Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Paragraph were erroneous on the effective date of this Contract 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 were erroneous on the effective date of this Contract 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 Contract to the contrary, the City may immediately terminate the Contract.

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 Contract; Merger**

This Contract incorporates all the Contracts, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Contracts and understandings have been merged into this written Contract

This Contract is issued against the state or agency Master Agreement, established, and maintained by the State of New Mexico Price Agreement #00-00000-20-00093 "Low Voltage Systems and Related Services" and through this language hereby incorporates this agreement by reference and is included in the order of precedence.

**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 Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, 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 Contract 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 Contract 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 Contract, 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 Contract, 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 Contract.

**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 Contract or to damages resulting from personal injury caused by the Contractor's negligence.

**29. Incorporation by Reference and Precedence**

If this Contract has been procured pursuant to a request for proposals, this Contract 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 Contract, 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 Contract in reverse chronological order; (2) the Contract, 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 Contract 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 Contract. 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 Contract requires. The City has the right to inspect and test all services contemplated under this Contract to the extent practicable at all times and places during the term of the Contract. 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 Contract, the City may require the Contractor to re-perform the services in conformity with the requirements of this Contract 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 Contract; 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 Contract, 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 Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be as broad as ISO Form CG 00 01 with limits not less than \$2,000,000 (two million dollars) per occurrence and \$2,000,000 (two million dollars) 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. **Broader Coverage and Limits.** The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, 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 Contract are sufficient to cover the obligations of Contractor hereunder.

C. Contractor shall maintain the above insurance for the term of this Contract 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 Contract 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 Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

**36. Enforcement of Contract**

A party's failure to require strict performance of any provision of this Contract 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 Contract 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 Contract infringes any patent, copyright to trademark in the United States or Puerto Rico, and shall pay all costs, damages and attorneys' fees that a court finally awards as a result of any such claim. In addition, if any third party obtains a judgment against the City based upon Contractor's trade secret infringement relating to any product or services provided under this Contract, 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 Contract paragraphs titled "Patent, Copyright, Trademark, and Trade Secret Indemnification; Indemnification; and Limit of Liability" shall survive the expiration of this Contract. Software licenses, leases, maintenance and any other unexpired Contracts that were entered into under the terms and conditions of this Contract shall survive this Contract.

**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) 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 Contract, 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 Contract. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Contract. Failure of the Contractor to furnish a disclosure or provide additional information as requested will be grounds for immediate termination of this Contract pursuant to the conditions set forth in Paragraph 7 of this Contract.

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 Contract. 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 Contract.

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:

City of Santa Fe  
1600 St. Michaels Drive Building #24  
Mouton Hall  
Santa Fe, NM 87501

To the Contractor:

HEI Incorporated  
P.O. Box 31310  
Albuquerque, NM 87190-1310

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:

HEI Incorporated  
P.O. Box 31310  
Albuquerque, NM 87190-1310

42. **Succession**

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

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

CITY OF SANTA FE:

CONTRACTOR:  
HEI Incorporated

John Blair  
John Blair (Mar 21, 2024 15:47 MDT)  
JOHN BLAIR, CITY MANAGER

DATE: Mar 21, 2024

[Signature]  
NAME

PRESIDENT  
TITLE

DATE: 3-4-24  
CRS# 02-360388-00-7

Registration # 225955

ATTEST:

[Signature]  
Geraldyn Cardenas (Mar 22, 2024 14:27 MDT)  
GERALYN CARDENAS, INTERIM CITY CLERK  
XIV

CITY ATTORNEY'S OFFICE:

[Signature]  
Mar 5, 2024  
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster  
FINANCE DIRECTOR

6203650.572800  
Org.Name/Org.# AJH



**HEI, Inc.**  
**P.O. Box 31310**  
**Albuquerque, NM 87190-1310**  
**(505) 880-1819 Fax (505) 837-1516**

**January 24<sup>th</sup>, 2024**

**City of Santa Fe  
Information Technology**

**Project: Police Administration Building**

**Quote# D24020**  
**HEI State Wire Contract #00-00000-20-00093**

**Basement**

- **Install 15x Cat6 data lines for two camera locations.**
- **Install one data line for alarm panel near elevator.**
- **Install 1x Cat6 data line for access control.**

**1<sup>st</sup> floor**

- **MEF room**
  - **Install two 4x8 fire-rated boards painted white, seven data lines and three electrical quad outlets for new controller location.**
  - **Provide new patch panel on existing rack.**
- **Install 19x Cat 6 lines for new camera locations and one for biometric reader outside room 101.**
- **Install 2x Cat6 lines for Axon Camera Locations.**
  - **Provide conduit path in stairwells and j-hooks as needed throughout pathway in ceiling.**
- **Provide new patch panel in server room.**
- **Provide patch cords for all network connections.**

**2<sup>nd</sup> floor**

- **TR room**
  - **Install 2x Cat6 data lines in telecom room for new controller location and install one quad electrical outlet.**
- **Install 4x new cat 6 lines for new camera locations.**
- **Provide new patch panel in server room.**
- **Provide patch cords for all network connections.**

## **North Main Gate Entrance and Pedestrian Gate**

### **Main North Gate**

- **Install new 2" conduit from the server room to the island between entrance and exit gates**
  - **Install pull box in middle and extend 1" conduit to each device as per drawing provided.**
  - **Cut and remove existing concrete and asphalt in path and retstore once conduit path is established.**
  - **Install one data port for camera location.**

**\*Note this will require closing the entrance to the facility in order to install the conduit across the driveway and restoration of the asphalt driveway. Coordination with the facility will be required to determine the best dates and times for this to occur.**

### **Pedestrian Gate**

- **Install 1" conduit from the main building Server room to the gate providing a junction point for Camnet to install access control.**
- **Cut and remove concrete in path and restore as well as restoration of grounds.**

### **Parking Structure**

- **Extend 1" conduit from Positive Solar project to the Server room and to a new weatherproof box 20'x20"X 8" with electrical outlet and mounting plate on the parking structure (exact location to be provided by PS)**
  - **Positive Solar to provide access to a 120 volt circuit for the new network box**
  - **Install 1" conduit from box to two camera locations and back to Positive Solar for their network monitoring system.**
- **Install 6-fiber single mode from the new network box back to the main building.**
  - **Provide fiber distribution box.**
  - **Terminate both ends with LC connections.**
  - **Install IT provided switch.**
- **Install cat 6 cable to both camera locations and PS monitor.**
  - **Terminate, test and label.**

**Labor \$ 60,235.00**

**Material \$ 48,731.57**

**Tax on labor only \$ 4,931.74**

**Total \$ 113,898.31**

**Please feel free to contact me if you have any questions regarding this proposal.**

**Sincerely,**

**Carlos Torrez**

  
**Project Manager Data Department**





State of New Mexico  
General Services Department  
Purchasing Division

Statewide Price Agreement Amendment Cover Page

**Awarded Vendor:**

**0000052470**

**HEI, Inc.**

**PO Box 31310**

**Albuquerque, NM 87190-1310**

**Email: [dlistotto@heinm.com](mailto:dlistotto@heinm.com); [nhurd@heinm.com](mailto:nhurd@heinm.com)**

**Telephone No.: 505-880-1819**

**Price Agreement Number: 00-00000-20-00093AH**

**Amendment No.: Three**

**Term: September 9, 2020 - September 8, 2024**

**Ship To:**

**All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.**

**Procurement Specialist: Vanessa LeBlanc** *VL*

**Telephone No.: (505) 629-9525**

**Email: [Vanessa.LeBlanc@gsd.nm.gov](mailto:Vanessa.LeBlanc@gsd.nm.gov)**

**Invoice:**

**As requested at time of order**

**Title: Low Voltage Systems and Related Services**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**This amendment is issued to reflect the following effective immediately:**

- **Amend Article 5, extend the Agreement termination date from September 8, 2023, for one additional year through September 8, 2024.**

**Please see attached Amendment No. 3 for more information.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**STATE OF NEW MEXICO**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**Information Technology Agreement**  
**Low Voltage Systems and Related Services**  
**Price Agreement No.: 00-00000-20-00093 AH**  
**Amendment No. 3**

**THIS Amendment (“Amendment”) to the Price Agreement (“Agreement” or “Contract”) is made and entered into by and between the Department of Information Technology, hereinafter referred to as the “Procuring Agency,” and HEI, Inc. referred to as the “Contractor.”**

The purpose of this Amendment is to extend the Agreement termination date from September 9, 2023, for one additional year through September 8, 2024.

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE REFERENCED AGREEMENT ARE AMENDED AS FOLLOWS:

1. **ARTICLE 5 – TERM.** THIS AGREEMENT SHALL NEITHER BE EFFECTIVE NOR BINDING UNTIL APPROVED BY THE DoIT AND THE STATE PURCHASING AGENT. This Agreement shall terminate on September 8, 2024, unless terminated pursuant to Article 6, of the Agreement. The term of this Agreement, including all extensions and renewals, will not exceed ten (10) years, except as may otherwise be allowed by Section 13-1-150 NMSA 1978.

All other Articles and Deliverables of the original Agreement (and all subsequent amendments remain the same).

IN WITNESS WHEREOF, the Parties hereby execute this Amendment, which will take effect on the last signature date of the required approval authorities below. Each of the signatories, below, may execute this Agreement by hard copy original, facsimile, digital or electronic signature, any of which will be deemed to be a true and original signature hereunder.

By: Will Humbard Date: 8/29/2023  
Will Humbard, President  
HEI, Inc.

Approved for legal sufficiency:

By: Bryan Brock Date: 8/29/2023  
General Counsel  
Department of Information Technology

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes:

BTIN ID Number: 02-360388-00-7

By: Ann Marie Lucero Date: 8/29/2023  
Taxation & Revenue Department

*Taxation and Revenue is only verifying the registration and will not confirm or deny taxability statements contained in this contract.*

Approved for compliance with the Department of Information Technology Act, Chapter 9, Article 27 NMSA 1978 and Executive Orders relating to Information Technology issued by the Governor of the State of New Mexico.

By: [Signature] Date: 8/31/2023  
Raja Sambandam, Interim Cabinet Secretary Designate and State Chief Information Officer  
Department of Information Technology

This Amendment has been approved by the General Services Department, State Purchasing Division:

By: Valerie Paulk Date: 8/31/2023  
State of New Mexico, State Purchasing Division  
☒ This is signed on behalf of the State Purchasing Agent

**I. EXHIBIT A – SCOPE OF WORK**

**The Scope of Work consists of activities the State has considered Low Voltage Systems and Related Services.**

The mandatory low voltage systems and related services shall be provided by the awarded Contractor to include the following Categories as defined in this Agreement:

1. Category 1 - Outside Cabling Systems and Related Services
2. Category 2 - Inside Wiring Systems and Related Service
3. Category 3 - Access Control Systems and Related Services
4. Category 4 - Fire Alarm Systems and Related Services
5. Category 5 - Paging Systems and Related Services
6. Category 6 - Surveillance Systems and Related Services
7. Category 7 - Wireless Systems and Related Services
8. Category 8 – Intrusion Detection Systems and Related Services

All Low Voltage Systems and products awarded, and subsequent contracts must be installed by the Awarded Contractor.

**II. Excluded Requirement: The following item shall not be used for purchasing from the awarded agreements:**

1. Telephone and computer equipment, purchases allowed ONLY if used for an install of a low voltage system project
2. Telephone systems of any type
3. Routers
4. Layer 3 switches
5. Firewalls
6. Services not related to any specific category defined within this RFP
7. Intercom call box, purchases allowed ONLY if used for an install of a low voltage system project
8. Video conferencing equipment
9. Security fencing
10. Security lighting
11. Any hardware that is not associated with electronic hardware, purchases allowed ONLY if used for an install of a low voltage system project that includes miscellaneous items such as vecro, labels, screws, nuts, and bolts.

The awarded agreements are only for installed low voltage system as defined in this RFP. The ONLY stand-alone low voltage system products to be sold separately under the statewide price agreements are listed below:

1. Fuses
2. Patch cords
3. Fiber jumpers
4. Wiring and components for mountain top radio installations
5. Access cards and badges
6. Badging ink cartridges
7. Cleaning cartridges

terminated to the appropriate connection as per the system design and specifications and as required for each low voltage system category. The installation of the wire/cable must meet the procedures as required by the manufacture(s) material. All installed wire/cable must comply with the National, State, and local codes. All wiring/cable installed must pass the testing perimeters as specified by the National codes. The low voltage system wiring cable/types include the following:

- a. Category 5e, 6, 6A UTP cables
  - b. Category 6A STP cables
  - c. OM1, OM2, OM3 and OM4 Multimode fiber
  - d. OS1 and OS2 Single-Mode fiber
  - e. Future UTP, STP and fiber Types that are specified by National Codes and Specifications
  - f. Any wiring/cables that are specified by the equipment manufacture.
11. **“Intercom call box”** means callbox is literally a box, equipped with a special purpose radio that can communicate with a two-way radio network or a dispatch office. They are used in a variety of industries as a way for customers, employees, or visitors to communicate from a remote location to an existing radio network or central office. The intercom callboxes all use radio frequency technology, therefore have the advantage of being wireless, which allows for much more flexibility with installation and location. The callboxes are designed for use in many applications.
12. **“Low Voltage Systems”** includes the Low Voltage System Categories defined in Section F below and listed as:
- a. CATEGORY 1 – OUTSIDE CABLING SYSTEMS AND RELATED SERVICES
  - b. CATEGORY 2 – INSIDE WIRING SYSTEMS AND RELATED SERVICES
  - c. CATEGORY 3 – ACCESS CONTROL SYSTEMS AND RELATED SERVICES
  - d. CATEGORY 4 – FIRE ALARM SYSTEMS AND RELATED SERVICES
  - e. CATEGORY 5 – PAGING SYSTEMS AND RELATED SERVICES
  - f. CATEGORY 6 – SURVEILLANCE SYSTEMS AND RELATED SERVICES
  - g. CATEGORY 7 – WIRELESS SYSTEMS AND RELATED SERVICES
  - h. CATEGORY 8 – INTRUSION DETECTION SYSTEMS AND RELATED SERVICES
11. **“Maintenance and Support/Post Warranty Maintenance and Support Services”** or **“Extended Service Plans”** means a service that guarantees the low voltage system, its components to include software and software subscriptions, and labor services shall be in Complete Working Order, as defined above, during the post warranty maintenance and support period and after the one-year warranty period. The procuring agency has the option to contract for this service. Travel and per diem must be included at no added cost to the maintenance and support services. At a minimum, any proposed maintenance and support services must include the following items:
- a. **Scheduling.** Must provide quarterly, semi-annual, or annual system checkups and upgrades
  - b. **Call-back.** For any issue reported, an acknowledgement of the service request/issue reported is required by calling the procuring entity back within 2 hours of receipt.
  - c. **4-Hour Response Time.** For a major issue (system is unable, to be determined by the procuring entity), the Contractor must have a technician onsite within 4 hours of receipt of the issue reported. If the Contractor is more than 4 hours from the

procuring entity, a waiver from this requirement may be provided by the contracting procuring entity prior to finalizing a written and approved contract for services.

- d. **Covers all hardware/components and software support.**
    - i. If any components of the system need to be replaced, the Contractor must replace the component at no additional cost to services contract in the Extended Service Plan. The Contractor is responsible for removing any equipment that is replaced.
    - ii. The Contractor must visually inspect all components to include their installed low voltage system cabling and connections for signs of deterioration or damage and must replace and fix any deteriorated or damaged components annually and as required by the procuring entity.
    - iii. The Contractor must perform software patches and firmware updates.
    - iv. The Contractor must perform monthly automatic back-up of data and database and per the procuring agency's request.
  - e. **On-site system performance checkup.** Perform maintenance test check on the low voltage system and provide test results as a softcopy to the procuring agency. The system components to test must follow the manufacturers' requirements for preventative maintenance and the extended service plans.
  - f. **Unlimited Contact and Repair.** The Contractor must provide 24 x 7 by 365 days to include holidays and weekends for warranty and post warranty maintenance and support services for its low voltage system and related equipment, hardware, software.
12. **"Manufacturer's Suggested Retail Price (MSRP)" or "Reseller's Suggested Selling Price (RSSP)"** means the list price of a product, is the price that the manufacturer recommends the Contractor sell the product for. It is also known as the manufacturer's suggested retail price, or the recommended retail price, or the retail price, or the suggested selling price from the reseller.
13. **"Needs Assessment"** means a process for determining and addressing needs, or "gaps" between current conditions and desired conditions or "wants". The discrepancy between the current condition and wanted condition must be measured to appropriately identify the need. The assessment must include but not limited to the following functional, operational, and infrastructure requirements of the low voltage system:
- a. Functional requirements for low voltage system needs.
  - b. Operational requirements to include but not limited to the capabilities of the low voltage system components that will enable it to provide the expected information under all operating conditions. Conditions in the operational environments must include day and night operations, lighting, weather conditions, and temperature changes. Operational requirements must be detailed and testable.
  - c. Infrastructure requirements to define the needs for installing or accessing fiber or hard-wire cables, wireless networks, and power sources, to name a few, necessary to successfully implement an integrated low voltage system.
14. **"New Mexico Electrical (EE98-J) License"** This journeyman license covers all electrical work, including work identified in less comprehensive electrical classifications, premises wiring systems 600 volts, nominal, or less, underground distribution raceway systems

- regardless of voltage, and wiring systems and terminations 600 volts, nominal, or less, with the exception of additional work identified under the EL-1 classification.
15. **“Nurse Call System”** is a low voltage system that provides for audio and video signaling of patient requests. The provide for multiple level of calls, including routing calls, bathroom emergencies, and code blue (e.g., cardiac arrest). Nurse Call Systems can be wired or wireless. Nurse call systems may integrate into the PBX.
  16. **“Pathway Providers”** means a transport pathway for physical cabling provided by an entity the Contractor may be required to develop, coordinate, and execute joint-use agreements.
  17. **“Planning and Design Services”** services for any Low Voltage System project that includes planning and design of functional and technical specifications to properly support the applications of a low voltage system network infrastructure and related components. The planning and design must provide sustainable service into the future. The services must include but not limited to the following during the duration of the project:
    - a. Develop and maintain a project workplan in coordination and mutual agreement with the procuring agency to include project scope of work, resources, cost, deliverables, and schedule.
    - b. Develop a Needs Assessment document as defined
    - c. Develop and maintain a detailed project schedule with weekly updates in coordination and mutual agreement with procuring agency to include project scope of work, resources, cost to include construction, and deliverables.
    - d. Develop and maintain a comprehensive low voltage design document in coordination and mutual agreement with the procuring agency to include but not limited to design, construction cost, and schedule.
    - e. Project work plan, schedule and design documents must include but not limited to the following tasks:
      - i. Apply for any required and necessary permits timely
      - ii. Perform an infrastructure survey and system needs assessment based on Agency requirements
      - iii. Determine the capacity of the existing network
      - iv. Calculate transmission requirements
      - v. Coordinate with Access Providers, local authorities, and other utilities
      - vi. Compliance with safety regulations and practices
      - vii. Determining right-of-way, (*applies only to Category 1 and 2*)
      - viii. Select the physical topology, (*applies only to Category 1*)
      - ix. Select a route, (*applies to only Category 1 and Category 7*)
      - x. Select the desired cable type
      - xi. Develop, coordinate, and fully execute Joint-use agreements with existing pathway providers
      - xii. Arrange for underground and buried utility locates, (*applies only to Category 1*)
      - xiii. Determine and plan pathways and spaces
      - xiv. Plan for future growth and upgrades
  18. **“Registered Communications Distribution Designer (RCDD) certification”** means a certification offered by the Building Industry Consulting Service International (BICSI) that

responsible to provide a Fire Alarm System or add to or upgrade all or a portion of an existing system as defined for this category and capable of interfacing with other systems.

**a. Brief Description of Fire Alarm Systems:**

Fire Alarm Systems are part of the much broader Electronic Safety and Security Systems, which also includes integrating security features such as access control and video surveillance. Fire Alarm Systems are designed for early detection and notification of life safety threats and property damage. It serves two levels of notification. The first is the alerting of a detected problem via local sound and visual methods. The second is by alerting an off-premise monitoring company or First Responder (Fire Department).

**b. Fire Alarm Systems Components:** must include but not limited to the components listed for a new system, any additions to an existing system, or an upgrade to all or a portion of an existing system:

- 1) Install Control Panels
- 2) Install Annunciator Panels
- 3) Install Digital Alarm Communicator System (DACS)
- 4) Install Digital Alarm Communicator Transmitter (DACT) Dialers
- 5) Install Smoke Detectors
- 6) Install Flame Detectors
- 7) Install Heat Detectors
- 8) Install Fire-gas Detectors
- 9) Install Fire Alarm Pull Stations
- 10) Install Fire Alarm Panels
- 11) Install Water Flow Detectors
- 12) Install Supervisory Switches
- 13) Install Notification Devices (strobe lights, bells, horns, etc.)
- 14) Provide and Install Software for Remote Addressable Systems
- 15) Install System Wiring
- 16) Installed Category 5e, 6, 6A UTP cabling
- 17) Installed Category 6A STP Cabling
- 18) Installed OM1, OM2, OM3, OM4, and OM5 multimode fiber
- 19) Installed OS1 and OS2 Single-Mode fiber
- 20) Any installed future UTP, STP, and fiber types that are specified by National codes and specifications
- 21) Provide and install any related software and any Software Subscriptions

**c. Mandatory Related Services:** The Contractor must provide and make available the related services to the procuring agency as defined:

- 1) Planning and Design Services
- 2) Installation of Wiring/Cabling Services
- 3) Testing and Inspection Services
- 4) Decommissioning Services
- 5) Maintenance and Support/Post Warranty Maintenance and Support Services

**d. Mandatory Compliance to Standards:** installed, replaced, and/or added to System must comply with the following standards:



- 1) National Standard: BICSI Telecommunications Distribution Methods Manual (TDMM) latest version,
  - 2) State Rules and Statute: <https://www.rld.state.nm.us/construction/rules-laws-building-codes.aspx>
- f. Mandatory Certification:**
- 1) Registered Communications Distribution Designer (RCDD) certified by Building Industry Consulting Service International (BICSI)
  - 2) New Mexico Electrical (EE98) License
- g. Mandatory One-Year Warranty as defined.**

**5. CATEGORY 5 – PAGING SYSTEMS AND RELATED SERVICES**

The scope of work for this category includes a brief description of: a) a paging system, b) its components, c) related services, d) mandatory compliance to standards, e) mandatory certifications, and f) mandatory One-Year warranty. The awarded Contractor will be responsible to provide a Paging System or add to or upgrade all or a portion of an existing system as defined for this category and capable of interfacing with other systems.

- a. Brief Description of Paging Systems:** An electronic sound amplification system intended to distribute voice over loudspeakers. Additionally, Paging System can be provided by equipment listed as an accessory to the telephone system equipment and requires the telephone system for the audio or paging system to function. This category includes Nurse Call Systems.
- b. Paging Systems Components to include components for a Nurse Call System:** must include but not limited to the components listed for a new system, any additions to an existing system, or an upgrade to all or a portion of an existing system:
- 1) Amplifiers
  - 2) Transformers
  - 3) Indoor Speakers
  - 4) Outdoor Speakers
  - 5) Horn Speakers
  - 6) Omni-Domes
  - 7) Speaker Drivers
  - 8) Microphones
  - 9) Volume Controls
  - 10) Projection Brackets
  - 11) Sound Masking
  - 12) Baffles
  - 13) Backboxes
  - 14) Specialized Cabling
  - 15) Connectors
  - 16) Installation Hardware
  - 17) Installed Category 5e, 6, 6A UTP cabling
  - 18) Installed Category 6A STP Cabling
  - 19) Installed OM1, OM2, OM3, OM4, and OM5 multimode fiber
  - 20) Installed OS1 and OS2 Single-Mode fiber

21) Any installed future UTP, STP, and fiber types that are specified by National codes and specifications

22) Related Software and any Software Subscriptions, as applicable

**Nurse Call System Components:**

- 1) Annunciator Panels
- 2) Pull String Stations
- 3) Push Button Stations
- 4) Bedside Stations and Call cords
- 5) Pillow Speakers
- 6) Duty and Staff Stations
- 7) Corridor and Zone Lights
- 8) Power Supplies
- 9) Control Modules
- 10) Pagers
- 11) Universal Transmitters
- 12) Paging Base Transmitters
- 13) Wireless Pull cord Stations
- 14) Wireless Bed Stations
- 15) Provide and install any related software and any Software Subscriptions

**c. Mandatory Related Services:** The Contractor must provide and make available the related services to the procuring agency as defined:

- 1) Planning and Design Services
- 1) Installation of Wiring/Cabling Services
- 2) Testing and Inspection Services
- 3) Decommissioning Services
- 4) Maintenance and Support/Post Warranty Maintenance and Support Services

**d. Mandatory Compliance to Standards:** installed, replaced, and/or added to System must comply with the following standards:

- 1) National Standard: BICSI Telecommunications Distribution Methods Manual (TDMM) latest version,
- 2) State Rules and Statute: <https://www.rld.state.nm.us/construction/rules-laws-building-codes.aspx>

**e. Mandatory Certification:**

- 1) Registered Communications Distribution Designer (RCDD) certified by Building Industry Consulting Service International (BICSI)
- 2) New Mexico Electrical (EE98) License

**f. Mandatory One-Year Warranty as defined.**

**6. CATEGORY 6 – SURVEILLANCE SYSTEMS AND RELATED SERVICES**

The scope of work for this category includes a brief description of: a) a surveillance system, b) its components, and c) related services, d) compliance to standards, e) certifications mandated. The awarded Contractor will be responsible to provide a Surveillance System or add to or upgrade all or a portion of an existing system as defined for this category and capable of interfacing with other systems.

- a. Brief Description of Surveillance Systems:** provides surveillance capabilities used in the protection of people, assets, and systems. It is the monitoring of behavior, activities, or information. This can include observation from a distance by means of electronic equipment, such as surveillance system, or interception of electronically transmitted information, such as internet traffic. It can also include simple technical methods, such as human intelligence gathering and postal interception.

Surveillance systems are used to support comprehensive security systems by incorporating video coverage and security alarms for barriers, intrusion detection and access control.

- b. Surveillance System Components:** must include but not limited to the components listed for a new system, any additions to an existing system, or an upgrade to all or a portion of an existing system:

- 1) Install all types of cameras and any future upgrades due to technology changes:
  - a. IP
  - b. PTZ cameras
  - c. IR (Infrared Radiation)
  - d. LPR (License Plate Recognition)
  - e. Analog cameras
- 2) Install all Housing and Mounts
- 3) Install various types of Monitors and accessories
- 4) Install Video recorders and storage
  - a. DVR (Digital Video Recorder)
  - b. NVR (Network Video Recorders) with their accompanying SAN, NAS storage systems where you will store all the recorded material.
- 5) Install the following communication devices that are needed for the surveillance system:
  - a. Layer 2 Switches
  - b. Antennas (wireless)
- 6) Install Power supplies to ensure the overall functionality
- 7) Provide and Install Software for Remote Addressable Systems
- 8) Related Software and any Software Subscriptions, as applicable
- 9) Longer Event Storage (ex: 30-days vs. 120-days vs. Unlimited), optional
- 10) Exporting Capability, optional
- 11) Priority Support, optional
- 12) User Authentication, optional
- 13) User Synchronization, optional
- 14) Integrate with other low voltage systems, optional
- 15) Able to provide Video Analytics software to enhance people, vehicles, objects, and their associated behaviors within a camera's view:
  - a. SNMP
  - b. Audio interface
  - c. Smart phone
- 16) Video Analytics: provide Video Analytics software to enhance people, vehicles, objects, and their associated behaviors within a camera's view

- 17) Install all associated cabling that is need to for the system to be operational
  - 18) Installed Category 5e, 6, 6A UTP cabling
  - 19) Installed Category 6A STP Cabling
  - 20) Installed OM1, OM2, OM3, OM4, and OM5 multimode fiber
  - 21) Installed OS1 and OS2 Single-Mode fiber
  - 22) Install RG59, RG11 CCTV Coaxial
  - 23) Install associated cabling (Video Jumpers, Video-power cable, power pigtails HDMI cables and splitters.
  - 24) Any installed future UTP, STP, and fiber types that are specified by National codes and specifications
  - 25) Provide and install any related software and any Software Subscriptions, as required
- c. **Mandatory Related Services:** The Contractor must provide and make available the related services to the procuring agency as defined:
- 1) Planning and Design Services
  - 2) Installation of Wiring/Cabling Services
  - 3) Testing Services
  - 4) Inspection Services
  - 5) Decommissioning Services
  - 6) Maintenance and Support/Post Warranty Maintenance and Support Services
- d. **Mandatory Compliance to Standards:** installed, replaced, and/or added to System must comply with the following standards:
- 1) National Standard: BICSI Telecommunications Distribution Methods Manual (TDMM) latest version,
  - 2) State Rules and Statute: <https://www.rld.state.nm.us/construction/rules-laws-building-codes.aspx>
- e. **Mandatory Certification:**
- 1) Registered Communications Distribution Designer (RCDD) certified by Building Industry Consulting Service International (BICSI)
  - 2) New Mexico Electrical (EE98) License
- f. **Mandatory One-Year Warranty as defined.**

## **7. CATEGORY 7 – WIRELESS SYSTEMS AND RELATED SERVICES**

The scope of work for this category includes a brief description of: a) a wireless system, b) its components, c) related services, d) mandatory compliance to standards, e) mandatory certifications, and f) mandatory One-Year warranty. The awarded Contractor will be responsible to provide Wireless System or add to or upgrade all or a portion of an existing system as defined for this category and capable of interfacing with other systems.

- a. **Brief Description of Wireless Systems:** Wireless Systems entails the transmission of communications services using radio frequency and Infra-red medium. Despite its name, all wireless systems require some form of wiring to connect the system to the voice and data networks. These systems are used as an alternative to the same services normally transferred via a wired infrastructure. Wireless Systems are divided into two basic elements, indoor and outdoor. There are 2 types of wireless systems:

1. Indoor Wireless Systems are used to extend services where wire placement is not feasible due to building constraints or excessive costs. Also, indoor wireless systems are used to extend network services to portable devices, such as laptops and smart phones. This is accomplished via Wireless Access Points (WAPs).
  2. Outdoor Wireless Systems are used to connect buildings where a cable infrastructure is not feasible either because of obstacles that prevent direct buried or aerial cable installation, or where costs make cable installation unfeasible.
- b. Wireless System Components:** must include but not limited to the components listed for a new system, any additions to an existing system, or an upgrade to all or a portion of an existing system:
- 1) Installed Access Points (WAPs)
  - 2) Installed Infrared Transmitters and Receivers
  - 3) Installed POE Switches
  - 4) Installed Switches
  - 5) Installed Twisted-Pair Cabling - Category 6A
  - 6) Installed AP Power supplies (Power Brick)
  - 7) Installed NICs
  - 8) Installed Bridges
  - 9) Installed Station Software
  - 10) Installed Category rated UTP, STP and Coaxial Cable
  - 11) Installed Gateways
  - 12) Outdoor Radio Frequency Equipment
  - 13) Installed Antennas
  - 14) Installed Transceivers
  - 15) Installed Waveguide
  - 16) Installed Amplifiers/Attenuators
  - 17) Installed Lightning Arresters
  - 18) Installed Signal Splitters
  - 19) Installed Transceivers
  - 20) Installed Transmitter Combiners
  - 21) Installed Duplexers
  - 22) Installed Media Converters
  - 23) Installed Frequency Converters
  - 24) Installed Towers, Poles, Masts, Guys and Antenna Mounts
  - 25) Installed Category 5e, 6, 6A UTP cabling
  - 26) Installed Category 6A STP Cabling
  - 27) Installed OM1, OM2, OM3, OM4, and OM5 multimode fiber
  - 28) Installed OS1 and OS2 Single-Mode fiber
  - 29) Any installed future UTP, STP, and fiber types that are specified by National codes and specifications
  - 30) Provide and install any related software and any Software Subscriptions
- c. Mandatory Related Services:** The Contractor must provide and make available the related services to the procuring agency as defined:
- 1) Planning and Design Services
  - 2) Installation of Wiring/Cabling Services

- 3) Testing Services
- 4) Inspection Services
- 5) Decommissioning Services
- 6) Maintenance and Support/Post Warranty Maintenance and Support Services
- d. **Mandatory Compliance to Standards:** installed, replaced, and/or added to System must comply with the following standards:
  - 1) National Standard: BICSI Telecommunications Distribution Methods Manual (TDMM) latest version,
  - 2) State Rules and Statute: <https://www.rld.state.nm.us/construction/rules-laws-building-codes.aspx>
- e. **Mandatory Certification:**
  - 1) Registered Communications Distribution Designer (RCDD) certified by Building Industry Consulting Service International (BICSI)
  - 2) New Mexico Electrical (EE98) License
- f. **Mandatory One-Year Warranty as defined.**

## **8. CATEGORY 8 – INTRUSION DETECTION SYSTEMS AND RELATED SERVICES**

The scope of work for this category includes a brief description of: a) a surveillance system, b) its components, c) related services, d) mandatory compliance to standards, e) mandatory certifications, and f) mandatory One-Year warranty. The awarded Contractor will be responsible to provide an Intrusion Detection System(s) or add to or upgrade all or a portion of an existing system as defined for this category and capable of interfacing with other systems.

- a. **Brief Description of Intrusion Detection Systems:** are part of the much broader Electronic Safety and Security Systems, which also includes Access Control and Video Surveillance features. The Intrusion Alarm Systems are designed to detect and provide notification of an unauthorized entry into a protected space. The notification is done through local sound and visual devices, and/or a remote monitoring system and personnel.
- b. **Intrusion Detection System Components:** must include but not limited to the components listed for a new system, any additions to an existing system, or an upgrade to all or a portion of an existing system:
  - 1) Installed Intrusion Detection System Panels
  - 2) Installed Annunciator Panels
  - 3) Installed Notification Devices (strobe lights, bells, horns, etc.)
  - 4) Installed Digital Alarm Communicator System (DACS)
  - 5) Installed Digital Alarm Communicator Transmitter (DACT) Dialers
  - 6) Installed Door Sensors
  - 7) Installed Window Sensors
  - 8) Installed Glass Break Sensors
  - 9) Installed Motion Detectors
  - 10) Installed Interrupting Light beam Detectors
  - 11) Installed Sound Detectors
  - 12) Installed Vibration Detectors



- 13) Installed Movement Detectors
  - 14) Installed Tamper Sensors
  - 15) Installed Electric Circuit Breakage Detectors
  - 16) Installed System Wiring
  - 17) Installed Category 5e, 6, 6A UTP cabling
  - 18) Installed Category 6A STP Cabling
  - 19) Installed OM1, OM2, OM3, OM4, and OM5 multimode fiber
  - 20) Installed OS1 and OS2 Single-Mode fiber
  - 21) Any installed future UTP, STP, and fiber types that are specified by National codes and specifications
  - 22) Provide and install any related software and any Software Subscriptions
- c. Mandatory Related Services:** The Contractor must provide and make available the related services to the procuring agency as defined:
- 1) Planning and Design Services
  - 2) Installation of Wiring/Cabling Services
  - 3) Testing and Inspection Services
  - 4) Decommissioning Services
  - 5) Maintenance and Support/Post Warranty Maintenance and Support Services
- d. Mandatory Compliance to Standards:** installed, replaced, and/or added to System must comply with the following standards:
- 1) National Standard: BICSI Telecommunications Distribution Methods Manual (TDMM) latest version,
  - 2) State Rules and Statute: <https://www.rld.state.nm.us/construction/rules-laws-building-codes.aspx>
- e. Mandatory Certification:**
- 1) Registered Communications Distribution Designer (RCDD) certified by Building Industry Consulting Service International (BICSI)
  - 2) New Mexico Electrical (EE98) License
- f. Mandatory One-Year Warranty as defined.**

**IV. Cost Schedules:**

This section contains the minimum discount for each Low Voltage System and Related Services Category Cost Schedules for this Agreement:

1. Equipment Schedule Minimum Discount, Appendix C
2. Service Schedule, Appendix C1
3. Maintenance and Support, Post Warranty Maintenance and Support, Extended Service Plans, Appendix C2
4. Additional Discounts for Specific Parts, Appendix C3
5. Value Added Options, Appendix P: Not Applicable

**V. EXHIBIT B – CONTRACTOR'S PRE-OWNED IP AND THIRD PARTY SOFTWARE**

*(If none of the following apply, please respond with the word "None.")*

**1. Contractor's Related Pre-Owned IP, licensed patents, COTS or other IP:**

**2. Contractor's Unrelated Pre-Owned IP (Use either Part A or Part B below):**

A. List Contractor's Unrelated Pre-Owned IP here:

-OR-

B. With respect to this Agreement, Contractor hereby states, confirms, guarantees, indemnifies and forever holds harmless Procuring Agency from any and all claims that Contractor may have or ever bring against Procuring Agency concerning any and all of Contractor's Unrelated Pre-Owned IP.

By: W. Ruffalo  
Vice President  
HEI Inc.

Date: 9/11/2020

**3. Third Party Software and Other Intellectual Property (Use either Part A or Part B below):**

A. List Third Party Software and Other Intellectual Property here:

-OR-

B. With respect to this Agreement, Contractor hereby states, confirms, guarantees, indemnifies and forever holds harmless Procuring Agency from any and all claims that Contractor and/or Contractor's third party vendor(s) may have or bring against Procuring Agency concerning Contractor's use of Third Party Software and Other Intellectual Property.

By: W. Ruffalo  
Vice President  
HEI Inc.

Date: 9/11/2020



**APPENDIX C**

**Equipment Schedule by Category Minimum Discount (%) off MSRP in  
Manufacturer's Catalog OR RSSP in Reseller's Catalog By Low Voltage  
System Category (1 – 8) Response Form**

<b>Category No.</b>	<b>Manufacturer Name</b>	<b>Manufacturer's or Reseller's Catalog URL/Link. If URL/Link is Not Available, provide an electronic copy of the Catalog with the name of the Manufacturer on the front page of the Catalog.</b>	<b>**Minimum Discount off MSRP or RSSP in Manufacturer's or Reseller's Catalog</b>
Category 1: Outside Cabling System			
*	Superior Essex AFL Berk-Tek Belden Circa Tel Tii Hoffman Corning Dura- Line Preformed	<a href="#"><u>Superior Essex</u></a> <a href="#"><u>AFL</u></a> <a href="#"><u>Berk-Tek</u></a> <a href="#"><u>Belden</u></a> <a href="#"><u>Circa Telecom Tii</u></a> <a href="#"><u>Technologies</u></a> <a href="#"><u>Hoffman Corning</u></a> <a href="#"><u>Dura-Line Preformed</u></a>	5% 5% 5% 5% 5% 5% 5% 5%

Category No.	Manufacturer Name	Manufacturer's or Reseller's Catalog URL/Link. If URL/Link is Not Available, provide an electronic copy of the Catalog with the name of the Manufacturer on the front page of the Catalog.	**Minimum Discount off MSRP or RSSP in Manufacturer's or Reseller's Catalog
Category 2: Inside Wiring Systems	Siemon	<a href="#">Siemon</a>	5%
	Ortronics	<a href="#">Ortronics</a>	5%
	Leviton	<a href="#">Leviton</a>	5%
	Superior Essex	<a href="#">Superior Essex</a>	5%
	Berk-Tek	<a href="#">Berk-Tek</a>	5%
	CommScope	<a href="#">CommScope</a>	5%
	Belden	<a href="#">Belden</a>	5%
	Chatsworth	<a href="#">Chatsworth</a>	5%
	WBT	See Attached Price List	5%
	Burndy	<a href="#">Burndy</a>	5%
	Panduit	<a href="#">Panduit</a>	5%
	Wiremold	<a href="#">Wiremold</a>	5%
	Cablofil	<a href="#">Cablofil</a>	5%
	AFL	<a href="#">AFL</a>	5%
	Corning	<a href="#">Corning</a>	5%
	STI Firestop	<a href="#">STI Firestop</a>	5%
	Hilti	<a href="#">Hilti</a>	5%
	Caddy	<a href="#">Caddy</a>	5%
	Arlington	<a href="#">Arlington</a>	5%
	Dottie	<a href="#">Dottie Encore</a>	5%
	Encore	<a href="#">Wire</a>	5%
	Southwire	<a href="#">Southwire</a>	5%
	Cantex	<a href="#">Cantex</a>	5%
	Carlson	<a href="#">Carlson</a>	5%
	Heritage	<a href="#">Heritage</a>	5%
	Wheatland	<a href="#">Wheatland</a>	5%
	Schneider	<a href="#">Schneider</a>	5%
	Eaton	<a href="#">Eaton</a>	5%
	Liebert	See Attached Price List	5%
	Square D	<a href="#">Square D</a>	5%
	GE	<a href="#">GE</a>	5%
	Allen Bradley	<a href="#">Allen Bradley</a>	5%
	ABB	<a href="#">ABB</a>	5%

Category 3: Access Control Systems	Allegion	See Attached Price List	0%
	Altronix	See Attached Price List	0%
	Axis	See Attached Price List	0%
	Code Blue	See Attached Price List	0%
	Exacq	See Attached Price List	0%
	Gallagher	See Attached Price List	0%
	Graybar	<a href="https://www.graybar.com/store/en/gb">https://www.graybar.com/store/en/gb</a>	0%
	HID Global	See Attached Price List	0%
	Ingram Micro	<a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a>	0%
	PSA	See Attached Price List	0%
	Summit	<a href="https://www.summit.com/">https://www.summit.com/</a>	0%
	RS2	See Attached Price List	0%
	Veracity	See Attached Price List	0%
	Vigatron	See Attached Price List	0%
	Winsted	See Attached Price List	0%
Category 4: Fire Alarm Systems	Altronix	See Attached Price List	0%
	Graybar	<a href="https://www.graybar.com/store/en/gb">https://www.graybar.com/store/en/gb</a>	0%
	Ingram Micro	<a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a>	0%
	PSA	See Attached Price List	0%
	Summit	<a href="https://www.summit.com/">https://www.summit.com/</a>	0%
Category 5: Paging Systems	Bogen	<u>Bogen</u>	5%
	Altronix	See Attached Price List	0%
	Axis	See Attached Price List	0%
	Code Blue	See Attached Price List	0%
	Graybar	<a href="https://www.graybar.com/store/en/gb">https://www.graybar.com/store/en/gb</a>	0%
	Ingram Micro	<a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a>	0%
	Lourue	See Attached Price List	0%
	Middle Atlantic	See Attached Price List	0%
	PSA	See Attached Price List	0%
	Summit	<a href="https://www.summit.com/">https://www.summit.com/</a>	0%
	Winsted	See Attached Price List	0%

Category 6: Surveillance Systems	Altronix	See Attached Price List	0%
	Arecont	See Attached Price List	0%
	Axis	See Attached Price List	0%
	Code Blue	See Attached Price List	0%
	Exacq	See Attached Price List	0%
	Gallagher	See Attached Price List	0%
	Graybar	<a href="https://www.graybar.com/store/en/gb">https://www.graybar.com/store/en/gb</a>	0%
	Hanwa	See Attached Price List	0%
	Ingram Micro	<a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a>	0%
	Louroe	See Attached Price List	0%
	Middle Atlantic	See Attached Price List	0%
	NVT	See Attached Price List	0%
	Pelco	See Attached Price List	0%
	PSA	See Attached Price List	0%
	Summit	<a href="https://www.summit.com/">https://www.summit.com/</a>	0%
	RS2	See Attached Price List	0%
	Totvision	See Attached Price List	0%
	Veracity	See Attached Price List	0%
	Video Mount	See Attached Price List	0%
	Vigitron	See Attached Price List	0%
	Winsted	See Attached Price List	0%
Category 7: Wireless Systems	Altronix	See Attached Price List	0%
	Axis	See Attached Price List	0%
	Graybar	<a href="https://www.graybar.com/store/en/gb">https://www.graybar.com/store/en/gb</a>	0%
	Ingram Micro	<a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a>	0%
	Middle Atlantic	See Attached Price List	0%
	PSA	See Attached Price List	0%
	Summit	<a href="https://www.summit.com/">https://www.summit.com/</a>	0%
	RS2	See Attached Price List	0%
	Vigitron	See Attached Price List	0%
	Winsted	See Attached Price List	0%
Category 8: Intrusion Detection Systems	Altronix	See Attached Price List	0%
	Axis	See Attached Price List	0%
	Exacq	See Attached Price List	0%
	Gallagher	See Attached Price List	0%
	Graybar	<a href="https://www.graybar.com/store/en/gb">https://www.graybar.com/store/en/gb</a>	0%
	Ingram Micro	<a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a>	0%
	PSA	See Attached Price List	0%
	Summit	<a href="https://www.summit.com/">https://www.summit.com/</a>	0%
	RS2	See Attached Price List	0%
	Veracity	See Attached Price List	0%

**\*\*Minimum discount off either the Manufacturer's Catalog (MSRP) or Reseller's Catalog (RSSP)**

**APPENDIX C1****Service Schedule by Category Labor Type Hourly Rates Response Form By Low Voltage Systems Categories (1-8)****Low Voltage System Labor Types by Title Maximum Hourly Rate(s)**

If the labor type is within the New Mexico Public Works Minimum Wage Act, prevailing wage rates shall apply to Total Project costs greater than \$60,000 including gross receipts tax. Prevailing wage rates Do NOT apply to Total Project costs equal to or less than \$60,000 including gross receipts tax.

<b>Low Voltage System Category</b>	<b>Labor Type by Title</b>	<b>Service Description</b>	<b>Onsite Maximum Hourly Rate (\$)</b>	<b>Offsite Maximum Hourly Rate (\$), Optional</b>
Category 1: Outside Cabling System	<b>Title: Registered Communications Distribution Designer (RCDD)</b>	A certified RCDD that designs and/or manages a low voltage system project for this category and provides oversight and involved in the final inspection and walkthrough.	95.00	95.00
	<b>Title: New Mexico Electrical (EE98-J) Journeyman Certified</b>	A licensed electrical contractor that provides electrical connections to support the components of this category.	95.00	95.00
	<b>Title: Installer/Technician</b>	An installer/technician that is responsible for installing and repairing low voltage systems for this category.	95.00	95.00
	<b>Title: Apprentice/Laborer</b>	An apprentice/laborer that is responsible for assisting the installer/technician with installing and repairing low voltage systems for this category.	75.00	75.00
Category 2: Inside Wiring Systems	<b>Title: Registered Communications Distribution Designer (RCDD)</b>	A certified RCDD that designs a low voltage system for this category and provides oversight and involved in the final inspection and walkthrough.	95.00	95.00
	<b>Title: New Mexico Electrical (EE98-J) Journeyman Certified</b>	A licensed electrical contractor that provides electrical connections to support the components of this category.	95.00	95.00
	<b>Title: Installer/Technician</b>	An installer/technician that is responsible for installing and	95.00	95.00



**Low Voltage System Labor Types by Title Maximum Hourly Rate(s)**

If the labor type is within the New Mexico Public Works Minimum Wage Act, prevailing wage rates shall apply to Total Project costs greater than \$60,000 including gross receipts tax. Prevailing wage rates Do NOT apply to Total Project costs equal to or less than \$60,000 including gross receipts tax.

Low Voltage System Category	Labor Type by Title	Service Description	Onsite Maximum Hourly Rate (\$)	Offsite Maximum Hourly Rate (\$), Optional
		repairing low voltage systems for this category.		
	<b>Title:</b> Apprentice/Laborer	An apprentice/laborer that is responsible for assisting the installer/technician with installing and repairing low voltage systems for this category.	75.00	75.00
Category 3: Access Control Systems	<b>Title:</b> Registered Communications Distribution Designer (RCDD)	A certified RCDD that designs a low voltage system for this category and provides oversight and involved in the final inspection and walkthrough.	95.00	95.00
	<b>Title:</b> New Mexico Electrical (EE98-J) Journeyman Certified	A licensed electrical contractor that provides electrical connections to support the components of this category.	95.00	95.00
	<b>Title:</b> Installer/Technician	An installer/technician that is responsible for installing and repairing low voltage systems for this category.	95.00	95.00
	<b>Title:</b> Apprentice/Laborer	An apprentice/laborer that is responsible for assisting the installer/technician with installing and repairing low voltage systems for this category.	75.00	75.00
Category 4: Fire Alarm Systems	<b>Title:</b> Registered Communications Distribution Designer (RCDD)	A certified RCDD that designs a low voltage system for this category and provides oversight and involved in the final inspection and walkthrough.	95.00	95.00
	<b>Title:</b> New Mexico Electrical (EE98-J) Journeyman Certified	A licensed electrical contractor that provides electrical connections to	95.00	95.00

**Low Voltage System Labor Types by Title Maximum Hourly Rate(s)**

If the labor type is within the New Mexico Public Works Minimum Wage Act, prevailing wage rates shall apply to Total Project costs greater than \$60,000 including gross receipts tax. Prevailing wage rates Do NOT apply to Total Project costs equal to or less than \$60,000 including gross receipts tax.

Low Voltage System Category	Labor Type by Title	Service Description	Onsite Maximum Hourly Rate (\$)	Offsite Maximum Hourly Rate (\$), Optional
		support the components of this category.		
	<b>Title:</b> Installer/Technician	An installer/technician that is responsible for installing and repairing low voltage systems for this category.	95.00	95.00
	<b>Title:</b> Apprentice/Laborer	An apprentice/laborer that is responsible for assisting the installer/technician with installing and repairing low voltage systems for this category.	75.00	75.00
Category 5: Paging Systems	<b>Title:</b> Registered Communications Distribution Designer (RCDD)	A certified RCDD that designs a low voltage system for this category and provides oversight and involved in the final inspection and walkthrough.	95.00	95.00
	<b>Title:</b> New Mexico Electrical (EE98-J) Journeyman Certified	A licensed electrical contractor that provides electrical connections to support the components of this category.	95.00	95.00
	<b>Title:</b> Installer/Technician	An installer/technician that is responsible for installing and repairing low voltage systems for this category.	95.00	95.00
	<b>Title:</b> Apprentice/Laborer	An apprentice/laborer that is responsible for assisting the installer/technician with installing and repairing low voltage systems for this category.	75.00	75.00
Category 6: Surveillance Systems	<b>Title:</b> Registered Communications Distribution Designer (RCDD)	A certified RCDD that designs a low voltage system for this category and provides oversight and involved in the final inspection and walkthrough.	95.00	95.00

<b>Low Voltage System Labor Types by Title Maximum Hourly Rate(s)</b> <b>If the labor type is within the New Mexico Public Works Minimum Wage Act, prevailing wage rates shall apply to Total Project costs greater than \$60,000 including gross receipts tax. Prevailing wage rates Do NOT apply to Total Project costs equal to or less than \$60,000 including gross receipts tax.</b>				
Low Voltage System Category	Labor Type by Title	Service Description	Onsite Maximum Hourly Rate (\$)	Offsite Maximum Hourly Rate (\$), Optional
*	Title: New Mexico Electrical (EE98-J) Journeyman Certified	A licensed electrical contractor that provides electrical connections to support the components of this category.	95.00	95.00
	Title: Installer/Technician	An installer/technician that is responsible for installing and repairing low voltage systems for this category.	95.00	95.00
	Title: Apprentice/Laborer	An apprentice/laborer that is responsible for assisting the installer/technician with installing and repairing low voltage systems for this category.	75.00	75.00
Category 7: Wireless Systems	Title: Registered Communications Distribution Designer (RCDD)	A certified RCDD that designs a low voltage system for this category and provides oversight and involved in the final inspection and walkthrough.	95.00	95.00
*	Title: New Mexico Electrical (EE98-J) Journeyman Certified	A licensed electrical contractor that provides electrical connections to support the components of this category.	95.00	95.00
	Title: Installer/Technician	An installer/technician that is responsible for installing and repairing low voltage systems for this category.	95.00	95.00
	Title: Apprentice/Laborer	An apprentice/laborer that is responsible for assisting the installer/technician with installing and repairing low voltage systems for this category.	75.00	75.00
Category 8: Intrusion Detection Systems	Title: Registered Communications	A certified RCDD that designs a low voltage system	95.00	95.00



**Low Voltage System Labor Types by Title Maximum Hourly Rate(s)**

**If the labor type is within the New Mexico Public Works Minimum Wage Act, prevailing wage rates shall apply to Total Project costs greater than \$60,000 including gross receipts tax. Prevailing wage rates Do NOT apply to Total Project costs equal to or less than \$60,000 including gross receipts tax.**

<b>Low Voltage System Category</b>	<b>Labor Type by Title</b>	<b>Service Description</b>	<b>Onsite Maximum Hourly Rate (\$)</b>	<b>Offsite Maximum Hourly Rate (\$), Optional</b>
	Distribution Designer (RCDD)	for this category and provides oversight and involved in the final inspection and walkthrough.		
	Title: New Mexico Electrical (EE98-J) Journeyman Certified	A licensed electrical contractor that provides electrical connections to support the components of this category.	95.00	95.00
	Title: Installer/Technician	An installer/technician that is responsible for installing and repairing low voltage systems for this category.	95.00	95.00
	Title: Apprentice/Laborer	An apprentice/laborer that is responsible for assisting the installer/technician with installing and repairing low voltage systems for this category.	75.00	75.00

**APPENDIX C2**  
**Maintenance & Support/Post Warranty Maintenance and Support**  
**Services/Extended Service Plans by Category**  
**Minimum Discount (%) off MSRP by Category Response Form**

Category No.	Manufacturer Name	Manufacturer's or Reseller's Catalog URL/Link Catalog URL/Link. If URL/Link is Not Available, provide an electronic copy of the Catalog.	**Minimum Discount off MSRP or RSSP in Manufacturer's or Reseller's Catalog
Category 1: Outside Cabling System			-
*			
Category 2: Inside Wiring Systems			
*			
Category 3: Access Control Systems	Allegion Axis Code Blue Exacq Gallagher HID Global Ingram Micro PSA RS2	See Attached Price List See Attached Price List See Attached Price List See Attached Price List See Attached Price List See Attached Price List <a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a> See Attached Price List See Attached Price List See Attached Price List	0% 0% 0% 0% 0% 0% 0% 0% 0% 0%
*			
Category 4: Fire Alarm Systems	Ingram Micro PSA	<a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a> See Attached Price List	0% 0%
*			
Category 5: Paging Systems	Axis Code Blue Ingram Micro Lourue PSA	See Attached Price List See Attached Price List <a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a> See Attached Price List See Attached Price List	0% 0% 0% 0% 0%
*			
Category 6: Surveillance Systems	Altronix Arecont Axis Code Blue Exacq Gallagher Graybar Hanwa	See Attached Price List See Attached Price List See Attached Price List See Attached Price List See Attached Price List See Attached Price List <a href="https://www.graybar.com/store/en/gb">https://www.graybar.com/store/en/gb</a> See Attached Price List	0% 0% 0% 0% 0% 0% 0% 0%

Category No.	Manufacturer Name	Manufacturer's or Reseller's Catalog URL/Link Catalog URL/Link. <b>IF URL/Link is Not Available, provide an electronic copy of the Catalog.</b>	<b>**Minimum Discount off MSRP or RSSP in Manufacturer's or Reseller's Catalog</b>
	Ingram Micro	<a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a>	0%
	Louroe	See Attached Price List	0%
	Middle Atlantic	See Attached Price List	0%
	NVT	See Attached Price List	0%
	Pelco	See Attached Price List	0%
	PSA	See Attached Price List	0%
	Summit	<a href="https://www.summit.com/">https://www.summit.com/</a>	0%
	RS2	See Attached Price List	0%
	Totvision	See Attached Price List	0%
	Veracity	See Attached Price List	0%
	Video Mount	See Attached Price List	0%
	Vigatron	See Attached Price List	0%
	Winsted	See Attached Price List	0%
*			
Category 7: Wireless Systems	Altronix	See Attached Price List	0%
	Axis	See Attached Price List	0%
	Graybar	<a href="https://www.graybar.com/store/en/gb">https://www.graybar.com/store/en/gb</a>	0%
	Ingram Micro	<a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a>	0%
	Middle Atlantic	See Attached Price List	0%
	PSA	See Attached Price List	0%
	Summit	<a href="https://www.summit.com/">https://www.summit.com/</a>	0%
	RS2	See Attached Price List	0%
	Vigatron	See Attached Price List	0%
	Winsted	See Attached Price List	0%
*			
Category 8: Intrusion Detection Systems	Altronix	See Attached Price List	0%
	Axis	See Attached Price List	0%
	Exacq	See Attached Price List	0%
	Gallagher	See Attached Price List	0%
	Ingram Micro	<a href="https://usa.ingrammicro.com/">https://usa.ingrammicro.com/</a>	0%
	PSA	See Attached Price List	0%
	RS2	See Attached Price List	0%
	Veracity	See Attached Price List	0%
*			

**\*\*Minimum discount off either the Manufacturer's Catalog (MSRP) or Reseller's Catalog (RSSP)**

# CITY OF SANTA FE PROCUREMENT CHECKLIST



**Contractor Name:** HEI Incorporated

**Procurement/contract Title:** NM Statewide Price Agreement (SWPA) # 00-00000-20-00093AH exp. 09/08/24

**Procurement Method:** ☐ Sole Source ☒ State Price Agreement/Existing ☐ Cooperative

☐ Request For Proposals(RFP) ☐ Invitation To Bid (ITB) ☐ Exempt: 13-1-98

☐ Small Purchase (Contract Under \$60,000) ☐ Other: \_\_\_\_\_

**Requesting Department:** ITT

**Staff Name:** Michelle A. Gurule

## Procurement Requirements:

Procurement files shall be maintained for all purchases and contracts, regardless of the method of procurement. The procurement files shall contain the basis on which the awards are made, all submitted bids/proposals, all evaluation materials (bid tabs or Evaluation Committee Reports), scoresheets, quotations, and all other documentation related to or prepared in conjunction with evaluations, negotiations, and the award processes. The procurements shall contain written determinations from the Requesting Departments, signed by the Chief Procurement Officers (this document), setting forth the reasoning for the contract award decisions before submitting them to the Committees.

## REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING

YES	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Written Determination (srvs)**

**RFP (include ECR)**

**ITB (include bid tab)**

**Other:** \_\_\_\_\_

**Cooperative Agreements and GSAs and Statewide Price Agreements (include the cover page to show valid date, scope page, and items to be purchased)**

**Horizon Declination or Screenshot of horizonsofnewmexico.org/services.html (srvs)**

**Summary of Contract (only on contracts)**

**Current Business Registration (always)**

**Executed Contract or Price Agreement (legal and contractor must sign before purchasing approves)**

**Chief Procurement Officer (or designee) Approval for Exempt from Procurement (use memo on our site)**

**Evaluation Committee Report (RFPs only)**

**Signed Sole Source Determination, Vendor Written Quote, SS Letter from Contractors, and 30 Days Email**

**>20k = Memo addressed to City Manager (Under 150K) Committees/City Council (Over 150K)**

YES	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Quote(s) (3 Valid & Current for Over 20k)**

**BAR**

**FIR**

**Certificate of Insurance (srvs)**

Michelle A. Gurule

**Department Point of Contact**

Eric Candelaria (Mar 11, 2024 10:55 MDT)

**Department Director**

**Chief Procurement Officer**

Eric Candelaria (Mar 11, 2024 10:55 MDT)

**ITT Representative**

**CoSF**

Contracts Admin 03/07/24

**Title**

**Date**

**Date**

Mar 19, 2024

**Date**

**Title**

**Date**

**Version 2 10.17.2023**





# City of Santa Fe

## Summary of Contract, Agreement, Amendment & Lease

All applicable fields to be completed by department (complete 1.b only if you are processing an amendment):

1.a Munis Contract: 3204592 Procurement # (RFP/ITB# If any):

Contractor: HEI Incorporated

Procurement Method: Small Purchase ☐ RFP ☐ ITB ☐ Sole Source ☐ GSA ☐ Cooperative ☐ Exempt ☐ **X SPA**

Description/Title: HEI Incorporated will provide power and line installations for the Security Camera and Access Control System Upgrade at the City of Santa Fe Police Administration Building.

Contract: ☒ Agreement: ☐ Lease/Rent: ☐ Amendment: ☐

Term Start Date: 03/25/24 Term End Date: 03/25/25 Total Contract Amount: \$113,898.31

☐ Approved by Council (If over the City Manager's approval threshold, you must go through GB)

Contract / Lease:

1.b Amendment #:  to the Original Contract/Lease #

Increase/(Decrease) Amount \$:

Extend Expiration Date to:

☐ Approved by Council (If the original went through GB, all amendments must go through GB regardless of the amendment reason) Date:

Amendment is for:

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

3. Procurement History: NM Statewide Price Agreement (SWPA) # 00-00000-20-00093AH exp. 09/08/24

Mar 19, 2024  
Purchasing Officer Review:  Date:

Comment & Exceptions:

4. Funding Source: ITT Infrastructure Svcs

Org / Object: 6203650.572800

Andy Hopkins Mar 18, 2024  
Budget Officer Approval:  Date:

Comment & Exceptions:

5. Grant History (if applicable):

Grants Administrator Approval:  Date:

Staff Contact who Completed This Form: Michelle A. Gurule

Phone #: 505-955-5533

To be recorded by City Clerk:

Email:

Clerk #:

Date of Execution:

ITT Representative (attesting that all information is reviewed)

Title

Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/24/2023

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> Burke Insurance Group, LLC 1690 S. Telshor Blvd Las Cruces NM 88011	<b>CONTACT NAME:</b> Dianne Dawkins <b>PHONE (A/C No. Ext.):</b> 5756408911 <b>E-MAIL ADDRESS:</b> ddawkins@risk-strategies.com <b>FAX (A/C No.):</b>
<b>INSURED</b> HEI, Inc. 3800 Vassar, NE PO Box 31310 Albuquerque NM 87190-1310	<b>INSURER(S) AFFORDING COVERAGE:</b> <b>INSURER A:</b> Cincinnati Insurance Company ( <b>NAIC #</b> 10677 <b>INSURER B:</b> Builders Trust of NM 525190 <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** 39377704**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.

INER LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y Y	EPP 0087604	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y Y	EPP 0087604	6/1/2023	6/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired Non-Owned \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0		EPP 0087604	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WC-100-0005961-2023A	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	Installation Floater		EPP 0087604	6/1/2023	6/1/2024	Jobite Limit 100,000 Temporary Storage 100,000 Deductible 1,000

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

Project: All Jobs

See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

City of Santa Fe  
1600 St. Michaels Dr.  
Santa Fe NM 87505  
USA

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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**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY Burke Insurance Group, LLC		NAMED INSURED HEI, Inc. 3800 Vassar, NE PO Box 31310 Albuquerque NM 87190-1310
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

City of Santa Fe and Owner are named as Additional Insured per Additional Insured endorsement for ongoing and completed operation for General Liability as required by written contract. City of Santa Fe and Owner are named as Additional Insured on all policies except Worker's Compensation per written contract. A waiver of subrogation exists in favor of City of Santa Fe and Owner as to the general liability, auto, umbrella and workers compensation policies per written contract. The general liability and auto policies are primary and non-contributory.



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

## BUSINESS REGISTRATION

**Business Name:** HEI INC  
DBA: HEI INC

**Business Location:** PO BOX 31310  
ALBUQUERQUE, NM 87190

**Owner:** WILL HUMBARD

**License Number:** 225955

**Issued Date:** January 31, 2024

**Expiration Date:** January 31, 2025

**CRS Number:** 02-360388-00-7

**License Type:** Business License - Renewable

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

**Fees Paid:** \$10.00

HEI INC  
PO BOX 31310  
ALBUQUERQUE, NM 87190

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**



# 24-0175 HEI, Inc.

Final Audit Report

2024-03-22

Created:	2024-03-22
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtYcBEuplcP4YzCgfWFjm6RU_RUngO-dB

## "24-0175 HEI, Inc." History

-  Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)  
2024-03-22 - 8:19:43 PM GMT- IP address: 63.232.20.2
-  Document emailed to Geralyn Cardenas (gfcardenas@santafenm.gov) for signature  
2024-03-22 - 8:20:24 PM GMT
-  Email viewed by Geralyn Cardenas (gfcardenas@santafenm.gov)  
2024-03-22 - 8:27:17 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Geralyn Cardenas (gfcardenas@santafenm.gov)  
Signature Date: 2024-03-22 - 8:27:25 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.  
2024-03-22 - 8:27:25 PM GMT