



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

www.santafenm.gov

Alan Webber, Mayor

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Alma G. Castro, District 1

Michael J. Garcia, District 2

Carol Romero-Wirth, District 2

Lee Garcia, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

Date: October 2, 2024

To: John Blair, City Manager

Via: Johanna Nelson, Director, Office of Economic Development

From: Nina Nguyen, Asset Development Associate, Office of Economic Development

Subject: Lease Agreement Between the City of Santa Fe and Routes Rentals & Tours, Inc.

Vendor Name: Routes Rentals & Tours, Inc.

ITEM AND ISSUE:

The Asset Development Department respectfully requests your approval of Lease Agreement Between the City of Santa Fe and Routes Rentals & Tours, Inc., the total amount not to exceed \$19,696.85 for one year, with an option term of one year; (Routes Rentals & Tours, Inc.); (Nina Nguyen, nanguyen@santafenm.gov, and telephone # (505) 819-1870)

Action Requested: Approval of the attached Lease Agreement Between the City of Santa Fe and Routes Rental & Tours, Inc.

BACKGROUND AND SUMMARY:

In April 2024, an announcement was released offering qualified local bicycle rental shops the opportunity to lease space in the Historic Santa Fe Depot at the Railyard. The announcement stated the deadline for applications was April 26, 2024, and three businesses applied: Heritage Inspirations Tour Company, Routes Rentals & Tours, Inc., and Zip-eRides, LLC. Routes Rentals & Tours, Inc. ("Routes") was selected as the finalist and a lease was negotiated. Routes will offer bicycle rentals, repairs and accessories, as well as snowshoe rentals, souvenirs, apparel and more.

\$\$\$\$\$ SOURCE/REVENUE: ☐Expense ☒Revenue

The funding source is:

ajhopkins@santafenm.gov

Andy Hopkins

Munis Org Name/Number: 2122800

Munis Object Name/Number: 460350

Department Contract Administrator Contact Info: Nina Nguyen, Asset Development Associate, nanguyen@santafenm.gov, (505) 819-1870

ATTACHMENTS:

Lease Agreement
Santa Fe Business License
Certificate of Liability Insurance

**LEASE AGREEMENT BETWEEN
THE CITY OF SANTA FE AND ROUTES RENTALS & TOURS, INC.**

This LEASE AGREEMENT (“Lease Agreement”) is made and entered into as of the date of the last signature (“Effective Date”), by and between the CITY OF SANTA FE, a municipal corporation (“City” or “Lessor”) and ROUTES RENTALS & TOURS, INC., a New Mexico corporation (“Lessee”), collectively the “Parties”.

WHEREAS, the City owns property and railroad facilities commonly known as North Santa Fe Railyard and Baca Railyard Properties (“Railyard Property”) within the City of Santa Fe; and

WHEREAS, in May 2002 the City commissioned the Santa Fe Railyard Master Plan and Design Guidelines (“Master Plan”) to guide the redevelopment of the Railyard site as a unique district within the City; and

WHEREAS, the Master Plan was intended to honor the rich history of the Railyard and to bring back the Railyard’s importance as a transportation center; and

WHEREAS, the City owns the historic Depot Building (“Depot”) in the Railyard that is designated as a significant historic building and Multi-Modal Center in the Master Plan; and

WHEREAS, the Depot was built in 1909 and just completed a \$1.6 million renovation project to restore both the interior and exterior of the building; and

WHEREAS, Lessee owns and operates Routes Rentals & Tours, Inc., a business that rents bicycles and conducts bicycle tours; and

WHEREAS, the City desires to lease a portion of the Depot to Lessee to support multi-modal transportation within the railyard.

WITNESSETH:

In consideration of the Lessee’s promises herein, Lessor hereby gives Lessee a Lease Agreement, revocable and terminable as hereinafter provided, to enter on, make use of, and develop the real property of Lessor as follows:

1. PREMISES

Subject to the terms and conditions of this Lease Agreement, Lessor allows Lessee to use, occupy, and develop the following:

- a. Exclusive use area within the Depot, consisting of a room measuring 18' x 19.5' excepting therefrom a janitorial closet ("Janitorial Closet") measuring 2.5'x4.5' (11.25 sq. ft.), and an elevated shelf on the south wall supporting City computer and other City communications equipment ("IT Shelf"). Total Exclusive use space in the room is 340 square feet (rounded). City hereby grants to Lessee non-exclusive use of the Janitorial Closet. City reserves the right to access the Janitorial Closet and IT Shelf at any time with or without notice to Lessee.
- b. Exclusive use area outside of the Depot building measuring 6' x 6' (36 square feet) for the placement of a bike rack
- c. Total area of "a" and "b" above is **376 square feet** (collectively the "Premises"). The Premises inside of the Depot building is shown in pink and the bike rack area outside is labeled, both are shown on **Exhibit A**.
- d. Lessee is granted non-exclusive use of the Depot lobby and restrooms, which are not a part of the Premises.

There are no parking spaces or parking areas included within the Premises, and Lessee's employees, patrons, and invitees will be required to secure parking with the Railyard parking garage or make other parking accommodations. Lessee accepts the Premises in its present state and agrees that it is in good condition, without any representation or warranty by Lessor as to the condition of the Premises.

2. LEASE TERM

- a. Initial Term. The initial term of this Lease Agreement shall commence at 12:00 a.m. on the Effective Date. The term of this Lease Agreement shall consist of an **"Initial Term" of one (1) year** with one (1) "Option Term" of one (1) year.
- b. Hold Over. In the event Lessee remains in possession of the Premises after the expiration of the Term of this Lease Agreement, such possession may, at the sole option of Lessor, be continued as a month-to-month tenancy for a period of no more than five months. During any such month-to-month tenancy, the Rent due shall be prorated and payable on a monthly basis, and the terms and conditions of the Lease Agreement shall be otherwise applicable. The length of this allowable Hold Over Period is such that the value of this lease remains under the threshold for triggering NMSA 1978 3-54-1.

3. RENT

- a. Base Rent. Lessee shall pay first-year **Annual Base Rent** of \$7,896.00 (\$21.00/sf/year). Monthly Rent of \$658.00 is due on the Effective Date and thereafter due in full on the first day of each month during the Term without notice or demand and without deduction or offset for any cause whatsoever. Lessee shall make payments to; City of Santa Fe, Treasury Division, 200 Lincoln Ave., Room 114, Santa Fe, NM, 87504.
- b. Option Term. Lessee's exercise of any Option Term is contingent upon compliance with this Lease Agreement and with proper written notice by Lessee to Lessor at least ninety (90) days prior to the expiration of the Initial Term and approval or denial of any Option Term shall be at Lessor's sole discretion. All terms, covenants and conditions of this Lease Agreement, excepting the amount of rent to be paid, shall remain in full force and effect during any extension of the term. Annual rent for the Option Term shall be \$8,330.

- c. Holdover Term Rent. The amount of rent to be paid during the Holdover Term, if exercised, shall be \$694.17 per month. The Holdover term shall be for no longer than five months.
- d. Penalty for Late Rent Payment. If money payable to Lessor as a condition of this Lease Agreement is not paid in full when due, a penalty of 10% of the amount due and unpaid shall be added to the amount due, and the total sum of the then-due rental payment plus penalty shall become immediately due and payable to Lessor. A further penalty of 10% of the amount due and unpaid, including previously assessed penalties, shall be added for each additional month that said amount remains unpaid. The assessment and collection of the 10% penalty is in addition to any other rights of Lessor, if Lessee does not faithfully perform the terms, covenants and conditions of this Lease Agreement.
- e. Increase in Rent. Rent shall be increased by the City based on the schedule below.
- f. Rent Schedule. In consideration of this Lease Agreement, City and Lessee agree to the following Rent Schedule:

Option Years	Year	Term Dates		Leasable Square Feet	Total Annual Rent	Escalation	Monthly Rent	Annual Cost per LSF
	1	10/15/2024	10/14/2025	376.00	\$7,896.00	2.50%	\$658.00	\$21.00
*	2	10/15/2025	10/14/2026	376.00	\$8,093.22	2.50%	\$674.44	\$21.52
* Option Term								

4. USE OF PREMISES

- a. Conditions of Use. Lessee shall use the Premises for the purpose of renting bicycles and/or snowshoes or providing tours. Other services in support of Lessee's business include and are not limited to: storage and the sale of souvenirs, accessories for bicycles or snowshoes, apparel, limited bicycle/snowshoe repairs & guest demonstrations, food, snacks, and non-alcoholic beverages.
- b. Improvement of the Premises. Lessee may, with the prior written consent of Lessor and at no cost to Lessor, make improvements to the Premises which are required to comply with the City of Santa Fe Land Use Code, which includes the Historic District Development Rules, and other applicable local, state, and federal regulations. Lessee shall, upon Lessor's request, remove all such improvements made to the Premises at the termination of this Lease Agreement.
- c. Trade Fixtures. All trade fixtures installed by Lessee after the Effective Date of this Lease Agreement shall remain the property of Lessee, who may remove the same upon termination of this Lease Agreement, provided that removal shall be done in such a manner as not to injure or damage the Premises. In the event that Lessee fails to remove said trade fixtures after receipt of notice from Lessor to do so, Lessor may remove and dispose of the same as it sees fit and Lessee agrees to assign, transfer and set over to Lessor all of Lessee's right, title and interest in and to said trade fixtures and any personal property not removed by Lessee. Lessee further agrees that should Lessor remove said trade fixtures pursuant to this paragraph that Lessee shall pay Lessor upon demand the cost of such removal, plus the cost of transportation and disposal thereof.

- d. Compliance with Laws. Lessee's use of the Premises shall at all times be in compliance with the City of Santa Fe Municipal Code and other applicable local, state, and federal regulations including but not limited to compliance with the City of Santa Fe Integrated Pest Management Policy (§ 10-7 SFCC 1987) (the Pest Management Policy).

5. REPAIRS & MAINTENANCE

- a. During the term of this Lease and any extension or renewal thereof, Lessee shall not cause or permit any waste, damage or injury to the Premises or to any improvements made to the Premises.
- b. During the term of this Lease and any extension or renewal thereof, Lessee shall, at its sole expense, keep and maintain the Premises in good and clean condition at all times and shall be responsible for the costs of any required repairs, replacements, that arise during the Term of this Lease Agreement that are damaged through the Lessee's regular use of the premises. Lessee is not responsible for repairs or maintenance necessitated by acts of God, force majeure events, or other extraordinary circumstances beyond Lessee's control.
- c. Repairs and replacements required to be made by the Lessee shall be made promptly and when necessary and shall be at least equal in quality of materials and workmanship to that originally existing in the Premises.
- d. Lessee shall at all times during the term of this Lease and any extension thereof, and in a timely manner, do its due diligence and provide a safe Premises by eliminating conditions caused by, including and not limited to, debris, mold, and standing water within the premises and not originating from the common areas as noted in Exhibit A.
- e. Lessor reserves the right to inspect the Premises at any time during the Term of this Lease Agreement to verify Lessee's compliance with this Section 5. In the event Lessee fails to maintain the Premises at a standard acceptable to the Lessor, as determined in Lessor's sole discretion, Lessor may terminate this Lease Agreement in accordance with Section 13 herein.
- f. Repair and maintenance shall be to the sole satisfaction of Lessor, and if Lessee fails to fulfill any duty imposed under this Section 5 within a reasonable period of time, City may, but is not required to, perform those duties at Lessee's sole cost. Lessee shall promptly cooperate with Lessor if Lessor undertakes to perform such duties. No action by Lessor taken pursuant to this Section 5 shall constitute a waiver of Lessee's obligations. Lessee's obligations under this Section 5 shall survive the expiration or termination of this Lease Agreement.

6. UTILITIES & SERVICES

Lessee, at Lessee's sole cost and expense, agrees to provide the following:

- a. All refuse disposal services; and
- b. Janitorial supplies and services, for leased space.

City, at City's sole cost and expense, agrees to provide the following:

- a. All gas, electricity, water and sanitary sewer service.
- b. Pest control services.
- c. Snow removal services.

7. TAXES

Lessee shall pay all taxes levied and assessed, if any, upon any personal property, fixtures and improvements belonging to Lessee and located upon the demised Premises, and all leasehold and possessory interest taxes levied or assessed by any proper taxing authority.

8. SUBLEASE, ASSIGNMENT OR TRANSFER

Lessee shall not sublet, assign, or otherwise transfer this Lease Agreement without the prior written consent of Lessor, which Lessor may withhold for any or no reason. Any such actions taken by Lessee without Lessor's consent shall result in the immediate termination of this Lease Agreement.

9. INSURANCE

Lessee shall at all times maintain and provide adequate insurance coverage which includes, without limitation, each of the following:

Property Insurance. Lessee shall carry and maintain in full force and effect during the term of this Lease Agreement casualty insurance ("extended coverage" and "additional extended coverage") as may be available for all improvements to the Premises in an amount sufficient to restore and replace existing structures and improvements if lost or damaged by any form of casualty. Lessee shall cause the City of Santa Fe to be named as an additional insured on such policy of insurance.

- a. Commercial General Liability Insurance which shall be written on an occurrence basis and be at least as broad as the latest version of ISO form CG 00 01 with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Such policy shall include Broad Form Contractual Liability coverage and shall be endorsed to include the City, its, directors, officials, officers, employees, agents, and volunteers as additional insureds on all primary and excess policies for ongoing and completed operations performed by, or behalf of Contractor. Such additional insured coverage shall be as broad as that provided by ISO form CG 2010 (ongoing operations) and CG 20 37 (completed operations).
- c. Workers' Compensation Insurance with statutory limits, and **Employer's Liability insurance** with limits of not less than \$1,000,000 per accident or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City, its directors, officials, officers, employees, agents, and volunteers.
- d. Certificates of Insurance. Prior to the Effective Date of this Lease Agreement, and thereafter at any time during the Term of this Lease Agreement that Lessor requests, Lessee shall provide Lessor with certificates of insurance for each policy evidencing that the coverage required hereunder is current. Such policy shall provide that the coverage evidenced thereby shall not be terminated or modified for any reason without thirty (30) days prior written notice to the Lessor. A certificate or policy which states that failure to give such notice imposes no obligation on the part of the insurer shall be unacceptable to Lessor, and Lessee shall be responsible for removing such language from such certificate or policy.

10. INDEMNIFICATION

Lessee shall indemnify, hold harmless, and defend Lessor from all losses, damages, claims, or judgments, including payment of all attorney's fees and costs, on account of any suit, judgment, execution, claim, action, or demand whatsoever arising from damages occurring on the Premises and

Lessee's use of the Premises hereunder, including use of the Premises by Lessee's employees, agents, representatives, contractors, agents, guests, invitees, or permitted assigns.

Lessee shall cause any and all agreements that Lessee enters into with any of the above parties to contain language indemnifying Lessor as provided in this Section.

11. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by Lessor in connection with the Lease Agreement is subject to the Immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense, and do not waive any limitation of liability pursuant to law. No provision of this License modifies or waives any provision of the New Mexico Tort Claims Act.

12. EASEMENTS

Lessor reserves the exclusive right to grant access, utility, or other easements on or through the Premises. Lessor shall notify Lessee in writing prior to Lessor's grant of any easement through the Premises.

13. TERMINATION

- a. Lessor may terminate this Lease Agreement upon Lessee's failure to comply with any provisions contained herein. Prior to termination, Lessor shall hand deliver or mail notice to Lessee via certified or registered mail specifying:
 - i. the breach;
 - ii. the action required to cure the breach;
 - iii. a date, not less than fifteen (15) days from the date the notice is hand delivered or mailed to Lessee, by which such breach must be cured; and
 - iv. that failure to cure such breach on or before the date specified in the notice will result in termination of the Lease Agreement.
- b. Lessee may terminate this Lease Agreement with written notice to Lessor at least thirty (30) days prior to the termination date.
- c. At the termination of this Lease Agreement Lessee shall surrender the Premises in the condition in which they were at the inception of this Lease Agreement, excepting:
 - i. Deterioration caused through reasonable use and ordinary wear and tear;
 - ii. Alterations, improvements, or conditions made with Lessor's written approval.

14. NOTICE

Any required notice will be deemed delivered, given, and received (i) when personally hand delivered, or (ii) five days after the same are deposited in the United States mail, postage prepaid, registered, addressed to the applicable party at the address indicated below for such party, or at such other address as may be designated by either party in a written notice to the other party:

To Lessor: City of Santa Fe
Attn: City Manager
P.O. Box 909
Santa Fe, NM 87504

To Lessee: Routes Rentals & Tours, Inc.
Attn: Heather & Joshua Arnold
2113 Charlevoix Street, NW
Albuquerque, NM 87104

With a copy to: City of Santa Fe
Attn. Asset Development Manager
P.O. Box 909
Santa Fe, New Mexico 87504

15. NO WAIVER

No waiver of a breach of any of the provisions contained in this Lease Agreement shall be construed to be a waiver of any succeeding breach of the same or any other provisions.

16. SEVERABILITY

In the event that one or more of the provisions contained in this Lease Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein, and any other application thereof shall not in any way be affected or impaired thereby.

17. ENTIRE AGREEMENT

The foregoing constitutes the entire Lease Agreement between the Parties, represents their entire understanding, and defines all of their respective rights, title, and interests, as well as all of their duties, responsibilities, and obligations. Any and all prior lease agreements and understandings between the Parties related to the Premises, if any, are merged herein. This Lease Agreement shall not be modified or amended except by a written document signed by the Parties.

18. BINDING EFFECT

This Lease Agreement shall be binding upon and insure to the benefit of the Parties hereto and their respective successors and permitted assigns.

19. LITIGATION EXPENSE

In the event of litigation between the Parties, Lessee shall pay any necessary costs, including reasonable attorney's fees, expenses and other costs of collection or otherwise, which Lessor shall incur in enforcing this Lease Agreement or in recovering any and all damages caused to the Premises by Lessee, or Lessee's contractors, agents, employees or permitted assigns.

20. HEADINGS

The section headings contained in this Lease Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Lease Agreement.

21. APPLICABLE LAW; VENUE

In any action, suit or legal dispute arising from this Lease Agreement, Lessee agrees that the laws of the State of New Mexico shall govern. The Parties agree that any action or suit arising from this Lease Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the First Judicial District Court.

22. AMENDMENT

This Lease Agreement shall not be altered, changed, or modified except by an amendment in writing executed by the Parties hereto.

23. SECURITY DEPOSIT

Lessee shall deposit with City, upon execution hereof, the Security Deposit of one month's rent as security for Lessee's faithful performance of its obligations under this Lease Agreement. If Lessee fails to pay Rent, or otherwise defaults under this Lease Agreement, City may use, apply or retain all or any portion of said Security Deposit for the payment of any amount due City or to reimburse or compensate City for any liability, expense, loss or damage which City may suffer or incur by reason thereof. If City uses or applies all or any portion of the Security Deposit, Lessee shall within 10 days after written request therefor deposit monies with City sufficient to restore said Security Deposit to the full amount required by this Lease Agreement. If the Base Rent increases during the term of this Lease Agreement, Lessee shall, upon written request from City, deposit additional monies with City so that the total amount of the Security Deposit shall always bear the same proportion to the increased Base Rent as the initial Security Deposit bore to the initial Base Rent. Should the Agreed Use be amended to accommodate a material change in the business of Lessee or to accommodate a sublessee or assignee, City shall have the right to increase the Security Deposit to the extent necessary, in City's reasonable judgment, to account for any increased wear and tear that the Premises may suffer as a result thereof. If a change in control of Lessee occurs during this Lease Agreement and following such change the financial condition of Lessee is, in City's reasonable judgment, significantly reduced, Lessee shall deposit such additional monies with City as shall be sufficient to cause the Security Deposit to be at a commercially reasonable level based on such change in financial condition. City shall not be required to keep the Security Deposit separate from its general accounts. Within 30 days after the expiration or termination of this Lease Agreement, if City elects to apply the Security Deposit only to unpaid Rent, and otherwise within 60 days after the Premises have been vacated, City shall return that portion of the Security Deposit not used or applied by City. No part of the Security Deposit shall be held in trust, to bear interest or to be prepayment for any monies to be paid by Lessee under this Lease Agreement.

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Lease Agreement as of this _____ day of _____, 2024.

LESSOR: CITY OF SANTA FE

LESSEE: ROUTES RENTALS & TOURS, INC.

John Blair
John Blair (Oct 14, 2024 16:52 EDT)
JOHN BLAIR, CITY MANAGER

DATE: Oct 14, 2024

Heather Arnold
Heather Arnold (Sep 25, 2024 13:18 MDT)
HEATHER ARNOLD, OWNER

DATE: Sep 25, 2024

ATTEST:

GERALYN CARDENAS

Joshua Arnold
Joshua Arnold (Sep 25, 2024 15:43 MDT)
JOSHUA ARNOLD, OWNER

DATE: Sep 25, 2024

GERALYN CARDENAS, INTERIM CITY CLERK

xiv

CRS #03213921007

APPROVED AS TO FORM FOR LEGAL SUFFICIENCY:

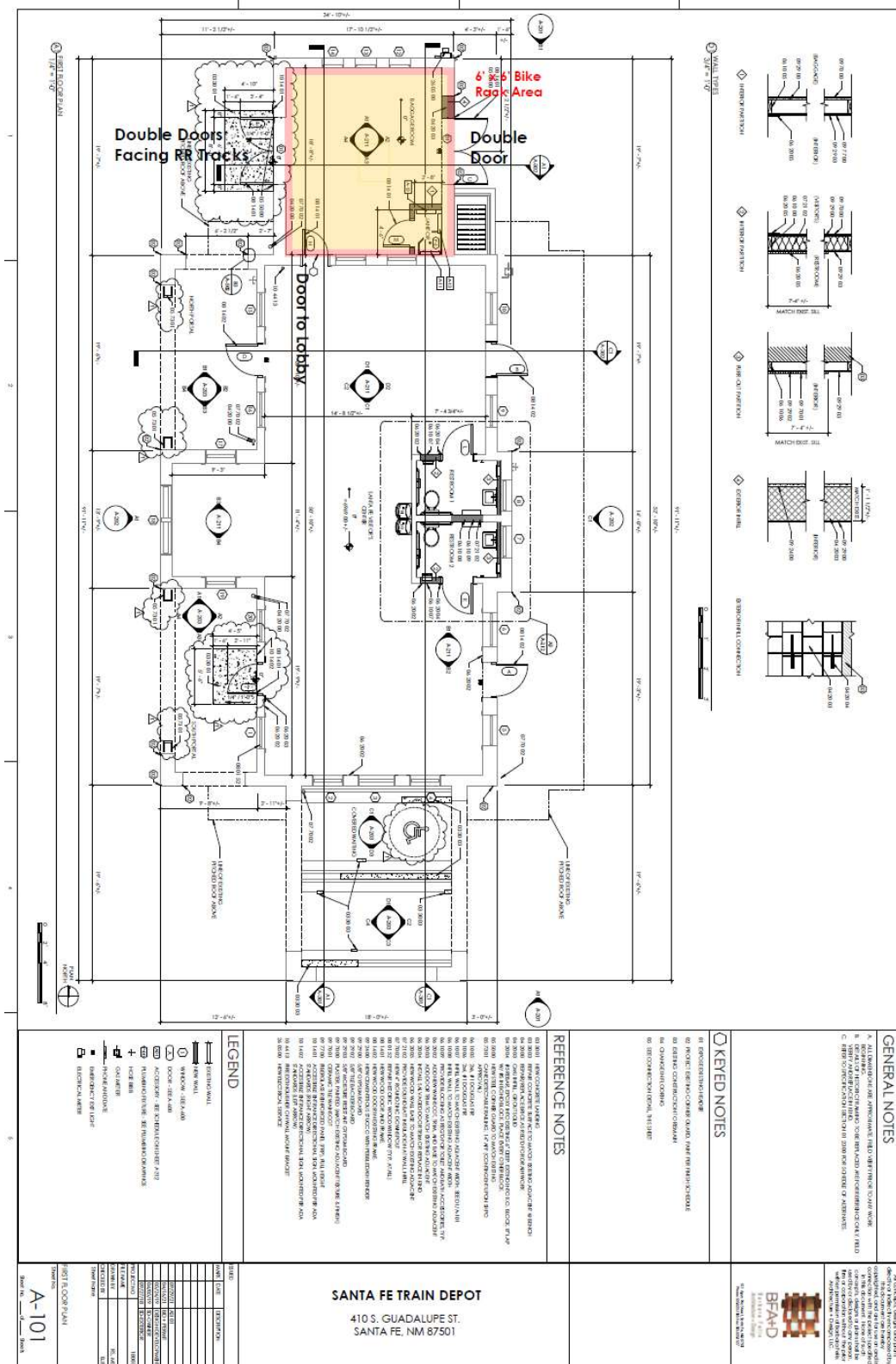
Patricia Feghali
Patricia Feghali (Sep 25, 2024 15:55 MDT)
PATRICIA FEGHALI, ASSISTANT CITY ATTORNEY

APPROVED AS TO FINANCE:

Emily K. Oster
EMILY K. OSTER, FINANCE DIRECTOR
Business Unit/Line Item 2122800.460350

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EXHIBIT A





City of Santa Fe

Treasury Department

200 Lincoln Ave.

Santa Fe, New Mexico 87504-0909

505-955-6551

BUSINESS REGISTRATION

Business Name: ROUTES RENTALS & TOURS INC
DBA: ROUTES RENTALS & TOURS
INC

Business Location: 2113 CHARLEVOIX ST NW
ALBUQUERQUE, NM 87104

Owner: HEALTHER ARNOLD

License Number: 226992

Issued Date: February 16, 2023

Expiration Date: February 16, 2024

CRS Number: 03213921007

License Type: Business License - Renewable

Classification: Out of Jurisdiction Business License

Fees Paid: \$10.00

ROUTES RENTALS & TOURS INC
2113 CHARLEVOIX ST NW
ALBUQUERQUE, NM 87104

THIS IS NOT A CONSTRUCTION PERMIT OR SIGN PERMIT.
APPROPRIATE PERMITS MUST BE OBTAINED FROM THE CITY
OF SANTA FE BUILDING PERMIT DIVISION PRIOR TO
COMMENCEMENT OF ANY CONSTRUCTION OR THE
INSTALLATION OF ANY EXTERIOR SIGN.

THIS REGISTRATION/LICENSE IS NOT TRANSFERRABLE TO
OTHER BUSINESSES OR PREMISES.

TO BE POSTED IN A CONSPICUOUS PLACE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER WAFD Insurance Group, Inc. 5601 Office Blvd NE Suite 400 Albuquerque, NM 87109	CONTACT NAME: Vanessa Parra	
	PHONE (A/C, No, Ext): (505) 369-1900	FAX (A/C, No): (505) 899-7014
	E-MAIL ADDRESS: vanessap@wafdinsurance.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : National Fire & Marine Insurance Co	
	INSURER B : New Mexico Southwest Casualty Company	
INSURED Routes Rentals & Tours Inc 2113 Charlevoix St. NW Albuquerque, NM 87104	NAIC #	
	20079	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			72LPS047565	10/19/2023	10/19/2024	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							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
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			0102486.104	1/2/2024	1/2/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

City of Santa Fe
200 Lincoln Avenue
Santa Fe, NM 87501

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

Signature: XAVIER VIGIL
XAVIER VIGIL (Oct 11, 2024 11:54 MDT)

Email: xivigil@santafenm.gov









24-0600 Routes Rentals and Tours, Inc.

Final Audit Report

2024-10-15

Created:	2024-10-11
By:	XAVIER VIGIL (xivigil@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1bBPI9KUogyt-Dr2jnxYWKNmcVbqqmfV

"24-0600 Routes Rentals and Tours, Inc." History

-  Document created by XAVIER VIGIL (xivigil@santafenm.gov)
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