



## The Purchasing Memo

**Date:** May 20, 2025

**To:** Mark Scott, City Manager

**From:** Michael Dozier, Wastewater Division Director

**Via:** Jesse Roach, Interim Department Director

**Subject:** One Call Coverage Pipelines FY26

**Vendor Name:** New Mexico One Call Systems Inc. dba NM811

**Munis Vendor Number:** 2195

---

### ITEM AND ISSUE:

Public Utilities Department respectfully requests your review and approval of Sole Source Services Membership Agreement in the total amount not to exceed \$36,100 for notification of intended excavation via internet to the Public Utilities Department/Water and Wastewater Divisions a continues term with New Mexico One Call Systems Inc. dba NM811.

### CONTRACT NUMBER:

N/A

### BACKGROUND AND SUMMARY:

NM One Call is an exclusive utility locating clearing house in the State. The purpose and intent of the One Call system is to prevent injury to people and damage to property from accidents resulting from damage to pipelines, underground utility lines, cable television lines and related facilities by excavating and blasting. The Public Utilities Department is a member of New Mexico One Call as required by New Mexico Statutes Annotated 1978, Chapter 62, Article 14.

#### 62-14.7.1 Pipeline one-call notification system

- A. Every owner or operator of a pipeline facility shall be a member of a one-call notification system. A one-call notification system may be for a region of the state or statewide in scope, unless federal law provides otherwise.

New Mexico One Call System Inc. is the sole source procurement for this service for the State of New Mexico.

### PRIOR APPROVALS AND SUPPORTING INFORMATION:

### FUNDING SOURCE:

**Fund Name/Number:** Wastewater Management/500 Water Management/505 General Fund 100

**Munis Org Name/Number:** Wastewater Operations/Admin/5000361 Water Operations/Admin/5050381-1000416/General Fund

**Munis Object Name/Number:** Service Contracts/510310

**Budget Officer / Designee:** Andy Hopkins **Date:** 05/23/2025

**Budget Officer Comment/Exceptions:** \_\_\_\_\_

**PROCUREMENT METHOD:**

The procurement method used was NMSA 1978, Section 13-1-126, Sole Source

**Chief Procurement Officer (CPO) / Designee:** JoAnn Lovato Montano **Date:** 05/27/2025

**CPO Comment/Exceptions:** SS Posted for 30days without protest

**ASSOCIATED APPROVALS:**

**IT Components included?** ☐ Yes | ☐ No

**Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Vehicles included?** ☐ Yes | ☒ No

**Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Construction to City Facilities, Furniture, and/or Fixtures included?** ☐ Yes | ☒ No

**Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Is this an externally funded purchase?** ☐ Yes | ☒ No

**If yes, what is the issuing agency:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Is this a Capital Asset or Project?** ☐ Yes | ☒ No

**Project Ledger Number:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**ATTACHMENTS:**

Membership Agreement

CPO Service Determination Email

Procurement document: Sole Source Determination

Vendor's Quote

Certificate of Liability Insurance N/A



## MEMBERSHIP AGREEMENT (Required Form)

I understand that with the acceptance of my membership payment, I agree to abide by all requirements set forth in NM811's membership agreement manual and any subsequent changes authorized by the New Mexico One Call's Board of Directors.  
(The party executing this agreement affirms that they have the authority to do so on behalf of the applicant.)

**Note: Annual membership fee of \$100 is required with the submission of a new application, prior to official online setup.**

<b>CLASSIFICATION (check all that apply)</b>	<b>CLASSIFICATION (check all that apply)</b>
<input type="checkbox"/> Associate Member (non-utility, individual)	<input checked="" type="checkbox"/> Government (Local, State, Federal, Tribal, etc.)
<input type="checkbox"/> Communications (phone, coax, fiber)	<input type="checkbox"/> Pipeline (Liquids, Gas, Gathering, Producer)
<input type="checkbox"/> Electrical	<input type="checkbox"/> Water or Wastewater
<input type="checkbox"/> Gas Distribution	<input type="checkbox"/> Assets newly built
	<input type="checkbox"/> Assets recently purchased and from which Owner

**LEGAL NAME OF COMPANY:** City of Santa Fe Public Utility (Water Division & Wastewater Division)

**Physical Address:** Water Division is (801 W San Mateo Rd 87505- Wastewater is (73 Paseo Real) 87507

**City:** Santa Fe **State:** NM **Zip:** different

**Website:** santafenm.gov/public-utilities

**Primary Company Representative:** Requires a company representative responsible for responding on behalf of any or all listed below or who has direct authorization to interact and respond on behalf of their respective operational departments when dealing with New Mexico 811. This contact will also be used for communications from the Board of Directors and may be contacted in the event of an unplanned outage or planned maintenance at NM811.

Name: Water (Jesse Roach) Wastewater (Michael Dozier) Title: Interim Department Director---Division Director

Mailing Address: Water(801 W San Mateo Rd- 87505 Wastewater 73 Paseo Real 87507

City: Santa Fe State: NM Zip: different

Phone: 505-955-4309 Ext:  Fax:  Email: jdroach@santafenm.gov

mldozier@sanastfenm.gov

**Billing Contact Information:** Requires a company representative responsible for overseeing financial or accounts payable functions or personnel responsible for approving the processing of your membership invoices.

Name: Water (Randy Lopez) Wastewater (Gilbert Rodriguez) Title: Distribution Supervisor -----Collections Mgr

Mailing Address: Same as above breakdown

City:  State:  Zip:

Phone: 505-955-4846 - Ext:  Fax:  Email: rjlopez@santafenm.gov

505-955-4614

gprodriguez@santafenm.gov

**GIS (Mapping) Contact Information:**

Requires a company representative responsible for performing or overseeing GIS mapping and updating functions for member underground facility assets. Limit three (3) GIS personnel contacts per member code. Use of *GIS Team* as a contact will not be accepted and is not eligible for Service Area Editor (SAE) privileges.


Name: Water Rachel Salazar / Wasterwater Daniel Romero Title: Water- GIS Analyst / Waterwater- GIS Analyst

Mailing Address: Same as above breakdown

City: Santa Fe State: NM Zip: 87507

Phone: Water -Rachel Salazar Ext: 4634 Fax:  Email: Rksalazar@santafenm.gov / dpromero@santafenm.gov

505-955-4394 Wastewater Daniel  
Romero 505-955-4634

I have read and understand the membership agreement and billing structure for which I am responsible  
(signature): 

Please return this application to:

New Mexico 811

1021 Eubank Blvd., NE

Albuquerque, NM 87112

membership@nm811.org

If you have any questions, please call 505-254-7300.

**IN WITNESS WHEREOF**, I have read and understand the membership agreement and billing structure for which I am responsible.

CITY OF SANTA FE:

  
Mark Scott (Jun 2, 2025 15:33 MDT)  
MARK SCOTT, CITY MANAGER

DATE: 06/02/2025

ATTEST:

  
ANDREA SALAZAR (Jun 2, 2025 11:24 MDT)  
ANDREA SALAZAR, CITY CLERK 

CITY ATTORNEY'S OFFICE:

  
Marcos Martinez (May 20, 2025 10:46 MDT)  
SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

  
Emily Oster  
EMILY OSTER, FINANCE DIRECTOR



1021 EUBANK BLVD. NE, ALBUQUERQUE, NM 87112  
PH 505.260.1165 ■ FAX 505.260.0698 ■ WWW.NM811.ORG

Estimate  
City of Santa Fe Public Utilities

January 1, 2026

Member Fee	\$100.00
Water	\$20,000
Waste Water	\$16,000
<b>Total</b>	<b>\$36,100</b>

\*Allocation fees are an estimate based on member usage, and are subject to change.  
\*NM811 Membership Dues are due and payable within 30 days of invoicing.  
\*NM811 Does not accept partial payments  
\*NM811 Lates fees are assessed every 30 days on all past due balances  
\*Allocation billing is based on member prior usage and due at the start of each year  
\*Members are subject to the NM811 Membership guidelines



# City of Santa Fe, New Mexico



## SOLE SOURCE REQUEST AND DETERMINATION FORM

This Sole Source request form **must** be submitted to the Central Purchasing Division for authorization, determination, and processing by the Chief Procurement Officer (CPO).

**Complete this form in its entirety!**

Date: 2/5/2025

Prepared By: Linda MacAllister

Email: lmmacallister@santafenm.gov

Phone #: 505-577-6731

Description of Goods/Service to be Procured (short title):

ONE CALL COVERAGE PIPELINES

Vendor Name: New Mexico One Call Systems Inc. dba NM811

Address: 1021 Eubank Blvd., NE

City: Albuquerque

State: New Mexico

Zip Code: 87112

Justification (choose from the drop down): Sole Vendor

Type of good/service (choose from the drop down): Professional Services

\*Estimated Cost: \$162,243.92

Term of Contract: 4 year contract

\*Tax is subject to change. Ensure the amount matches the amount to be invoiced. If the vendor must charge tax, they need to state that "tax will be added on the invoice" or include it in their quote.

Quantity of the service:  
example: 12 MONTHS, 15 LICENSES, ETC.

One Call Service NM811 4-year term

Conversion: To Contract

Org / Object:

5050381.510310 & 5000361.510310  
1000416.510310

Place checkmarks to affirm you agree and have included these documents:

- ☒ The vendor has affirmed sole source for the services, construction, or items of tangible personal property by providing a letter on company letterhead signed by leadership affirming they are the sole provider of the goods/services outlined in the scope of work, and documentation has been provided that due diligence was conducted to identify other possible vendors/contractors to provide the requested services/goods but proved unsuccessful.
- ☒ Itemized price quote from sole source vendor fully detailing costs for goods/services in scope of work. (Must state whether they are going to charge tax or not.)
- ☒ If contract value exceeds CM Approval Amount, include agenda item to present to 2 Committees and Governing Body.





# City of Santa Fe, New Mexico



Place checkmarks to affirm this request aligns with each of the requirements in NMSA 1978, Section 13-1-126:

- ☒ There is only one source for the required service, construction, or item of tangible personal property.
- ☒ The service, construction, or item of tangible personal property is unique, and this uniqueness is substantially related to the intended purpose of the contract.
- ☒ Other similar services, construction, or items of tangible personal property cannot meet the intended purpose of the contract.

1. Explain the purpose/need of purchase. Ensure to include a thorough **scope of work** for the services, construction, or item(s) of tangible personal property (if this is an amendment request to an existing contract, attach current contract).  
-Please note that specifications cannot be narrowly drafted to preclude competition solely to allow award to a favored vendor.

NM One Call is an exclusive utility locating clearing house in the State. The purpose and intent of the One Call System is to prevent injury to people and damage to property from accidents resulting from damage to pipelines, underground utility lines, cable television lines and related facilities by excavating and blasting. The Public Utilities Department is a member of New Mexico One Call as required by New Mexico Statutes Annotated 1978, Chapter 62, Article 14.

2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

NM One Call is an exclusive utility locating clearing house in the State. The contractor has affirmed the sole source for the services. (attached memo from vendor).

3. Provide an explanation of the prospective vendor's unique qualifications, proprietary rights, or capabilities that make them the only source able to meet the intended purpose of the contract. Uniqueness should be fact-based and substantially related to the contract's purpose. Reasons should focus on factual uniqueness rather than statements such as "best" or "least costly" source.

NM One Call is the only vendor company in the state that handles one call coverage for all the participating utilities in the state. The City of Santa Fe is a participating utility.



# City of Santa Fe, New Mexico



4. Explain why other similar professional services, services, construction, or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

As discussed above, New Mexico One Call Inc. is the only company in the state that handles one call coverage for all the participating utilities in the state. The City of Santa Fe is a participating utility.



# City of Santa Fe, New Mexico



## Approvals:

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with NMSA 1978, Section 13-1-126 and shall be posted for a 30-day period prior to award.

Travis Dutton-Leyda, CPO for the City of Santa Fe

Date: 02/28/2025

Department Approval by:

Jesse Roach Acting, Department Director

Date: 02/19/2025

**Pursuant to NMSA 1978, Section 13-1-126 Sole Source Procurement, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no objections to the award to the above referenced vendor were received. *This Sole Source determination will be valid for the term stated on the first page of this document.***

Travis Dutton-Leyda, CPO for the City of Santa Fe

Date: 04/02/2025



1021 EUBANK BLVD. NE, ALBUQUERQUE, NM 87112  
PH 505.260.1165 ■ FAX 505.260.0698 ■ WWW.NM811.ORG

### Estimate

#### City of Santa Fe

##### Public Utilities

1/1/2026

Member Fee	\$100.00
Allocation	\$28,010.40
<b>Total</b>	<b>\$28,110.40</b>

1/1/2027

Member Fee	\$100.00
Allocation	\$30,811.44
<b>Total</b>	<b>\$30,911.44</b>

1/1/2028

Member Fee	\$100.00
Allocation	\$33,892.58
<b>Total</b>	<b>\$33,992.58</b>

1/1/2029

Member Fee	\$100.00
Allocation	\$37,281.84
<b>Total</b>	<b>\$37,381.84</b>

**TOTAL \$71,344.42**

##### Public Works

1/1/2026

Member Fee	\$100.00
Allocation	\$19,500.00
<b>Total</b>	<b>\$19,600.00</b>

1/1/2027

Member Fee	\$100.00
Allocation	\$21,450.00
<b>Total</b>	<b>\$21,550.00</b>

1/1/2028

Member Fee	\$100.00
Allocation	\$23,595.00
<b>Total</b>	<b>\$23,695.00</b>

1/1/2029

Member Fee	\$100.00
Allocation	\$25,954.50
<b>Total</b>	<b>\$26,054.50</b>

**TOTAL \$90,899.50**

\*Allocation fees are an estimate based on member usage, and are subject to change.

\*NM811 Membership Dues are due and payable within 30 days of invoicing.

\*NM811 Does not accept partial payments

\*NM811 Lates fees are assessed every 30 days on all past due balances

\*Allocation billing is based on member prior usage and due at the start of each year

\*Members are subject to the NM811 Membership guidelines

\*Partial payments will not be accepted.

\*Administrative Charges will be billed at \$150 an hour for requests with excessive correspondence.

**TOTAL TOTAL  
\$162,243.92**



February 11, 2025

Ms. Linda McCallister  
City of Santa Fe

*Re: Sole Source Letter*

Dear Ms. Dempsey:

As you may be aware, City of Rio Santa Fe is a member of New Mexico One Call, Inc., dba New Mexico 811. New Mexico One Call, Inc. is responsible for providing 811 Call Center services to our members, excavators, contractors and the general public, primarily for the purpose of dispatching notifications to underground utility facility owners related to excavation request we receive from throughout to the state of New Mexico.

New Mexico state law 18.60.5.9 NMAC requires all underground facility owners to be a member of an 811 One Call Center. New Mexico One Call, Inc., a 501c(4) corporation, is currently the only 811 Call Center within the state of New Mexico.

If you have any questions regarding this letter or the services which we provide, please do not hesitate to contact me at (505) 254-7315.

Sincerely,

*Laura Harrison*

Laura Harrison  
President & CEO











# NM One Call Services SOLE\_SOURCE\_FORM\_V3\_2.9\_.24\_ 2

Final Audit Report

2025-02-28

Created:	2025-02-19
By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJgg0VXNmZJXIUtNNjj8YIrl8oJ-byfEb

## "NM One Call Services SOLE\_SOURCE\_FORM\_V3\_2.9\_.24\_ 2" History

-  Document created by Kristy Miera (kamiera@santafenm.gov)  
2025-02-19 - 10:54:52 PM GMT- IP address: 63.232.20.2
-  Document emailed to Jesse Roach (jdroach@santafenm.gov) for signature  
2025-02-19 - 10:55:36 PM GMT
-  Email viewed by Jesse Roach (jdroach@santafenm.gov)  
2025-02-19 - 11:03:56 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Jesse Roach (jdroach@santafenm.gov)  
Signature Date: 2025-02-19 - 11:04:38 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature  
2025-02-19 - 11:04:39 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
2025-02-21 - 6:14:18 PM GMT- IP address: 104.28.103.17
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
2025-02-24 - 0:20:44 AM GMT- IP address: 104.28.32.97
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
2025-02-26 - 5:41:13 PM GMT- IP address: 63.232.20.2
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
2025-02-27 - 6:16:04 AM GMT- IP address: 172.226.3.23
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)  
2025-02-28 - 7:02:38 AM GMT- IP address: 172.224.247.12



Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)

Signature Date: 2025-02-28 - 3:59:38 PM GMT - Time Source: server- IP address: 63.232.20.2



Agreement completed.

2025-02-28 - 3:59:38 PM GMT

**MIERA, KRISTY A.**

---

**From:** GSD.SPDInfo@state.nm.us  
**Sent:** Monday, March 31, 2025 12:01 AM  
**To:** MIERA, KRISTY A.  
**Subject:** Sole Source #50-M0087-25-CP088 - 30 Days

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Your Sole Source #**50-M0087-25-CP088** notice of intent to award has been posted for 30 days **without protest**.

The status has been changed from "Pending" to "No Protest."

Passing the 30-day posting period does **not** mean your contractor can begin work. It **only** means the procurement method has been approved.

-----  
GSD/SPD State Purchasing Division

[GSD.SPDInfo@state.nm.us](mailto:GSD.SPDInfo@state.nm.us)

\$ASSIGNEDNAME\$

\$ASSIGNEDEMAIL\$



**Signature:** 

**Email:** [xivigil@santafenm.gov](mailto:xivigil@santafenm.gov)