



**THE CITY OF
SANTA FE**

MEMORANDUM

DATE: May 5, 2024

TO: Mark Scott, City Manager

FROM: Sten Johnson, Assistant Fire Chief *SJ*

Cc: Brian Moya, Fire Chief *BM*

SUBJECT: Firehouse Subs Public Safety Foundation Grant

ITEM AND ISSUE:

Request approval of the **Firehouse Subs Public Safety Foundation Grant for \$23,609.00** for the procurement of **MSA ALTAIR io4 Gas Detectors and Accessories**.

Request Approval of a Budget Amendment Resolution (BAR) to accept deposit of \$23,609.00 into FY25 Fire Department Grant Revenue. Further, to then direct \$23,609.00 into Fire Department Grant funded Equipment and Machinery <5\$K.

BACKGROUND AND SUMMARY:

On April 10, 2025, the City received the attached award announcement for Firehouse Subs Public Safety Foundation Grant for \$23,609.00

These funds are granted for the procurement of equipment to outfit the needs of our firefighters when responding to potential and/or known gas leaks. These instruments will facilitate rapid identification and concentration levels, expediting appropriate actions to mitigate dangerous situations.

ATTACHMENTS:

Firehouse Subs Public Safety Foundation Grant award notice.
BAR and Project Ledger.

Grants Manager

ERIKA LUJAN

ERIKA LUJAN (May 30, 2025 10:19 MDT)



Firehouse Subs Public Safety Foundation, Inc.

4600 Touchton Road E, Bldg. 100, Ste. 300, Jacksonville, FL 32246

MEMO OF UNDERSTANDING- FUNDING AGREEMENT

Failure to adhere to the requirements of this Funding Agreement will jeopardize your grant award.

All purchases must match the quantities and equipment approved in the original grant request and approved quote.

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award funding to **City of Santa Fe, on behalf of Santa Fe Fire Department, Santa Fe, NM** for **\$23,609.00** to be used toward the direct purchase of **Six MSA Gas Detectors & Accessories**.

City of Santa Fe, on behalf of Santa Fe Fire Department Responsibilities

1. An ACH transfer will be remitted to the organization name as stated in this memo of understanding and **must** match the EIN number submitted on the grant request and bank account information listed on the ACH Authorization. If there is a change in either information, you must submit a W-9.
2. **Purchase** the equipment on Approved Quote #340039 from Curtis.
 - a. **NOTE: DO NOT PREPAY** for the equipment order at the time of purchase
3. **Confirm Receipt of ACH Transfer** by emailing procurementfoundation@firehousesubs.com
4. **Verify Purchase and Delivery** by providing Firehouse Subs Public Safety Foundation with the following:
 - a. All signed and dated packing slips
 - b. Copies of paid invoices, verifying your organization's name as the customer and matching the vendor quote(s)
 - c. A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
5. In the event that the purchased equipment costs less than the dollar amount awarded, all excess funds must be returned to Firehouse Subs Public Safety Foundation.
 - a. Email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - b. Return Excess Funds within 30 days of receipt of excess funds invoice to Firehouse Subs Public Safety Foundation, Attention: Gina Brown, Deerwood North, 4600 Touchton Rd. East, Bldg. 100, Ste. 300, Jacksonville, FL 32246
6. If purchases exceed funding, **City of Santa Fe, on behalf of Santa Fe Fire Department** is responsible for the additional amount.

VERY IMPORTANT: Deadline for submitted documentation is October 31, 2025.

Firehouse Subs Public Safety Foundation

STEN JOHNSON

City of Santa Fe, on behalf of Santa Fe Fire Department
Representative (Signature)

STEN JOHNSON

City of Santa Fe, on behalf of Santa Fe Fire Department
Representative Name (Print)

Date

06/05/2025

Date

IN WITNESS WHEREOF, the City of Santa Fe, on behalf of the Santa Fe Fire Department, has executed this Memo of Understanding-Funding Agreement as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

Mark Scott
Mark Scott (Jun 5, 2025 20:25 MDT)

MARK SCOTT, CITY MANAGER

DATE: 06/05/2025

ATTEST:

Andrea Salazar
ANDREA SALAZAR (Jun 5, 2025 21:25 MDT)

ANDREA SALAZAR, CITY CLERK

ASU

CITY ATTORNEY'S OFFICE:

Frank E. Kybalis
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
EMILY OSTER, FINANCE DIRECTOR

Ph: 602-453-3911
 TF: 877-453-3911
 Fax: 602-453-3910
azsales@lncurtis.com
 UEI#: DDL5ADSWN7U7



Southwest Division
 4647 South 33rd Street
 Phoenix, AZ 85040
www.LNCurtis.com

Quotation

CUSTOMER:	SHIP TO:	QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
Santa Fe City Fire Department NM PO Box 909 Santa Fe NM 87504	Santa Fe City Fire Department NM Ryan Floersheim 1130 Siler Road Santa Fe NM 87507	340039	04/09/2025	04/13/2025
		SALESPERSON	CUSTOMER SERVICE REP	
		Kevin Henson khenson@lncurtis.com 505-205-6125	Tyler Dennison tdennison@lncurtis.com 385-414-1492	

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
		C35584	Net 30	FR
F.O.B.	SHIP VIA	DELIVERY REQ. BY		
FTSP	Standard Shipping			

NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. The SDS is provided with the product. In addition, manufacturer's safety and/or warning notices, instructions and information relating to the proper use and care of the product is provided with the product. All applicable SDS, safety and/or warning notices, instructions and other information provided with the product should be thoroughly read, reviewed, and understood prior to handling, distributing, using, reselling, or servicing any and all products provided by Curtis. Materials utilized to clean, repair, maintain and/or service your owned equipment, as well as Curtis owned equipment, may contain per-and polyfluoroalkyl substances (PFAS) to meet national standards or original equipment manufacturer specifications. For other important product notices and warnings, or to request an SDS, product specifications, manufacturer's safety notices, instructions and/or warning notices, please contact Curtis or visit <https://www.lncurtis.com/product-notices-warnings>

Thank you for this opportunity to provide grant budget pricing. Please contact our office for firm pricing at time of order.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
1	5	EA	10245598 MSA	ALTAIR io4 Gas Detector, NA/IEC/ATEX, LTE-M USA (VZW, AT&T, T-Mobile), General Combustible 0-100% LEL, O2 Std., CO Std., H2S Std., NA/EU/UK Charger, Starter Purchase		\$2,450.00	\$12,250.00
				Pricing includes Tier 3 FireGrid Cellular Connectivity			
2	1	EA	10246442 MSA	Altair io Dock for Altair io4		\$1,880.00	\$1,880.00
3	1	EA	10242913 MSA	Cylinder Holder, Global, ALTAIR ioDOCK, Purchase		\$1,130.00	\$1,130.00

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azsales@lncurtis.com
 UEI#: DDLSADSWN7U7



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 4647 South 33rd Street
 Phoenix, AZ 85040
www.LNCurtis.com

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
4	2	EA	10048280 MSA	34L 4-Gas Calibration Aluminum Cylinder With: * 1.45% Methane (CH ₄), 15% Oxygen (O ₂), 60PPM Carbon Monoxide (CO), And 20PPM Hydrogen Sulfide (H ₂ S)		\$360.00	\$720.00
5	1	EA	ALTAIR 5X MSA CUSTOM	Altair 5X Multigas Detector, As Below: ATO: A-ALT5XDLKB110CL20 INSTRUMENT TYPE D COLOR DISPLAY AND PID SENSOR #1 LEL L LEL 0-100% (PENTANE) SENSOR #2 O ₂ or CO, H ₂ S K OXYGEN 0-30% SENSOR #3 EXOTIC B CL2 0-10 PPM SENSOR #4 CO/H ₂ S or EXOTIC 2 1CO/H ₂ S 0-1999PPM & 0-200 PPM ADVANCED SENSOR 1 PID 10.6ev 0-2,000 PPM PACKAGING 0 STANDARD CARTON APPROVAL LABEL C CSA/UL LOGO EXPRESS L LOGO EXPRESS SAMPLING PROBE KIT 2 SAMPLING PROBE KIT REACTIVE CUSTOM FEATURES 0 NONE		\$3,994.00	\$3,994.00
6	3	EA	10034391 MSA	Universal Demand Flow Regulator		\$650.00	\$1,950.00
7	3	EA	10041225 MSA	Calibration Tubing With Quick- Disconnect Fitting		\$165.00	\$495.00
8	1	EA	10048279 MSA	34L Reactive Gas Calibration Cylinder With 100PPM Isobutylene		\$360.00	\$360.00
9	1	EA	711066 MSA	Chlorine Gas, 34 Liter, 10 PPM		\$530.00	\$530.00

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Phoenix, AZ 85040
www.LNCurtis.com

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	PL	UNIT PRICE	TOTAL PRICE
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Small Business
CAGE Code: 5E720
SIC Code: 5099
Federal Tax ID: 94-1214350
UEI #DDLSADSWN7U7

This pricing generally remains firm until 04/13/2025. Pricing is subject to change if product is affected by the implementation of a tariff. Contact us for updated pricing after this date.

Due to market volatility, global supply chain pressures, and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Subtotal	\$23,309.00
Estimated Tax Total	\$0.00
Transportation	\$300.00
Total	\$23,609.00

[View Terms of Sale and Return Policy](#)



City of Santa Fe New Mexico

Finance Department



Project Ledger Request Form

Date of Request: May 5, 2025

Project Title: Firehouse Subs Grant

Project Type: ☐ CIP ☒ Grant ☒ Internal Tracking

Department: Fire Project Manager: Sten Johnson Ext: 3112

Project Date Range: 4/16/2025 to 6/30/2025 ☐ Create Fixed Asset

Project ID: FIR2522105

Grant ID: L2502

Approved By: ERIKALUJAN EL

(Finance Use Only)

05/30/2025

☐ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: Firehouse Subs Public Safety Foundation Grant % of Funding: 100

MUNIS ORG: 2210181 MUNIS OBJ: 491320 Awarded Amount: \$23,609.00

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: Equipment <\$5K MUNIS ORG: 2210181 MUNIS OBJ: 572400

Grants Only (list all grants if applicable):

Grantor Name: Firehouse Subs Public Safety Foundation Grant Awarded Amount: \$23,609.00

AR Charge Code: 2210181.471400 ☐ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: FOUNDATION GRANT MOA/MISC REV Federal CFDA (if applicable): N/A

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ ☐ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) ☐ Attached Grant Documentation



AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS (CREDITS)

I (WE) Clarence Romero of City of Santa Fe, NM HEREBY AUTHORIZE
the Firehouse Subs Public Safety Foundation, Inc. to initiate credits to my (our) account
indicated below, and the bank named below to credit the amount of such entries to said account.

Wells FargoBank, N.A.
Albuquerque, NM 87102

Transit Routing

NOTE: This number must exactly match your
bank confirmation to be accepted.

1	2	1	0	0	0	2	4	8			
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Account Number

NOTE: This number must exactly match your
bank confirmation to be accepted.

4	1	2	1	2	1	8	5	6	4		
---	---	---	---	---	---	---	---	---	---	--	--

Account Type

☒ CHECKING ☐ SAVINGS

Tax ID Number

8	5	6	0	0	0	1	6	8
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This authority is to remain in full force and effect until the Firehouse Subs Public Safety Foundation, Inc. has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Foundation a reasonable time to act on it.

Date Apr 21, 2025

Signature

Clarence Romero

(Must be a signer on the bank account)

Email of Account Signer- PRINT OR TYPE:

clromero@santafenm.gov

Phone Number for Account Signer:

505-819-8937

****ATTACH A VOIDED CHECK or BANK MEMO confirming the account number, AND a completed W-9****

Signature: *STEN JOHNSON*

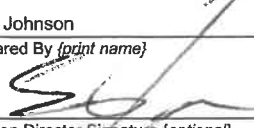
Email: sajohnson@santafenm.gov

Log # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

City of Santa Fe, New Mexico
BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME					DATE	
Fire Department					5/5/2025	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
<u>EXPENDITURES</u>				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}	
MSA Altair io4 Gas Detectors	2210181	572400	FIR2522105	23,609		
<u>REVENUES</u>				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}	
EL 5/30/25						
Firehouse Subs Public Safety Foundation Grants	2210181	491320	FIR2522105	(23,609)		
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				\$ -	\$ -	

Firehouse Subs Public Safety Foundation Grants provides funding for the procurement of five MSA Altair io4 Gas Detectors.	<div>{Complete section below if BAR results in a net change to ANY Fund}</div> <table><tr><th>Fund(s) Affected</th><th>Fund Balance Increase/(Decrease)</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td>TOTAL:</td><td>0</td></tr></table>	Fund(s) Affected	Fund Balance Increase/(Decrease)							TOTAL:	0
Fund(s) Affected		Fund Balance Increase/(Decrease)									
TOTAL:	0										

Sten Johnson Prepared By {print name}	5/5/2025 Date	{Use this form for Finance Committee/ City Council agenda items ONLY}	Andy Hopkins Budget Officer	
		CITY COUNCIL APPROVAL		
Division Director Signature {optional}	5/29/25 Date	Council Approval Date	Emily K. Oster Finance Director {≤ \$5,000}	
Department Director Signature	5/29/25 Date	Agenda Item #:		
			City Manager {≤ \$60,000}	

Signature: 

Email: xivigil@santafenm.gov