

**CITY OF SANTA FE
AMENDMENT No. 2 TO
General Service Contract
ITEM# 21-0589**

This AMENDMENT No. 2 (the "Amendment") amends the CITY OF SANTA FE SERVICE CONTRACT, dated October 28, 2021 (the "Contract"), between the City of Santa Fe (the "City") and Jasmine Quinsier. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor whichever occurs last.

RECITALS:

- A. Under the terms of the Contract, Contractor has agreed to provide Design & Production Services.
- B. Pursuant to Article 8 of the Contract, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

1. COMPENSATION.

Article 3, of the Contract is amended to increase the amount of compensation by a total of Four Hundred Forty Dollars (\$440) so that Article 3, reads in its entirety as follows:

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>
01 Year One Design & Production (FY22)		\$6,000
02 Year Two Design & Production (FY23)		\$8,800
03 Year Three Design & Production (FY24)		\$8,800
04 Year Four Design & Production (FY25)		\$9,240

The total compensation under this Agreement shall not exceed thirty-two thousand eight hundred forty dollars

(\$32,840) excluding New Mexico gross receipts tax.

2. CONTRACT IN FULL FORCE.

Except as specifically provided in this Amendment, the Contract remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 2 to the Contract as of the dates set forth below.

CITY OF SANTA FE:

CONTRACTOR:

Mark Scott
Mark Scott (Jun 11, 2025 21:52 MDT)

MARK SCOTT, CITY MANAGER

DATE: 06/11/2025

Jasmine Quinsier

JASMINE QUINSIER, ART DIRECTOR

DATE: 27/05/2025

CRS# 03-098454-00-8

ATTEST:

ANDREA SALAZAR, CITY CLERK

AS

CITY ATTORNEY'S OFFICE:

Christopher W. Ryan
Christopher W. Ryan (May 27, 2025 11:55 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster

EMILY OSTER, FINANCE DIRECTOR



The Purchasing Memo

Date: May 28, 2025

To: Mark Scott, City Manager

From: Shirley Spencer, TSF Administrative Manager *Shirley Spencer*

Via: Randy Randall, TSF Executive Director & Jordan Guenther, TSF Marketing Director

Subject: Design & Production of TSF Menu Magazine *Randy Randall*
Randy Randall (May 28, 2025 11:52 MDT) *JG*

Vendor Name: Jasmine Quinsier, DBA: Freelance Graphic Designer

Munis Vendor Number: 9257

ITEM AND ISSUE:

TOURISM Santa Fe respectfully requests your review and approval of a Amendment #2 to 21-0228 with Jasmine Quinsier for General Services. Amendment #2 increases the amount of compensation for the increased number of hours worked troubleshooting, formatting and incorporation of QR codes for 2025 Menu Magazine increased by \$440 – excluding tax for a total compensation of \$32,840 –excluding tax for a term of four years.

CONTRACT NUMBER: Munis Contract 3203043

BACKGROUND AND SUMMARY:

Original Contract #21-0589, \$6,000 per year for a total compensation of \$24,000 for term FY22 – FY25.

Amendment #1, 22-0425 was to include scope of work for the Dining Guide and increase the compensation for FY23 – FY25 by 2,800 each year for a total of \$8,400 increase, contract total increased to \$32,400.

Amendment #2, pending is requested to increase the compensation for additional hours worked for QR codes incorporated in the Menu Guide. Increased by \$440 for final year on contract – FY25 for a total contract of \$32,840 – excluding NM taxes.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Lodger's Tax/213

Munis Org Name/Number: Visit Santa Fe/2130521

Munis Object Name/Number: Other Consulting/510340

Budget Officer / Designee: *Andy Hopkins* **Date:** 05/29/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-125, Small Purchase 3 quotes were provided in FY22 and for this amendment #2 increase of \$440 received quote form vendor, Munis #3203043.

Chief Procurement Officer (CPO)/Designee: JoAnn Lovato Montano Date: 06/03/2025

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____

Comment/Exceptions: _____

Treasury/Point of Sale 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:

Original contract 21-0589

Amendment 1 22-0425

CPO Determination

COI & Waiver of W/C

Vendor Quote

Original contract # 21-0589 & Amend 1 #22-0425 full packet can be found in munis contract 3203043.

**CITY OF SANTA FE
AMENDMENT No. 1 TO
SERVICE AGREEMENT
ITEM# 21-0589**

This AMENDMENT No. 1 (the "Amendment") amends the CITY OF SANTA FE SERVICE AGREEMENT, dated October 28, 2021 (the "Agreement"), between the City of Santa Fe (the "City") and Jasmine Quinsier. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor whichever occurs last.

RECITALS:

A. Under the terms of the Agreement, Contractor has agreed to provide the design and publication of the Santa Fe Visitor Guides and Santa Fe Dining Guide.

B. Pursuant to Article 8 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

SCOPE OF SERVICES

Article 2 of the Agreement is amended to include the design and production of the Santa Fe Dining Guide, so that Article 2 reads in its entirety as follows:

B. Contractor shall provide services to design and production of Santa Fe Visitors Guide to include:

- I) An updated Visitors Guide which will highlight Santa Fe's Tourism industry; the publication will be attractive, inviting and easy to use for visitors to use.

- 2) A digital version of the Visitors Guide to be published on the TOURISM Santa Fe website, www.santafe.org
- 3) The Visitors Guide will contain information pertaining to a variety of different audiences. Audiences serviced by the Official Santa Fe Visitors Guide include:
 - a. Potential visitors to Santa Fe
 - b. Current visitors seeking more detailed information
 - c. Group travel planners
 - d. Event planners
 - e. Attractions & Destinations
 - f. Local & regional businesses
 - g. Local business' cliental
 - h. Area Chambers of Commerce and Convention & Visitors Bureaus
 - i. Local and regional press / media
 - j. Community councils & organizations
- 4) Design, production of print and online Dining Guide
 - a. Assist with Media Kit updates for the Dining Guide; configure ad sizes together with the team for a 8.5 x 11 printed material
 - b. Design and production of print and online Dining Guide; based on template layout (menus, 3-4 images, a logo)

2. COMPENSATION.

Article 3 of the Agreement is amended to increase the amount of compensation by a total of eight thousand four hundred dollars (\$8,400.00) so that Article 3 reads in its entirety

as follows:

- A. 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>
01 Year One Design & Production (FY22)		\$6000
02 Year Two Design & Production (FY23)		\$8800
03 Year Three Design & Production (FY 24)		\$8800
04 Year Four Design & Production (FY25)		\$8800

The total compensation under this Agreement shall not exceed thirty-two thousand four hundred dollars (\$32,400) excluding New Mexico gross receipts tax.

3. AGREEMENT IN FULL FORCE.

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 to the Agreement as of the dates set forth below.

CITY OF SANTA FE:

CONTRACTOR:

John Blair
John Blair (Sep 8, 2022 17:22 MDT)

JOHN W. BLAIR, CITY MANAGER

Jasmine Quinsier

JASMINE QUINSIER
GRAPHIC DESIGNER/ART DIRECTOR

DATE: Sep 8, 2022

DATE: Aug 30, 2022

CRS#03-098454-00-8

Registration # 23274

ATTEST:

Kristine Bustos Mihelcic

KRISTINE BUSTOS MIHELIC, CITY CLERK *XIV*

CITY ATTORNEY'S OFFICE:

Marcos Martinez

Marcos Martinez (Aug 29, 2022 10:30 MDT)

SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Emily K. Oster
Emily K. Oster (Sep 8, 2022 12:20 MDT)

FINANCE DIRECTOR

Visit Santa Fe / 2130521 ^{AH}
Other Consulting / 510340 AH

Item# 21-0589

Munis Contract# 3203043

**City of Santa Fe Contract
General Services Agreement
Services**

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

C. "You" and "your" refers to **Jasmine Quinsier**. "We," "us" or "our" refers to the City and whose accounts are created under this Agreement.

2. Scope of Work

A. The Contractor shall perform the following work:

- 1) Design and publication of a turn-key 2022 Santa Fe Visitors Guide
- 2) An updated Visitors Guide which will highlight Santa Fe's tourism industry; the publication will be attractive, inviting and easy for visitors to use.
- 3) A digital version of the Visitors Guide to be published on the TOURISM Santa Fe website, www.santafe.org
- 4) The Visitors Guide will contain information pertaining to a variety of different audiences. Audiences served by the Official Santa Fe Visitors Guide include:
 - a. Potential visitors to Santa Fe
 - b. Current visitors seeking more detailed information
 - c. Group travel planners
 - d. Event planners
 - e. Attractions & destinations
 - f. Local and regional businesses
 - g. Local business' clientele
 - h. Area Chambers of Commerce and Convention and Visitors Bureaus
 - i. Local or regional press / media
 - j. Community councils & organizations

3. **Compensation**

The City shall pay to the Contractor based upon fixed prices for each Deliverable item as listed here.

Deliverable item:	U/I (unit of issue)	Price
01 Year One Design & Production (FY22)		\$6000
02 Year Two Design & Production (FY23)		\$6000
03 Year Three Design & Production (FY24)		\$6000
04 Year Four Design & Production (FY25)		\$6000

The total compensation under this Agreement shall not exceed twenty-four thousand dollars (\$24,000) excluding New Mexico gross receipts tax.

4. **Payment Provisions**

All payments under this Agreement 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 invoice. After the thirtieth 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 AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This Agreement shall begin on date approved by the City, and end on June 30, 2025. The City reserves the right to renew the contract on an annual basis by mutual

Agreement not exceed a total of four years in accordance with NMSA 1978, §§ 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 Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the City's uncured, material breach of this Agreement.

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

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, 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 Agreement. 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 AGREEMENT.

8. Amendment

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

12. Non-Collusion

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

16. **Records and Audit**

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

17. **Appropriations**

The terms of this Agreement, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the City Council for the performance of this Agreement. If sufficient appropriations and authorization are not made by the legislature, this Agreement, 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 Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement 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 Agreement, releases the City, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. 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 Agreement 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 Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. 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 Agreement, will continue to comply with, and that this Agreement 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 Agreement was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Paragraph 20 were erroneous on the effective date of this Agreement 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 20 were erroneous on the effective date of this Agreement 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 Agreement to the contrary, the City may immediately terminate the Agreement.

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 Agreement; Merger**

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No prior agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

23. **Notice**

The Procurement Code, Sections 13-1-28 through 13-1-109 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 Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, 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 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 in this Agreement 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 Agreement, 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, § 38-3-1 (G). By execution of this Agreement, 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 Agreement.

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

29. **Incorporation by Reference and Precedence**

If this Agreement has been procured pursuant to a request for proposals, this Agreement 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 Agreement, 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 Agreement in reverse chronological order; (2) the Agreement, 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 Agreement 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 Agreement. 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 Agreement requires. The City has the right to inspect and test all services contemplated under this Agreement to the extent practicable at all times and places during the term of the Agreement. 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 Agreement, the City may require the Contractor to re-perform the services in conformity with the requirements of this Agreement 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 Agreement; 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 Agreement, 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 Agreement will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Agreement, 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 per occurrence and \$2,000,000 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. **Business Automobile Liability** insurance for all owned, non-owned automobiles, with a combined single limit not less than \$1,000,000 per accident.

C. **Broader Coverage and Limits.** The insurance requirements under this Agreement shall be the greater of (1) the minimum coverage and limits specified in this Agreement, 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 Agreement are sufficient to cover the obligations of Contractor hereunder.

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

36. **Enforcement of Agreement**

A party's failure to require strict performance of any provision of this Agreement 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 Agreement 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 Agreement infringes any patent, copyright or 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 Agreement, 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 Agreement paragraphs titled "Patent, Copyright, Trademark, and Trade Secret Indemnification; Indemnification; and Limit of Liability" shall survive the expiration of this Agreement. Software licenses, leases, maintenance and any other unexpired Agreements that were entered into under the terms and conditions of this Agreement shall survive this Agreement.

39. Disclosure Regarding Responsibility

A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) 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 Agreement, 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 Agreement. However, the disclosure will be considered in the

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

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 Agreement. 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 Agreement.

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 of Santa Fe:

Attn: Randy Randall, TSF Executive Director, randall@santafeem.gov,
TOURISM Santa Fe, PO Box 909, Santa Fe, NM 87504

To the Contractor:

Jasmine Quinsier, jasmmequinsier@hotmail.com, 505-920-0554
905 Rio Vista, Santa Fe, NM 87501

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:

Jasmine Quinsier, jasmmequinsier@hotmail.com, 505-920-0554
905 Rio Vista, Santa Fe, NM 87501

42. **Succession**

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

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

CITY OF SANTA FE:

CONTRACTOR:

Jarel LaPan Hill

Jarel LaPan Hill | Oct 28, 2021 11:25 MDT

JAREL LAPAN-HILL, CITY MANAGER

DATE: Oct 28, 2021

Jasmine Quinsier

JASMINE QUINSIER

Graphic Designer / Art Director
TITLE

DATE: Oct 21, 2021

CRS# 03-098454-00-8

SF Business License # 231273

ATTEST:

Kristine Bustos Mihelcic
KRISTINE BUSTOS MIHELICIC, CITY CLERK XV
PLV

CITY ATTORNEY'S OFFICE:

Marcos Martinez
SENIOR ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Mary McCoy
MARY MCCOY, FINANCE DIRECTOR

Visit Santa Fe / 2130521 AJH
Other Consulting / 510340 AJH

SPENCER, SHIRLEY J.

From: DUNAWAY, FRANCES A. <fadunaway@santafenm.gov>
Sent: Wednesday, September 29, 2021 8:43 AM
To: GUENTHER, JORDAN
Cc: RANDALL, RANDY; CURTISS, CULLEN A.; RICE, JOY L.; SANCHEZ, KATHY S.; HERRERA, RAYMOND R.; CATANACH, YODEL O.
Subject: RE: [DETERMINATION REQUESTED] Design & Production Contractor for Annual Visitors Guide

Good Morning Jordan and all,
If the total cost is anticipated over a 4 year period under \$60k. (exclusive of GRT) you may obtain 3 valid quotes and must issue a small **general "services"** contract with a 4 year term not to exceed \$60k. (excluding GRT). Thank you.

Respectfully,

Fran Dunaway, CNMB, CPO

Chief Procurement Officer
Finance Department/Procurement Division
Cell Phone: (505) 795-2016
fadunaway@santafenm.gov

"There are few things wholly evil or wholly good. Almost everything, especially of governmental policy, is an inseparable compound of the two, so that our best judgment of the preponderance between them is continually demanded." A. Lincoln

From: GUENTHER, JORDAN <jguenther@santafenm.gov>
Sent: Wednesday, September 29, 2021 8:33 AM
To: DUNAWAY, FRANCES A. <fadunaway@santafenm.gov>
Cc: RANDALL, RANDY <rrandall@santafenm.gov>; CURTISS, CULLEN A. <cacurtiss@santafenm.gov>; RICE, JOY L. <jlrice@santafenm.gov>
Subject: [DETERMINATION REQUESTED] Design & Production Contractor for Annual Visitors Guide
Importance: High

Hello Fran,

Hoping to get a determination for the following scope of work, please.

I anticipate the total cost of this scope to be well below \$20,000 (likely between \$5,000 - \$10,000).

The Santa Fe Visitors Guide is a valued resource for all inbound Santa Fe visitors, a critical tool in their planning process. Therefore, this high-visibility, international publication requires an allure as compelling as Santa Fe itself. And a usefulness that grants visitors, with wide-ranging interests, a sense of both ease and excitement. Ultimately through perusing the Guide, visitors should gain a grasp of how to maximize their Santa Fe visit for memories without overwhelm.

TOURISM Santa Fe is in search of a creative and collaborative Design & Production Associate to work with the Editorial Content Manager and the printer to design and produce a 116-page publication.

Details:

Trim Size: 5.375" w x 8.375" h

Paper: Glossy

Editorial: 80+ pages (20% updated from 2021)

Advertising: 20% of publication; mostly full-page bleed ads

Dates of Engagement: September 30 through Dec 10

Printer: TBD

Background Information:

- Description of experience and summary of qualifications
- Indicate the software utilized for development of designed materials
- Three client references

Samples of Work:

- Provide three examples of previous graphic design work that includes at least one publication

Project Estimate:

- Provide an overall project estimate figuring 10 hours per week for 10 weeks, acknowledging that some weeks will require more of a time commitment and some fewer, and that the project may extend by a week or two.

Please click [here](#) to view a copy of the 2021 Official Santa Fe Visitors Guide.






CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/02/2025

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  Wayne Steen 3005 S St Francis Suite 1E Santa Fe NM 875057004	CONTACT NAME: Wayne Steen PHONE (A/C, No, Ext): 505-820-7926 E-MAIL ADDRESS: wayne.steen.ssnr@statefarm.com	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 25143
INSURED Quinsier, Jasmine 905 RIO VISTA ST SANTA FE NM 875011551			

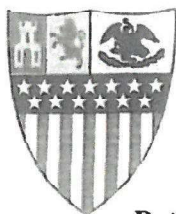
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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	ADD INSD	SUB 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 type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	N	91-BU-D538-5	10/05/2024	10/05/2025	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 5,000						
	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 <input type="checkbox"/> 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 \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> \$
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER CITY OF SANTA FE 200 LINCOLN AVE SANTA FE NM 87501-1904	CANCELLATION 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  This form was system-generated on 05/02/2025
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REQUEST FOR WAIVER OF INSURANCE

Date: 10/07/2021 Division/department: Tourism Santa Fe

Project manager: Valerie Romero Phone: 505-955-6210

Requested for:

☐ General liability ☐ Auto liability ☐ Professional liability
☒ Workers compensation (Mandatory unless sole proprietor) ☐ Other insurance

Scope of services: Design and publication of a turn-key 2022 Santa Fe Visitors Guide

Why the request for waiver: Vendor is sole proprietor

Division evaluation of risk:

What is the term and annual dollar amount of the contract: \$6,000 annual (4 year \$24k)

Is our standard contract being used: ☒ Yes ☐ No

Was the contractor asked if they carry insurance: ☒ Yes ☐ No

Is there construction/demolition: ☐ Yes ☒ No

Is there potential for bodily injury or property damage: ☐ Yes ☒ No

Are crowds or children likely to be involved: ☐ Yes ☒ No

Will the contractor be working on site in the City: ☐ Yes ☒ No

Is the contractor a professional (licensed, certified): ☐ Yes ☒ No

Will the City rely on information to make future decisions: ☐ Yes ☒ No

Could poor, non-performance or the product cause loss: ☐ Yes ☒ No

Office of Risk Management recommendation: ☐ Yes ☐ No

Melanie Lovato

Melanie Lovato (Oct 15, 2021 15:33 MDT)

☐ Insurance Waiver Approved

Jarel LaPan Hill

Jarel LaPan Hill (Oct 15, 2021 17:04 MDT)

Jarel LaPan-Hill, City Manager

☐ Insurance Waiver Not Approved

Oct 15, 2021

Date

QUOTE

QUOTE 02/2025

DATE OF REQUEST: MAY 2, 2025

TO: TOURISM SANTA FE

FOR: ADDITIONAL HOURS

DESCRIPTION	HOURS	RATE	AMOUNT
<u>BREAKDOWN</u> Additional hours to troubleshoot, format, and incorporate QR codes for every restaurant in the 2025 Menu Magazine.	8 hrs	\$55	<i>SUBTOTAL</i> \$ 440
Make all checks payable to Jasmine Quinsier <u>Thank you!</u>			
~Much Appreciation and Gratitude!			
TOTAL			\$440

Jasmine Quinsier Amendment 2 packet for CM











1

Final Audit Report

2025-06-12

Created:	2025-05-29
By:	RACHEL GABALDON (rdgabaldon@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzxBFdZidhmhoB3U9Gc6qMZMyMwf_jmaU

"Jasmine Quinsier Amendment 2 packet for CM 1" History


-  Document created by RACHEL GABALDON (rdgabaldon@santafenm.gov)
2025-05-29 - 8:31:24 PM GMT- IP address: 63.232.20.2
-  Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov
ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign
2025-05-29 - 8:35:39 PM GMT
-  Email viewed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
2025-05-29 - 8:35:45 PM GMT- IP address: 20.159.64.152
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)
Signature Date: 2025-05-29 - 10:10:04 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document sent to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda
(tkduttonleyda@santafenm.gov) for signature. One of them to sign
2025-05-29 - 10:10:09 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2025-05-30 - 4:59:47 AM GMT- IP address: 98.97.114.115
-  Email viewed by JoAnn Lovato (jdlovato@santafenm.gov)
2025-06-03 - 3:56:20 PM GMT- IP address: 63.232.20.2
-  Document e-signed by JoAnn Lovato (jdlovato@santafenm.gov)
Signature Date: 2025-06-03 - 3:59:28 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2025-06-03 - 3:59:33 PM GMT
-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2025-06-06 - 5:18:56 AM GMT- IP address: 73.42.112.179

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2025-06-11 - 0:10:03 AM GMT- IP address: 104.47.64.254

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Signature Date: 2025-06-11 - 9:43:42 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to Mark Scott (mscott@santafenm.gov) for signature

2025-06-11 - 9:43:46 PM GMT

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2025-06-12 - 3:51:58 AM GMT- IP address: 104.47.64.254

 Document e-signed by Mark Scott (mscott@santafenm.gov)

Signature Date: 2025-06-12 - 3:52:08 AM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.

2025-06-12 - 3:52:08 AM GMT