

Date: May 6, 2025

To: Mark Scott City Manager

Via: James Harris, Airport Manager
James Garduño, Airport Project Manager

From: Sebastian Gallegos, Airport Project Administrator *SFG*

Subject: Santa Fe regional Airport FlytePort Information Display System (FIDS)

Vendor Name: Industrial Television Services, Inc.

Vendor Number: 10575

ITEM AND ISSUE:

The Santa Fe Regional Airport respectfully request your review and approval for this Construction Contract not to exceed the total amount of a 1 time fee of \$3,275.00 and a \$800.00 monthly subscription charge for the FlytePort Information Display System (FIDS) subscription agreement.


Action Requested: Approval for this construction contract.

BACKGROUND AND SUMMARY:

As the Santa Fe Regional Airport (SAF) expands so does the need for modernization. This system will give passengers, staff and security, the ability to track and monitor all flight departures, arrivals, and holdovers. This information will be displayed on 5 specific programed and licensed 55" LG monitors spread throughout the Airport Terminal, the Aircraft Rescue and Fire Fighting (ARFF) station, the Administrations office, and the in the Operations office.

PROCUREMENT METHOD:

The procurement method is a small purchase.

Chief Procurement Officer Approval:  **Date:** 06/10/2025

Comment/Exceptions: _____

Supporting Information:

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

The funding source is:

Fund Name/Number: Airport / 545


Munis Org Name/Number: Airport Operations / 5456050

Munis Object Name/Number: Professional Contracts / 510300

Grant Manager / Accounting Officer Approval: _____ **Date:** _____

Comment/Exceptions: _____

Project Ledger #: _____

Budget Officer Approval:  ALEXIS LOTERO (Jun 6, 2025 17:15 MDT) Date: 06/06/2025

Comment/Exceptions: _____

CAPITAL ASSET (will this procurement result in a tangible item that costs more than \$5,000?):

☒ Yes | ☐ No

(if known): This transaction does not qualify as a capital asset - Josie Bolden

Repair or Replacement of Existing Equipment:

☒ Yes | ☐ No

If yes -> ☐ Repair | ☐ Replacement

Please explain: _____

Capital Project:

(New and improvement projects that are going to cost \$10,000 or more)

☐ Yes | ☒ No

Project Ledger #: _____

Anticipated length of project: _____

Asset Manager Approval: _____ Date: _____


Comment/Exceptions: _____

Department Approvals:

IT Components: ☒ Yes | ☐ No

Vehicles: ☐ Yes | ☒ No

Facilities, Furniture, Fixtures, Equipment: ☐ Yes | ☒ No

Approval:  Eric Candelaria (Jun 4, 2025 13:37 MDT) Title: Director, ITT Date: 06/04/2025

Approval: _____ Title: _____ Date: _____

Comment & Exceptions: _____

Department Contract Administrator Contact Info:

ATTACHMENTS:

Subscription agreement

Addendum

COI

CPO Determination

Horizons declination

ITT Determination

Quote

SUBSCRIPTION AGREEMENT

THIS AGREEMENT is entered into on the date the last party to signs ("Effective Date"), by and between Flyte Systems, a Division of Industrial Television Services, Inc. ("ITS"), an Illinois corporation, with offices at 3515 Martens St. Franklin Park, IL 60131, and the City of Santa Fe for the Santa Fe Regional Airport located at 121 Aviation Drive, Santa Fe, NM 87507 ("Owner").

ITS will provide to you the Equipment and Services described in this Agreement in accordance with the terms and conditions attached.

Billing Information: Santa Fe Regional Airport 121 Aviation Drive Santa Fe, NM 87507 Contact: James Garduno – (505) 670-3232 Via Email: jdgarduno@santafenm.gov	Deployment Address: Santa Fe Regional Airport 121 Aviation Drive Santa Fe, NM 87507 James Garduno – (505) 670-3232
Term: 12 Months from date of final signature	
Payment Method: <input checked="" type="checkbox"/> Invoice – Electronic (Monthly)	

Item	Monthly Charges	One-Time Charges
One-Time Setup Fee	-	-
Project Administration / Mgmt	-	-
Display Devices by Flyte Systems – None	-	-
Display Devices by Owner: None		
Monthly Flyte Systems Services: Includes (FlytePORT): <ol style="list-style-type: none"> Automated Real-time Flight Information – SAF On-line MUFIDS User Interface Flight Information formatted for flightsantafe.com 	\$714	
LG ConnectedCare License: 5 monitors @ \$5 per month	25	
Estimated Taxes	61	
Total Monthly Charges	\$800	
Total One-time Charges		-

NOTES:

- Applicable taxes are additional unless accompanying tax exempt certificate provided by SAF.

BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND AND AGREE WITH THE TERMS OF THIS AGREEMENT, AND YOU ARE AUTHORIZED TO BIND YOUR COMPANY TO THIS AGREEMENT.

City of Santa Fe	Industrial Television Services, Inc.
Signature:	Signature: <i>Scott Triphahn</i>
Name & Title: Mark Scott, City Manager	Name & Title: Scott C. Triphahn, Vice-President
Date:	Date: Feb 28, 2025

TERMS AND CONDITIONS

Santa Fe Regional Airport (SAF)

1. Right Granted: Services Provided. Owner hereby grants to ITS the right to provide the Information Service (which may include logos, slogans, tag lines, promotional and advertisement information of each of the participating airlines) within the terminal of the Santa Fe Regional Airport ("Owner's Property"), including any continuous expansions of Owner's Property, during the term of this Agreement, including any extensions thereof. ITS hereby agrees to furnish all services itemized herein.

2. Access and Uses. Owner agrees to permit reasonable access to its premises for the purpose of installing, maintaining, repairing, or removing any equipment and wire which ITS must install or has installed.

3. Term. This Agreement shall be for the indicated term ("Term"), commencing on the first day of the month following installation, until a termination letter has been received by ITS, or until the Agreement has been terminated by ITS.

4. Representations, Warranties and Covenants of ITS. ITS hereby represents, warrants and covenants as follows:

(a) That ITS is a corporation duly organized, validly existing, and in good standing under the laws of the State of Illinois, and that it has the right, power and authority to carry on its business.

(b) That ITS owns or controls all of the rights in and to the equipment and programming necessary for the provision of the Information Service to Owner's Property.

5. Representations, Warranties and Covenants of Owner. Owner hereby represents, warrants and covenants as follows:

(a) That Owner is the property owner or duly authorized representative of the owner of the property and has full power and authority to enter into this Agreement and perform all of the terms and conditions thereof.

(b) That Owner shall not permit the connection of any unauthorized equipment to the ITS-owned equipment furnished to support this system.

(c) That Owner shall not sell or copy in any way the Information Service delivered to it.

6. INTENTIONALLY LEFT BLANK

7. Fees. Owner shall pay to ITS the fees as indicated in the attached Subscription Agreement. All amounts payable pursuant to this paragraph 7 are payable on the first day of the month for which services are to be rendered. Applicable taxes are not included in the above fee and will be invoiced as required by law. Accounts delinquent 30 days or more shall be considered in default of this Agreement and may be terminated without written notice by ITS. All fees due and owing for the Information Service provided up to the termination date shall be due.

8. Liability. If the performance of the respective obligations of ITS or Owner shall be prevented or interfered with by reason of any event of fire, flood, epidemic, earthquake, explosion, accident, labor dispute or strike, act of God or public enemy, riot or civil disturbance, invasion, war (whether or not declared) or armed conflict, failure of other's equipment, any action or claim by any third party, any interference that would prohibit, interfere or impede with the transmission of ITS, any discontinuance of any arrival or departure information being provided by any airline, any municipal ordinance, any state or federal law, governmental order or regulation, or order of competent jurisdiction, or any other similar thing or occurrence not within the control of Owner or ITS, as the case may be, then ITS or Owner, as the case may be, shall not be liable to the other for its failure to perform its obligations hereunder in a timely manner during the period of such prevention or interference.

9. Status of Parties. It is understood and agreed that the relationship of Owner and ITS shall be that of independent contractor and neither Owner nor ITS nor their agents or employees shall be deemed to be the agent of the other; nor shall Owner or ITS have the right to bind the other, transact any business in the other's name, or on its behalf,

in any manner or form, make any promise or representation or incur any liability, direct or indirect, contingent or fixed, for or on behalf of the other.

10. Disclaimer. Owner understands and agrees that all flight information provided by any airline is considered by each airline to be advisory information only, and that no party distributing the Information Service can be held personally responsible for its content or accuracy.

11. Assignability. Neither party may assign any of its rights hereunder without the prior written consent of the other party except that either party may assign its rights and obligations under this Agreement without the approval of the other party to any of its Affiliates or to an entity other than an Affiliate that (a) acquires substantially all the assets or stock of, merges or consolidates with or into, or acquires a controlling interest, in such party and (b) expressly assumes in writing its obligations and responsibilities hereunder. The assigning party will provide prior written notification of such assignment to the other party. If either party wishes to assign its rights and or obligations to a business entity that is a competitor of the other party, or which is a parent, subsidiary or affiliate of a competitor of the other party, the non-assigning party shall be notified in writing of such intent not less than thirty (30) days prior to the intended date of such assignment. The non-assigning party shall then have the right to terminate this Agreement after receipt of such notice. Any attempted assignment that does not comply with the terms of this section shall be null and void. In the event either ITS or Owner should assign any of its rights under this Agreement to another party, assignee shall be required to assume all obligations of the assigning party.

12. Entire Agreement. This Agreement constitutes the entire agreement of the parties relative to the subject matter hereof and supersedes all prior agreements, express or implied. There are no warranties or representations except as expressly provided herein. This Agreement may not be modified or amended except by written instrument signed by both parties.

13. Governing Law. This Agreement shall be subject to, governed by and interpreted according to the laws of the State of New Mexico.

14. Notices. Any notice required to be given hereunder shall be in writing and shall be deemed given when deposited, Certified postage prepaid, in the U.S. Mail addressed to the parties respective addresses set forth herein.

15. Construction. If any provision of this Agreement shall be held invalid by a court of competent jurisdiction to the extent practicable, the remainder of this Agreement shall not be affected thereby.

16. Miscellaneous. Section headings herein are for convenience of reference only and shall not limit or affect the meaning hereof. The preambles to this Agreement are incorporated herein by this reference.

17. Counterparts. This Agreement may be executed in counterparts which, when taken together, shall constitute one Agreement.

18. Benefit. This Agreement shall be binding upon and inure to the benefit of the heirs, legal representatives, successors and permitted assigns of the parties hereto.

19. General Independent Contractor Clause. ITS agrees that it is a separate and independent enterprise from Owner, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between ITS and Owner, and Owner will not be liable for any obligation incurred by ITS, including but not limited to unpaid minimum wages and/or overtime premiums.

20. Termination. The parties mutually agree to the following:

a. Either party may suspend performance of, or terminate this

contract if the other party shall: (i) breach any material term or covenant of this contract that is not capable of being remedied; or, (ii) breach any material term or covenant of this contract that is capable of being remedied but which is not remedied within thirty (30) days (fourteen (14) in the case of non-payment of any sum due to ITS) after written notice thereof from the terminating party.

- b. Either party may, at its option and without prior notice, terminate this contract effective immediately should the other party: (i) admit in writing its inability to pay debts as they become due; (ii) make a general assignment for the benefit of creditors; (iii) file or have filed against it a petition for relief under Chapter 11 of the United States Code, and fail to assume or reject this contract within sixty (60) days after such order of relief has been entered; (iv) be adjudicated by a court of competent jurisdiction as being bankrupt or insolvent; (v) seek reorganization under any bankruptcy act; (vi) consent to the filing of a petition seeking such reorganization; or (vii) have a decree entered against it by a court of competent jurisdiction appointing a receiver, liquidator, trustee, or assignee in bankruptcy or in insolvency covering all or substantially all of such party's property or providing for the liquidation of such party's property or business affairs.
- c. Termination of this contract, for whatever reason, will not affect any rights or liabilities that have accrued prior to the date of termination.

21. Liability and Indemnity. The parties mutually agree to the following:

- a. ITS endeavors at all times to ensure that there are no errors or omissions in the Data but, save as provided below, accepts no liability for any that may exist. If there are serious errors or omissions in the Service or Data due to the fault of ITS, ITS will correct, re-produce and deliver a replacement Data file at the earliest opportunity at no additional cost to Owner. In such case ITS shall have no further liability to Owner whatsoever.
- b. In no event shall ITS have any liability to customer for any direct, indirect, punitive, consequential or special damages or losses suffered by the Owner, including any loss of business, contracts, profit, opportunity, anticipated savings or loss of goodwill, even if ITS has been advised of the possibility of the same.
- c. ITS makes no representations or warranties that the services, products or data will meet the requirements of Owner; and except as expressly provided herein, ITS makes no representations, warranties or guarantees either express or implied, oral or written, with respect to the accuracy, adequacy or completeness of the data or products provided and/or services performed hereunder, including without limitation, any implied warranty of (a) merchantability, or (b) fitness for a particular purpose.
- d. In no circumstances will ITS be liable to Owner for any loss of business, revenue, profits, anticipated savings or goodwill (whether direct or indirect) or for any indirect, special or consequential loss arising out of or in connection with this contract.
- e. ITS' maximum total aggregate liability under or in connection with this contract will not exceed the total aggregate charges Owner has paid to ITS for the Services during the twelve (12) months prior to the damage alleged to have been caused.
- f. Except as expressly provided in this contract, all representations, conditions and warranties, whether expressed or implied (by statute or otherwise) are excluded to the fullest extent permitted by law. Owner assumes all risk for using, and for any results it obtains, or liability it incurs, by or as a result of using the Information Service.

22. Jurisdiction. Should any part of this agreement be litigated, venue shall be proper only in the First Judicial District Court in Santa Fe County, New Mexico.

23. Service Level Agreement.

- a. ITS' Responsibilities:
 - i. Provide remote maintenance support services to include the troubleshooting and remedial procedures

of all ITS services and related content.

- ii. INTENTIONALLY LEFT BLANK
- iii. Respond to service requests per the Service Request Procedures below.
- b. Owner's Responsibilities (Where applicable):
 - i. Notify ITS of malfunctions per the Service Request Procedures below.
 - ii. Provide on-site assistance / repair / replacement, if required.
 - iii. Maintain LAN infrastructure to which Owner's equipment is attached.
 - iv. Maintain the operating environment of the system in accordance manufacturer's specifications.
- c. Service Request Procedures:
 - i. All service requests will be reported to Flyte Systems Helpdesk.
 - ii. Requester will provide a contact name, time problem occurred and a brief problem description.
- d. Step-by-Step Procedure:
 - i. Owner initiates service request via ITS Helpdesk at 847-671-4794.
 - ii. ITS records request into ITS help desk management system
 - iii. ITS technicians remotely connect to Owner's system and perform troubleshooting, diagnostic, and remedial procedures as required.
 - iv. ITS notifies contact upon resolution.
- e. ITS' Response Time:
 - i. ITS will provide 24x7 on-call response via its Helpdesk.
 - ii. ITS will use its best efforts to resolve a service request within 24 hours from receiving request.
 - iii. If a resolution of the service request cannot be reconciled within 24 hours, then ITS will update the contact with the status of the resolution and an estimated resolution time.

City of Santa Fe ADDENDUM

This agreement incorporates the additional terms and conditions in the addendum between Industrial Television Services INC. (ITS). (Contractor) and the City OF SANTA FE (City).

TERMINATION

This Agreement may be terminated by City upon 30 days written notice to the Contractor.

INDEMNIFICATION

Contractor shall indemnify, hold harmless and defend the City from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor performance under this Agreement as well as the performance of Contractor employees, agents, representatives and subcontractor.

NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the City 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.

APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the City for the performance of this Agreement. If sufficient appropriations and authorization are not made by the City, this Agreement shall terminate upon written notice being given by the City to Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by Contractor and shall be final.

RELEASE

Contractor, upon acceptance of 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. Contractor agrees not to purport

to bind the City to any obligation not assumed herein by the City unless Contractor has express written authority to do so, and then only within the strict limits of that authority.

INSURANCE

Contractor shall maintain general liability insurance throughout the term of this Agreement providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Agreement.

THIRD PARTY BENEFICIARIES

By entering into this Agreement, the parties do not intend to create any right, title or interest in or for the benefit of any person other than the City and Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third-party beneficiary of this Agreement.

SEVERABILITY

In case any one or more of the provisions contained in this 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.

Signature Lines required:

City of Santa Fe:

Contractor:

Industrial Television Services INC.


Mark Scott (Jun 18, 2025 12:19 MDT)

Mark Scott, City Manager


Date: 06/18/2025

Name: Scott Triphahn 

Title: President

Date: 3/19/25

Attest:


ANDREA SALAZAR (Jun 18, 2025 12:07 MDT)

Andréa Salazar, City Clerk



City Attorney's Office:


Kevin L. Nault (Apr 17, 2025 14:26 MDT)

Assistant City Attorney

Approved for Finances:

Emily K. Oster

Emily Oster, Finance Director



INDUTEL-01

PYADAV

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/7/2025

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 AssuredPartners of IL, LLC 25 Northwest Point Blvd., Ste 625 Elk Grove Village, IL 60007	CONTACT NAME:	
	PHONE (A/C, No, Ext): (847) 758-1000	FAX (A/C, No): (847) 758-1200
INSURED Industrial Television Services 3515 Martens St Franklin Park, IL 60131	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Citizens Insurance Company of Illinois	NAIC # 10714
	INSURER B : Allmerica Financial Benefit Insurance Company	41840
	INSURER C : Citizens Insurance Company of America	31534
	INSURER D : Underwriters at Lloyd's,	15792
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 050725

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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			OCCD029720	8/31/2024	8/31/2025	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 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" 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			AWCD029704	8/31/2024	8/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			OCCD029720	8/31/2024	8/31/2025	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WBCJ813621	8/31/2024	8/31/2025	<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
D	Professional Liab.			ESN0540056508	8/31/2024	8/31/2025	Aggregate/Each Claim 5,000,000
D	Cyber Liability			ESN0540056508	8/31/2024	8/31/2025	Aggregate/Each Claim 5,000,000

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

CERTIFICATE HOLDER

CANCELLATION

City of Santa Fe

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



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

Dear City Staff,

In accordance with State Statute and City Ordinances, this document serves as a blanket **services**' determination and is valid until June 30, 2025, for the types of general, professional, and construction services that are clearly one of the types pre-established and approved by the State Purchasing Agent and City CPO.

Please continue to obtain determinations for services that do not clearly and fully fit within the types listed below. For mixed or hybrid services, unclear scopes of work, and design-build projects, a specific determination will be required. In these cases, please email purchasing_det@santafenm.gov to obtain the necessary CPO determinations for your procurement needs.

Should you have any questions or require clarification on a particular service, feel free to contact CPD.

The following are General Services:

- Air/bus, vehicle charter/rental service
- Auctioneers
- Audio-visual equipment setup and routine maintenance for events and presentations (including projectors, microphones, and speakers)
- Banking Services (routine, transaction-based)
- Boiler testing/water treatment service
- Bookkeeping service (routine, transaction-based)
- Building alarm systems, service and repair
- Check collection service
- Clothing, textile fabrication repair service
- Commercial laundry service, dry cleaning, etc.
- Communications systems installation, servicing, and repair
- Conference and trade show coordination

General Services (continued):

- Debt collection service
- Delivery/courier service
- Document storage, duplication, retrieval, review, and destruction service
- Drug testing and screening (standard tests)
- Engraving service
- Equipment installation, preventive maintenance, inspection, calibration, and repair
- Equipment rental services
- Exams administration and scoring service
- Executive recruitment
- Firefighting/suppression service
- Food preparation, vending, and catering services
- Health screening, basic diagnostic (wellness, blood pressure monitoring, blood draw, etc.)
- Herbicide application service
- Household goods packing, storage, transportation service
- HVAC system maintenance service
- Information Technology Hosting (only)
- Information Technology Help Desk Services
- Information Technology Services requiring software or equipment
- Information Technology Software and Hardware Support Services
- Interpretive services: written/oral/sign language
- Inventory service
- Janitorial service, carpet cleaning, window washing
- Laboratory testing and analysis (standard tests only)
- Land clearing/debris removal service
- Landscaping—tree planting, grooming service, lawn mowing, etc. (but not landscape architects)
- Language translation service
- Linen rental service
- Marine equipment inspection, certification, and repair

General Services (continued):

- Medical equipment rental or repair service (wheelchairs, walkers, etc.), including measurements, adjustments, and modifications to meet patient needs
- Metal/pipe/wiring detection service
- Office furnishings installation, refurbishment, and repair service
- Package inspection and crating
- Painting service
- Paper shredding
- Parking lot sweeping/snow removal service
- Pest/weed control service
- Photographic/micrographic processing and delivery, includes aerial and ground photography (if analysis is included, then personal service)
- Printing/duplicating service
- Process serving
- Property management (rent collection, property maintenance, etc.)
- Recycling/disposal/litter pickup service
- Retreat and workshop planning, conduct, coordination, etc.
- Security/armored car services
- Shop welding/metal fabrication service
- Software as a Service
- Steam cleaning, high pressure washing, parts cleaning service
- Studio photography service (does not include portrait painting)
- Telephone interview service (conduct of survey using prescribed survey instrument)
- Towing service
- Training – when offered as a regular course by an institution (such as a college or university)
- Travel service — air, surface, water
- Vehicle inspection, lubricating, and repair services
- Videotaping and recording service
- Warehouse dry/cold storage rental service
- Weather information service

The following are Professional Services:

- Accountants (certified public accountants and registered public accountants)
- Actuaries
- Analysts of processes, programs, fiscal impact, and compliance
- Appraisers
- Archeologists
- Architects
- Artwork, original (services creating the artwork)
- Audio/video media productions (design, development, and/or oversight of)
- Auditors
- Broadband
- Business process re-engineering
- Counselors
- Consultants (including IT Consultants)
- Curriculum/Examination development
- Data Backup Services
- Data Storage and Management Services
- Design
- Economists
- Engineers
- Environmental monitoring: noise level, safety, hazardous gas detection, radiation monitoring service, etc.
- Financial Advisors
- Grant writing
- Graphic designers (creative or original in nature)
- Independent Verification and Validation
- Information Technology Hosting when it includes Maintenance and Support
- Information Technology Maintenance
- Information Technology Management

Professional Services (Continued):

- Information Technology Programming
- Information Technology Risk Assessment
- Insurance Adjusters
- Investigators (personnel-related, etc.)
- Investment advisors and management
- Labor negotiators
- Landscape Architects
- Lawyers
- Lobbyists
- Managed Network Services
- Management and system analysts
- Management consultants
- Marketing consultants (including identifying market opportunities, conduct of marketing programs, planning, promotion, market research surveys, etc.)
- Medical arts practitioners
- Network Cybersecurity Services
- Network Installation
- Planners
- Policy Advisors
- Product Development Services
- Program/Project Managers
- Psychologists
- Public relations advisors/Publicists
- Publication development (creation of audio/video productions, brochures, pamphlets, maps, signs, posters, annual reports, etc.)
- Researchers
- Scientists (Bio/Chem/Env/Geo/Hydro/Mech, etc.)
- Speech writers
- Statisticians

Professional Services (Continued):

- Surveyors
- Trade developers
- Training – when it is specifically designed for an agency as opposed to established courses (such as out of the box training offered to all at a training company, university, or college)
- Web design and development

The following are Construction Services:

- Bid-Build (Standard)
- Construction Managers
- New Construction (including buildings, roads, bridges, utilities)
- Remodeling and Renovations (interior and exterior work)
- Demolition (including site clearance)
- Excavation and Earthwork
- Electrical Work (installation, repair, upgrades)
- Permanent installation or upgrades of audio-visual systems (including wiring and structural modifications)
- Plumbing (installation, repair, maintenance)
- Masonry and Concrete Work
- Roofing (installation, repair, maintenance)
- Structural Repair and Reinforcement
- Painting and Finishing (for construction purposes)
- Mechanical Work (HVAC systems, etc.)
- Site Preparation and Land Grading
- Utility Installation and Repair (water, sewer, gas lines)

Travis Dutton-Leyda, Chief Procurement Officer



Date: 11/21/2024

Emily Oster, Finance Director



Date: 11/26/2024








Blanket Services Determination

Final Audit Report

2024-11-26

Created:	2024-11-21
By:	Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqgOwaNI_DZmo99HuXiloJc1Cdxp6T9hq

"Blanket Services Determination" History

-  Document created by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2024-11-21 - 4:11:51 PM GMT- IP address: 63.232.20.2
-  Document emailed to EMILY OSTER (ekoster@santafenm.gov) for signature
2024-11-21 - 4:12:58 PM GMT
-  Document emailed to Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature
2024-11-21 - 4:12:58 PM GMT
-  Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
Signature Date: 2024-11-21 - 4:13:09 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Email viewed by EMILY OSTER (ekoster@santafenm.gov)
2024-11-26 - 7:38:13 PM GMT- IP address: 104.47.65.254
-  Document e-signed by EMILY OSTER (ekoster@santafenm.gov)
Signature Date: 2024-11-26 - 7:52:49 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2024-11-26 - 7:52:49 PM GMT

GALLEGOS, SEBASTIAN F.

From: Matt Loehman <mloehman@horizonsofnewmexico.org>
Sent: Tuesday, July 23, 2024 1:07 PM
To: GALLEGOS, SEBASTIAN F.
Subject: Re: First Right of Refusal Inquiry

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.

Good afternoon,

Thank you very much for the opportunity, but we will decline this procurement.

Best regards,

Matt

Matt Loehman
Executive Director

Horizons of New Mexico
6121 Indian School Rd. NE, Suite 102
Albuquerque, NM 87110

office phone: (505) 345-1540
email: mloehman@horizonsofnewmexico.org
web: www.horizonsofnewmexico.org

The State Use Act helps people with disabilities become gainfully employed, and it saves you valuable time and resources otherwise used during the procurement process.

On Tue, Jul 23, 2024 at 12:20 PM GALLEGOS, SEBASTIAN F. <sfgallegos@santafenm.gov> wrote:

I would like to offer for the first right refusal, please let me know.

#	Qty	Model	Mfr	Description	Unit Price	Total Price
1	5	43UH5J-H	LG00	Monitor, 43", SOC, WebOS, 24/7 3 YR with Peerless ST640 mount	\$1099	\$5,495
2	5	49UH5J-H	LG00	Monitor, 49", SOC, WebOS, 24/7 3 YR with Peerless ST640 mount	1428	7,140
3	5	55UH5J-H	LG00	Monitor, 55", SOC, WebOS, 24/7 3 YR with Peerless ST640 mount	1642	8,210
4	5	65UH5J-H	LG00	Monitor, 65", SOC, WebOS, 24/7 3 YR with Peerless ST650 mount	1943	9,715
5	5	SW-FS-C-LG	FLYT	License, software, LG WebOS	153	765

Services Summary

Quotation Totals		
	Programming & Configuration	\$1,421
	Project admin/mgmt	841
	Shipping	(See note 3)
	1st Year Hdw Maintenance/Warranty	Factory
	1st Year Sftw Support/Warranty	Included with Subscription
	Estimated Taxes	(See note 5)
	QUOTATION TOTAL	\$2,262

Item	Monthly Charges	One-Time Charges
One-Time Setup Fee	-	-
Project Administration / Mgmt	-	-
Display Devices by Flyte Systems – None	-	-
Display Devices by Owner: None		
Monthly Flyte Systems Services:	\$714	
Includes (FlytePORT):		
1. Automated Real-time Flight Information – SAF		
2. On-line MUFIDS User Interface		
3. Flight Information formatted for flysantafe.com		
LG ConnectedCare License: 5 monitors @ \$5 per month	25	
Total Monthly Charges	\$739	
Total One-time Charges		-

Thank you,

Sebastian Gallegos

Project Administrator

Santa Fe Regional Airport

121 Aviation Dr. Santa Fe, NM 87507

sfgallegos@santafenm.gov

GALLEGOS, SEBASTIAN F.

From: ITT E-Review
Sent: Thursday, August 8, 2024 7:22 AM
To: GALLEGOS, SEBASTIAN F.; ITT E-Review
Cc: GARDUNO, JAMES D.
Subject: RE: Determination Request

Good morning,

I would recommend going through ITT to purchase the TV's. We will utilize your ORG/OBJECT but we will need to be involved in order for ITT to provide services and assistance in setting up.

From: GALLEGOS, SEBASTIAN F. <sfgallegos@santafenm.gov>
Sent: Tuesday, July 23, 2024 12:20 PM
To: ITT E-Review <ereview@santafenm.gov>
Cc: GARDUNO, JAMES D. <jdgarduno@santafenm.gov>
Subject: Determination Request

Good afternoon,

We are currently looking at the FLYTE system for the Santa Fe Regional Airport. This quote provided is for the TVs and Mounts alongside Licensing. The TVs described in the quote are the exact make and model that are required to integrate with there system. My question is, should we order the TVs through the ITT Department, or should we proceed with the quoted amount through the company.

*Thank you,
Sebastian Gallegos
Project Administrator
Santa Fe Regional Airport
121 Aviation Dr. Santa Fe, NM 87507
sfgallegos@santafenm.gov
Cell 505-695-3538
Office*



SANTA FE
REGIONAL AIRPORT

City of Santa Fe - LG Monitor

Proposal Number: MIS-144092-1 valid through 11/21/2024

Date: 10/21/2024

Prepared for:

Edward Duran
Information Technology and Telecommunications
ITT
City of Santa Fe
2651 Siringo Road
Bldg F
Santa Fe, NM 87504-0909
(505) 955-5526
ejduran@ci.santa-fe.nm.us

Prepared by:

Doug Bench
Account Executive
Mainline Information Systems, LLC
(505) 994-0680
doug.bench@mainline.com

CONFIDENTIAL

PLEASE NOTE: This Proposal contains system configuration, pricing, and other business information that has been developed by Mainline Information Systems, LLC using proprietary methodologies designed to provide optimal solutions to your firm's business needs as you have expressed them to us. The information contained herein is therefore confidential in nature and is to be treated as your firm would treat its own confidential information and not disclosed to any employee of your firm not having a need to know or anyone who is not an employee of your firm without our express written permission.



City of Santa Fe - LG Monitor (MIS-144092-1-2)

<u>Product Code</u>	<u>Product Name</u>	<u>Qty</u>	<u>Extended List</u>	<u>Extended Sales</u>
55UH5J-H	Protective Solution Integrated with Anti-Glare Glass and Custom Protective Bezel. Display Included.	5	\$10,000.00	\$6,375.00
Grand Total			\$10,000.00	\$6,375.00



May 27, 2025

Santa Fe Regional Airport
121 Aviation Drive
Santa Fe, NM 87507
Attn: James Garduno
P: (505) 670-3232

Via email: jdgarduno@santafenm.gov

Pages: 2

Re: SAF FlytePort FIDS

Dear James:

Please see the following revised quote to support SAF with FIDS services in-Terminal. As per the 8/8/24 email request from SAF, we have removed the monitors and mounts from this proposal. We included a subscription agreement for signature (separate document) that combines the website FIDS displayed on FlySantaFe.com with in-Terminal FIDS. This includes the FlytePort portal, giving you tools to manage and edit flights. This portal gives you additional features and capabilities that we believe you will find useful after deployment in the Terminal. Training will be provided.

As we discussed, SAF will deploy FIDS at five (5) locations which include:

1. Fire Station: One (1) Split screen monitor, landscape with Arrivals and Departures
2. Gate Area: One (1) monitor portrait; split screen A&D or Departures only TBD
3. Ticketing Area: One (1) Split screen monitor, portrait with Arrivals and Departures
4. Location 4 TBA: One (1) monitor. Assumes FIDS, landscape or portrait, Arrival, Departure or split.
5. Location 5 TBA: One (1) monitor. Assumes FIDS, landscape or portrait, Arrival, Departure or split.

The UH Series is equipped with system-on-a-chip technology that enables Flyte Systems to produce flight content and deliver directly to the monitor without the need for an external display controller. This feature, coupled with wireless connectivity, reduces upfront costs for and maintenance of additional equipment as well as eliminating the disruptions and costs associated with cable installation. All that is needed is the monitor, a wall mount, power and an Internet connection. The LG UH Series display is built / rated for 24/7 operation and comes with a 3-year factory warranty.

Please see the following page for our scope, work by others and costs. Thank you for the opportunity to provide this information. Please call if we can be of further assistance.

Sincerely,
Scott Triphahn

Flyte Systems Scope of Work

1. Create and cloud publish FIDS content specific for five (5) display locations noted in this proposal.
2. Remotely configure five (5) LG UH5J-H Series monitors to receive SAF FIDS content.

Work By Others

1. AC power at each monitor location.
2. Back of house Internet connectivity (wired or wireless) free of home page or login credentials.
3. Monitor, mounts and their installation.
4. Local monitor configuration in collaboration with Flyte Systems telco remote assist. Typical monitor setup (connect to Internet, URL and ConnectedCare configuration) takes approximately 10-15 min. per monitor.

Licensing

#	Qty	Model	Mfr	Description	Unit Price	Total Price
1	5	SW-FS-C-LG	FLYT	License, software, LG WebOS	153	765

Services Summary

Quotation Totals		
	Licensing	765
	Programming & Configuration	\$1,421
	Project admin/mgmt	841
	1st Year Hdw Maintenance/Warranty	Factory
	1st Year Sftw Support/Warranty	Included with Subscription
	Estimated Taxes	248
QUOTATION TOTAL		\$3,275

- Notes: 1. The contents of this quote are considered proprietary and shall not be disclosed or assigned to other parties without the consent of ITS, Inc.

GALLEGOS, SEBASTIAN F.

From: WORSTELL, LARRY F
Sent: Monday, April 28, 2025 6:26 PM
To: GALLEGOS, SEBASTIAN F.; CANDELARIA, ERIC D.
Cc: GARDUNO, JAMES D.; DOBBS, GALEN L.
Subject: RE: Request for approval, SAF FIDS System

Well then,

Make sure you coordinate with Galen before that date so he can properly route the traffic created by the app.

Thanks,

Larry

Lawrence Worstell

ISD Manager, Information Technology & Telecommunications
Mouton Hall, Midtown
Phone 505-955-5580
lfworstell@santafenm.gov



From: GALLEGOS, SEBASTIAN F. <sfgallegos@santafenm.gov>
Sent: Monday, April 28, 2025 4:21 PM
To: WORSTELL, LARRY F <lfworstell@santafenm.gov>; CANDELARIA, ERIC D. <edcandelaria@santafenm.gov>
Cc: GARDUNO, JAMES D. <jdgarduno@santafenm.gov>; DOBBS, GALEN L. <gldobbs@santafenm.gov>
Subject: RE: Request for approval, SAF FIDS System

Larry,

We did purchase the Monitors through y'all, and we have had them installed and ethernet ports added. Estimated installation date would be June 30, 2025

*Thank you,
Sebastian Gallegos
Project Administrator
Santa Fe Regional Airport
121 Aviation Dr. Santa Fe, NM 87507
sfgallegos@santafenm.gov
Cell 505-695-3538
Office*



From: WORSTELL, LARRY F <lfworstell@santafenm.gov>
Sent: Monday, April 28, 2025 2:20 PM
To: GALLEGOS, SEBASTIAN F. <sfgallegos@santafenm.gov>; CANDELARIA, ERIC D. <edcandelaria@santafenm.gov>
Cc: GARDUNO, JAMES D. <jdgarduno@santafenm.gov>; DOBBS, GALEN L. <gldobbs@santafenm.gov>
Subject: RE: Request for approval, SAF FIDS System

Sebastian,

It appears there will have to be some new data jacks installed. Please provide the following information for E-Review:

- Time for Site tour with ITT/HEI for location and networking concerns
- Proposed Installation date – coordinate with ITT for testing

Note: Support for these TVs and the airport application is the responsibility of the airport and contractor providing cloud application.

Larry

Lawrence Worstell

ISD Manager, Information Technology & Telecommunications

Mouton Hall, Midtown

Phone 505-955-5580

lfworstell@santafenm.gov



CITY OF SANTA FE
INFORMATION & TECHNOLOGY

From: GALLEGOS, SEBASTIAN F. <sfgallegos@santafenm.gov>

Sent: Monday, April 28, 2025 1:10 PM

To: WORSTELL, LARRY F <lfworstell@santafenm.gov>; ITT Infrastructure Services <ittinfrastructuresvcs@santafenm.gov>

Cc: GARDUNO, JAMES D. <jdgarduno@santafenm.gov>

Subject: RE: Request for approval, SAF FIDS System

Yes sir, they will be hard wired in due to the fact the WIFI kicks you out every 24hrs.

Thank you,

Sebastian Gallegos

Project Administrator

Santa Fe Regional Airport

121 Aviation Dr. Santa Fe, NM 87507

sfgallegos@santafenm.gov

Cell 505-695-3538

Office



From: WORSTELL, LARRY F <lfworstell@santafenm.gov>
Sent: Monday, April 28, 2025 12:54 PM
To: GALLEGOS, SEBASTIAN F. <sfgallegos@santafenm.gov>; ITT Infrastructure Services <ittinfrastructuresvcs@santafenm.gov>
Cc: GARDUNO, JAMES D. <jdgarduno@santafenm.gov>
Subject: RE: Request for approval, SAF FIDS System

Sebastian,

Are these TVs on Airport Wifi? If so, then this is good to go as far as I am concerned. If it is hard wired then we need to be consulted on connecting through the City Network.

Larry

Lawrence Worstell

ISD Manager, Information Technology & Telecommunications
Mouton Hall, Midtown
Phone 505-955-5580
lfworstell@santafenm.gov



CITY OF SANTA FE
INFORMATION & TECHNOLOGY

From: GALLEGOS, SEBASTIAN F. <sfgallegos@santafenm.gov>
Sent: Friday, April 25, 2025 2:34 PM
To: ITT Infrastructure Services <ittinfrastructuresvcs@santafenm.gov>; WORSTELL, LARRY F <lfworstell@santafenm.gov>

Cc: GARDUNO, JAMES D. <jdgarduno@santafenm.gov>

Subject: Request for approval, SAF FIDS System

Good afternoon,

The airport would like approval for ITS to software and license 5 TV Monitors (which we did procure though ITT).

*Thank you,
Sebastian Gallegos
Project Administrator
Santa Fe Regional Airport
121 Aviation Dr. Santa Fe, NM 87507
sfgallegos@santafenm.gov
Cell 505-695-3538
Office*



Signature: 

Email: xivigil@santafenm.gov