

The Purchasing Memo

Date: January 7, 2026

To: Brian Moya, Interim City Manager

From: Kristen Woods, Youth and Family Services Program Manager

Via: Lia Salaverry, Youth and Family Services Division Director

Marcella Apodaca, Community Health and Safety Business Operations Manager

Subject: Code Blue Case Management and Overnight Services

Vendor Name: Urban Alchemy

Munis Vendor Number: 9716

ITEM AND ISSUE:

Request for Approval of a Professional Services Contract with Urban Alchemy for Providing Rapid Activation of Overnight Shelter Capacity for Individuals Experiencing Homelessness in the total amount of \$25,000 (Kristen Woods, Youth and Family Services Program Manager; krwoods@santafenm.gov)

CONTRACT NUMBER:

The FY26 Munis contract number is 3260304.

BACKGROUND AND SUMMARY:

The City's Youth and Family Services Division has identified Housing Stability as a pivotal part of the housing continuum in Santa Fe. The City of Santa Fe requires rapid activation of overnight shelter capacity for individuals experiencing homelessness. Urban Alchemy will provide trained staff and facility support to ensure safe, trauma-informed, and coordinated overnight operations during these emergency activations.

Homelessness is on the rise in Santa Fe, following the national trend. Since the pandemic, there has been a concrete effort to address encampments, provide non-congregate shelter solutions and care for an increasing homeless population.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Human Services Fund/240

Munis Org Name/Number: Human Services/2400122

Munis Object Name/Number: Grants and Services/510400

Budget Officer / Designee: Andy Hopkins Date: 01/08/2026

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was **NMSA 1978, Section 13-1-125, Small Purchase**

MUNIS FY26 Contract Number 3260319

Chief Procurement Officer (CPO)/Designee:  Date: 01/22/2026

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:

Horizons declination

CPO Service Determination Email
Vendor's Quote
Certificate of Liability Insurance (COI)



CITY OF SANTA FE

PROFESSIONAL SERVICES CONTRACT

Code Blue_Urban Alchemy_250611_Case Management and Overnight Services

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the “City,” and Urban Alchemy, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the Chief Procurement Officer of the City has made the determination that this Contract is in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, Section 13-1-125, Small Purchase; and

WHEREAS, the Contractor is one of such requisite and qualifications and is willing to engage with the City for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor understanding and consenting to the foregoing is willing to render such professional services as outlined in the Contract; and

The City and the Contractor hereby agree as follows:

1. SCOPE OF WORK

The Contractor shall provide the following services:

A. Purpose / Background

During severe weather (“Code Blue”) conditions, the City of Santa Fe requires rapid activation of overnight shelter capacity for individuals experiencing homelessness. Urban Alchemy will provide trained staff and facility support to ensure safe, trauma-informed, and coordinated overnight operations during these emergency activations.

Urban Alchemy currently manages the Agape House Shelter (2801 Cerillos Rd) and Oasis Community Space (2801 Cerillos Rd) in Santa Fe, providing the operational base, trained personnel, and infrastructure required for timely response and activation.

B. Objectives / Goals

- i. Provide immediate, safe, and trauma-informed overnight shelter during Code Blue declarations for up to 30 individuals experiencing homelessness.
 - ii. Deploy qualified supervisory and practitioner staff trained in harm reduction, de-escalation, and emergency response.
 - iii. Maintain operational readiness for activation within twelve (12) hours of City notification.
 - iv. Ensure accurate data collection, incident reporting, and coordination with the City’s Youth and Family Services Division.
 - v. Support guests in connecting with housing, case management, and supportive resources.
-

C. Description of Work / Tasks

Urban Alchemy will perform the following tasks during each Code Blue activation:

- i. When a Code Blue is declared, Urban Alchemy can implement one of the following options in coordination with the Youth and Family Services Division. The decision will be made by Youth and Family Services Program Director:
 - **Model 1 - Oasis Community Room Shelter:** Convert the Oasis community room at 2801 Cerillos Rd into a 30-bed overnight warming space equipped with cots, mattresses, blankets, and pillows. The site would be staffed by one Supervisor and one Practitioner for 12 hours per night (approximately 7 p.m.-7 a.m.) at overtime rates.
 - **Model 2 - City Facility Support (Warehouse 21):** Provide the same overnight staffing model (one Supervisor and one Practitioner for 12 hours) to supplement City staff at the Warehouse 21 pop-up shelter at 1000 Cordova Rd, ensuring adequate supervision, de-escalation capacity, and trauma-informed engagement while maintaining coordination with City-led operations.
- ii. Shelter Activation and Operations
 - Activate one of two approved operational models, depending on City designation at Oasis Community Space or City Facility Support (Warehouse 21 at 1000 Cordova Rd)
 - Provide overnight shelter capacity for up to 30 guests per activation at designated facility
- iii. Coordination and Logistics

- Coordinate all activities from the Agape House campus for access to food, hygiene, and supplies.
- Maintain communication with the Youth and Family Services Division throughout activation and deactivation.

iv. Data and Reporting

- Record nightly census, incidents, and services provided.
- Submit post-event summaries and required documentation within five (5) business days of deactivation.

v. Health, Safety, and Guest Support

- Maintain a safe environment consistent with local fire, health, and emergency standards.
- Use trauma-informed, harm-reduction, and culturally sensitive practices in all interactions.

D. Deliverables

i. Deliverable

- Activated Code Blue shelter (Model 1 or 2) The compensation varies depending on which model is selected. This is outlined in Section 3(A) of this agreement.
- Nightly census and incident report sent to Youth and Family Services Program Manager
- Post-activation summary report sent to Youth and Family Services Division The report summarizes actions, activities, incidents and attendance of the Code Blue activation.
- Staff roster and training verification for all staff involved in Code Blue activations.

ii. Quantity / Detail

- As many activations as declared by City during the duration of the contract, unless Urban Alchemy is has a clearly defined reason for not being available.
- One per activation period (capacity: up to 30 guests)
- Staff roster is updated as needed

iii. Due / Frequency

- Code Blue shelter services active within 12 hours of activation notice
- Report due at the end of each overnight shift
- Post-activation summary due within 5 business days of deactivation
- Staff roster entered prior to first activation and as staff changes occur

iv. Delivery Method

- Code Blue services provided on site at Agape House and/or Warehouse 21.
 - Census incident report due by email to City representative
 - Post-activation summary report will be given as a digital submission
 - The Staff roster and training verification will be delivered as a PDF by Email
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E. Schedule / Timeline

- Contract Term:** Ongoing, as-needed during Code Blue activations until the term of this contract expires.
 - Response Time:** Shelter operations to begin within four (4) hours of City activation notice.
 - Shift Duration:** 12 hours (approximately 7:00 p.m. – 7:00 a.m.).
 - Reporting Deadlines:** Post-activation reports submitted within five (5) business days of deactivation.
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F. Performance Standards / Acceptance Criteria

- Shelter activated within required timeframe (≤ 12 hours).
 - Minimum staffing: one (1) Supervisor and one (1) Practitioner per site. Increases as required by number of participants. If the occupancy exceed 30 people, staff may be increases to maintain a 15:1 staff-to-guest ratio.
 - Maintain capacity to serve up to 30 guests per overnight activation.
 - 100% compliance with health, fire, and safety regulations.
 - Accurate completion and submission of all reports.
 - Demonstrated adherence to trauma-informed, harm-reduction engagement practices.
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G. Contractor Responsibilities

- Provide all labor, supervision, equipment, materials, and transportation required for service delivery.
 - Maintain all necessary permits, insurance, and certifications.
 - Ensure all personnel have completed required Urban Alchemy training, including de-escalation, first aid/CPR, and Naloxone administration.
 - Maintain confidentiality and comply with all applicable privacy and safety regulations.
 - Provide oversight, documentation, and fiscal tracking consistent with City requirements.
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H. City Responsibilities

- Issue official Code Blue activation notices and confirm shelter model to be used.

- ii. Provide access to designated facilities (Oasis or Warehouse 21).
 - iii. Coordinate with Urban Alchemy on deactivation and post-event review.
 - iv. Facilitate inter-agency collaboration (police, fire, EMS) during operations as needed, as coordinated by the Office of Emergency Management.
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I. Compliance and Standards

Urban Alchemy shall comply with all applicable laws, regulations, and policies, including but not limited to:

- i. OSHA and ADA standards for workplace and facility safety within Urban Alchemy's control.
 - ii. City of Santa Fe emergency response and shelter operation guidelines.
 - iii. State and federal nondiscrimination and privacy laws.
 - iv. Urban Alchemy's internal safety, conduct, and training policies.
-

J. Reporting and Communication

- i. **Daily Communication:** Coordination between on-site Supervisor and City's designated Code Blue contact – Youth and Family Services Program Manager.
 - ii. **Shift Documentation:** Nightly census, incident log, and staff activity reports.
 - iii. **Post-Event Reports:** Submitted to the Youth and Family Services Division within five (5) business days of deactivation.
 - iv. **Meetings:** Participate in post-activation debriefs and quarterly coordination meetings as requested.
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K. Documentation / Training

- i. Maintain current training records for all personnel assigned to Code Blue operations.
 - ii. Provide documentation verifying completion of Urban Alchemy's four-week Practitioner training curriculum and advanced Supervisor modules.
 - iii. Provide first aid/CPR and Naloxone certification records upon request.
-

L. Assumptions and Constraints

- i. Code Blue activations are contingent upon City declaration.
- ii. Facility access and resources (utilities, janitorial services) will be provided by the City.
- iii. Urban Alchemy is responsible for general cleanliness at both sites. At Warehouse 21, Urban Alchemy will vacate the property leaving it broom clean.
- iv. Standard shelter capacity is 30 guests per activation; additional capacity may be arranged by mutual agreement if emergency conditions warrant.

- v. Staffing levels are based on standard overnight needs; additional staff may be added by mutual agreement if occupancy exceeds 30 guests.
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M. Safety and Environmental Requirements

- i. All staff must follow Urban Alchemy and City safety protocols.
- ii. Personal protective equipment (PPE) provided by Contractor as needed.
- iii. Immediate reporting of any safety or health incidents to Youth and Family Services Program Manager.
- iv. Compliance with local environmental and waste disposal requirements.

2. STANDARD OF PERFORMANCE; LICENSES

- A. The Contractor does hereby accept its designation as a professional service, rendering services related to Code Blue_Urban Alchemy_250611_Case Management and Overnight Services for the City, as set forth in this Contract. The Contractor represents that Contractor possesses the personnel, experience, and knowledge necessary to perform the services described under this Contract.
- B. The Contractor agrees to obtain and maintain throughout the term of this Contract, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives, and subcontractors.

3. COMPENSATION

- A. Payment. The City shall compensate the Contractor for the services described in the scope of work, the City agrees pay the Contractor \$23,108.03. The services and goods in the contract include GRT. The GRT on this contract at 8.1875% equals \$ 1,891.97. The total compensation for the contract including GRT is \$ 25,000

The total compensation includes the cost for both Model 1 and Model 2. If Model 2 is selected it will cost \$5600 more out of the budget to provide supplies and staffing than if Model 1 is selected.

- B. The compensation represents a maximum amount. The Contractor must notify the City when the Services provided under this Contract approach 90% of compensation total. The Contractor shall not be obligated to provide services beyond the maximum compensation amount. Services rendered beyond the maximum compensation amount will not be reimbursed unless the Contract is amended in writing prior to the provision of such services.
- C. Invoicing and Payment Terms Payment will be made upon the City's acceptance of deliverables and receipt of a detailed, certified invoice from the Contractor. Payments will be sent to the Contractor's designated address. The City shall issue payment in accordance with the timelines required by law. Invoices must be submitted no later than fifteen (15) days after the Contract's termination. Late invoices will not be processed or paid.

D. Extended Payment Terms for Grant-Funded Contracts. For grant-funded agreements, the City may issue payment within forty-five (45) days following submission of an undisputed payment request.

4. TERM

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Contract shall terminate **one (1) year from date of final signature** unless terminated pursuant to the Termination paragraph and the Appropriations paragraph. A contract for professional services may not exceed four years, including all extensions and renewals, except as otherwise provided by NMSA 1978, Sections 13-1-150 through 13-1-152 or SFCC 1987, Section 11-13.

5. TERMINATION

A. Grounds. The City may terminate this Contract for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Contractor may only terminate this Contract based upon the City's uncured, material breach of this Contract.

B. Notice; City Opportunity to Cure.

1. 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 Contract 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 are not nonpayment, 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 Contract 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 Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to Paragraph "Appropriations", of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, 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 Contract. 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 CONTRACT.

6. APPROPRIATIONS

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately 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 Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

7. STATUS OF CONTRACTOR

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its 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 Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. 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.

8. ASSIGNMENT

The Contractor shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract without the prior written approval of the City.

9. SUBCONTRACTING

The Contractor shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

10. RELEASE

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Contract.

11. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

12. PRODUCT OF SERVICE - COPYRIGHT

All materials developed or acquired by the Contractor under this Contract shall become the property of the City and shall be delivered to the City no later than the termination date of this Contract. Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

13. CONFLICT OF INTEREST; GOVERNMENTAL CONDUCT ACT

- A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.
- B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16.
- C. Contractor's representations and warranties in Paragraphs A and B of this Article are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract 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 Article were erroneous on the effective date of this Contract 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 Contract to the contrary, the City may immediately terminate the Contract.
- D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

14. AMENDMENT

- A. This Contract 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 Contract 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 Contract, pursuant to the termination provisions as set forth in "Term" herein, or to agree to the reduced funding.

15. ENTIRE AGREEMENT

This Contract, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Contract, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Contract, and the related Exhibits and Schedules, the statements in the body of this Contract shall control.

16. PENALTIES FOR VIOLATION OF LAW

NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

17. EQUAL OPPORTUNITY COMPLIANCE

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures 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 Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

18. APPLICABLE LAW

The laws of the State of New Mexico shall govern this Contract, 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, Section 38-3-2. By execution of this Contract, 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 Contract.

19. 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 Contract may be terminated by the City.

20. PROFESSIONAL LIABILITY INSURANCE

Contractor shall maintain professional liability insurance throughout the term of this Contract providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The 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 Contract.

21. OTHER INSURANCE

Contractor shall maintain professional liability insurance throughout the term of this Contract providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The 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 Contract.

21.1. 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. The insurance limits can be met or satisfied through excess and/or umbrella liability insurance.

21.2. BROADER COVERAGE AND LIMITS

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

Contractor shall maintain the above insurance for the term of this Contract 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.

22. RECORDS AND FINANCIAL AUDIT

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

23. INDEMNIFICATION

, the Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Contract, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Contract. If any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) business days after it receives notice thereof, notify the legal counsel of the City.

24. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the City of Santa Fe in connection with this Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et. seq., 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 Contract modifies or waives any provision of the New Mexico Tort Claims Act.

25. INVALID TERM OR CONDITION

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

26. ENFORCEMENT OF CONTRACT

A party's failure to require strict performance of any provision of this Contract 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 Contract 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.

27. NOTICES

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

<u>To the City:</u> Chief Procurement Officer purchasing@santafenm.gov PO Box 909 Santa Fe, NM 87504-0909	Youth & Families Program Manager 119 E Marcy St Suite 101 Santa Fe, NM 87501 krwoods@santafenm.gov (505) 9556913	<u>To the Contractor:</u> Urban Alchemy Legal PO Box 425509 San Francisco , CA 94142 legal@urban-alchemy.us 415-757-0896
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28. AUTHORITY

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter a binding contract.

29. NON-COLLUSION

In signing this Contract, the Contractor certifies the 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’s Chief Procurement Officer.

30. DEFAULT/BREACH

In case of Default and/or Breach by the Contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and/or damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages, and the City may also seek all other remedies under the terms of this Contract and under law or equity.

31. EQUITABLE REMEDIES

The Contractor acknowledges that its failure to comply with any provision of this Contract will cause the City irrevocable harm and that a remedy at law for such a failure would be an inadequate remedy for the City, and the Contractor consents to the City’s obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. The City’s rights to obtain equitable relief pursuant to this Contract shall be in addition to, and not in lieu of, any other remedy that the City may have under applicable law, including, but not limited to, monetary damages.

32. 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 subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor 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 Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Contract.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

[SIGNATURE PAGE TO FOLLOW]

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

CITY OF SANTA FE:

CONTRACTOR:
URBAN ALCHEMY

01/22/2026


Melek Totah (Dec 19, 2025 08:32:56 PST)

BRIAN MOYA

MELEK TOTAH, CHIEF FINANCIAL OFFICER

CITY MANAGER

DATE: Dec 19, 2025

NMBTIN: _____

ATTEST:

Geralyn Cardenas



Interim

_____, CITY CLERK 

Approved to form and legal sufficiency by:

Ruby Crews

Ruby Crews (Dec 19, 2025 15:34:39 MST)

RUBY CREWS, ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

01/22/2026

BRIAN MOYA

_____, FINANCE DIRECTOR

Code Blue - One Time Funding (\$30,000)

Proposal Evaluation Scores

Organization	Service Proposed	Funding Request	Evaluators			Average Score	Awarded Funds	Notes
			HP	KM	LS			
The Life Link	Shelter	\$ 19,602.00	90	85	80	85	\$ 19,602.00	TLL did a great job last year.
Urban Alchemy	Shelter	\$ 30,000.00	90	84	88	87.3	\$ 30,000.00	
Interfiath	Food	\$ 3,000.00	85	70	65	73.3	\$ 3,000.00	
		\$ 52,602.00					\$ 52,602.00	
							30000	
							\$ (22,602.00)	Fund all three. Better to be prep



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, 2026, 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, specific determinations 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
- Animal/k9 boarding - basic
- Auctioneers
- Audio-visual equipment setup and routine maintenance for events and presentations (including projectors, microphones, and speakers)
- Automotive mechanical services – all - including vehicle inspection, diagnostics, repair labor, parts replacement, and routine maintenance (e.g., oil changes, brake service, tune-ups, etc.)
- Banking Services (routine, transaction-based)
- Boiler testing/water treatment service
- Bookkeeping service (routine, transaction-based)
- Biohazard clean-up and disinfection services for crime scenes, homicides, suicides, unattended deaths, car accidents, deadly car crashes and cleanup of police units, along with any other biohazard situations. Building alarm systems, service and repair
- Check collection service
- Clothing, textile fabrication repair service

General Services (continued):

- Commercial laundry service, dry cleaning, etc.
- Communications systems installation, servicing, and repair
- Conference and trade show coordination
- 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 - Includes filter changes, inspections, cleaning, minor repairs, and system diagnostics.
- 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

General Services (continued):

- Marine equipment inspection, certification, and repair
- 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
- Traffic control services – including certified flaggers, barricade setup/removal, temporary signage, and traffic control plans (not involving permanent installations or design engineering)
- Training – when offered as a regular course by an institution (such as a college or university)
- Travel service — air, surface, water
- 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)
- Hearing officer services
- Independent Verification and Validation
- Information Technology Hosting when it includes Maintenance and Support
- Information Technology Maintenance
- Information Technology Management
- Information Technology Programming
- Information Technology Risk Assessment

Professional Services (Continued):

- Insurance Adjusters/Brokers
- 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
- Medical – doctors, immunizations, etc.
- Mental health support – Therapists, Counselors, etc.
- Network Cybersecurity Services
- Network Installation
- Physicals
- Planners
- Policy Advisors
- Polygraph services
- 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.)
- Social and Human Services - Includes case management, outreach, crisis intervention, supportive housing assistance, and other services intended to support vulnerable or at-risk populations. Services may be delivered by licensed or trained professionals in coordination with public or nonprofit systems.

Professional Services (Continued):

- Speech writers
- Statisticians
- 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)
- Veterinarian services
- 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
- Stucco installation, repair, and finishing
- 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: 06/30/2025

Emily Oster, Finance Director



Date: 06/30/2025

From: [Matt Loehman](#)
To: [TRUJILLO, SIERRA V.](#)
Cc: [WOODS, KRISTEN R.](#)
Subject: Re: Service Request: Pop-Up Case Management and Overnight Supervision Services
Date: Friday, October 10, 2025 2:31:51 PM
Attachments: [image001.png](#)

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 220
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 Fri, Oct 10, 2025 at 1:34 PM TRUJILLO, SIERRA V. <svtrujillo@santafenm.gov> wrote:

Good afternoon,

The City of Santa Fe's Youth and Family Services Division is seeking organizations that can assist with the delivery of emergency case management and overnight supervision services aimed at support unsheltered individuals at pop-up shelters during periods of 'Code Blue' severe weather.

Objectives include:

- Providing emergency case management and overnight supervision services for unsheltered individuals during periods of extreme weather conditions as dictated by the City's 'Code Blue' policy, such as storms or freezing temperatures.
- To ensure individuals have access to shelter, food and basic needs.
- To administer Narcan when necessary and escalate issues as appropriate.
- To ensure that individuals staying in emergency pop-up shelters receive overnight supervision by trained individuals.
- To foster community partnerships to enhance service provision and ensure the safety of all individuals during extreme weather events.
- Report to/coordinate with the Youth and Family Services Program Manager or designee during and between Code Blue activations.

If you have any questions or would like any additional information, please let me know.

Best,

Sierra Vigil-Trujillo

Project Administrator

Youth & Family Services Division

(505) 955-6824



CITY OF SANTA FE

PROFESSIONAL LIABILITY

Carrier: Lloyd's of London
Policy #: ATR2502208
Term: 09/01/2025 - 09/01/2026
Limits:
\$3,000,000 Aggregate
\$1,000,000 Each Claim
\$ 50,000 Deductible

SEXUAL MISCONDUCT LIABILITY

Carrier: Lexington Insurance Company (NAIC #19437)
Policy #: 011170832
Term: 09/01/2025 - 09/01/2026
Limits:
\$4,000,000 Aggregate
\$2,000,000 Each Victim
\$ 50,000 Deductible Per Claimant

CYBER LIABILITY

Carrier: Houston Casualty Company (NAIC #42374)
Policy #: H25NGP24488001
Term: 09/01/2023 - 09/01/2026
Limits:
\$1,000,000 Aggregate
\$1,000,000 Each Claim
\$ 25,000 Deductible Each Claim
\$ 75,000 Aggregate Deductible

DIRECTORS' & OFFICERS' LIABILITY

Carrier: Landmark American Insurance Company (NAIC #33138)
Policy #: LPP709098
Term: 02/21/2025 - 02/21/2026
Limits:
\$1,000,000 Aggregate
\$1,000,000 Each Claim
\$ 100,000 Retention

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE
OR GOVERNMENTAL AGENCY OR SUBDIVISION
OR POLITICAL SUBDIVISION – PERMITS
OR AUTHORIZATIONS RELATING TO PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

As required by written contract signed by both parties prior to loss

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following additional provision:

This insurance applies only with respect to the following hazards for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization in connection with premises you own, rent or control and to which this insurance applies:

1. The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures; or
2. The construction, erection or removal of elevators; or
3. The ownership, maintenance or use of any elevators covered by this insurance.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

GONZALES, JUSTIN M.

From: LOVATO, JOANN D.
Sent: Friday, January 16, 2026 12:26 PM
To: SALAVERRY, LIA A.; GONZALES, JUSTIN M.; WOODS, KRISTEN R.; PEREZ, ALYSSA E. (Contractor)
Cc: Purchasing; PHILLIPS, ANDREA K.; DUTTON-LEYDA, TRAVIS K.
Subject: RE: Code Blue P.O. - Urgent

Good afternoon, Lia,

Great, thanks for the details. I agree that that additional context is necessary, so we don't raise any flags from a Procurement stance. I will be on the lookout for the routed agreement.

Thank you.

JoAnn D. Lovato Montañó, CPO

Procurement Manager

c: (505) 469-6045



From: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>
Sent: Friday, January 16, 2026 12:14 PM
To: LOVATO, JOANN D. <jdlovato@santafenm.gov>; GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>; WOODS, KRISTEN R. <krwoods@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>
Cc: Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>; DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>
Subject: Re: Code Blue P.O. - Urgent

Hi Joann,

Thanks so much for sharing this information. I wanted to follow up with some additional clarification and specific details regarding the current Agape House shelter contract, following our call yesterday with Legal and Travis. They recommended that we provide more context to help support the rationale for a separate Code Blue agreement.

As discussed, the existing Agape House contract does not include funding for additional overnight guests during emergency Code Blue events. Agape House is currently operating at full capacity with 99 beds and unfortunately cannot accommodate additional guests under the current contract structure.

Of note, the proposed Code Blue contract would allow us to utilize Urban Alchemy's Oasis community room to safely shelter up to 30 additional people overnight during Code Blue activations. The contract also covers the increased staffing required to operate the Oasis during these emergency weather events. In addition, the existing LOVE/Oasis contract enables the Oasis to be used as a day-warming space during Code Blue events at no additional cost.

In summary, the Code Blue contract is what creates the additional emergency capacity at the Agape site, in a separate/new facility. Without it, we would not have an additional facility available to shelter guests during Code Blue activations beyond Warehouse 21.

Please let me know if any further information or clarification would be helpful as you review this item.

Thank you for your continued guidance and support!

Best,

Lia Azul Salaverry

Youth and Family Services (YFS) Director
Community Services Department
Cell: 505-699-3942



CITY OF SANTA FE

From: LOVATO, JOANN D. <jdlovato@santafenm.gov>

Sent: Wednesday, January 14, 2026 4:00 PM

To: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>; GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>; WOODS, KRISTEN R. <krwoods@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>

Cc: Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>; DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>

Subject: RE: Code Blue P.O. - Urgent

Good afternoon,

Thank you for the background and for outlining the operational need related to Code Blue activations. We recognize that Code Blue services are critical, time-sensitive, and life-safety focused, particularly given current shelter capacity constraints.

From a procurement perspective, however, I want to flag several concerns that should be carefully considered before issuing a separate contract to Urban Alchemy (UA) for Code Blue services. The City currently has two active contract with UA, one of which includes a broad scope covering Code Blue-related services. The additional, more detailed Code Blue activities described appear to fall within the scope of services already contemplated under that agreement. The section of the Scope in contract# 3250623 literally says “ support Code Blue activities as requested by the City.” Which pretty much means anything related (e.g., the services included on your new request).

When a vendor already holds a contract for a defined scope of services, the appropriate mechanism to address increased demand, expanded detail, or additional funding is typically a contract amendment, provided the scope remains materially the same, not the issuance of a separate contract. Issuing multiple contracts to the same vendor for substantially similar services raises concerns regarding procurement integrity, transparency, and equitable treatment of vendors. Even where operational justifications exist, the perception of fragmenting or duplicating contracts for the

same scope of work is not well received and may be viewed as inconsistent with the intent of the Procurement Code, particularly when the vendor already holds multiple high value City contracts (including one procured via emergency procurement and another via RFP).

The Lifelink provides staff for overnight stay at the shelter during Code Blue services and Interfaith provides food. In what capacity would UA be providing additional code blue services? Additional staff? An additional building? What would necessitate the need for another contract if the City has existing contracts that cover multiple aspects of Code Blue Services?

While I understand the distinction being drawn between Code Blue overflow operations and regular shelter operations, the procurement concern is not solely funding source management but whether the City is effectively contracting multiple times with the same vendor for overlapping services that could reasonably be administered under an existing agreement. This creates risk related to audit findings, vendor protest, and public perception, even where legal review has approved the form of the contract. A more defensible and consistent approach would be to increase the contract compensation as necessary to ensure Code Blue activations do not detract from other shelter operations. This approach maintains continuity of services, avoids duplication of contracts for the same scope, and aligns more closely with NM Procurement Code principles governing professional services and contract administration.

I appreciate the urgency of Code Blue operations and am happy to work collaboratively on a procurement-compliant solution that meets operational needs while minimizing ethical and compliance risks to the City.

Please let me know if you'd like to discuss amendment options.

Thank you.

JoAnn D. Lovato Montañó, CPO

Procurement Manager

c: (505) 469-6045



From: SALAVERY, LIA A. <lasalavery@santafenm.gov>

Sent: Wednesday, January 14, 2026 11:24 AM

To: LOVATO, JOANN D. <jdlovato@santafenm.gov>; GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>; WOODS, KRISTEN R. <krwoods@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>

Cc: Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>; DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>

Subject: Re: Code Blue P.O. - Urgent

Hi Joann,

I just left you a voicemail and wanted to follow up here to clarify a few points in regard to this request. The Code Blue PO is time-sensitive, as it is designed to increase shelter capacity during cold-weather emergencies, which could occur again at any time this winter season.

As background, Urban Alchemy's regular Agape shelter contract includes a general reference to Code Blue; however, using that contract to cover separate Code Blue operations would divert critical funding from their regular shelter operations, which are already at 100% capacity. Given the citywide shelter bed shortage, Code Blue serves as a critical, life-saving resource during emergency weather conditions.

The reason for a separate UA contract dedicated solely to Code Blue operations, is specifically to manage the Agape overflow shelter during activations. This mirrors how we are handling other Code Blue operators:

- Life Link has a separate PO for Code Blue operations apart from contracts for the Arroyo Chimiso micro-community
- Interfaith has a PO specifically for Code Blue meal service

Legal has already reviewed and approved the UA Code Blue-specific contract. It is narrowly scoped to emergency operations and does not overlap with UA's regular shelter funding.

Importantly, by night two of our recent activation last Friday and Saturday, Warehouse 21 (our primary Code Blue shelter) reached 100% capacity. We can reasonably anticipate similar or higher demand during future Code Blue activations this season. Without a dedicated UA Code Blue contract in place, we risk delays or reduced capacity at the moment emergency shelter access is most urgently needed.

We would greatly appreciate your support to move this process forward, and please let us know if you have any questions. I'm happy to discuss further by phone or via a brief Teams call if helpful.

Thank you for your time and support.

Best,

Lia Azul Salaverry

Youth and Family Services (YFS) Director
Community Services Department
Cell: 505-699-3942



CITY OF SANTA FE

From: LOVATO, JOANN D. <jdlovato@santafenm.gov>

Sent: Monday, January 12, 2026 3:42 PM

To: GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>; WOODS, KRISTEN R. <krwoods@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>

Cc: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>; Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>

Subject: RE: Code Blue P.O. - Urgent

Thank you for the information, Justin.

Has the PO been revised to include this funding? Please let me know when it's done and I'll be happy to take a look at it in Munis right away.

Thanks!

JoAnn D. Lovato Montañño, CPO

Procurement Manager

c: (505) 469-6045



From: GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>
Sent: Friday, January 9, 2026 2:11 PM
To: LOVATO, JOANN D. <jdlovato@santafenm.gov>; WOODS, KRISTEN R. <krwoods@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>
Cc: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>; Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>
Subject: RE: Code Blue P.O. - Urgent

Hello JoAnn,

I am not in the office so I was not able to get your calls, the Org/Obj will still stay the same so I am guessing we will not need an additional PO. I apologize for not having all the information, I was only brought in at the point of requisition for all these cases, the one referenced from your email 1/9 was for just a PO request so I assumed this Contract I was given would be a different case since it was a contract not just the quote. The Director at the time left me out of a lot of that process and it was my understanding this was the direction from the previous City Manager, I am in no way am try to undermine you or your work I was just led to believe these conversations were had and since I was often left out of them I had no reason to question them. Team is actively working on the emergency shelter setup the correspondence has been limited as well so I again apologize for the limited responses and information.

Thank you,

Justin Gonzales

Youth and Family Services Division | Project Administrator

City of Santa Fe | Community Health and Safety Department | Community Services

Email: [Jmgonzales@santafenm.gov](mailto:jmgonzales@santafenm.gov) Phone: [505-955-6752](tel:505-955-6752)



CITY OF SANTA FE

From: LOVATO, JOANN D. <jdlovato@santafenm.gov>
Sent: Friday, January 9, 2026 1:08 PM
To: WOODS, KRISTEN R. <krwoods@santafenm.gov>; GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>
Cc: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>; Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>
Subject: RE: Code Blue P.O. - Urgent

Me again...

Please reduce line one of PO# 22600436 to reflect \$25,000 less than what is already encumbered. Then add a second line to the PO for the \$25,000 with the funding string for these particular services.

Please call me with any questions. Thank you.

JoAnn D. Lovato Montaño, CPO

Procurement Manager

c: (505) 469-6045



From: LOVATO, JOANN D.

Sent: Friday, January 9, 2026 1:00 PM

To: WOODS, KRISTEN R. <krwoods@santafenm.gov>; GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>

Cc: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>; Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>

Subject: RE: Code Blue P.O. - Urgent

Good afternoon,

Please process a Purchase Order Change Order (POCO) to PO# 22600436 and add a 2nd line for this funding for these services. Since Urban Alchmey already has a contract in place for Code Blue services and the funds are for this particular service, a separate contract is not needed.

Please update the purchase memo to reflect a request for a POCO.

Thanks.

JoAnn D. Lovato Montaño, CPO

Procurement Manager

c: (505) 469-6045



From: LOVATO, JOANN D. <jdlovato@santafenm.gov>

Sent: Friday, January 9, 2026 11:55 AM

To: WOODS, KRISTEN R. <krwoods@santafenm.gov>; GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>

Cc: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>; Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>

Subject: RE: Code Blue P.O. - Urgent

*solicitation

JoAnn D. Lovato Montaño, CPO

Procurement Manager

c: (505) 469-6045



From: LOVATO, JOANN D.

Sent: Friday, January 9, 2026 11:54 AM

To: WOODS, KRISTEN R. <krwoods@santafenm.gov>; GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>

Cc: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>; Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>

Subject: RE: Code Blue P.O. - Urgent

What is the RFQ number for the solicitation?

JoAnn D. Lovato Montaña, CPO

Procurement Manager

c: (505) 469-6045



From: WOODS, KRISTEN R. <krwoods@santafenm.gov>

Sent: Friday, January 9, 2026 10:58 AM

To: LOVATO, JOANN D. <jdlovato@santafenm.gov>; GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>

Cc: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>; Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>

Subject: RE: Code Blue P.O. - Urgent

Good Morning,

We received one-time funds specifically for Code Blue. We asked providers in the community to apply for those funds and Urban Alchemy was selected and awarded by the evaluation team. This is to use the one-time funds we received specifically for Code Blue.

I have attached the determination and COI.

Thank you!

Kristen

From: LOVATO, JOANN D. <jdlovato@santafenm.gov>

Sent: Friday, January 9, 2026 10:28 AM

To: GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>

Cc: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>; WOODS, KRISTEN R. <krwoods@santafenm.gov>; Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>

Subject: RE: Code Blue P.O. - Urgent

Hi Justin,

I believe this was missing the determination and current COI. Please upload these docs to OG.

I also had started a dialogue regarding this contract with my colleagues because Urban Alchemy's existing contract 3250623 covers Code Blue services. See snip. Can't we just utilize this contract?

- n) Participate in Cold Weather Emergency Services (Code Blue)
- Participate in planning for adverse weather services and assist in developing systems that best meet the needs of those experiencing homelessness during adverse weather.
 - Support Code Blue activities as requested by the City's Community Health and Safety Department (CHS).

Thanks,

JoAnn D. Lovato Montañó, CPO

Procurement Manager

c: (505) 469-6045



From: GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>
Sent: Friday, January 9, 2026 10:21 AM
To: LOVATO, JOANN D. <jdlovato@santafenm.gov>; PEREZ, ALYSSA E. (Contractor) <aeperez@santafenm.gov>
Cc: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>; WOODS, KRISTEN R. <krwoods@santafenm.gov>; Purchasing <purchasing@santafenm.gov>; PHILLIPS, ANDREA K. <akphillips@santafenm.gov>
Subject: RE: Code Blue P.O. - Urgent
Importance: High

Hello JoAnn,

Is there anything further needed on our end for this contract as we are needing to start services today. We are also needing the Deputy City manager added to the signatory field as an alternate for the Interim CM as well. As you know we still need to get the Clerks number and then final approvals in MUNIS to even start the requisition so we are trying all we can to expedite this. I understand you all have an intense workload so I apologize for having to reach out for this. please let me know if you need anything further.

Thank you,

Justin Gonzales

Youth and Family Services Division | Project Administrator

City of Santa Fe | Community Health and Safety Department | Community Services

Email: jmgonzales@santafenm.gov Phone: 505-955-6752



CITY OF SANTA FE

From: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>
Sent: Friday, January 9, 2026 9:50 AM
To: WOODS, KRISTEN R. <krwoods@santafenm.gov>; GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>
Subject: Fw: Code Blue P.O. - Urgent

Can you two work on this? I'd try calling Travis first but if we don't hear back, we should try to expedite this.

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From: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>
Sent: Friday, January 9, 2026 9:48 AM
To: PHILLIPS, ANDREA K. <akphillips@santafenm.gov>
Subject: Re: Code Blue P.O. - Urgent

Thanks, will do!

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From: PHILLIPS, ANDREA K. <akphillips@santafenm.gov>
Sent: Friday, January 9, 2026 9:35:26 AM
To: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>
Subject: Re: Code Blue P.O. - Urgent

I don't see it my box in Munis. It may be in someone else's queue. Have Justin or whomever reach out to me if it doesn't get signed promptly. Note that Brian Moya is out of the office until Wednesday.

From: SALAVERRY, LIA A. <lasalaverry@santafenm.gov>
Sent: Friday, January 9, 2026 9:18 AM
To: PHILLIPS, ANDREA K. <akphillips@santafenm.gov>
Subject: Fw: Code Blue P.O. - Urgent

Hi Andrea,

It was nice to see you this morning. We are hoping to have the below PO for UA expedited as soon as possible, if not in time for this weekend's Code Blue operations, then ideally ahead of the next activation so we can ensure full capacity.

Is this something you would be able to support? Please let me know, and thank you.

Lia Azul Salaverry
Director of Human Services
Community Health and Safety Department



CITY OF SANTA FE

From: WOODS, KRISTEN R. <krwoods@santafenm.gov>
Sent: Thursday, January 8, 2026 3:32 PM
To: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>; MOYA, BRIAN J. <bjmoya@santafenm.gov>; SALAVERRY, LIA A. <lasalaverry@santafenm.gov>
Cc: GONZALES, JUSTIN M. <jmgonzales@santafenm.gov>
Subject: Code Blue P.O. - Urgent

Good Afternoon,

We are having our first Code Blue Activation of the season tomorrow and I wanted to follow up on an urgent P.O. we are working towards. We are still waiting on signatures for the Packet for contract #3260304. Can you please keep Code Blue on your radar and sign it ASAP when it comes in?

Having that P.O. in place is important to ensure we have full operational capacity. While we do have a P.O. for The Life Link to operate at Warehouse 21, if they have any issues or if we get into a sustained Code Blue, we will need more support. Having things in order with our other awarded operator, Urban Alchemy, will be important now and for the duration of the cold weather season.

Thank you for your support with this life saving effort!

Kristen Woods (she/her)

Program Manager, Youth and Family Services Division

Community Health and Safety Department

Office: (505) 955-6913 | Cell: (505) 479-2183 | Email: krwoods@santafenm.gov

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 [Book time to meet with me](#)

Signature: *Erika Quintana*

Email: efquintana@santafenm.gov