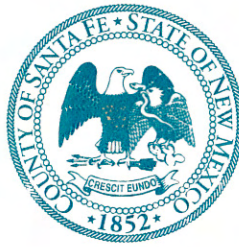


**NO PACKET MATERIAL
FOR THIS ITEM**

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

DATE: March 19, 2012

TO: Board of County Commissioners

VIA: Katherine Miller, County Manager

FROM:  Chris M. Barela, Constituent Service Liaison District 3

RE: Update and Information from the Santa Fe County Fair Board

ISSUE:

On the agenda under VIII-A , is Presentation, Santa Fe County Fair Update. The Santa Fe County Fair Board will be providing updates and information to the Board of County Commissioners on every BCC meeting up until the County Fair in August.

REQUEST ACTION:

Commissioner Robert A. Anaya respectfully requests the Board of County Commissioners to support this item.

Memorandum

To: Santa Fe Board of County Commissioners

From: Teresa C. Martinez, Finance Director

Via: Katherine Miller, County Manager

Date: March 27, 2012

Re: *Financial report for the month ending 02/29/2012*

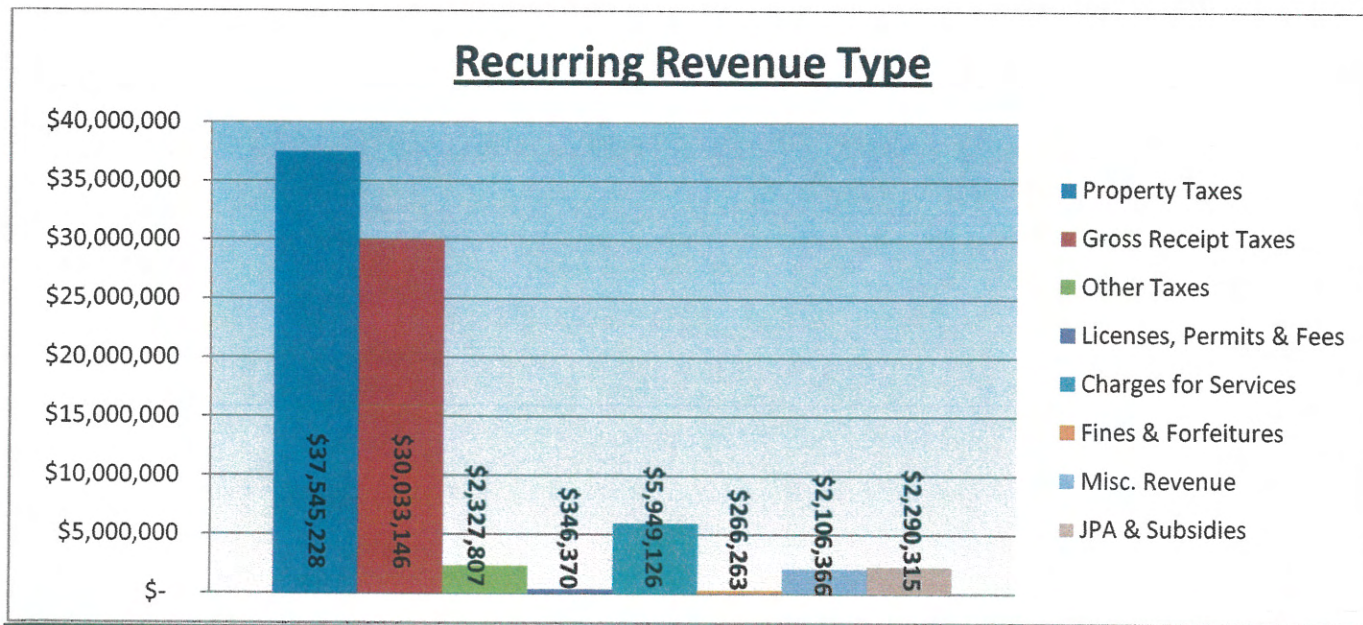
ISSUE:

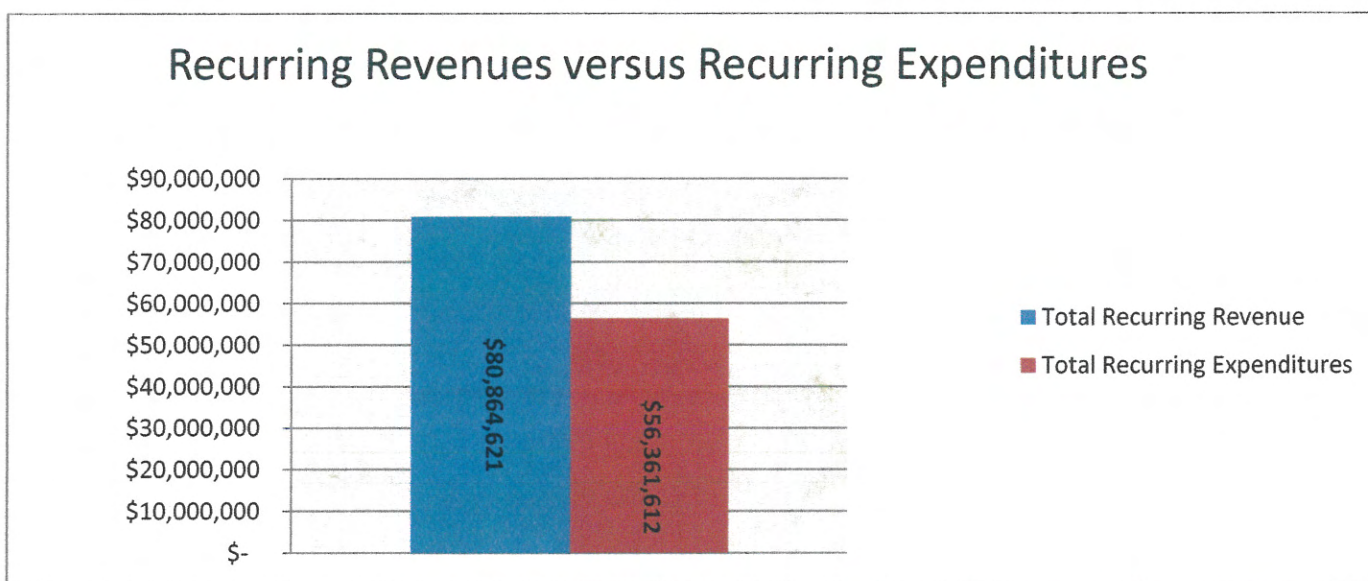
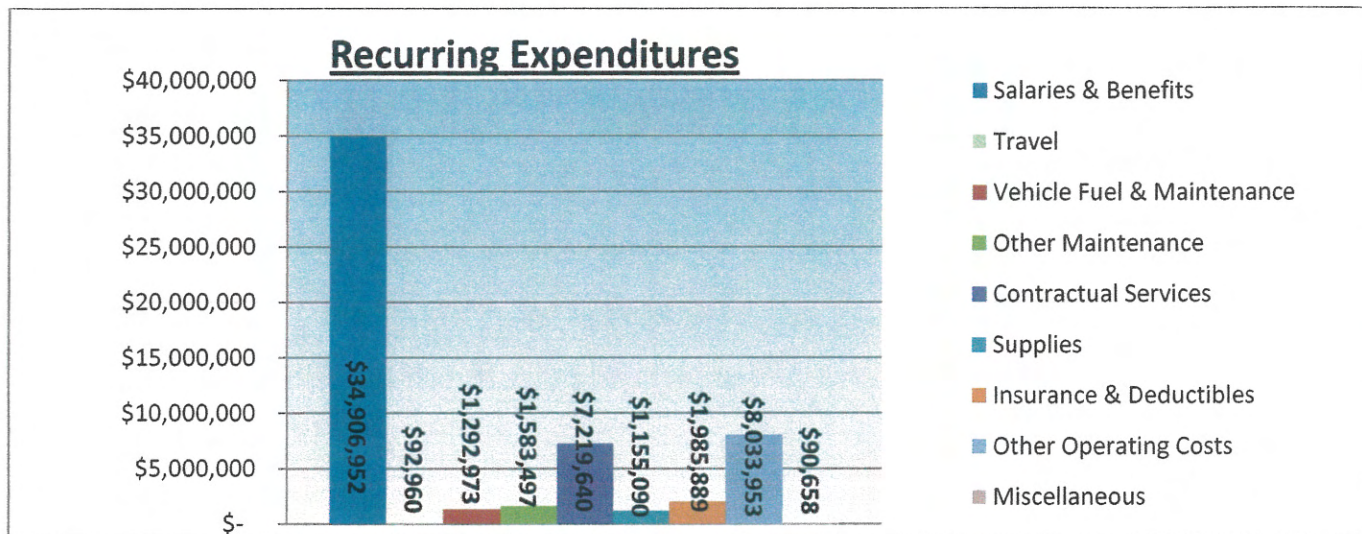
Enclosed is a report summarizing the financial activities of the County through the month ending February 29, 2012.

BACKGROUND:

This is a comparison of revenues and expenditures on a recurring versus non-recurring basis. The monthly report will still highlight major revenue sources. Below are several charts that identify 1) the recurring revenue sources, 2) the recurring expenditures and 3) a comparison of the two side by side.

RECURRING VERSUS NON-RECURRING





Through the month of January as noted in the charts above, the expenditures of \$56.3 million were supported by the revenues of \$80.8 million. Revenues sources collected were sufficient to cover the expenditures, and reflect an excess of \$24.5 million in revenues.

Although we present the net difference in recurring expenditures to recurring revenues, revenues as a whole are experiencing a positive variance as noted below:

- Property tax collections are \$2.6 million over the budgeted amount. When compared to the prior year, the collections are up \$201,099 for the same time period.

- Gross receipt tax collections are \$336,886 over the budgeted amount. When compared to the prior year, the collections are up \$89,302 or 2.5% for the same time period. It is important to note that the County received, for the second year in a row, \$512,000 from the state equalization guarantee. An amount of \$270,000 was received in the prior year. This amount represents an annual distribution made to counties by the Taxation and Revenue Department, and it provides additional funds to counties with per capita gross receipts below the statewide average. The amount distributed is based on what a 1/8% gross receipts tax would generate statewide compared to the amount actually generated by the County.

Lastly, the expenditures across all categories are maintaining at the forecasted budget levels. In order to ensure that the budget is intact, finance staff reviews the monthly budget status expenditure reports to ensure that there are no areas of huge concern. We communicate with the respective departments for areas of concern and ask for a needs analysis to determine if the annual budget will be sufficient or if there will be a need to adjust the budget prior to fiscal year end. This analysis is also used in preparation of the next annual budget. There are some areas of expenditures that are exceeding the budgeted forecast and were adjusted in the mid-year budget resolution approved by the BCC.

NON-RECURRING EXPENDITURES

Capital expenditures are non-recurring expenditures funded by non-recurring sources. Such sources include bond proceeds, special appropriations and grants. The capital expenditures incurred through the month of February 2012 total \$34.5 million.

The major capital expenditures incurred during this reporting period are reflected below by project:

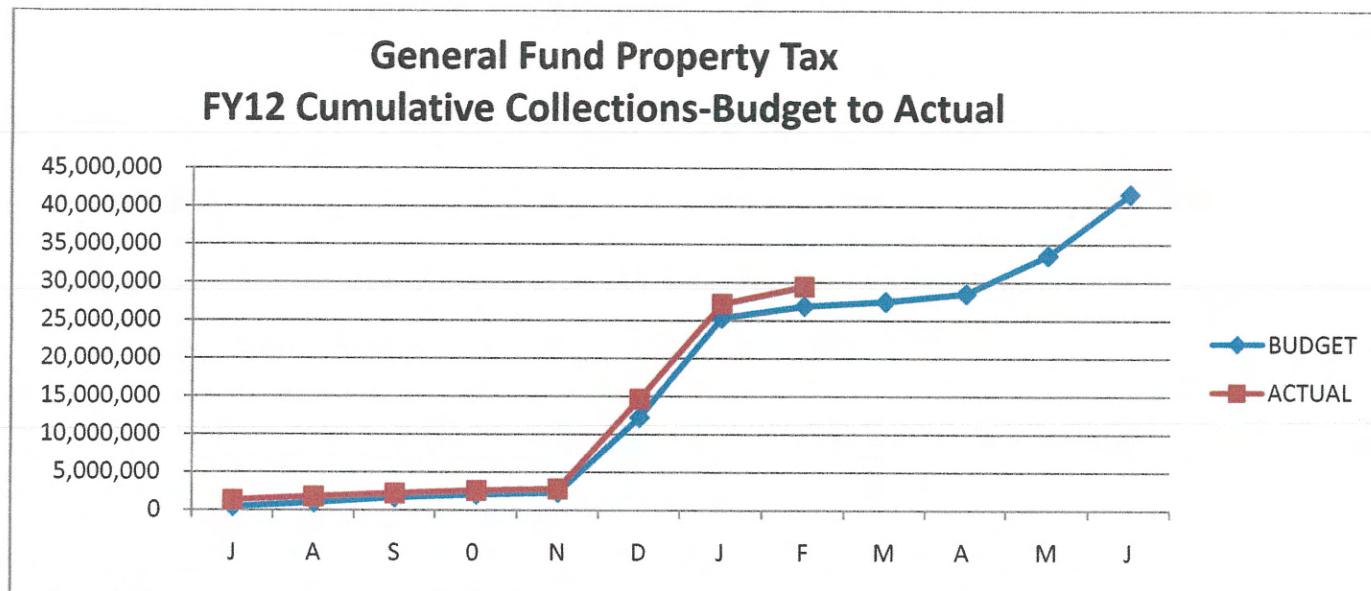
Pojoaque Fire Station	\$ 771,357	Rio En Medio Senior Ctr	\$ 100,452
Fire Communications Proj.	\$ 194,952	County Road 98	\$1,196,448
Rancho Viejo Substation	\$ 2,621,557	SF River Trail	\$ 894,925
Esperanza Shelter	\$ 429,088	Rail Trail	\$ 393,621
Judicial Court Complex	\$11,704,783	Burro Lane Park	\$ 164,202
Buckman Direct Diversion	\$ 2,226,775	Caja del Rio	\$ 290,365
Agua Fria Phase III	\$ 1,332,528	Corrections ADF Upgrades	\$ 348,638
Verano Road	\$ 304,492	Pojoaque Community Ctr	\$ 215,571

Also included for your information are the charts reflecting major revenue sources and collections for July through February.

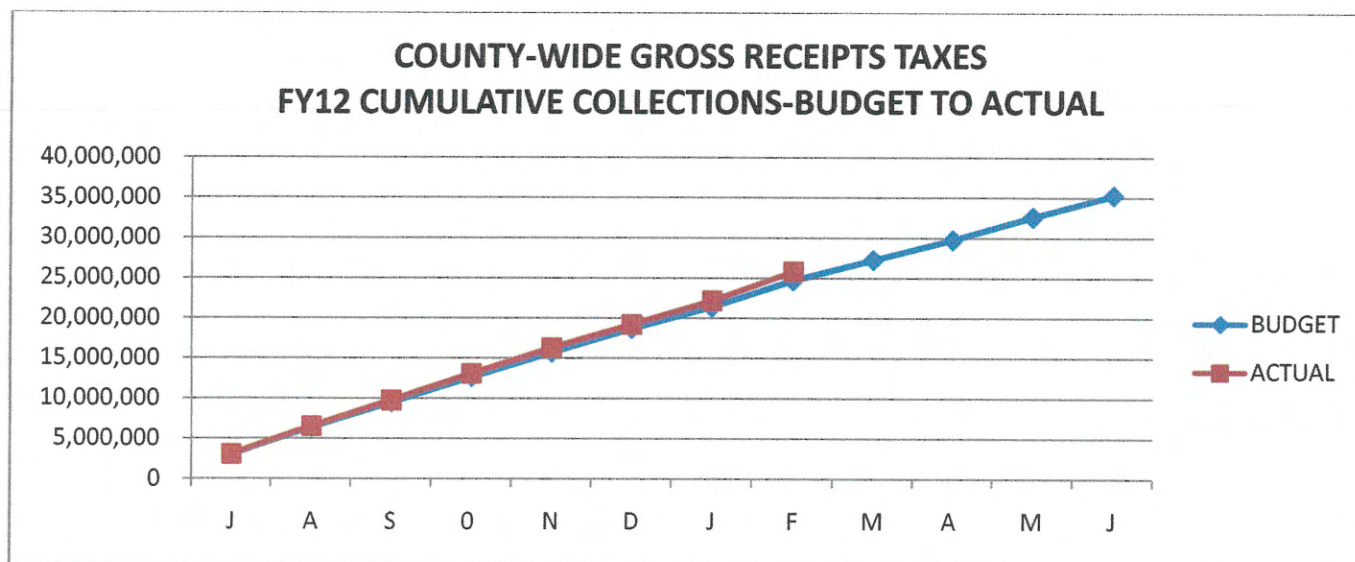
REVENUE:

Property tax is recorded monthly and compared to the actual monthly budget forecasts. Property tax revenue budget estimates are conservative, as a budget shortfall in tax receipts would have a serious impact on various County operations.

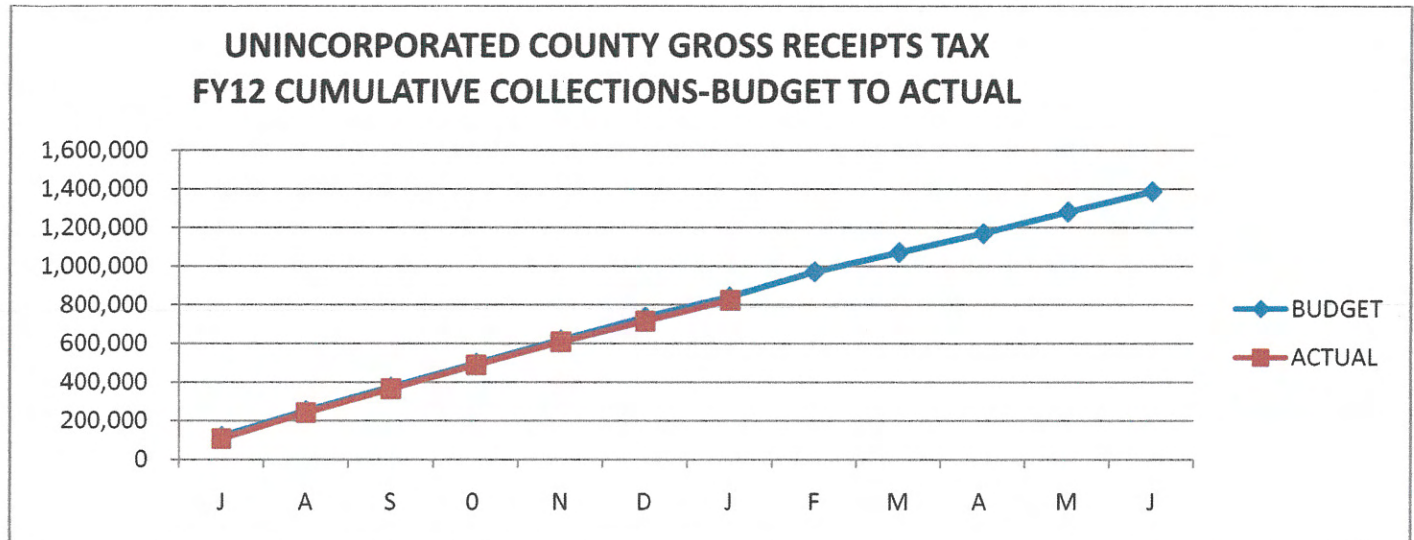
Actual property tax collections of \$29.4 million through the end of February exceed the budget of \$26.8 million by \$2.6 million. The collections are \$201,854 more than the prior year's collections for the same time period. The chart below includes collections through February, which reflect that collections are \$2,600,597 better than the established budget.



The gross receipts taxes are estimated from trend data and from economic analysis of the business activities in the areas of construction, wholesale, retail and service sectors. Cumulatively, both the county-wide and the unincorporated gross receipt taxes collected through February total \$25.80 million and are \$1,082,660 greater than or 4% above the cumulative budgeted amount of \$24.7 million. Total collections exceed the prior year by \$755,217 or 3.0% for the same time period.



Lastly, the unincorporated GRT collections fell under budget for July through February by \$25,437. In FY 2012, the unincorporated GRT's were forecasted with a 13% downturn and we are hopeful that the forecasted downturn is sufficient. There are still small amounts of money, mainly penalty and interest, relative to delinquent collections for the sunsetted Fire Excise Tax totaling \$32,161 for collections through February. The total unincorporated GRT collections are \$46,322 or 4.7% below the prior year.



UPDATE ON FY 2012 BUDGET CUTS:

The budget cuts made by both management and the BCC have continued as of the last financial report to the Board. These cuts included the frozen positions, smart buying concept, restructured satellite offices, etc. The FY 2012 budget contemplated a fairly flat revenue (versus the reduced revenue in each of the past two years) based upon FY 2011 performance and other indicators that the local economy has leveled out. Some small cuts were made to the FY 2012 operational budgets of programs funded entirely or supported by the general fund or budgets that are reliant upon gross receipt taxes as the primary revenue source. Some budgets have fallen short and were adjusted by the mid-year budget resolution.

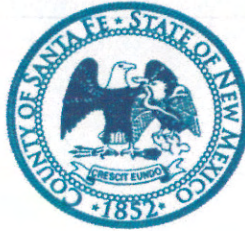
SUMMARY:

The finance division will continue to monitor recurring revenues which support recurring expenditures. We will continue to evaluate economic trends and ensure that the budget established is sufficient to meet the program/service needs for FY2012. Lastly, we have completed the budget kick-off meeting as well as individual trainings and office hours for the implementation of performance based budgeting for FY2013. Staff is moving along well with the transition to performance based budgeting and the sessions of office hours have proven valuable for county staff, as well as budget staff, we move forward with the implementation in the FY2013.

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: February 29, 2012

To: Board of County Commissioners

Cc: Katherine Miller, County Manager

From: Teresa Martinez, Finance Director

Re: A Resolution for Disposal of Personal Property

BACKGROUND

Each Santa Fe County Department/Division/Office participates in the process to review damaged, broken, or obsolete fixed assets inventory to determine whether assets are usable, safe for continued use, or if the cost to repair the item would be excessive. Santa Fe County follows the State of New Mexico statutory policies to dispose of personal property and equipment pursuant to NMSA 1978, Section 13-6-1 (2007).

ISSUE

The Santa Fe County Region III Drug Enforcement Task Force has submitted a list of items for transfer and surplus that are no longer required within its initiative (see attached list). Region III will return these items to High Intensity Drug Trafficking Areas Program (HIDTA). HIDTA will then distribute the items to other awarded agencies, in accordance with their funding policies. Upon approval, the attached property listed will be removed and re-distributed by Region III and HIDTA staff.

REQUESTED ACTION

The Resolution is submitted to the Board of County Commissioners for approval. Upon approval by the Board of County Commissioners, a copy of the Resolution will be submitted to the State Auditor's Office. The items will be released to HIDTA thirty days after notification to the State Auditor.

SANTA FE COUNTY

RESOLUTION NO. 2012-

**A RESOLUTION AUTHORIZING DISPOSAL OF PERSONAL
PROPERTY**

WHEREAS, Santa Fe County Region III Drug Enforcement Task Force desires to dispose of multiple items of personal property listed and indentified in Exhibit A, attached;

WHEREAS, Exhibit A details each item of personal property of Santa Fe County by property tag number and asset description;

WHEREAS, each item of personal property on Exhibit A has a current resale value of less than \$5000; and

WHEREAS, the items of personal property on Exhibit A are unusable or obsolete.

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners of Santa Fe County hereby approves the disposal and sale of personal property listed on Exhibit A pursuant to NMSA 1978, Section 13-6-1.

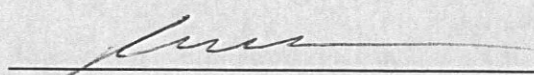
APPROVED, ADOPTED AND PASSED this 27th day of March 2012.

BOARD OF COUNTY COMMISSIONERS

Virginia Vigil, Chairperson

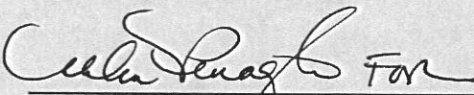
Valerie Espinoza, County Clerk

Approved As To Form



Stephen C. Ross, County Attorney

Finance Division Approval



Teresa C. Martinez, Finance Director

Date:

Date: 11-23-11

Date: 12-15-11

DEPARTMENT: SHERIFF'S DEPARTMENT / REGION III

PERSON COMPLETING

THE FORM: Mary Armijo y Clifford, Administrative Assistant

TELEPHONE NO.: (505) 473-7036

[illegible]

NOTE: Possible Reasons for Surplus:
Condition of the Asset:

Obsolete; excessive cost to repair; and, working but not currently used by the department
Damaged; destroyed; working (note the condition-good, fair, or poor)

Information Technology Division

(IT Staff Signature Certification)

We hereby certify that the assets noted above have been examined and the information is accurate to the best of our knowledge.

Department Director

Date:

12-15-11



REGION III DRUG ENFORCEMENT TASK FORCE

Law Enforcement Working Together to Serve Santa Fe, Los Alamos, Rio Arriba and Taos Counties in New Mexico

P. O. Box 23118
Santa Fe, NM 87502
(505) 471-1715 or (800) 662-6660

BOARD OF DIRECTORS

Captain Juan Martinez
New Mexico State Police
Chairman

D/C William Johnson
Vice-Chairman
Santa Fe Police
Department

Sheriff Robert Garcia
Secretary-Treasurer
Santa Fe County Sheriff's
Department

DATE: March 13, 2012

TO: The Board of County Commissioners
Santa Fe County, Santa Fe, New Mexico

FROM: Ralph W. Lopez, Region III
Program Manager

VIA: Robert Garcia, Sheriff
Santa Fe County Sheriff's Department

RE: ARRA Baseline Increase.

Handwritten signature: "cj for Tom"
Handwritten signature: "R. W. Lopez"

As Program Manager for the Region III Drug Task Force, I am requesting approval through the Board of County Commissioners; to budget the amount of \$3,331.98, Grant Award # 09-RA-JAG-REV-REG III-SFY12.

These monies were the remaining amount through the American Recovery Reinvestment Act, (ARRA) awarded through the Grants Management Bureau Department of Public Safety. The award will be utilized to address safety issues at the Region III Office. Funds need to be expended prior to May 31, 2012. Your consideration given to this request will be greatly appreciated.

SANTA FE COUNTY

Page 1 of 4

RESOLUTION 2012 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on March 27, 2012 did request the following budget adjustment:

Department / Division: Sheriff's Department / Region III

Fund Name: Law Enforcement Operations Fund (246)

Budget Adjustment Type: Budget Increase

Fiscal Year: 2012 (July 1, 2011 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1218	372	0800	Federal Grants / Drug Enforcement	3,331.98	
TOTAL (if SUBTOTAL, check here <u> </u>)					3,331.98	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1218	425	80-99	INVENTORY EXEMPT	3,331.98	
TOTAL (if SUBTOTAL, check here <u>XX</u>)					3,331.98	

Requesting Department Approval: [Signature] Title: Deputy Sheriff Date: 3-13-12

Finance Department Approval: [Signature] Date: 3/15/12

Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____

Updated by: _____ Date: _____

SANTA FE COUNTY

RESOLUTION 2012 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Ralph Lopez, Program Manager Dept/Div: Sheriff / Region III Phone No.: 505 - 473-7021

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose. The request of this Resolution is to budget the awarded remaining ARRA funds from the Department of Public Safety to address safety concerns and issues at the Region III Office.
- a) Employee Actions: NONE

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-99	Purchase an Alpha Key Pad with receiver and panic buttons	\$631.98
80-99	Purchase Prox. Pads for doors and Prox. Pads	\$2,700.00

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense XX

SANTA FE COUNTY

Page 3 of 4

RESOLUTION 2012 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Ralph Lopez, Program Manager Dept/Div: Sheriff / Region III Phone No.: 505-473-7021

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES NO NO XX
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES XX NO XX
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of an award letter and proposed budget. 09-RA-JAG-REV-REG III-SFY12; ARRA Funds effective February 1, 2011 through May 31, 2012.
 - c) Is this request is a result of Commission action? YES NO NO XX
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request. NONE

SANTA FE COUNTY

Page 4 of 4

RESOLUTION 2012 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of March, 2012.

Santa Fe Board of County Commissioners

Liz Stefanics, Chairperson

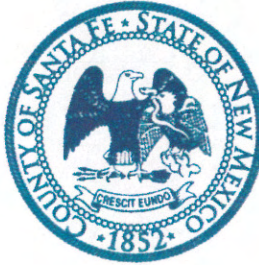
ATTEST:

Valerie Espinoza, County Clerk

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathleen Holian
Commissioner, District 4

Liz Stefanics
Commissioner District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: February 27, 2012

TO: Board of County Commissioners

FROM: Adam Leigland, Public Works Department Director

VIA: Katherine Miller, County Manager *aj pntm*

ITEM AND ISSUE: *BCC Meeting March 27, 2012*

RESOLUTION 2012 – A RESOLUTION REQUESTING AN INCREASE TO THE STATE SPECIAL APPROPRIATIONS FUND (318) TO BUDGET A GRANT AWARDED TO THE EDGEWOOD SENIOR CENTER FOR IMPROVEMENTS FOR BUILDING CODE COMPLIANCE INCLUDING THE PURCHASE AND INSTALLATION OF EQUIPMENT THROUGH THE NEW MEXICO AGING AND LONG-TERM SERVICES DEPARTMENT. / \$7,150 (PUBLIC WORKS)

BACKGROUND AND SUMMARY:

In January of 2012, the County received a grant in the amount of \$7,150 to make code compliance improvements to the facility including replacing the ceiling tiles at the center with tiles that can be wiped down and purchasing additional equipment for the kitchen.

ACTION REQUESTED:

Staff is requesting that Grant 12-1269, awarded through the New Mexico Aging and Long-Term Services Department be budgeted to make code compliance improvements to the facility and to purchase kitchen equipment for the Edgewood Senior Center in the amount of \$7,150.

SANTA FE COUNTY

RESOLUTION 2012 - _____

Page 1 of 4

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on March 27, 2012, did request the following budget adjustment:

Department / Division: Public Works/Projects, Facilities, & Open Space Fund Name: State Special Appropriations Fund (318)

Budget Adjustment Type: Budget Increase Fiscal Year: 2012 (July 1, 2011 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
318	0737	371	9000	State/Other	\$7,150	
TOTAL (if SUBTOTAL, check here)					\$7,150	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
318	0737	481	8001	Capital Purchases/Buildings & Structures	\$7,150	
TOTAL (if SUBTOTAL, check here)					\$7,150	

Requesting Department Approval: _____

Title: _____

Adam Leigland, PE, AICP

Director, Public Works

Date: 3/12/12

Finance Department Approval: _____

Date: 3/15/12

Entered by: _____

Date: _____

County Manager Approval: _____

Date: _____

Updated by: _____

Date: _____

SANTA FE COUNTY

RESOLUTION 2012 - _____

Page 2 of 4

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Agnes Leyba-Cruz Dept/Div: PW/Projects&Facilities & Open Space Phone No.: 995-6516

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.
In January of 2012 Santa Fe County received Grant 11-1269 "to make improvements for building code compliance including purchase and installation of equipment to the Edgewood Senior Center in Santa Fe County" from the State Department Agency on Aging. The Public Works Department would like to budget the grant amount of \$7,150 to replace ceiling tiles and to purchase equipment for the facility.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
8001	A grant amount of \$7,150 will be added to make improvements to the Edgewood Senior Center and to purchase equipment.	\$7,150

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY

Page 3 of 4

RESOLUTION 2012 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

DEPARTMENT CONTACT: Name: Agnes Leyba-Cruz Dept/Div: PW/Projects&Facilities & Open Space Phone No.: 995-6516

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES ☒ NO ☐
If YES, cite statute and attach a copy.

"Laws of 2011, Chapter 5, Section 4, Paragraph 39, Seven thousand one hundred fifty dollars (\$7,150) to the Edgewood Senior Center to make improvements for building code compliance, including purchase and installation of equipment, to the Edgewood Senior Center in Santa Fe County."

- b) Does this include state or federal funds? YES ☒ NO ☐
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

Grant Number: 11-1269

Award Date: January 2012

Grant Amount: \$7,150.00

- c) Is this request is a result of Commission action? YES ☐ NO ☒
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
- d) Please identify other funding sources used to match this request.

N/A

SANTA FE COUNTY

Page 4 of 4

RESOLUTION 2012 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th **Day of** March, 2012.

Santa Fe Board of County Commissioners

Liz Stefanics, Chairperson

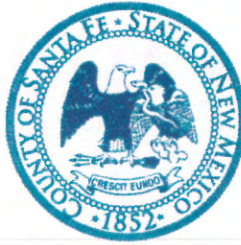
ATTEST:

Valerie Espinoza, County Clerk

Daniel "Danny" Mayfield
Commissioner, District 1

Virgina Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: *March 7, 2012*

TO: *Board of County Commissioners*

FROM: *Adam Leigland, Public Works Department Director*

VIA: *Katherine Miller, County Manager* *cy for TEM*

ITEM AND ISSUE: *BCC Meeting March 27, 2012*

Resolution 2012 – A resolution requesting an increase to the NMFA Loan Proceeds Fund (340) to budget a loan/grant from the Water Trust Board for bank stabilization and vegetative management on the Rio Quemado in the amount of \$46,000. This request is also for an operating transfer from the Capital Outlay GRT Fund (213) to the NMFA Loan Debt Service Fund (403) to pay debt service for the loan in the amount of \$4,600. (Public Works/Utilities, Adam Leigland)

BACKGROUND AND SUMMARY:

In October of 2010 the Board of County Commissioners, by Resolution No. 2010-188 approved the submission of applications to the Water Trust Board for funding consideration in the 2011 funding cycle. The Water Trust Board gave conditional approval for a 90/10 grant of \$41,400 with a loan component in the amount of \$4,600 for the Rio Quemado Watershed Restoration Project. The funding source identified in the readiness to proceed documentation for loan repayment and 5% cash contribution is Capital Outlay GRT (213). On January 31st, 2012 the Board of County Commissioners approved the Ordinance 2012-2 which authorized the execution and delivery of a water project fund loan/grant agreement between the New Mexico Water Trust Board, The New Mexico Finance Authority and Santa Fe County. This request is for a budget increase to the NMFA Loan Proceeds Fund (340) for the loan/grant proceeds from the Water Trust Board for project expenditures and for a transfer of funds from the Capital Outlay GRT Fund (213) to the NMFA Loan Debt Service Fund (403) for repayment of the loan.

ACTION REQUESTED:

The Public Works Department is requesting approval of a resolution to budget the loan/grant proceeds from the Water Trust Board in the amount of \$46,000 and for an operating transfer between Fund 213 and Fund 403 for repayment of the loan in the amount of \$4,600 for the Rio Quemado Watershed Restoration Project.

SANTA FE COUNTY

Page 1 of 4

RESOLUTION 2012 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on March 27, 2012, did request the following budget adjustment:

Department / Division: Public Works / Utilities

Fund Name: Capital Outlay GRT (213), NMFA Loan Proceeds (340)
and NMFA Debt Service Fund (403)

Budget Adjustment Type: Budget Increase and Transfer Between Funds Fiscal Year: 2012 (July 1, 2011 - June 30, 2012)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
340	1472	325	0000	Loan Proceeds / NMFA Loan	\$4,600	
340	1472	371	2000	Grants / NM Mortgage Finance Authority	\$41,400	
403	0000	390	0213	Operating Transfer In / From Fund 213	\$4,600	
TOTAL (if SUBTOTAL, check here)					\$50,600	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
213	0000	490	0403	Operating Transfer Out / To Fund 403	\$4,600	
213	7705	481	8010	Capital / Roadways/Water Systems		\$4,600
340	1472	481	8010	Capital / Roadways/Water Systems	\$46,000	
403	1630	419	9001	Debt Service / Principal Payment	\$4,600	
TOTAL (if SUBTOTAL, check here)					\$55,200	\$4,600

Requesting Department Approval: _____

Title: Adam Leigland, PE, AICP
Director, Public Works

Date: 3/2/12

Finance Department Approval: Carol H. Garand

Date: 3/15/12

Date: _____

County Manager Approval: _____

Date: _____

Entered by: _____

Date: _____

Updated by: _____

Date: _____

SANTA FE COUNTY

RESOLUTION 2012 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Karen Torres Dept/Div: Utilities Dept/ Public Works Phone No.: 992-9871

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

In October of 2010 the Board of County Commissioners, by Resolution No. 2010-188 approved the submission of applications to the Water Trust Board for funding consideration in the 2011 funding cycle. The Water Trust Board gave conditional approval for a 90/10 grant of \$41,400 with a loan component in the amount of \$4,600 for the Rio Quemado Watershed Restoration Project. The funding source identified in the readiness to proceed documentation for loan repayment and 5% cash contribution is Capital Outlay GRT (213). On January 31st, 2012 the Board of County Commissioners approved the Ordinance 2012-2 which authorized the execution and delivery of a water project fund loan/grant agreement between the New Mexico Water Trust Board, The New Mexico Finance Authority and Santa Fe County. To enable loan repayment and payment of project expenditures the transfer of funds from Capital Outlay GRT (213) designated for the Los Potreros Open Space to the NMFA Loan Proceeds Fund is required.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY

Page 3 of 4

RESOLUTION 2012 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Karen Torres Dept/Div: Pw/Utilities Phone No.: 992-9871

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES NO X
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
 - c) Is this request is a result of Commission action? YES NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
 - d) Please identify other funding sources used to match this request.

SANTA FE COUNTY

RESOLUTION 2012 - _____

Page 4 of 4

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of March, 2012.

Santa Fe Board of County Commissioners

Liz Stefanics, Chairperson

ATTEST:

Valerie Espinoza, County Clerk

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: March 13, 2012

To: Santa Fe County Board of County Commissioners

From: Maria B. Sanchez, Procurement Specialist, Senior 

Via: Vincent Ojinaga, Procurement Manager 
Scott Rivers, Open Space/Trails Field Coordinator 
Mark A. Hogan, Properties & Facilities Director 

Re: *Request approval to award RFP #2012-0104-CSD/MS to S&G Land and Cattle for Top of the World Agriculture Lease in the amount of \$4,500.00 per Year*

Issue:

The Procurement Division requests authorization to enter into a contract with S&G Land and Cattle for the Top of the World Agriculture Lease in the amount of \$4,500.00 per year.

The Procurement Division solicited a Request for Proposal #2012-0104-CSD/MS Top of the World Agriculture Lease. The solicitation was advertised in three (3) newspapers, posted on the County website, and e-mailed to two (2) companies on December 27, 2011. A Site Visit was held on January 5, 2012 and two companies were present. The County received one (1) proposal from S&G Land and Cattle. The other interested offeror failed to submit a proposal after the site visit. The proposal received by S&G Land and Cattle was deemed responsive.

Background:

In March 2010, Santa Fe County solicited for the first half of the Top of the World Agriculture Lease under RFP #2010-0174-CSD/MS. This half of the lease consisted of 1,700 acres that contained six (6) pivotal irrigated fields that were planted with organic alfalfa hay. The irrigated fields totaled approximately 720 acres and the other remaining 980 acres consist of dry-land pasture. That current lease is with S&G Land and Cattle for an annual rent of \$90,000.00 with an expiration of February 21, 2013.

The intent of the current Request for Proposal (RFP) was to lease the remaining portion of the property totaling approximately 1,466 acres, including 23 acres of public road easements, 1,423 acres of native grass dry-land pasture, and certain agricultural storage facilities, buildings and/or out buildings. This portion of the property does not have access to water and therefore has less value than the original 1,700 acres with the six irrigated fields.

Action Requested:

The Procurement Division requests authorization to enter into the Agriculture Lease for Top of the World #2012-0104-CSD/MS with S&G Land and Cattle for a yearly lease amount of \$4,500.00.

**LEASE AGREEMENT
WITH S&G LAND AND CATTLE COMPANY
FOR AGRICULTURAL FARM LEASE**

THIS LEASE AGREEMENT, hereinafter referred to as "the Lease," is made and entered into on this _____ day of _____, 2012 by and between Santa Fe County, New Mexico, a political subdivision of the State of New Mexico, hereinafter referred to as the "Lessor" and S&G Land and Cattle Company, sole proprietor whose address is 58 Country Road, Espanola, NM 87532, hereinafter referred to as the "Lessee."

1. Property Description

The Lessor hereby leases to the Lessee, to occupy and use for agricultural farming and /or other bona fide agricultural uses, certain property owned by Santa Fe County, totaling approximately 1,466 acres, including 23 acres of public road easements, as described on Exhibit "A" attached hereto, located in Taos County, New Mexico hereinafter referred to as "the Property."

2. General Requirements

- A. Effective Date and Term. The effective date of this Lease shall be the date this Lease is approved and executed by the Lessor and the Lessee's submission of an insurance certificate approved by the Lessor. The Lease term shall expire December 31, 2013.

Lessee shall make the first lease payment in accordance with and in the amount specified in Paragraph 5 (Rent). After the payment of the first lease payment, the annual lease payment shall be due to Lessor no later than April 1.

Lessee must request any extension of this Lease in writing in no less than ninety (90) days before the term expires.

This Lease Agreement may be terminated by Lessor at anytime upon thirty (30) days written notice from Lessor to Lessee on account of a breach by Lessee of an obligation or condition of this Agreement that is not timely cured to the satisfaction of the Lessor. This Agreement may also be terminated by Lessor at any time and without cause upon thirty (30) days written notice from Lessor to Lessee if Lessor determines in its discretion that it requires the Property for public purposes. In such event an adjustment in any paid rent shall be made and Lessor shall pay Lessee the fair market value of any then un-harvested growing crops located on the fields and planted by Lessee during the current growing year only, and upon such payment such un-harvested crops shall become the property of the Lessor.

- B. Amendments. Amendments or alterations to this Lease shall be in writing and shall be signed by both the Lessor and the Lessee.
- C. No partnership intended. This Lease shall not be deemed to be, nor intended to give

rise to, a partnership relationship between Lessor and Lessee.

- D. Right of entry. The Lessor, as well as its agents, officials and employees, shall have the right to enter the Property at any reasonable time to consult with the Lessee and make repairs, improvements, and inspections.
- E. No right to sublease. The Lessee does not have permission to lease or sublet any part of the Property or to assign the Lease to any person or persons whomever without the advance written consent of the Lessor. Any sublease or assignment of the Lease without the prior written consent of the Lessor shall be null and void and of no effect.
- F. Lessor's lien for rent and performance. The Lessor's lien provided by law on crops grown or growing shall, in addition to other remedies available to Lessor, serve as security for the rent herein specified and for the faithful performance of the terms of this Lease. If Lessee fails to pay the rent due or fails to perform the conditions of this Lease, all costs and attorney fees of the Lessor in enforcing collection or performance shall be added to and become a part of the obligations due and payable by the Lessee.
- G. As-is condition. The Lessee agrees to accept the Property for agricultural use "as is." Any brush, stumps, debris, or depressions existing on the Property which may impede crop production or the Lessee's use of the Property shall be removed or repaired at Lessee's sole expense.
- H. Removal requirements. The Lessee shall be solely responsible for all harvesting operations and all costs associated therewith and for removal of all crops and livestock introduced on the Property pursuant to this Lease upon expiration or termination of this Lease.
- I. Compliance with rules and regulations. The Lessee shall comply with all United States Department of Agriculture (USDA) and/or New Mexico Agriculture Department (NMAD) rules and regulations for the type of agricultural activities it conducts on the Property pursuant to the Agreement. Further, the Lessee shall comply with all NMAD, New Mexico Environment Department (NMED) and the United States Environmental Protection Agency (EPA) pesticide application laws, regulations, and requirements.
- J. Water pumping. The property does not have water for any purpose and the property is not provided with irrigation water from existing wells on Lessor's adjacent property. Lessee shall be responsible to bring in any water needed by Lessee on the property.
- K. No interference with Lessor's activities. All Lessee's activities pursuant to this Lease shall be performed in such manner as not to interfere with any activity which may be prescribed by the Lessor for the Property.
- L. Equipment security and storage. Lessee shall be solely responsible for the safety and security of any and all equipment, including Lessor's equipment kept on the Property.

The Lessor may designate an area within the property for use by the Lessee for equipment storage.

Storage of Lessee's equipment shall be at the Lessee's own risk and the Lessor does not warrant any care or security for said equipment nor shall Lessor be responsible for any loss or damage sustained by Lessee.

- M. Hazardous waste. Lessee's activities shall not violate any federal state or local environmental protection laws governing dumping or disposal of hazardous materials or waste on the Property.
- N. No warranty. Lessee shall provide no warranty or guarantee on behalf of the Lessor for any purposes as to quality or quantity of crops produced pursuant to this Lease.
- O. Licenses and taxes. Lessee shall pay all license fees, taxes, and any other governmental charge required to comply with the terms of this Lease.
- P. No hunting. Lessee shall have no hunting rights, nor shall Lessee allow any hunting, trapping, or recreational shooting of any type on the Property at any time. Lessee shall protect the property and facilities from damage or depredation by wildlife. Lessee shall coordinate required activities with the New Mexico Department of Game and Fish and cooperate in protecting the property and facilities from damage or depredation by wildlife.
- Q. Farm plan. Lessee shall provide to Lessor a written farm management plan and a list of any partners or proposed contractors for Lessor's approval no less than sixty (60) days prior to the start of farming operations each year this Agreement remains in effect.
- R. No trespass. Lessee shall secure the Property from unlawful trespass by third parties and shall maintain a physical presence on the Property at all times.
- S. Improvements and maintenance. Lessee may make improvements to buildings, fences, or water systems Lessee deems necessary for its operations but at Lessee's own expense provided Lessor consents to such improvements and that such improvements shall not be removed from the Property upon termination or expiration of the Lease. Lessee shall be responsible for providing all materials, labor and equipment necessary to make repairs and to maintain buildings, fences, water systems, and other facilities or equipment required as a result of ordinary wear and tear or damage resulting from Lessee's use, its employees, livestock or equipment. No expense shall be incurred on account of Lessor without first obtaining Lessor's written permission. The Lessee agrees not to take any action that might cause a mechanic's or other lien to be imposed upon the Property and agrees to indemnify the Lessor if actions taken by Lessee cause such a lien to be imposed.

3. Land Use

- A. The Property shall be used for agricultural farming, livestock grazing, and/or other bona fide agricultural uses. Lessee shall provide a written farm management plan detailing its proposed use of the property to the Lessor for approval prior to the start of operations under the Lease. As a condition of the Lease, the Lessor reserves the right to disapprove certain types of agricultural crop production, or other proposed use that may have a negative effect on the public health or safety.

Lessor may utilize the Property for grazing of livestock in numbers determined in accordance with accepted agricultural practices. If Lessee wishes to change or alter the approved use, it shall be requested through the farm management plan described in Section 2.Q. of this Lease and obtain Lessor's written approval prior to implementation.

- B. Use of accepted practices. Lessee shall till, fertilize, plant, irrigate, cultivate, harvest, or otherwise utilize the Property in accordance with commonly accepted farming practices, in an acceptable agricultural-like manner which will not cause damage to, and will reasonably conserve the value and future use of the Property.
- C. Protection and maintenance. Lessee shall protect and maintain all utilities, irrigation systems, canals, fences, cross fences, corner stakes or line markers, rights-of-ways and improvements on the Property.
- D. Crop residue. On the expiration or termination of the Agreement, Lessee shall transfer or remove any litter or debris and deliver possession of the Property to Lessor, in as good, or better, condition as when received, exclusive of acts of God.
- E. Harvest and removal. Lessee shall harvest and remove all crop(s) in a timely manner, and if not harvested, Lessee shall use or plow-under all crop residues.
- F. Prohibited crops and planting. Lessee shall not plant or attempt to produce any illegal or prohibited crops, nor shall Lessee plant trees or crops that will extend beyond one (1) growing season, excepting hay or forage crops. Lessor reserves the right to disapprove certain types of agricultural crop production, or other proposed use that may have a negative effect on public health or safety or will have a long term negative effects on the soil of the Property.
- G. Care of existing plantings and shrubs. Lessee shall take proper care of all permanent existing plantings such as trees, vines, and shrubs, and prevent injury to the same.
- H. Garbage. Lessee shall keep the Property neat and orderly and remove any garbage or refuse generated by any activities no related to ongoing farming operations.

- I. Waste/loss. Lessee shall prevent all unnecessary waste, loss, or damage to the Property.
- J. Pollution control. Lessee shall comply with all local, state and federal pollution control and environmental protection requirements and implement soil erosion control practices to comply with the soil loss standards mandated by local, state, and federal agencies.
- K. Chemicals. Lessee shall use prudence and care in transporting, storing, handling, and applying all fertilizers, pesticides, herbicides, and other chemicals and similar substances; follow label instructions for the use of such materials in order to avoid injury or damages to persons and/or property on the Property and adjoining areas; and shall comply with state pesticide training, licensing, storage, and usage. Furthermore, Lessee shall not apply chemicals for weed or insect control or other use, when used, at levels exceeding the manufacturer's recommend for soil types and vegetation involved.
- L. Report on chemical use. Lessee shall annually provide to the Lessor a written report indicating the product name, amount, date of application of all pesticides and fertilizers used on the Property along with the original invoices signed by the Lessee's chemical and fertilizer vendor. The amounts which appear on invoices must correspond to the to the amounts on the written reports.
- M. Battery disposal. Lessee shall dispose of tractor, car, equipment, and truck batteries properly. No batteries shall be stored on the Property for more than four (4) months, and removed from the Property at the end of this Lease.
- N. Tire disposal. Lessee shall dispose of used tires properly. No used tires will be stored on the farm for more than four (4) months. And all shall be removed from the Property at the end of this Lease.
- O. Natural Resource Conservation Services (NRCS) and Farm Service Agency. The Lessee agrees to follow NRCS and Farm Service Agency recommendations and to maintain all other requirements necessary to qualify current and future operators on the Property to participate in federal farm programs.
- P. Insurance. Lessee shall furnish the Lessor with a certificate of insurance coverage showing insurance in the amounts specified by Section 8 of this Agreement and shall give immediate notice of any cancellation or termination of the policy. For the term of the Lease, Lessee agrees that all applicable insurance policies shall name the Lessor as an additional insured and Lessor shall be entitled to receive notice of any cancellation or termination of insurance coverage. Lessee shall maintain insurance with a carrier acceptable to the Lessor that insures Lessee's activities under this Lease.

4. Operation and Maintenance

A. The Lessee agrees:

1. General maintenance. To provide the labor and materials necessary to maintain the Property and its improvements during the rental period to assure that upon expiration or termination of this Lease the Property is in as good a condition as it was at the beginning of this Lease. Damage from causes beyond the Lessee's control are expected.
2. Land Uses. Lessee shall not plow permanent pasture or cut live trees for sale or personal use, unless approved in advance by Lessor.
3. Noxious weeds. To use diligence to prevent noxious weeds from going to seed on the Property. Treatment of any noxious weed infestation and cost thereof shall be handled as the Lessee deems appropriate, subject to approval by Lessor.
4. Addition of improvements. Lessee shall not erect or permit to be erected on the Property any non-removable permanent structure or building, or incur any expense to the Lessor for such purpose.
5. Conservation. Control soil erosion according to a conservation plan; keep in good repair all terraces, open ditches, inlets and outlets of tile drains; preserve all established watercourses or ditches including grassed waterways; and refrain from any operation or practice that will injure such structures.
7. Costs of Operation. To pay all costs of Lessee's operations on the Property during the term of this Lease which may include, but not be limited to: fuel, fertilizer, lubricants, additional equipment, normal equipment maintenance and repair (of both Lessor's and Lessee's) equipment, labor, insurance, clothing, electrical, gas and telephone utilities, security, harvesting, winterizing Lessor's equipment, and marketing.
8. Prior agreements involving the Property. To comply with all conditions of any pre-existing agreement(s) entered into by Lessor with a third party that pertains to the Property and which may require compliance by Lessee.
9. Materials or Repairs. All materials for normal maintenance and repair shall be provided by the Lessee at the Lessee's sole expense.

B. The Lessor agrees:

1. Removable Improvements. Allow Lessee to make minor improvements of a temporary or removable nature, which do not mar the condition or appearance of the Property at the Lessee's expense and which are not considered "fixtures." The Lessee may remove such temporary improvements at any time this Agreement is in effect, provided the Lessee leaves in good condition that part of the Property from which such improvements are removed. The Lessee shall have no right to compensation for improvements that are not removed, except as otherwise may be mutually agreed.

C. Lessor and Lessee agree:

1. Not to obligate the other Party. Neither party hereto shall pledge the credit of the other party hereto for any purpose whatsoever without the consent of the other party.
2. Mineral Rights. Nothing in this Lease shall confer upon the Lessee any right to minerals underlying the Property and the same are hereby reserved by the Lessor, together with full right to enter upon the Property and to bore, search, and excavate for same, to work and remove same, and to deposit excavated rubbish, and with full liberty to pass over the Property with vehicles and to lay down and work any railroad track or tracks, tanks, pipelines, power lines, and structures as may be necessary or convenient for the above purpose. The Lessor agrees to reimburse the Lessee for any actual damage suffered for crops destroyed by these activities and to release the Lessee from obligation to continue farming when development of mineral resources interferes materially with the Lessee's opportunity to make a satisfactory return.

5. **Lease Payment**

Lessee's annual lease payment for the premises is based on a 12-month calendar year. The annual lease payment shall be **Four Thousand Five Hundred (\$4,500.00) dollars**. Lessee shall pay the initial lease payment in the amount of **Three Thousand Seven Hundred Fifty (\$3,750.00) dollars** no later than April 1, 2012. Thereafter, Lessee shall pay to Lessor an annual lease payment of \$4,500.00 no later than April 1 of each year, including any extensions of this Lease approved by Lessor.

In the event Lessee terminates this Lease after making an annual lease payment on April 1 and before December 31, no further lease payment will be due. In the event the termination is effective after December 31 and before April 1, a prorated lease payment shall be made prior to the date of termination.

Lessee may request an extension of the term of this Lease in one (1) year increments not to exceed December 31, 2015. A request for extension shall be made in writing in no less than ninety (90) days before the lease term expires. Lessee's failure to timely pay the lease payment shall be sufficient grounds for Lessor to terminate this Agreement.

6. Indemnity

- A. The Lessee shall defend, indemnify, and hold harmless the Lessor and its officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys' fees) resulting from or directly or indirectly arising out of the Lessee's occupation, activities and use of the Property under this Lease, including but not limited to, the Lessee's breach of any of its obligations under this Lease.
- B. The Lessee agrees that the Lessor shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the Lessor and that such suit will not be settled without the Lessor's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the Lessor and the Lessee in such demand, suit, or cause of action, counsel shall be retained by Lessee to represent the Lessor's interest. In such conflict situation, County shall approve any legal counsel retained by Lessee to represent the County's interest.
- C. The Lessee's obligations under this section shall not be limited by the provisions of any insurance policy the Lessee is required to maintain under this Lease.

7. New Mexico Tort Claims Act

No provision of this Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by the Lessor or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-1-1, et seq.

8. Insurance

- A. General Conditions. The Lessee shall submit proof of insurance to Lessor required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico. For the term of the Agreement, Lessee agrees that all insurance policies shall name the Lessor as an additional insured and that Lessor shall receive notice of expiration or termination of any insurance policy.
- B. General Liability Insurance, Including Automobile. The Lessor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,050,000 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed by the Lessee; coverage for the use of all owned, non-owned,

hired automobiles, vehicles and other equipment, both on and off the Property; and contractual liability coverage under which this Lease is an insured contract. The Lessor shall be named an additional insured on the policy.

C. **Worker's Compensation Insurance.** The Lessee shall comply with all applicable provisions of the Worker's Compensation Act.

D. **Increased Limits.** If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended) the Lessee shall increase the maximum limits of any insurance required herein.

9. Independent Entity

The Lessee and its agents and employees are independent entities and are not employees or agents of the Lessor. Accordingly, the Lessee and its agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use the Lessor's vehicles, or participate in any other benefits afforded to employees of Lessor. Except as may be expressly authorized elsewhere in this Agreement, the Lessee has no authority to bind, represent, or otherwise act on behalf of the Lessor and agrees not to do so.

10. Appropriations and Authorizations

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Board of County Commissioners of Santa Fe County and/or, if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the Lessor to the Lessee. Such termination shall be without penalty to the Lessor and the Lessor shall have no duty to reimburse the Lessee for expenditures made under this Agreement. The Lessor is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by Santa Fe County. The Lessor's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Lease shall be final and not subject to challenge by the Lessee in any way or forum, including a lawsuit.

11. Release

Upon the expiration or termination of this Lease, the Lessee releases the Lessor, its Elected Officials, officers, agents and employees from all liabilities, claims, and obligations whatsoever arising from or under or relating to this Lease.

12. Notices

All notices required to be given to the Lessor under this Lease shall be mailed (pre-postage paid) to:

Santa Fe County
County Attorney's Office
102 Grant Ave. PO Box 276
Santa Fe, NM 87504-0276

All notice required to be given to the Lessee under this Lease shall be mailed (pre-postage paid) to:

S&G Land & Cattle Company
Attn: Ronnie C. Salazar, President
58 County Road 111
Espanola, NM 87532

IN WITNESS WHEREOF, the parties have executed this Lease as of the date first written above.

SANTA FE COUNTY:

Liz Stefanics, Chair
Board of County Commissioners

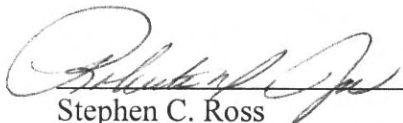
Date

Attest:

Valerie Espinoza
Santa Fe County Clerk

Date

Approved as to Form:



Stephen C. Ross
Santa Fe County Attorney



Date

Finance Department Approval:

Teresa Martinez
Teresa Martinez
Santa Fe County Finance Director

2/13/2012
Date

CONTRACTOR:

Ronnie C. Salazar
(Signature)

2/15/12
Date

By: Ronnie C. Salazar
(Print Name)

Its: President
(Print Title)

FEDERAL TAX I.D. NUMBER: _____

APPENDIX A

PROPERTY DESCRIPTION TOP OF THE WORLD FARM LEASE PARCEL #2

A certain tract of land north of the Sunshine area, Taos County, New Mexico; within the Sangre de Cristo Grant; located within projected Sections 2, 3, 10, 11, 14, 15, 22 and 23 Township 31 Range 12 East, NMPM; as shown on a private survey for the Costilla Estates Development Co.; and more particularly described by metes and bounds as follows;

From the 8-1/2 MM, a 1943 USGLO brass cap monument, proceed S 55° 33' 03" E, 2004.46 ft. to a 1/2 in. rebar set on the south boundary of the Sangre de Cristo Grant, thence along said boundary; N 55° 33' 03" W, 5915.77 ft. to the re-established position of the 7MM, a 1/2 in. rebar set, thence; N 55° 34' 03" W, 5279.72 ft. to the re-established position of the 6MM, a 1/2 in. rebar set, thence; N 55° 35' 03" W, 2639.53 ft. to the 5-1/2 MM, a 1943 USGLO brass cap monument found, thence; N 55° 35' 36" W, 993.13 to a 1/2 in. rebar set previously, thence leaving said grant boundary; N 00° 08' 51" E, 3651.38 ft. to a 1/2 in. rebar found, thence; S 89° 51' 37" E, 3513.68 ft. to a 1/2 in. rebar, the Point of Beginning and the SW corner of the parcel herein described.

From said POB proceed;

N 00° 04' 08" E, 10,560.29 to a 1/2 in. rebar found, thence;
 N 00° 04' 18" E, 5284.22 ft. to the NW corner of the herein described parcel, a 1-1/2 in. iron pipe found, thence;
 N 89° 50' 04" E, 2980.21 ft. to a 1/2 in. rebar found, thence;
 N 00° 01' 36" E, 984.95 ft. to a 1/2 in. rebar set, thence;
 S 89° 53' 30" E, 968.18 ft. the NE corner of the herein described parcel, a 1/2 In. rebar set, thence;
 S 00° 02' 05" W, 6273.72 ft. along the east line of County Road B-050 to a 1/2 in. rebar set, thence, continue along the east line of County Road B-050;
 S 00° 08' 49" W, 5282.50 to a 1/2 in. rebar set,
 thence continue along the east line of County Road B-050, S 00° 04' 57" E, 5293.24 ft.,
 thence leaving said east line of County Road B-050, N 89° 51' 37" W, 3949.32 ft. to the Point of Beginning.

This tract contains 1,466 acres, more or less; being part of a tract of land shown on a survey plat entitled "Wrangler Properties II, LLC to Grande de Rio Grande, Ltd.", RGSS survey no. L1193, by Scott B. Crowl, NMLS no. 12441, dated 04/01/99, revised 06/22/99. Subject to all rights of way and easements of record.

Daniel "Danny" Mayfield
Commissioner, District 1

Virginia Vigil
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Elizabeth Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

TO: Santa Fe County Board of County Commissioners

FROM: Tila Rendon-Varela, Procurement Specialist Senior *TRV 3.13.12*

VIA: Vincent "Corky" Ojinaga, Santa Fe County Procurement Manager *U/S 3/13/12*

DATE: March 27, 2012

SUBJECT: Acceptance of Amendment #1 to Agreement #2010-0323-ASD/TRV, Indefinite Price Agreement with Matthews Office Supply for Office Supplies for Santa Fe County.

ISSUE:

The Santa Fe County Purchasing Division requests approval of Amendment #1 to Agreement #2010-0323-ASD/TRV with Matthews Office Supply.

BACKGROUND:

In July 2010 the Santa Fe County Purchasing Division solicited an Invitation for Bid for items most used by Santa Fe County in an effort at a cost savings initiative. The Santa Fe Board of County Commissioners approved a two year Price Agreement with Matthews Office Supply at the September 28, 2010 BCC meeting.

Between FY2010 (before cost initiate) and FY2011 (after cost initiative) approximately \$25,000 has been saved by Santa Fe County.

RECOMMENDATION:

The Purchasing Division requests the support of the Board of County Commissioners to continue the cost saving initiative and approve Amendment #1 to the Price Agreement with Matthews Office Supply. This amendment will increase the prices of 42 (out of 150) items by 5% due to a manufacturer's increase.

**AMENDMENT NO. 1
TO PRICE AGREEMENT NO. 2010-0323A-ASD/TRV
BETWEEN SANTA FE COUNTY AND
MATTHEWS OFFICE SUPPLY, INC.**

THIS AMENDMENT is made and entered into as of this ____ day of _____, 2012, by and between **Santa Fe County**, a political subdivision of the State of New Mexico (hereinafter referred to as "the County") and **Matthews Office Supply, Inc.** (hereinafter referred to as "the Contractor").

WHEREAS, in September 2010, the County and the Contractor entered into Price Agreement No. 2010-0323A-ASD/TRV whereby the Contractor agreed to provide 152 items of office supplies at fixed prices over a term of two (2) years (Attachment A to Price Agreement);

WHEREAS, Paragraph 2.G of Price Agreement No. 2010-0323A-ASD/TRV permits the parties to periodically adjust the prices of the Price Agreement to account for fluctuations in the costs of office supplies;

WHEREAS, the County and Contractor wish to revise and adjust the pricing for certain office supply items due to price increases by Contractor's suppliers and manufacturers;

WHEREAS, Paragraph 2.G of the Price Agreement is a price adjustment provision based on the Producers Price Index (PPI) which is periodically issued by the US Bureau of Labor Statistics;

WHEREAS, use of the PPI for each office supply item of the Price Agreement is not feasible and an optional method for price adjustment should be incorporated into the Price Agreement;

WHEREAS, Paragraph 21 of the Price Agreement the parties to amend the Agreement by an instrument in writing executed by the parties;

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Price Agreement No. 2010-0323A-ASD/TRV is amended by inserting a subparagraph H to Paragraph 2 (Goods to be Provided) to read as follows:

H. One-time Price Adjustment. If periodic application of the PPI as provided in G above is not feasible, the parties may mutually agree to an adjustment of prices of certain office supply items listed on Attachment A.

2. Attachment A of Price Agreement No. 2010-0323A-ASD/TRV is amended by adjusting the prices of 42 Items such that the price of each Item is increased by 5% of the former price. Attachment A of the Price Agreement is replaced in its entirety with the Adjusted Price Schedule

attached hereto. The prices on the Adjusted Price Schedule shall be effective on the date this Amendment No. 1 is executed by the parties.

3. All other provisions of Price Agreement No. 2010-0323A-ASD/TRV and Attachment A not specifically amended or replaced as stated in this Amendment No. 1, remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 as of the date first written above.

SANTA FE COUNTY

Liz Stefanics, Chair
Santa Fe Board of County Commissioners

Date

Attest:

Valerie Espinoza
Santa Fe County Clerk

APPROVED AS TO FORM:

Stephen C. Ross
Santa Fe County Attorney

February 14, 2012

Date

FINANCE DEPARTMENT APPROVAL:

Teresa C. Martinez
Santa Fe County Finance Director

2/26/12

Date

CONTRACTOR

Tom Matthews
President
Matthews Office Supply, Inc.

2/28/12

Date

ADJUSTED
PRICE SCHEDULE

Item	Item #	Unit	Article and Description	Price
1	ITA 30027	DZ	Black Pens – medium point	\$ 0.70
2	ITA 30028	DZ	Blue Pens – medium point	\$ 0.70
3	ITA 30029	DZ	Red Pens – medium point	\$ 0.70
4	ITA 70215	DZ	Pencils – No.2	\$ 0.56
5	ITA 36153	DZ	Mechanical Pencils 0.7 mm	\$ 1.46
6	ITA 36152	DZ	Mechanical Pencils 0.5 mm	\$ 1.46
7	SAN 30001	DZ	Permanent Marker – fine point, black	\$ 0.55
8	ITA 30015	ST/4	Dry Erase Markers – chisel tip, assorted	\$ 1.29
9	ITA 30004	DZ	Highlighters – chisel tip, yellow	\$ 0.36
10	ITA 33321	DZ	Highlighters – chisel tip, pink	\$ 0.36
11	ITA 38105	TB	Pencil Lead 0.7 mm	\$ 0.15
12	ITA 38014	TB	Pencil Lead 0.5 mm	\$ 0.16
13	PEN ZE22A	EA	Clic Eraser/Grip Eraser	\$ 1.41
14	PEN ZER2BPK6	PK	Clic Eraser Refills – 2 PER PACK	\$ 0.90
15	BSN 65638	BX	Paper Clips – small	\$ 0.16
16	- NO BID -		Paper Clips – medium	- NO BID -
17	BSN 65639	BX	Paper Clips - large	\$ 0.44
18	SPR 01605	TUB/500	Paper Clips – assorted	\$ 0.90
19	BSN 36550	DZ	Binder Clips – small, 3/4”	\$ 0.19

20	BSN 36551	DZ	Binder Clips – medium, 1 1/4”	\$ 0.43
21	BSN 36552	DZ	Binder Clips – large, 2”	\$ 1.15
22	SPR B21	BX	Paper Fastener – Prong Base, 2 3/4 , 2” capacity – 100 PER BOX	\$ 1.09
23	SPR C1	BX	Paper Fastener – Compressor, 2 3/4, 3 1/2 “ capacity – 100 PER BOX	\$ 0.95
24	SPR R20	BX	Two Piece Paper Fastener – Prong & Compressor, 2” capacity – 100 PER BOX	\$ 0.95
25	BSN 65648	EA	Stapler	\$ 1.89
26	BSN 65649	BX	Staples – standard – 5,000 PER BOX	\$ 0.51
27	BSN 65650	EA	Staple Remover – jaw style	\$ 0.25
28	BSN 36612	PK/12	Post Its – 3 x 3 – YELLOW	\$ 1.79
29	BSN 16454	PK/12	Pop Up Post Its – 3 x 3 – YELLOW	\$ 2.47
30	BSN 36610	PK/12	Post Its – 1 1/2 x 2 – YELLOW	\$ 0.91
31	DIS- CONTINUED		Post Its – 4 x 4, lined – YELLOW	NOT AVAILABLE
32	MMM 7671	PK/12	Fax Transmittal Pads – preprinted, self stick	\$ 6.51
33	SPR 19256	PK/140	Color Coding Flags – 3/8 x 1 7/10, assorted	\$ 1.47
34	SPR 19257	PK/100	Sign Here Flags – 1 x 1 3/4	\$ 1.47
35	BSN 42255	BX/100	Inter-Office Envelopes – string/button, 10 x 13	\$ 12.59
36	BSN 42250	BX/500	Plain Envelopes – white, 4 1/8 x 9 1/2	\$ 6.55
37	BSN 42251	BX/500	Window Envelopes – white, #10, 4 1/8 x 9 1/2	\$ 11.49
38	SPR 01347	BX/100	Manila Envelopes – clasp, light brown, 8 3/4 x 11 1/2	\$ 11.19
39	BSN 36663	BX/100	Manila Envelopes – clasp, light brown, 9 x 12	\$ 5.41

40	BSN 36665	BX/100	Manila Envelopes – clasp, light brown, 10 x 13	\$ 6.45
41	BSN 36666	BX/100	Manila Envelopes – clasp, light brown, 10 x 15	\$ 9.15
42	SEL 21485	BX/25	Self-Seal Padded Mailer – 7 1/4 x 8	\$ 10.41
43	SEL 21486	BX/25	Self-Seal Padded Mailer – 8 1/2 x 12	\$ 11.49
44	BSN 17525	BX/100	Manila Folders – letter, 1/3 cut	\$ 5.07
45	BSN 17526	BX/100	Manila Folders – legal, 1/3 cut	\$ 7.42
46	BSN 65776	BX/100	Colored Folders – letter, 1/3 cut, all colors – RD, GRN, YW, BLU	\$ 10.04
47	BSN 17533	BX/25	Hanging Folders – letter, 1/5 tab	\$ 4.79
48	BSN 43570	BX/25	Hanging Folders – legal, 1/5 tab	\$ 6.05
49	SPR SP17262	BX/50	Heavyweight Manila End Tab Folders w/Fasteners – 2” capacity, letter	\$ 16.61
50	SPR SP17237	BX/100	Manila End Tab Folders – 3/4 expansion, letter	\$ 10.85
51	SMD 75114	BX/25	Manila End Tab File Pockets – 1 3/4 expansion, letter	\$ 30.95
52	SJP S13642	BX/50	Double Ply End Tab Expansion Folders w/Fasteners – 2” capacity – RD, GRN, BLU, PUR	\$ 18.65
53	SPR SP17267	BX/50	Top Tab Folders w/Embossed Fasteners – 1” capacity – RD,GRN,BLU,YW	\$ 18.39
54	SPR SP17213	BX/50	Top Tab Folders w/Fasteners – 2” capacity, 1/3 cut, 3/4 expansion, letter	\$ 15.55
55	SPR SP17200	BX/10	Pressboard Classification Folder – 4 section, letter, 2” capacity – BLU,B.RD,DK.BLU,GN,YW	\$ 12.84
56	SPR SP17205	BX/10	Pressboard Classification Folder – 6 section, letter 2” capacity-BLU,B.RD, DK.BLU, GN,YW	\$ 15.16
57	SMD 14094	BX/10	Pressboard Classification Folder – 8 section, letter, 3” capacity- BLU,B.RD, DK.BLU, GN,YW	\$ 36.90
58	SMD 18730	BX/10	Pressboard Classification Folder – 4 section, legal, 2” capacity-BLU,B.RD, DK.BLU, GN,YW	\$ 25.57

59	SPR SP17224	BX/10	Pressboard Classification Folder – 6 section, legal, 2” capacity-BLU,B.RD, DK.BLU, GN,YW	\$ 17.99
60	SMD 19094	BX/10	Pressboard Classification Folder – 8 section, legal, 3” capacity-BLU,B.RD, DK.BLU, GN,YW	\$ 41.29
61	ACC 17021	EA	Pressboard Report Cover w/Reinforced Hinge – 2” capacity, 8 ½ x 11- BLK,LT.BLU,DK.BLU,RD	\$ 2.19
62	SPR 71441	BX/25	Clear Front Report Cover w/Fasteners – 100 sheet capacity, holds 8 ½ x 11 size sheets	\$ 6.77
63	BSN 65792	BX/10	File Pocket – 5 1/4 expansion, letter	\$ 6.38
64	SMD 73223	EA	Colored File Pocket – 1 3/4 expansion, letter-BLU,GN,RD,YW	\$ 1.12
65	SPR 26550	EA	Colored File Pocket – 2” expansion, letter – BLU, GN, RD,YW	\$ 0.51
66	SPR 26534	EA	Index Expanding File – index A – Z, 21 pockets, 7/8” capacity, without flap, letter	\$ 4.24
67	SPR 26576	EA	Expanding Wallet – 5” capacity, elastic cord closure, legal	\$ 1.57
68	SPR 71435	BX/25	Twin Pocket Portfolios – holds up to 150 sheets, holds 11 x 8 1/2 sheets, all colors	\$ 4.52
69	BSN 28440	EA	1” Binder – D ring, view	\$ 2.02
70	BSN 28442	EA	2” Binder – D ring, view	\$ 2.95
71	BSN 28443	EA	3” Binder – D ring, view	\$ 3.71
72	BSN 28444	EA	4” Binder – D ring, view	\$ 5.47
73	BSN 28445	EA	5” Binder – D ring, view	\$ 8.03
74	BSN 20067	ST	Binder Insert Tabs – 8 tab	\$ 0.48
75	AVE 11911	PK/25	Binder Insert Tabs – numbered – ALL NUMBERS	\$ 1.42
76	AVE 01401	PK/20	Binder Insert Tabs – lettered – ALL LETTERS	\$ 1.42
77	AVE 11374	ST	Binder Insert Tabs – a thru z	\$ 1.60
78	AVE 11449	ST	Translucent Dividers – clear label dividers, 5 tab per set	\$ 3.67

79	SPR 74106	BX/50	Sheet Protectors – top load, medium clear	\$ 2.08
80	MAX 648200	PK/100	CD-R Discs – 700 mb	\$ 12.90
81	IMN 41149	PK/25	CD-RW – 700 mb	\$ 12.95
82	VER 95058	PK/25	DVD-R – 4.7 gb	\$ 8.92
83	CCS 26500	BX/100	DVD/CD Sleeves – envelopes w/clear window	\$ 1.48
84	BSN 26148	PK/100	Full Face CD Labels	\$ 8.84
85	AVE 75263	PK/5	CD Binder Pages – for use w/three ring binder (for CD storage)	\$ 5.59
86	ELI 26071	PK/50	DVD Labels	\$ 6.14
87	APR 60045	EA	Scotch Tape – invisible tape, 3/4 x 1296, 1” core	\$ 0.53
88	SPR 64007	EA	Scotch Tape Dispenser – 1” core, up to 3/4 tape width	\$ 0.95
89	SPR 01613	RL	Packaging Tape – 2 x 110 yds. w/3” core	\$ 1.21
90	BSN 28650	DZ	Calculator Tape – 2 1/4 x 150 ft.	\$ 4.17
91	BSN 26941	EA	Notebook – 6 x 9 gregg rule	\$ 0.79
92	BSN 63110	DZ	Legal Note Pads – white, 5 x 8	\$ 4.07
93	BSN 63108	DZ	Legal Note Pads – white, 8 ½ x 11	\$ 5.91
94	RED 33502	EA	Notebook – 5 x 7, college ruled	\$ 1.19
95	ESS 25093	EA	Memo Book – 3 x 5, top wire bound, narrow ruled	\$ 0.78
96	TOP 3002S	DZ	Phone Message Pad – 4 1/4 x 5 1/2	\$ 3.01
97	SPR 02301	EA	Wire-bound Message Books – black print carbonless duplicates w/stop card to prevent write through, 2 ¾ x 5	\$ 2.20
98	ABF TC1182	EA	Money/Rent Receipt Books – Carbonless, 3 part, 7 5/8 x 11	\$ 4.23

99	ITA 01539	EA	Liquid Paper – white	\$ 0.39
100	TOM 68620	EA	Correction Tape – sideways application	\$ 1.58
101	MAC ML3000	BX/3000	Address Labels – white, inkjet/laser printer, 1 x 2 5/8	\$ 7.48
102	MAC ML8100	BX/8000	Mailing Labels – white, inkjet/laser printer, 1/2 x 1 3/4	\$ 7.62
103	BSN 26102	PK/1500	File Folder Labels – 1/3 cut, white, 3 7/16 x 2/3	\$ 7.43
104	BSN 26101	PK	File Folder Labels – 1/3 cut, assorted colors, 3 7/16 x 2/3	\$ 3.12
105	MAC ML0100	BX/100	Shipping Labels – 8 1/2 x 11	\$ 7.48
106	AVE 16141	PK	Self Stick Plastic Index Tabs – side mount, heavy duty, write on	\$ 1.89
107	SMD 67420	RL	Numerical End Tab File Folder Labels – single digit label, colored numeral, white background, 0 - 9	\$ 5.23
108	TAB 58090	PK	Exhibit Labels - Yellow	\$ 2.89
109	AVE 8871	PK	Business Cards – 2 x 3 1/2, white, inkjet printer	\$ 8.59
110	SPR 81001	BX/100	Push Pins – 3/8, assorted	\$ 0.85
111	BAU 68909	EA	Badge Straps w/Clips – clear	\$ 0.27
112	ESS 44212	EA	Diploma Cover – 12 x 10	\$ 13.45
113	BSN 15745	BX/1LB	Rubber Bands – assorted sizes	\$ 2.63
114	BSN 15743	BX/1LB	Rubber Bands – 3 1/2 x 1/8 x 1/32	\$ 2.63
115	BSN 15729	BX/1LB	Rubber Bands – 7 x 1/8 x 1/16	\$ 2.63
116	SPR 52625	CTN/2	Flip Chart – 27 x 34 - unrul	\$ 19.31
117	SAN 22474	SET/4	Flip Chart Markers – bullet tip, assorted	\$ 2.22
118	SPR 01188	BX/50	Laminating Sheets/Pouches - letter	\$ 19.90
119	SPR 01153	BX/100	Laminating Pouches – clear, 5 mils, 2 15/16 x 4 1/8	\$ 1.65

120	HEW C6979A	PK/50	Photo Paper – luster, 8 1/2 x 11	\$ 16.78
121	SPR 38950	EA	Desktop Copyholder – paper holder/line guide	\$ 3.38
122	BSN 65647	EA	Scissors – 8 inch	\$ 1.20
123	BSN 15788	EA	Glue Stics – clear, 1.27 oz.	\$ 0.48
124	EVE EN92	PK/24	Batteries - AAA	\$ 8.48
125	EVE EN91	PK/24	Batteries - AA	\$ 8.22
126	EVE EN93	PK/12	Batteries – C	\$ 7.16
127	EVE EN95	PK/12	Batteries – D	\$ 9.02
128	EVE EN22	PK/12	Batteries – 9 Volt	\$ 15.25
129	VER 95236	EA	Flash Drives – 4 gb	\$ 14.05
130	AAG E717-50	EA	Daily Desk Calendar Refill – 12 month, loose leaf/two hole, 3 ½ x 6	\$ 1.32
131	AAG SK24-00	EA	Monthly Desk/Wall Calendar – 12 month, 22 x 17	\$ 2.66
132	DTM 12010	EA	Planner Refill – one page per day, 7 ring, 5 ½ x 8 ½	\$ 13.97
133	DTM 14010	EA	Planner Refill – one page per day, 7 ring, 8 ½ x 11	\$ 15.62
134	DTM 87228	PK	Lined Note Pads for Organizer – 7 ring, 5 ½ x 8 ½	\$ 2.61
135	DTM 87328	PK	Lined Note Pads for Organizer – 7 ring, 8 ½ x 11	\$ 2.99
136	AAG 70100Y05	EA	Weekly/Monthly Planner – 12 month, 2 pages per week, 6 7/8 x 8 ¾	\$ 10.26
137	AAG 7065005	EA	Weekly/Monthly Planner – 12 month, 2 pages per week, 8 ¼ x 10 7/8	\$ 12.15
138	CCS 24305	EA	Air Dusters – 10 oz, spray tube	\$ 2.44
139	CCS 24224	EA	Monitor Wipes – pre-moistened	\$ 2.18
140	GJO 10450	EA	Hand Sanitizer – pump	\$ 2.69

141	GJO 10475	EA	Disinfecting Wipes	\$ 2.99
142	COX 38504EA	EA	Disinfecting Spray	\$ 3.53
143	GEP 48100BX	EA	Facial Tissue	\$ 0.92
144	GJO 10358	EA	Dishwashing Liquid	\$ 2.75
145	PAG 32370	BX	Laundry Detergent	\$ 4.79
146	SPR 01488	EA	Ruler – 12”	\$ 0.19
147	MLK 3D	EA	4 Pin Tumbler Lock – 1 ½” width	\$ 4.85
148	SWI 54031	DZ	Fingertip Grips - small	\$ 1.14
149	SWI 54032	DZ	Fingertip Grips - medium	\$ 1.14
150	SPR 01569	EA	Fingertip Moistener – 3/8 oz.	\$ 0.49
151			Toner - Manufactured	25 %
151 A			Toner – Re-manufactured	50 %
152			Colored Paper	50 %