

**AGREEMENT BETWEEN  
SANTA FE COUNTY AND THE  
VISTA GRANDE PUBLIC LIBRARY**

**THIS AGREEMENT** (“Agreement”) is made and entered into on this 24<sup>th</sup> day of September \_\_\_\_\_ 2013, by and between Santa Fe County (hereinafter referred to as “County”), a New Mexico political subdivision, and the Vista Grande Public Library (hereinafter referred to as “Contractor”), incorporated as a New Mexico non-profit public library with a principal address at 14 Avenida Torreon, Santa Fe, New Mexico 87508.

**RECITALS**

**WHEREAS**, the Contractor is a nonprofit public library created for the purpose of providing residents of the communities in the Southeast sector of Santa Fe County with free and equal access to resources, materials, and services that encourage and support their educational, cultural, recreational, intellectual, and informational interests;

**WHEREAS**, the Contractor is subject to Article IX, Section 14 of the Constitution of the State of New Mexico, the Anti-Donation Clause, that prohibits the State of New Mexico from making direct grants of aid to private entities;

**WHEREAS**, in the spirit of cooperation, mutual respect and service to the residents of Santa Fe County, this Agreement confirms the parties’ commitment and mutual cooperation which recognizes that the partnering activities between government and private entities of similar purposes may produce community and constituency benefits beyond what might be produced independently;

**WHEREAS**, the Contractor agrees to make tangible assets such as books and other library materials and resources belonging to the County available as part of the Contractor’s general library resources and informational programs and services;

**WHEREAS**, by including County-owned library books and materials accessible as part of the Contractor’s library resources, the Contractor provides residents of Santa Fe County with programs that promote reading, literacy and general educational opportunities for community members to enhance their cultural and leisure activities; and

**WHEREAS**, the County desires to continue partnering with the Contractor to make County-owned library books and resources accessible and available to the public and County residents.

**NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES** as follows:

**1. SCOPE OF AGREEMENT**

Contractor shall perform the following services:

- Promote reading, literacy, appreciation of culture and the arts by making library books and materials purchased and belonging to the County, accessible and available as part of Contractor's general library materials and resources;
- Inform the community about Library collections and services;
- Preserve and teach about the local history and the environment;
- Make County materials and information of current local interest to County residents available as part of Contractor's general library services; and
- Provide free internet service including wireless internet services.

## 2. COMPENSATION

A. The total compensation to be paid under this Agreement shall not exceed \$50,000.00.

B. All payments under this Agreement shall be on a reimbursement basis for operational costs incurred by the Contractor. Prior to cost reimbursement, the Contractor shall submit to the County a fund requisition with documentation in support of each budgetary category and operational expense. Such documentation shall include the original or certified copies of invoices, vouchers, budgetary and other restrictions of expenses established by this Agreement.

C. Payment by the County shall be made upon receipt of a detailed, certified invoice supporting operational costs incurred by the Contractor. Thirty (30) business days shall be allowed for payment after receipt of the invoice.

D. Payment under this Agreement shall not foreclose the right of the County to recover any excessive or illegal payment(s).

## 3. EFFECTIVE DATE AND TERM

This Agreement shall be effective as of the date first written above and shall terminate one (1) year later, unless earlier terminated pursuant to Section 4 (Termination) or Section 5 (Appropriations). The County has the option to extend the term of this Agreement in one (1) year increments by providing sixty (60) days written notice to the Contractor. In no event shall the term of this Agreement including all extensions and amendments exceed a total of four (4) years. Any extension of the term shall be by amendment to this Agreement.

## 4. TERMINATION

A. Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching

party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from Contractor's receipt of the notice.

## 5. APPROPRIATIONS AND AUTHORIZATIONS

This Agreement is contingent upon sufficient appropriations and authorizations being made by the Santa Fe County Board of County Commissioners and 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 County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor.

## 6. INDEPENDENT CONTRACTOR

The Contractor and its agents and employees are independent contractors performing professional services for the County and are not employees of Santa Fe County. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of county vehicles, or any other benefits afforded to employees of Santa Fe County as a result of this Agreement. 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 Santa Fe County unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

## 7. PERSONNEL

A. The Contractor represents that it has, or will secure at its own expense, all personnel required to perform all of the services required of it under this Agreement. Such personnel shall not be employees of or have any contractual relationships with the County.

B. All services required hereunder will be performed by the Contractor and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

#### **8. ASSIGNMENT**

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

#### **9. SUBCONTRACTING**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the County.

#### **10. RELEASE**

Final payment of the amount due under this Agreement shall operate as a release of the County, its officers and employees, and Santa Fe County from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

#### **11. CONFIDENTIALITY**

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

#### **12. PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT**

The County has the unrestricted right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under or pursuant to this Agreement. To the extent that any such material is copyrightable in the United States or in any other country, the County shall own any such copyright.

#### **13. CONFLICT OF INTEREST**

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

#### **14. NO THIRD-PARTY BENEFICIARIES**

This Agreement was not intended to and does not create any rights in any persons or party not a party to this Agreement.

## **15. AMENDMENT**

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the County proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding within thirty (30) days of receipt of the proposed amendment.

## **16. INTEGRATION CLAUSE**

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

## **17. PENALTIES FOR VIOLATION OF LAW**

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

## **18. EQUAL OPPORTUNITY COMPLIANCE**

A. Contractor agrees to abide by all federal, state, and local laws, ordinances, and rules and regulations pertaining to equal opportunity and unlawful discrimination. Without in any way limiting the foregoing general obligation, Contractor specifically agrees not to discriminate against any person with regard to employment with Contractor or participation in any program or activity offered pursuant to this Agreement on the grounds of race, age, religion, color, national origin, ancestry, sex, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, or gender identity.

B. Contractor acknowledges and agrees that failure to comply with this Section shall constitute a material breach of this Agreement.

## **19. APPLICABLE LAW; VENUE**

A. In performing its obligations hereunder, Contractor shall comply with all applicable laws, ordinances, and regulations.

B. This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to

this Agreement shall be federal and state district courts of New Mexico, located in Santa Fe County.

## **20. RECORDS AND FINANCIAL AUDIT**

A. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to the County as part of the procurement process, the Contractor agrees to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under this Agreement; (ii) allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with generally accepted accounting principles (“GAAP”).

B. To the extent its books and records relate to (i) its performance of this Agreement or any subcontract entered into pursuant to it or (ii) cost or pricing data (if any) set forth in this Agreement or that was required to be submitted to County as part of the procurement process, the Contractor also agrees to require any subcontractor it may hire to perform its obligations under this Agreement to (i) maintain such books and records during the term of this Agreement and for a period of six (6) years from the date of final payment under the subcontract; (ii) to allow the County or its designee to audit such books and records at reasonable times and upon reasonable notice; and (iii) to keep such books and records in accordance with GAAP.

## **21. LIABILITY**

The County’s liability to Contractor for any breach of this Agreement by the County shall be limited to direct damages and shall not exceed the maximum amount of potential compensation specified in Section 2 (Compensation), of this Agreement. In no event shall the County be liable to Contractor for special or consequential damages, even if the County was advised of the possibility of such damages prior to entering into this Agreement.

## **22. INDEMNIFICATION**

A. Contractor shall defend, indemnify, and hold harmless the County and its Elected 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 Contractor performance or non-performance of its obligations under this Agreement, including but not limited to Contractor breach of any representation or warranty made herein.

B. Contractor agrees that the County 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 County and that such suit will not be settled without the County's consent, such consent not to be unreasonably withheld. If a conflict exists between the interests of the

County and Contractor in such demand, suit, or cause of action, the County may retain its own counsel shall be retained to represent the County's interest.

C. Contractor obligations under this section shall not be limited by the provisions of any insurance policy Contractor is required to maintain under this Agreement.

### **23. INSURANCE**

General Conditions. Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

General Liability Insurance, Including Automobile. Contractor 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 \$1,050,000.00 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 for the County by Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The County of Santa Fe shall be a named additional insured on the policy.

Workers' Compensation Insurance. Contractor shall comply with the provisions of the Workers' Compensation Act.

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 Contractor shall increase the maximum limits of any insurance required herein.

Malpractice/Errors and Omissions Insurance. Contractor shall procure and maintain during the life of this Agreement professional liability or errors and omissions insurance in amounts not less than \$1,500,000.00 per occurrence, \$2,500,000.00 per aggregate.

### **24. FACSIMILE SIGNATURES**

The parties hereto agree that a facsimile signature has the same force and effect as an original for all purposes.

### **25. PERMITS, FEES, AND LICENSES**

Contractor shall procure all permits and licenses, pay all charges, fees, and royalties, and give all notices necessary and incidental to the due and lawful performance of its obligations hereunder.



A. This Agreement has been duly authorized by Contractor, the person executing this Agreement has authority to do so, and, once executed by Contractor, this Agreement shall constitute a binding obligation of Contractor.

B. This Agreement and Contractor obligations hereunder do not conflict with Contractor corporate agreement or any statement filed with the Public Regulation Commission on Contractor's behalf.

**32. SURVIVAL**

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND FINANCIAL AUDIT; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; APPLICABLE LAW, VENUE; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

**IN WITNESS WHEREOF** the parties have duly executed this Agreement as of the dates written below.

**SANTA FE COUNTY:**

*Katherine Miller*  
Katherine Miller, County Manager

9.18.13  
Date

**APPROVED AS TO LEGAL FORM:**

*Stephen C. Ross*  
Stephen C. Ross, County Attorney

9/13/13  
Date

**FINANCE DEPARTMENT:**

*Teresa C. Martinez*  
Teresa C. Martinez, Finance Director

9/17/13  
Date

**VISTA GRANDE LIBRARY:**

*Larry Lemmon*  
Larry Lemmon, Board President

9/24/13  
Date

*Robertali Armstrong*  
Board Vice President

FEDERAL TAX ID NUMBER

85-0460355

