

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: *September 17, 2018*

TO: *Board of County Commissioners*

FROM: *Bill Taylor, Procurement Manager, CPO* 

VIA: *Katherine Miller, County Manager*
Stephanie Schardin Clarke, Finance Director 
Michael K. Kelley, Public Works Director

ITEM AND ISSUE: BCC Meeting September 25, 2018

Request Approval of an Indefinite Quantity Price Agreement No. 2018-0153-PW/MM Between Santa Fe County and Acme Leasing to Lease, Lease to Purchase or Purchase Electric Vehicles for County Use; Authorizing the County Manager to Sign the Purchase Orders. (Bill Taylor, Purchasing Division)

SUMMARY:

Santa Fe County Purchasing Division issued Invitation for Bid (IFB) No. 2018-0153-PW/MM for the lease, lease to purchase or purchase of electric vehicles for County use. The Bids included the lease, lease-to-purchase, and/or purchase electric vehicles. The Purchasing Division received only one Bid from Acme Leasing out of Albuquerque.

Pursuant to County Resolution 2006-60, 2012-5 and 2014-143, pertaining to County Purchase Regulations and Policies, indefinite quantity purchase agreements require approval by the Board of County Commissioners.

BACKGROUND:

In support of reducing the carbon foot-print and carbon emissions produced by fossil fuel, combustible-engine vehicles, as well as reducing operating costs for fuels, the Santa Fe County Sustainability Division intends to initiate the use of electric vehicles for various County agencies and programs.

ACTION REQUESTED:

Request Approval of an Indefinite Quantity Price Agreement No. 2018-0153-PW/MM Between Santa Fe County and Acme Leasing to Lease, Lease to Purchase or Purchase Electric Vehicles for County Use; Authorizing the County Manager to Sign the Purchase Orders.

**SANTA FE COUNTY PRICE AGREEMENT
FOR LEASE AND PURCHASE OF ELECTRIC VEHICLE(S)**

THIS AGREEMENT is made and entered into by and between Santa Fe County, New Mexico, a political subdivision of the State of New Mexico, (hereinafter referred to as the “**County**” or “**Lessee**”) and **Acme Auto Leasing LLC**, 440 Washington Avenue, North Haven, Connecticut 06473, who is authorized to do business in the State of New Mexico (hereinafter referred to as the “**Vendor**” or “**Lessor**”).

IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

1. DEFINITIONS

- A. “**County**” shall mean the County of Santa Fe, New Mexico.
- B. “**Using Department or Department**” shall mean a Department, Commission or Board of Santa Fe County.
- C. “**Purchase Order**” shall mean a fully executed Purchase Order issued by the County Purchasing Department that specifies the items and services to be provided by the Lessor.
- D. “**Price Agreement**” means this indefinite quantity Price Agreement also referred herein as “**Lease**” which required the Lessor to furnish items to the Using Department which issues a Purchase Order.
- E. “**Rent**” means the payment of the Lessee to Lessor of money for the lease of an electric vehicle.

2. GOODS TO BE PROVIDED

- A. **Lease.** Attachment A of this Price Agreement is the list of prices for the lease of an electric vehicle and the term or length of time a vehicle can be leased.
- B. **Goods Listed on Attachment A.** The County may issue Purchase Orders for the Lease of the items listed in Attachment A. Any item ordered by the County must be a listed item in Attachment A to this Price Agreement. All orders issued hereunder must bear both an order number and the number of this Price Agreement 2018-0153-PW/MM.
- C. **Quantities.** It is understood that this is an indefinite quantity Price Agreement and the County may lease and, upon expiration of a lease term have the option to purchase any quantity of the item(s) listed on Attachment A on an as-needed basis. No guarantee or warranty is made or implied that any order for any definite quantity of item(s) be issued under this Price Agreement. The Lessor is required to accept the Purchase Order and furnish the item(s).
- D. **Specifications.** The items furnished under this Price Agreement shall meet or exceed the specifications provided in this IFB including all Addenda. Orders issued pursuant to this Agreement must show the applicable Price Agreement items(s).

E. Delivery and Billing Instructions.

1. The Lessor shall deliver the items in accordance with the County's instructions. The Lessor shall also deliver, with the items or goods ordered, an invoice listing the order number and the Price Agreement number.
2. Whenever the Using Department does not accept any deliverable and returns it to the Lessor, all related documentation furnished by the Lessor shall also be returned.
3. A Using Department will inform the Lessor within five (5) business days that a deliverable is unacceptable by the Using Department.
4. The Lessor shall bear all risk of loss or damage with respect to returned vehicles except for loss or damage directly attribution to the negligence of the County.
5. Unless otherwise agreed upon by the County, the Lessor shall be responsible for the pick-up of returned items.
6. Time is of the essence for purposes of this Price Agreement. All damages resulting from late delivery, utilizing the delivery time frame set forth on Attachment A, shall be the responsibility of the Lessor. In the event of failure of the Lessor to delivery in accordance with its requirement, the Lessor shall be liable to the County for liquidated damages in the amount of \$100.00 per day the item(s) are delivered late.

F. Delivery Tickets. The Lessor shall provide the Purchase Order number, the delivery date, signature of acceptance by County, bill of lading, and all documentation associated with a leased electric vehicle to the County.

3. PAYMENT

All payments under this Price Agreement are subject to the following provisions.

- A. Inspection.** Final inspection and acceptance of all items and services ordered shall be made at the destination. Items rejected at the destination for non-conformance with specifications shall be removed, at the Lessor's risk and expense, promptly after notice of rejection.
- B. Acceptance.** In accordance with NMSA 1978, Section 13-1-158, the Using Department shall determine if the items meet specifications, and may accept the items if the items meet specifications. No payment shall be made for any items until the items have been accepted in writing by the Using Department. Unless otherwise agreed upon between the Using Department and the Lessor, within thirty (30) days from the receipt of items, the Using Department shall issue a written certification of complete or partial acceptance or rejection of the items. The time period shall begin at the time of receipt of the final shipment when there are multiple shipments per purchase order. Unless the Using Department gives notice of rejection within the specified time period, the items will be deemed to have been accepted.
- C. Issuance of Orders.** Only written, signed and properly executed Purchase Orders are valid under this Price Agreement.
- D. Lease and Late Charges.** In consideration of its rights under this Lease, Lessee shall pay Lessor as follows:
 1. At the conclusion of each month of use an electric vehicle, the rent or lease payment identified in Attachment A shall be remitted to the Lessor.

2. Lessor shall submit an invoice for payment to the County at the conclusion of each month of the Lessee's use of an electric vehicle .
3. Within thirty (30) days of the issuance of a written request for payment, Lessee shall tender payment for the leased or rented electric vehicle
4. In the event Lessee fails to tender payment within thirty (30) days of written request for payment, Lessee shall pay late payment charges of 1.5%, until the amount due is paid in full.
5. In the event the Lessor breaches this Lease, Lessee may, without penalty, withhold any payments due Lessor for the purpose of set-off until such time as Lessee determines the exact amount of damages it suffered as a result of the breach.
6. Payment under this Lease shall not foreclose the right of Lessee to recover excessive or illegal payment.

F. Tax Note. Applicable gross receipts taxes or local option tax(es) shall be included on each invoice and shown as a separate item to be paid. The payment of taxes for any money received under this Price Agreement shall be the Lessor's sole responsibility and must be reported under the Lessor's federal and county tax identification number(s). If a Using Department is exempt from the New Mexico gross receipts tax or local option taxes for the transaction, the Using Department shall provide the Lessor with written evidence of such exemption(s).

4. TERM

This Price Agreement shall not become effective until approved in writing by all the parties as shown by their signatures below and shall terminate one year later. The term of this Agreement is subject to extension in one-year increments not to exceed a total of four consecutive years.

5. TITLE TRANSFER; PURCHASE AT END OF LEASE TERM

A. Title to electric vehicles obtained under this Price Agreement shall remain with the Lessor throughout the lease term(s) indicated on Attachment A. At no time at the commencement of a lease term or throughout a lease term will title to an electric vehicle be transferred to the County.

B. Upon the expiration of a lease term, the County may purchase an electric vehicle that it has been leasing for a price that is no more than the vehicle's fair market value, or the County may choose to return the vehicle at the end of the lease term or when the term of this Agreement terminates. Title to a vehicle will be transferred to the County when an electric vehicle is purchased by the County. Lessor shall be solely responsible for the cost of retrieving a leased electric vehicle at the expiration of the term of a lease or upon termination of this Agreement, unless there is a termination of this Agreement resulting from the Lessee's breach in which case Lessee shall be responsible for the cost of returning a leased electric vehicle to Lessor.

6. CANCELLATION

A. The County reserves the right to cancel without cost or penalty to the County all or any part of any order placed under this Price Agreement if the items or deliverables fail to

- meet the requirements of this Price Agreement.
- B. The failure of the Lessor to perform its obligations under this Price Agreement shall constitute a default of this Price Agreement.
 - C. The Lessor may be excused from performance if the Lessor's failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Lessor, unless the County shall determine that the item, to be furnished by a sub-lessor, is obtainable from other sources in sufficient time to permit the Lessor to meet the required delivery schedule.
 - D. Such causes of excuse include, but are not limited to, acts of God or the public enemy, acts of the County or federal government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-lessors due to any of the above.
 - E. The County may cancel all, or any part, of any order without cost or penalty to the County if the Lessor fails to meet material provisions of an order and the Lessor shall be liable for any excess costs incurred by the County that is associated with such default.

7. TERMINATION

- A. **For Convenience.** This Price Agreement may be terminated by the County, without penalty, at any time prior. The County will provide at least twenty (20) days prior written notice to the Lessor of the date of termination. Notice of termination of this Price Agreement shall not affect any outstanding order(s) issued under this Price Agreement prior to the effective date of termination by the County.
- B. **For Cause.** Either party may terminate this Agreement for cause based upon material breach of this Agreement by the other party, provided that the non-breaching party shall give the breaching party written notice specifying the breach and shall afford the breaching party a reasonable opportunity to correct the breach. If, within thirty (30) days, after receipt of a written notice, the breaching party has not corrected the breach or, in the case of a breach which cannot be corrected in thirty (30) days, begin and proceed in good faith to correct the breach, the non-breaching party may declare the breaching party in default and terminate the Agreement effective immediately. The non-breaching party shall retain any and all other remedies available to it under the law.
- C. **Return of Vehicle Upon Cancellation or Termination.** Termination of the Price Agreement also results in termination of any leased or rented electric vehicle(s) that are in the County's possession. In the event of an early termination, Lessee shall immediately cease all use of all electric vehicles leased under this Agreement and shall immediately make arrangements with the Lessor or its designee to return the equipment to any designation within the continental United States designated by the Lessor. Any expenses or risks associated with returning equipment to Lessor shall be borne solely by Lessee if the termination was for the County's convenience. Such equipment shall be in good repair in the same condition as when received by Lessee, reasonable wear, tear and depreciation resulting from normal and proper use excepted.

8. AMENDMENT

This Price Agreement may only be amended by mutual agreement of the County and the Lessor

upon written notice by either party to the other. Any such amendment shall be in writing and signed by the parties hereto. Unless otherwise agreed to by the parties, an amendment shall not affect any outstanding Purchase Order(s) issued, by the County, prior to the effective date of the amendment.

9. ASSIGNMENT

Lessor shall not sell, assign, pledge, transfer, or otherwise convey any of its rights or interests in this Price Agreement.

10. NON-COLLUSION

In signing this Price Agreement, the Lessor certifies it has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with its offer and this Price Agreement.

11. CONFLICT OF INTEREST

The Lessor 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 any performance required under this Price Agreement. The Lessor shall comply with any applicable provisions of the New Mexico Governmental Conduct Act and the New Mexico Financial Disclosures Act.

12. APPROVAL OF LESSOR'S REPRESENTATIVES

The County reserves the right to require a change in Lessor representatives if the assigned representatives are not, in the opinion of the County, serving the needs of the County adequately.

13. CONDITION OF PROPOSED ITEMS

All electric vehicles to be delivered under this Price Agreement are to be new and of most current production, unless otherwise specified.

14. SCOPE OF AGREEMENT, MERGER

This Price Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof and all such covenants, agreements and understandings have been merged into this Price Agreement. No prior agreement or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Price Agreement. Additional terms and conditions mutually agreed upon for by the parties may be incorporated into this Price Agreement as an addendum.

15. COMMERCIAL WARRANTY

The Lessor agrees that the electric vehicles furnished under this Price Agreement shall be covered by the most favorable commercial warranties the Lessor gives to any customer for such

items, and that its rights the remedies provided herein shall extend to the County and are in addition to and do not limit any rights afforded to the County by any other clause of this Price Agreement. Lessor agrees not to purport to disclaim warranties of fitness for a particular purpose or merchantability and fitness for a particular purpose.

16. ASSIGNMENT OF MANUFACTURER / SUPPLIER WARRANTIES AND LESSOR'S WARRANTIES

To the extent permitted and so long as no event of default has occurred and is continuing, Lessor hereby assigns to Lessee, for the total term of any Lease as a result of this Price Agreement, all equipment warranties provided by a manufacturer/supplier in the applicable purchase documents.

- A. Lessee shall have the right to take any action appropriate to enforce such warranties provided such enforcement is pursued in Lessee's name and at its expense. In the event Lessee is precluded from enforcing any such warranty in its name, Lessor, as owner of the equipment, shall upon Lessee's request, take reasonable steps to ensure such warranties as costs to be borne by Lessor.
- B. All equipment covered by this Lease shall conform to the specifications, samples, or other descriptions furnished or adopted by the County, and shall be merchantable, fit for the purpose for which it is leased or rented, of best quality and workmanship and free from all defects. All equipment delivered, pursuant to this Lease, shall conform to standards established for such goods and delivery in accordance with any applicable federal, state, or local laws and regulations.

17. INSURANCE OF EQUIPMENT

Commencing upon acceptance and continuing throughout the initial term, Lessee agrees to keep the equipment insured as Lessee's expense against all risks or loss from any cause, including without limitation, theft and damage. Lessee may self-insure against such risk provided the Lessor's interests are protected to the same extent as if the insurance had been obtained by third party insurance carriers. Lessee will provide to Lessor proof of such coverage.

18. RECORDS

During the term of this Price Agreement and for three (3) years thereafter, the Lessor shall maintain detailed records pertaining to the services or deliverables provided. These records shall be subject to inspection by the Using Department, the County and State Auditor and other appropriate County authorities. The County shall have the right to audit billings both before and after payment. Payment under this Price Agreement shall not foreclose the right of the Department to recover excessive or illegal payments.

19. APPROPRIATIONS

The terms of this Price Agreement, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the Board of County Commissioners for the performance of this Price Agreement. If sufficient appropriations and authorization are not made, this Price Agreement, and any orders placed under it, shall terminate upon written notice

being given to the Lessor. The County's decision as to whether sufficient appropriations are available shall be accepted by the Lessor and shall be final.

20. NOTICE

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

21. INDEMNIFICATION

The Lessor shall hold the County and its Departments, agencies and employees harmless and shall indemnify the County and its agencies and employees against any and all claims, suits, actions, liabilities and cost of any kind, including attorney's fees for personal injury or damage to property arising from the acts or omissions of the Lessor, its agents, officers, employees, or sub-Lessors. The Lessor shall not be liable for any injury or damage as a result of any negligent act or omission committed by the Department, its officers or employees.

22. THIRD PARTY BENEFICIARY

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

23. NEW MEXICO TORT CLAIMS ACT

No provision of this Price Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by the County and its Departments or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

24. INSURANCE

- A. General Conditions. The Lessor 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.
- B. General Liability Insurance, Including Automobile. The Lessor shall procure and maintain during the life of this Price 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 for the County by the Lessor; 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 Price Agreement is an insured contract. Santa Fe County shall be named an additional insured on the policy.

- C. Worker's Compensation Insurance. The Lessor shall comply with the provisions of the Worker's Compensation Act.
- D. Increased Limits. If, during the life of this Price 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 Lessor shall increase the maximum limits of any insurance required herein.

25. CHOICE OF LAW

This Price Agreement shall be governed by and construed in accordance with the laws of the State of New Mexico. The parties agree that the exclusive forum for any litigation between them arising out of or related to this Price Agreement shall be in the First Judicial District Court of New Mexico, located in Santa Fe County, New Mexico.

26. INVALID TERM OR CONDITION; SEVERABILITY

The provisions of this Price Agreement are severable, and if for any reason, a clause, sentence or paragraph of this Price Agreement is determined to be invalid by a court or department or commission having jurisdiction over the subject matter hereof, such invalidity shall not affect other provisions of the Price Agreement, which can be given effect without the invalid provision.

27. ENFORCEMENT OF AGREEMENT

A party's failure to require strict performance of any provision of this Price Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by party or any of its rights under this Price Agreement shall be effective unless expressed and in writing, and not effective waiver by a party of any of its right shall be effective to waive any other rights.

28. APPOINTMENT OF AGENT FOR SERVICE OF PROCESS

The Contractor hereby irrevocably appoints _____ as its agent upon whom process and writs in any action or proceeding arising out of or related to this Agreement may be served. The Contractor acknowledges and agrees that service upon its designated agent shall have the same effect as though the Contractor were actually and personally served within the state of New Mexico.

29. SURVIVAL

The Provisions of the following listed paragraphs shall survive termination of this Price Agreement: Delivery & Billing Instructions; Records; Indemnification; Applicable Law; and Survival.

30. NOTICES

Either party may give written notice to the other party in accordance with the terms of this Price Agreement. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three (3) business days after being mailed.

To the Lessee:

Santa Fe County
Attn: Santa Fe County Manager
102 Grant Avenue
PO Box 276
Santa Fe, NM 87504-0276

Santa Fe County
Attn:
Sustainability Division
102 Grant Avenue
P.O. Box 276
Santa Fe, NM 87504-0276

To the Lessor:

Acme Auto Leasing, LLC
Attn:
440 Washington Avenue
North Haven, Connecticut 06473

IN WITNESS WHEREOF, the parties have executed this Price Agreement as of the date of last signature by the parties hereto.

SANTA FE COUNTY:

Anna Hansen, Chair
Santa Fe County Board of County Commissioners

ATTESTATION:

Geraldine Salazar
Santa Fe County Clerk

Date

Approved as to form:

R. Bruce Frederick
Santa Fe County Attorney

Date

Finance Department:

Stephanie Schardin Clarke
Finance Director

Date

Signature

Date

Print name and title

REVISED BID SHEETS

All bidders and all program participants must be in compliance with any applicable federal, state, county and municipal laws, regulations, resolutions and ordinances, including but not limited to, licensing, permitting, and taxation requirements. All bidders should be prepared to submit evidence or documentation as proof that they are properly licensed and permitted under any applicable laws upon request. Such evidence or documentation may be submitted with the bid but shall be provided prior to finalization of the lease agreement.

Please offer your best price for the current model year for all Bid Options. Please make sure to indicate build out date: *(attach separate sheet, if needed for each (model) _____ * build out of date may be a factor in award.

Bidders have the option to bid on one or more vehicles and options.

Note: Manufactures concessions and tax credit information for MY 2019 is not available. Acme's pricing is based on manufactures concessions and tax credit staying the same.

**BID OPTION NO. 1
LEASE AND/OR LEASE PURCHASE WITH PEV TAX CREDIT**

Unit Description	LEASE						Cost		
	Classification**	Year	Make	Model	Lease Term (Months)	Lease Mileage Allowance	Base Lease Payment (Annual)	Lease Amount (Monthly)	Lease Purchase Price
1. Sedan		2019	Nissan	Leaf	12	15,000	\$9,504.00	\$792.00	\$14,088.00
					24	15,000	\$6,948.00	\$579.00	\$11,197.00
					36	15,000	\$5,856.00	\$486.00	\$8,864.00
2. SUV		2019	Chevrolet	Bolt	48	15,000	\$5,352.00	\$446.00	\$6,282.00
					12	15,000	\$15,768.00	\$1,314.00	\$14,373.00
					24	15,000	\$10,452.00	\$871.00	\$10,904.00
3.					36	15,000	\$8,616.00	\$718.00	\$7,436.00
					48	15,000	\$7,104.00	\$592.00	\$6,396.00
					12				
					24				
					36				

4.	48						
	12						
	24						
	36						
	48						
5.	12						
	24						
	36						
	48						

****The Classification is to describe type of vehicle (example: subcompact, compact, mid-size, full size or truck that meet the minimum specification.)**

- Bidder must provide specifications sheets and brochures for the electric vehicle offered in its bid.
- If the Bidder has a separate finance agreement or other similar leasing agreements with separate terms and conditions which the Bidder provides to customers or lessees, the Bidder shall provide a copy of such finance agreement or other lease agreement with its bid.
- Insurance requirement for lease options. County responsible for insurance.
- Bidder will deliver vehicle to Santa Fe County within 70-150 days of ARO, and *manufacturers production schedules.
- Santa Fe County reserves the right to purchase the vehicle after the leased term.

OR *Production for the Nissan Leaf is scheduled to begin on 9/30/2018.
 *Production for the Chevrolet Bolt is scheduled to begin on 7/30/2018.

**BID OPTION NO. 2
 LEASE AND/OR LEASE PURCHASE WITHOUT PEV TAX CREDIT**

Unit Description	LEASE					Cost			
	Classification **	Year	Make	Model	Lease Term (Months)	Lease Mileage Allowance	Base Lease Payment (Annual)	Lease Amount (Monthly)	Lease Purchase Price
1. Sedan		2019	Nissan	Leaf	12	15,000	\$14,676.00	\$1,223.00	\$14,088.00
					24	15,000	\$9,600.00	\$800.00	\$11,197.00
					36	15,000	\$7,680.00	\$640.00	\$6,894.00

BID OPTION NO. 3

PURCHASE

Unit Description	Classification **	Year	Make	Model	Purchase Price
1.					
2.					
3.					
4.					
5.					

Electric Vehicle

No bid

**The Classification is to describe type of vehicle (example: subcompact, compact, mid-size, full size and trucks that meet the minimum specification.)

- Bidder must provide specifications sheets and brochures for the electric vehicle offered in its bid.
- If the Bidder has a separate terms and conditions which the Bidder provides to customers, the Bidder shall provide a copy of such additional terms and conditions with its bid.
- Bidder will deliver vehicle to Santa Fe County within _____ days of ARO.

