SANTA FE COUNTY
RESOLUTION 2019-121

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

Whereas, the Board of County Commissioners meeting in regular session on 10-29-2019**, did request the following budget adjustment:**

Department / Division CMO/Finance

Budget Adjustment Type (drop down) Budget Increase Fiscal Year: 2020 (July 1, 2019 - June 30, 2020)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
359	0000	385	04-00	GRT 2019 Series Fund/Subsidies/Special Assessments	$ 209,063.00	
TOTAL					$ 209,063.00	$ -

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
359	2219	483	80-01	GRT 2019 Series Fund/Grant St Complex/Buldings	$ 209,063.00	
TOTAL					$ 209,063.00	$ -

Requesting Department Approval: [signature] **Title:** Budget Analyst **Date:** 10/1/19 **Log #** 0367

Budget Adminstrator [initials]

Finance Department Approval: [signature] **Date:** 10/29 **Entered by:**______ **Date**______

SFC CLERK RECORDED 10/30/2019

County Manager Approval: Katherine Miller **Date:** 10.29.19 **Updated by:**______ **Date:**______

SANTA FE COUNTY
RESOLUTION 2019-121

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
Subtotal from Second Page					$ -	$ -
Total of All Pages					$ 209,063.00	$ -

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	LINE DESCRIPTION	INCREASE AMOUNT	DECREASE AMOUNT
Subtotal from Second Page					$ -	$ -
Total of All Pages					$ 209,063.00	$ -

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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 the area below.

Purchase Order 195732 was issued on 6/11/19 for the purchase of components, lounge chairs and storage items for the new County Administrative Complex at 100 Catron Street in the amount of $996,816. These funds were budgeted in FY19 and a partial amount of $209,063 was not carried forward since that amount resided in the supplies category. Our standard rollover process only carries forward capital purchases which are the capital line items (80's category). The amount for the capital purchases that are under $500 in value was overlooked in the rollover process. This amount is needed to pay the invoice for this purchase.

		Recurring	Non-Recurring
2	Is this Budget Action for a Recurring or Non Recurring Expense(one-time)	☐	☑

		Yes	No
3	Does this request impact a revenue source?	☐	☑
	A. Is this a State Special Appropriation? If Yes, cite Stature and attach a copy	☐	☑
	B. Does this include state or federal funds? 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? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc)	☐	☑
	D. Is a match required? If Yes, please identify funding source in the line below.	☐	☑

PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

FUND	DEPARTMENT	ACTIVITY	ELEMENT	CATEGORY / LINE ITEM	AMOUNT	BUDGTED (Drop Down)

SANTA FE COUNTY
RESOLUTION 2019-121

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

Approved, Adopted, and Passed This 29th Day of October, 2019.

Santa Fe Board of County Commissioners

Anna T. Hamilton

Anna T. Hamilton, Chairperson

COUNTY CLERK GERALDINE SALAZAR SANTA FE COUNTY NEW MEXICO

ATTEST:

Geraldine Salazar

Geraldine Salazar, County Clerk

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 6

I Hereby Certify That This Instrument Was Filed for Record On The 30TH Day Of October, 2019 at 09:03:32 AM And Was Duly Recorded as Instrument # 1900613 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salazar
Deputy Estella Martinez County Clerk, Santa Fe, NM

COUNTY CLERK GERALDINE SALAZAR SANTA FE NEW MEXICO

SFC CLERK RECORDED 10/30/2019

DESIGN FURNISHING

Creative Interiors Inc.

SFC Admin - Furniture Package #2 New Building

Date: 5/29/2019
Client: Tony Flores
Organization: Santa Fe County
Client Phone: 505.986.6200
Client Email: tflores@santafecountynm.gov

Designer: Anna Lewis
Phone: 983-3384
Fax: 983-3385

ITEM	QTY.	DESCRIPTION	UNIT	EXTENDED
1	1	(Lot) Furniture for SFC Admin. New Building (Phase 2). Furniture Components, Lounge Furniture, and Storage Please see attached drawings and specifications. *Note: All enclosed specifications subject to adjustment based on field verification. Purchase Order Must be Made to: Creative Interiors Inc, Vendor Number 15066 1030 Agua Fria Street Santa Fe, NM 87501 (505) 983-3384 phone (505) 983-3385 fax TEKNION GSA CONTRACT #GS-27F-0013V Expiration 03/08/2024 NM Statewide Price Agreement #50-000-14-00031		$996,815.86
		Approval Signature Date A signature above and Purchase Order is required to place this order. Total will be billed at delivery. This Signature Authorizes Purchase of Furniture In the amount listed. Creative Interiors will place furniture order when P.O is received from client or purchasing agent.		

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FREIGHT	incl.
INSTALLATION	incl.
NM SALES TAX ON LABOR ONLY	incl.
GRAND TOTAL	$996,815.86

TERMS & CONDITIONS: THIS QUOTE IS VALID FOR THIRTY (30) DAYS FROM ISSUE DATE.

A non-refundable 50% deposit is required to place this order. Creative Interiors Inc. (seller) retains full security interest of all items listed in this contract until the entire balance is paid in full. Buyer agrees to take delivery and to pay the entire balance due within the terms of this contract. Payment terms are from date of invoice. Invoices are issued upon arrival of goods to shipping point of destination. Buyer's inability to accept the receipt, delivery and/or installation of goods does not alter the payment terms of this contract. If Buyer is not able to accept delivery of goods, Buyer agrees to pay additional storage and handling fees that may incur. Installation charges are subject to change due to unanticipated or unusual site conditions. Seller does not guarantee arrival of goods from manufacturer within any particular time period. The contract is non-cancelable. All sales are final. Seller is under no obligation to provide refunds or exchanges.

SANTA FE COUNTY

PURCHASE ORDER

SANTA FE COUNTY
SANTA FE, NEW MEXICO

IMPORTANT
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES AND SHIPPING CONTAINERS. INVOICES ARE TO BE IN DUPLICATE.

PAGE: 1
P.O. NO.: 195732
DATE: 06/11/19

TO: CREATIVE INTERIORS, INC.
1030 AGUA FRIA ST
SANTA FE, NM 87501

SHIP TO/ INVOICE TO: Santa Fe County
COUNTY MANAGER'S OFFICE
102 GRANT AVENUE
SANTA FE, NM 87501

VENDOR NO.	NOTES
15066	1 Federal Tax I.D. Number is required for payment. 2 If unable to fill at prices shown, or meet delivery day, please advise immediately. 3 All items subject to terms and conditions on reverse.

DELIVER BY	SHIP VIA	F.O.B.	TERMS
06/04/19			NET

CONFIRM BY	CONFIRM TO	REQUISITIONED BY
LEWIS, ANNA K.	GONZALEZ, CARLA	

FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT	REQ. NO.	REQ. DATE
		SEE BELOW			

LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	787752.84	EA	PAUL OLAFSON IS REQUESTING A PURCHASE ORDER FOR THE COMPONENTS, LOUNGE FURNITURE, AND STORAGE ITEMS FOR THE NEW COUNTY ADMINISTRATIVE COMPLEX AT 100 CATRON STREET IN THE AMOUNT OF $787,752.84. ALL PRICING IS IN ACCORDANCE WITH NMSPA #50-000-14-00031, TO EXPIRE 3/8/2024.	1.0000	787752.84
2	209063.02	EA	SAME AS ABOVE, IN THE AMOUNT OF $209,063.02.	1.0000	209063.02
			SUB-TOTAL		996815.86
			TOTAL		996815.86

REMARKS:
6/11/19 PURSUANT TO NMSPA #50-000-14-00031 EXPIRES: 3/8/24. BCC GRANTED APPROVAL TO NEGOTIAITE,EXECUTE CONTRACTS AND TO SIGN PURCHASE ORDER ON 08/14/2018.BUDGET AND FIANCE APPROVED.CAG

REQ/ACCT	DATE	REQ. BY	PROJECT	AMOUNT
0000196433 35922194838004	06/04/19	PALUJAN		787752.84

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NOT VALID UNLESS SIGNED BY THE COUNTY FINANCE DIRECTOR OR THE COUNTY PURCHASING AGENT.

Katherine M...

AUTHORIZED SIGNATURE & TITLE

VENDOR'S COPY