

SANTA FE COUNTY
RESOLUTION 2021- 046

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.

The County Clerk's Office is in need of new bindery and preservation of their permanent record books that are held within the Clerk's Office. These books have records dating back to the 1800's and are handled by the public and employees for research purposes. A majority of these books are falling apart and need new bindery and preservation to retain the quality of the books and their permanent records.

	Recurring	Non-Recurring
Is this Budget Action for a Recurring or Non Recurring Expense(one-time)		X

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Does this request impact a revenue source?

	Yes	No
	X	

A. Is this a State Special Appropriation? If Yes, cite Statute and attach a copy

X

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.

X

C. Is this request a result of Commission action? If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc)

X

D. Is a match required? If Yes, please identify funding source in the line below.

X

PLEASE PROVIDE THE LINE ITEM OF THE MATCH BELOW

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

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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 25th Day of May, 2021.

Santa Fe Board of County Commissioners

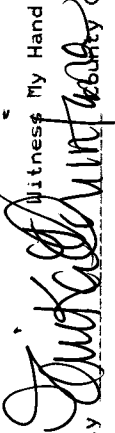

Henry P. Roybal, Chairperson

ATTEST:


Katharine Clark, 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 26TH Day Of May, 2021 at 10:24:33 AM And Was Duly Recorded as Instrument # 1954362 Of The Records Of Santa Fe County


Deputy County Clerk, Santa Fe, NM
Witness My Hand And Seal Of Office
Katharine E. Clark



SFC CLERK RECORDED 05/26/2021



Pricing Proposal and Statement of Work

Bindery & Preservation Solutions

Proposal Date: 4/7/21

In response to: Request for Pricing – Indirect Index

**Prepared for: Abraham Maes & Erika Quintana
Santa Fe, NM – Records Clerk/Office Manager**

**Prepared by: Cott Systems
2800 Corporate Exchange Dr. – Ste: 300
Columbus, Oh 43231
Phone: 1-800-234-2688
Fax: 614-866-543-6710
www.cottsystems.com**

SFC CLERK RECORDED 05/26/2021



Bindery & Preservation Solutions Pricing Proposal

Work site: Santa Fe, NM

Office Holder: Abraham Maes – Records Clerk & Erika Quintana – Office Manager

Date: 4/7/21

Scope:

To repair and preserve the binders and entry sheets of Index or Record Data by servicing and replacing the existing binders with new Plastic Binders. These products/services include:

- 38 binders: INDIRECT INDEX TO REAL ESTATE:
 - Cott to provide 38 new Heavy duty plastic binders/listing provided by customer
 - Plastic Color – Blue
 - Hot Stamping color (lettering) – Gold - 11 lines total on spine and front panel
 - Sheet size: 34 binders: 18" x 15" / 4 binders: 18" x 11 ½"
 - New posts provided - 4 rectangular posts @ 13 ½" OCC
 - Poly end sheets included

Price: \$275.00/book

>>Total price: \$10,450.00

****Shipping & any applicable taxes are not included in price****

Price is good for 60 days

SFC CLERK RECORDED 05/26/2021



In affixing their signatures, Cott Systems, Inc. and the Santa Fe County, NM county office agree to partner in the aforementioned ongoing Bindery Services, pursuant to the terms and conditions described herein.

Signed: _____
Quote prepared by: Martin Farrenkopf
Bindery Solutions
Cott Systems, Inc.

Signed: _____
Abraham Maes/Erika Quintana
County of Santa Fe, NM

Name: _____

Title: _____

Date: _____

SFC CLERK RECORDED 05/26/2021