

**SANTA FE COUNTY  
PRICE AGREEMENT**

**THIS AGREEMENT** is made and entered into this 13 day of March, 2018 by and between **Santa Fe County, New Mexico**, a political subdivision of the County of the State of New Mexico (hereinafter "County") and **Wordswork**, 453 Cerrillos Road Suite B, Santa Fe, New Mexico, authorized to do business in Santa Fe County, New Mexico (hereinafter "Contractor").

**IT IS MUTUALLY AGREED BETWEEN THE PARTIES:**

**1. DEFINITIONS**

- A. "County" means the County of Santa Fe, New Mexico
- B. "Using Department" means a department or elected official's office of Santa Fe County.
- C. "Purchase Order" means a fully executed purchase document issued by the Santa Fe County Purchasing Department that specifies the services and deliverables to be provided by the Contractor under the terms of this Price Agreement.
- D. "Price Agreement" means this indefinite quantity Price Agreement which requires the Contractor to furnish services or items to the Using Department which issues a purchase order.
- E. "Price" means the fixed hourly rates and prices paid by the County and its Departments for stenography, transcription services and deliverables as describe in Attachment A.

**2. GOODS AND SERVICES TO BE PROVIDED**

- A. **Purchase.** Attachment A of this Price Agreement shows the rates and prices for the Contractor's services and deliverables. Attachment A also indicates all the specifications included in the prices for all services and items that are subject of this Price Agreement.
- B. **Services Listed on Attachment A.** The County may issue Purchase Orders for the purchase of the services and deliverables listed on Attachment A. Any item ordered by the County must be a listed service or deliverable described on Attachment A. All orders issued hereunder must contain both an order number and the number of this Price Agreement.
- C. **Quantities.** It is understood that this is an indefinite quantity Price Agreement and the County may purchase any quantity of the services listed on Attachment A on an "as needed" basis. No guarantee or warranty is made or implied, by either the County or the Using Department that any order for any definite quantity will be issued under this Price Agreement. The Contractor is required to accept the order and furnish the services when ordered.
- D. **Specifications.** Services furnished hereunder shall meet or exceed the requirements of the specifications provided in the Invitation for Bid. Orders issued pursuant to this Agreement must show the applicable Price Agreement item(s), number(s), and price(s).

**E. Delivery and Billing Instructions.**

1. The Contractor shall deliver the items and services in accordance with the County's instructions. The Contractor shall also deliver, with the services 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 Contractor, all related documentation furnished by the Contractor shall be returned also.
3. The Department will inform the Contractor within five business days that a deliverable is unacceptable by the Using Department.
4. Prices listed in Attachment A, for each item, shall be the fixed prices and rates for the items and services.

**F. Price.**

Prices listed in Attachment A for each item shall be the price for the term of this Price Agreement.

**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 Contractor'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 and services meet specifications, and may accept the item or service if specifications are met. No payment shall be made for any item or service until accepted in writing by the Using Department. Unless otherwise agreed upon between the Using Department and the Contractor, within 30 days from the receipt of items and service, the Using Department shall issue a written certification of complete or partial acceptance or rejection of the items or service.
- C. Issuance of Orders.** Only written, signed and properly executed Purchase Orders are valid under this Price Agreement.
- D. Invoices.** The Contractor may submit invoices for payment upon completion of services and shall contain the following information: Purchase Order number, requesting Department, description of services, date of service, start and end time, total hours, hourly rate, extended totals, and applicable taxes. Separate invoices shall be rendered for each service provided. Invoices must be submitted to the Using Department and not the Purchasing Division.
- E. Payment of Invoices.** Upon written certification from the Using Department that the item/service has been received and accepted, payment shall be tendered to the Contractor within 30 days. If the payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. After the 30th day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the



Price Agreement to the Contractor at the rate of 1.5 % per month. Payment shall be made to the Contractor's designated mailing address.

- 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 agreement shall be the Contractor's sole responsibility and must be reported under the Contractor'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 Contractor 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. The term of this Agreement shall be four years from the date of signature by the parties, unless earlier terminated pursuant to Paragraph 6 (Termination) or 11 (Appropriations).

#### 5. CANCELLATION

- A. The County reserves the right to cancel without cost to the County all or any part of any order placed under this Price Agreement if the services or deliverables fail to meet the requirements of this Price Agreement.
- B. The failure of the Contractor to perform its obligations under this Price Agreement shall constitute a default of this Price Agreement.
- C. The Contractor may be excused from performance if the Contractor's failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor, unless the County shall determine that the item, to be furnished by a sub-contractor, is obtainable from other sources in sufficient time to permit the Contractor 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-contractors due to any of the above.
- E. The County may cancel all, or any part, of any order without cost to the County if the Contractor fails to meet material provisions of the order and the Contractor shall be liable for any excess costs incurred by the County that is associated with such default.

#### 6. TERMINATION

- A. **For Convenience.** Consistent with applicable New Mexico laws, this Price Agreement may be terminated by the County, without penalty, at any time prior to the expiration date of this Price Agreement. County will provide at least 20 days prior written notice to the Contractor 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 under this section.

- 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 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 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.

## **7. AMENDMENT**

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

## **8. ASSIGNMENT**

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

## **9. NON-COLLUSION**

In signing this Price Agreement, the Contractor 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.

## **10. RECORDS**

During the term of this Price Agreement and for three years thereafter, the Contractor shall maintain detailed records pertaining to the services or deliverables provided. These records shall be subject to inspection by the 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.

## **11. 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 of Santa Fe County 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 Contractor. The County's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.



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

## **13. APPROVAL OF CONTRACTOR'S REPRESENTATIVES**

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

## **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 written 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.

## **15. 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.

## **16. INDEMNIFICATION**

The Contractor 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 Contractor, its agents, officers, employees, or sub-contractors. The Contractor 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.

## **17. THIRD PARTY BENEFICIARY**

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

## **18. 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.

## 19. INSURANCE.

- A. General Conditions. The 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.
- B. General Liability Insurance, Including Automobile. The Contractor 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 \$1,000,000 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 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 Price Agreement is an insured contract. Santa Fe County shall be named an additional insured on the policy.
- C. Worker's Compensation Insurance. The Contractor 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), the Contractor shall increase the maximum limits of any insurance required herein.

## 20. APPLICABLE LAW

This Price Agreement shall be governed by the laws of the State of New Mexico.

## 21. 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.

## 22. 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.

## 23. 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.

#### 24. SURVIVAL

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

#### 25. 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 business days after being mailed.

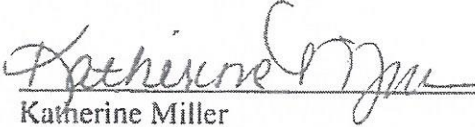
**To the County:** Santa Fe County  
Attention: Santa Fe County Clerk  
102 Grant Avenue  
PO Box 276  
Santa Fe, New Mexico 87504-0276

**To the Contractor:** Wordswork  
Attention: Karen Farrell  
453 Cerrillos Road, Suite B  
Santa Fe, New Mexico 87501

Either party may change its representative or address above by written notice to the other in accordance with the terms of this Price Agreement. The carrier for mail delivery and notices shall be the agent of the sender.


**IN WITNESS WHEREOF**, the parties have duly executed this Agreement as of the date of last signature by the parties hereto:

**SANTA FE COUNTY**

  
Katherine Miller  
County Manager


3.13.18  
Date

Approved as to form:

  
R. Bruce Frederick  
Santa Fe County Attorney

3/6/18  
Date

Finance Department:

  
Stephanie Schardin Clarke  
Finance Director

3/7/18  
Date

**CONTRACTOR**


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title




Approved us to form:

  
R. Bruce Frederick  
Santa Fe County Attorney

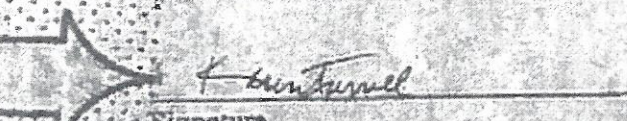
3/6/18  
Date

Finance Department:

  
Stephanie Schardin Clarke  
Finance Director

3/7/18  
Date

CONTRACTOR

  
Signature

3/9/18  
Date

Karen Tarrell, owner/operatr  
Print Name and Title



# ATTACHMENT A

IFB #2018-0241-CLK/KE

## BID SHEET

### STENOGRAPHY AND TRANSCRIPTION SERVICES

All blanks have been filled in, Bid Sheet is attached to the completed Invitation to Bid (IFB) #2018-00241-CLK/KE and is returned herewith.

NAME OF COMPANY: WORDSWORK

Please provide the hourly rate your firm will charge the County and it's Departments for Stenography and Transcription services. For information purposes, the possible meetings convened by the County are as followings, and are not limited to:

- The Lodgers Tax Advisory Board for the Finance Department meets the fourth (4<sup>th</sup>) Thursday of the month. There are approximately twelve (12) meetings per year. Each meeting may last up to two (2) hours and the transcription time is estimated at seven (7) hours.
- The Fire Chiefs Association for the County Fire Department meets the fourth (4<sup>th</sup>) Thursday of the month. There are approximately twelve (12) meetings per year. Each meeting may last up to two (2) hours and the transcription time is estimated at seven (7) hours.
- The Santa Fe County Commission meetings held twice a month the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of every month. The duration of time for these meetings may vary from 2 to 10 hours.
- Health Policy & Planning Commission meetings held once a month, first (1<sup>st</sup>) Friday of the month. The duration of time for these meetings may last up to three and a half (3 1/2) hours.
- DWI Planning Council meetings are held once a month, second (2<sup>nd</sup>) Thursday of the month. The duration of the meetings is for two (2) hours.
- Housing Authority Board of Commissioners meetings held once a month on Tuesdays. The duration of the meetings are half (1/2) hour.
- Planning Commission meetings held once a month on Thursdays. The duration of the meeting varies and may last up to six (6) hours.
- SLDC Hearing Officer meetings held once a month on Thursdays. The duration of the meetings may last up to two (2) hours.
- Ethics Ordinance Committee meetings held every other month. The duration of the meetings may last up to three (3) hours.

Bidder's hourly rate shall include all labor costs, tools, equipment, materials, overhead, profit, insurance and any fees necessary to perform the work called for in the scope of work. The



BID FORM

Project: Stenography and Transcription Services

IFB No. #2018-0241-CLK/KE

Bidder:

This Bid is submitted to:

Karen Farrell, d/b/a: Wordwork

Santa Fe County Purchasing Division  
 142 W. Palace Ave. (2<sup>nd</sup> Floor)  
 Santa Fe, New Mexico 87501  
 Attn: Karen K. Emery

Having read the Santa Fe County Bid Instructions and General Terms and Conditions and examined the General Specifications for the Invitation for Bids reference #2018-0241-CLK/KE we hereby submit the attached firm offer for which will remain open for a period not to exceed ninety (90) days in accordance with all terms and conditions represented in this solicitation for:

**STENOGRAPHY AND TRANSCRIPTION SERVICES**

Signature:

Name (typed or printed):



Karen Farrell

Title:

Firm Name:

Owner/Operator

Wordwork

Federal ID or Social Security Number:

NM Business License # CRS

568-72-5204

02-071217-00-0

Certificate Number #:

Dept. of Labor Registration #: \_\_\_\_\_

Or a copy of valid Certificate of Resident Business

City of Santa Fe, NM Business License # 18-00012010

Wordwork rents an office at 453 Cerrillos Road from 453 LLC; Karen Farrell pays taxes on properties at 46 Calle Enlace and 4754 Morning Street, both in Santa Fe

(Indicate whether a Resident Business)

☐ Liability Insurance is required.

☐ Copy of Workers' Compensation Insurance  
 is required, if applicable

Telephone: (505) 986-1086 Fax: ( ) \_\_\_\_\_

(x ) Received addenda #'s 1 &amp; 2 when issued.

## ATTACHMENT A

IFB #2018-0241-CLK/KE

County reserves the right to acquire stenography and transcriptions services from the awarded Bidder(s) for other County meetings not stated above.

In accordance with all terms, conditions, specifications, and requirements, the bidder offers the following hourly rate for stenography and transcription services for Santa Fe County:

Hourly Rate: \$ 50.00

Written in Words: Fifty dollars

Bidder's Preferred Advanced Notice for Scheduling of Services: 48+ hours

Bidders must have experience in providing real-time captioning and transcription services for a minimum of two previous clients. Yes.