

## Santa Fe County Purchasing Process Request Form

<b>Date Submitted:</b>	April 15, 2026	<b>Requesting User Agency:</b>	County Manager/Risk Management
<b>Name &amp; Phone of Contact Person:</b>	Angel Larranaga (505)992-9857 Eppie Tapia (505)992-9889 Melinda Jagles-Moquino (505)992-9884		
<b>Contract Tracking #/Buyer (Purchasing)</b>	2026-0349-RM NMSPA No. 00-00000-20-00093AC	<b>BCC Approval?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate date	

**AGENCY REQUEST:** (Lease, MOU, Grant, Professional Services Agreement, Construction, Application, etc.) Describe the County, Public and/or Agency need. Describe what you are attempting to purchase, obtain or accomplish. Attach additional information relating to your request (scope of work, specifications, bid items on etc.)

Risk Management is requesting a PO with APIC Solutions LLC in order to add access doors to various buildings located at Public Works, upgrade the license for the existing server.

**Does this request require IT approval?**  Yes  No **If yes, is the approved work order attached?**  Yes  No

**PURCHASING STATUS:**

**FINANCIAL / BUDGETARY INFORMATION:** (If applicable, include a breakdown of project cost estimates; is funding already appropriated? If this action will result in revenue to the County, include the total compensation and timetable. Include funding information (GF, GRT, Grant, Grant Match, In Kind requirements, etc.)

<u>Grants</u>	<u>Capital, Fund &amp; Cost Center Approval</u>	<u>Budget Approval:</u>
Is this grant related? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes: provide fund(s) _____ Grant approval: _____	Is this a capital project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Capital approval: _____ Fund/Cost Center approval: _____	

Please provide account number(s) for this request: 101-0116-412.50-03

**LEGAL FORM:** (Is this a new contract or an amendment or change of a previously submitted procurement or contract? Identify any known liabilities and/or risks to the County.

**LEGAL APPROVAL:** (sign and date)

**FINANCE DIRECTOR APPROVAL:** (sign and date)

**COUNTY MANAGER APPROVAL:** (sign and date)

**ATTACH NEEDED DOCUMENTS** (Purchase Requisition, Justification Memo & Documentation (sole source, emergency or other procurement exemption), W-9 for new vendor, draft BCC memorandum, Price Agreement used (SPA, GSA, etc.))

**SERVICE AGREEMENT  
BETWEEN SANTA FE COUNTY AND  
APIC SOLUTIONS LLC**

This Agreement is entered into this 14 th day of May 2026, between **Santa Fe County**, a political subdivision of the state of New Mexico (the “County”), and **APIC Solutions, LLC**, 7401 Snaproll St. NE, Albuquerque, NM 87109 (the “Contractor”).

Background

**WHEREAS**, the County requires the installation of door access control of three buildings at the Santa Fe Public Works yard; and

**WHEREAS**, pursuant to NMSA 1978, Section 13-1-129 (Procurement under existing contracts) the Procurement Manager determines that these services may be procured without a competitive solicitation using Statewide Price Agreement No. 00-00000-20-00093AC; and

**WHEREAS**, the County requires the services of the Contractor, and the Contractor is willing to provide the services.

**NOW, THEREFORE**, the parties agree as follows:

Agreement

1. CONTRACTOR’S SERVICES

Install access control of three buildings at the Santa Fe County Public Works yard at 424 NM-599 Frontage Road in Santa Fe and upgrade the existing operating software. Contractor’s Services will be as proposed by the Contractor in the proposal dated 04/13/2026 (see Attachment A).

2. ADDITIONAL SERVICES

A. The parties agree that all tasks in section 1 (Contractor’s Services) will be completed to the County’s satisfaction and for the amount stated section 3 (Compensation, Invoicing and Set-off).

B. The County may request changes in the Contractor’s Services. Any changes to the Contractor’s services must be made by written amendment.

3. COMPENSATION, INVOICING AND SET-OFF

A. The total compensation payable to the Contractor will not exceed **\$162,557.44** *exclusive* of NM GRT. Any NM GRT levied on the amount payable under this Agreement will be paid by the Contractor.

B. The Contractor must submit a written request for payment to the County when payment is due. Upon the County’s receipt of the written request, the County will issue a written

certification of complete or partial acceptance or rejection of the services for which payment is sought. The County will not make a payment until the County issues a written certification accepting the services.

- 1) The County's representative for certification of acceptance or rejection of contractual items and services is Eppie Tapia, Risk Management Supervisor, [etapia@santafecountynm.gov](mailto:etapia@santafecountynm.gov), (505) 992-9889, or other individual as may be designated by the County.
- 2) Within 30 days of the issuance of the certification accepting the services, the County will make payment for the services. If the County does not issue payment for accepted services within 30 days of the certification by the County, the County will pay a late payment fee of 1.5% per month until the amount due is paid in full.

C. If the Contractor breaches this Agreement, the County may, without penalty, withhold payments due the Contractor for the purpose of set-off until the County determines the exact amount of damages it suffered as a result of the breach.

D. The County's payment to Contractor will not foreclose the County's right to recover excessive or illegal payment.

#### 4. EFFECTIVE DATE AND TERM

This Agreement will become effective on the date of last signature by the parties and will terminate one year from that date, unless earlier terminated under section 5 (Termination) or 6 (Appropriations and Authorizations). The parties may agree to extend the term by written amendment.

#### 5. TERMINATION

A. Termination for Cause. Either party may terminate this Agreement based upon a breach by the other party. The non-breaching party must give the breaching party written notice of termination stating the specific grounds for the termination. The termination will be effective 30 days from the breaching party's receipt of the notice, during which time the breaching party may cure the breach. If the breach cannot with due diligence be cured within 30 days, the breaching party will have a reasonable time to cure the breach, provided that, within the 30-day period, 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 terminate this Agreement at any time for any reason or no reason, by giving the Contractor written notice of termination. The notice must state the effective date of termination, which must not be less than 15 days from the Contractor's receipt of the notice. The County will pay the Contractor for acceptable services performed before the effective date of termination. The County will not be liable for any services performed by the Contractor after the date of termination.

6. APPROPRIATIONS AND AUTHORIZATIONS

The County's performance of the obligations under this Agreement is contingent upon sufficient appropriations and authorizations by the Board of County Commissioners of Santa Fe County, and if state funds are involved, the Legislature of the State of New Mexico. If sufficient appropriations and/ or authorizations are not made in this or future fiscal years, this Agreement must terminate upon written notice by the County to the Contractor. A termination for non-appropriations or lack of authority will be without penalty to the County, and the County will not be required to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is not committed to the expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County's decision regarding appropriations and authorization will be final and will not be subject to challenge by the Contractor in any way, or forum, including a lawsuit.

7. INDEPENDENT CONTRACTOR

The parties intend that the Contractor and its agents and employees will be independent contractors and not employees or agents of the County. Accordingly, the Contractor and its agents and employees will not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to County employees. Except as may be authorized in this Agreement, the Contractor has no authority to bind, represent, or otherwise act on behalf of the County.

8. ASSIGNMENT AND SUBCONTRACTING BY THE CONTRACTOR

A. The Contractor must not assign or transfer any interest in this Agreement or assign any claims for money due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer in violation of this Agreement will be void.

B. The Contractor must not subcontract or delegate any portion of the services without the advance written approval of the County. Any attempted subcontract or delegation by the Contractor to a non-party in violation of this Agreement will be void.

9. CONTRACTOR'S PERSONNEL

A. The services in section 1 (Contractor's Services) must be performed by the Contractor or under its supervision.

B. The Contractor states that it has, or will secure at the Contractor's expense, all personnel required to perform the services and obligations under this Agreement. Such personnel must not be employees of or have any contractual relationship with the County, and must be qualified and licensed by federal, state and local law to perform the services.

10. RELEASE

The Contractor's receipt of payments due under this Agreement serves as a release of the County, its elected officials, officers, agents and employees from all liabilities, claims, and obligations arising from this Agreement.

11. CONFIDENTIALITY

Any confidential information provided to or developed by the Contractor in the performance of this Agreement will be kept confidential and will 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

A. 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.

B. The Contractor acknowledges and agrees that any material produced in whole or in part under or pursuant to this Agreement is a work made for hire. Accordingly, to the extent that any such material is copyrightable in the United States or in any other country, the County will own any such copyright.

13. CONFLICT OF INTEREST

The Contractor states that it does not have any interest that would conflict in any manner with the performance of the services and obligations under this Agreement.

14. AMENDMENT

This Agreement may not be modified, altered, changed, or amended orally. To be valid any amendment to this Agreement must be in writing signed by the parties.

15. ENTIRE AGREEMENT; INTEGRATION

This Agreement incorporates all the agreements and understandings between the parties and all agreements and understandings are merged into this Agreement. No prior or contemporaneous agreements or understandings, verbal or otherwise, of the parties will be valid or enforceable unless embodied in this Agreement.

16. NOTICE OF PENALTIES

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

17. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

A. The Contractor agrees to abide by federal, state, local laws, ordinances, and rules and regulations pertaining to equal employment opportunity and unlawful discrimination. The Contractor must not discriminate against any person with regard to employment with the 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. The Contractor acknowledges that failure to comply with this section will constitute a breach of this Agreement.

18. GOVERNING LAW

A. The Contractor will comply with all applicable laws, ordinances, and regulations, including Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

B. This Agreement will be construed in accordance the laws of the State of New Mexico without regard to its choice of law rules. The Contractor acknowledges that the exclusive forum for any litigation related to this Agreement will be state district courts of New Mexico, located in Santa Fe County.

19. RECORDS AND INSPECTIONS

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 for a period of six 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 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.

20. INDEMNIFICATION

A. The Contractor shall indemnify the County and its elected officials, agents, and employees from any liabilities, damages, demands, suits, costs or expenses, including court costs and legal fees, resulting from the Contractor's performance or non-performance of its obligations under this Agreement.

B. The County may control and participate in the defense of any demand, suit, or cause of action that relate to the County. No matter will be settled without the County's consent. Consent must not be unreasonably withheld.

C. The Contractor's obligations under this indemnification section will not be limited by the terms of the insurance policy the Contractor is required to maintain under this Agreement.

## 21. SEVERABILITY

If any provision of this Agreement is held invalid or non-enforceable by a court of competent jurisdiction, other provisions will not be affected and will remain valid and enforceable.

## 22. NOTICE

Notice required to be given to either party must be in writing and delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, to:

The County: Risk Management Department  
Attn: Eppie Tafoya, Risk Management Supervisor  
102 Grant Ave.  
Santa Fe, NM 87501  
(505) 992-9889  
[etapia@santafecountynm.gov](mailto:etapia@santafecountynm.gov)

The Contractor: APIC Solutions, LLC  
Attn: Matt Gordon, Account Manager  
7401 Snaproll St. NE  
Albuquerque, NM 87109  
(505) 238-1668  
[mgordon@apicnm.com](mailto:mgordon@apicnm.com)

## 23. CONTRACTOR REPRESENTATIONS

The Contractor represents that:

A. This Agreement is duly authorized by the Contractor, the person signing this Agreement has authority to do so, and once signed by the Contractor, this Agreement will constitute a binding obligation of the Contractor.

B. The terms of this Agreement do not conflict with Contractor's corporate agreement or any statement that may be filed with the New Mexico Secretary of State.

C. The Contractor is legally registered and is properly licensed by the State of New Mexico to provide the services and will maintain such registration and licensure for the term of this Agreement.

24. FAX OR ELECTRONIC SIGNATURE

A fax or electronic signature will have the same force and effect as an original signature.

25. NO THIRD-PARTY BENEFICIARIES

The parties do not intend by this Agreement to create any rights in any non-parties.

26. CONTRACTOR'S INSURANCE

A. General. The Contractor must submit evidence of insurance as is required in this section. The Contractor's policies of insurance must be written by a company authorized to provide insurance in the state of New Mexico.

B. Liability Insurance, Including Automobile. The Contractor must maintain a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Contractor's insurance must include coverage for all services and work performed for the County under this Agreement; 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. Santa Fe County must be a named an additional insured on the Contractor's policy.

C. Increased Limits. If the Legislature of the State of New Mexico increases the maximum limits of liability under the New Mexico Tort Claims Act, the Contractor must increase the maximum limits of any insurance required under this Agreement.

27. PERMITS AND FEES

Contractor will procure all permits, licenses, and pay all fees associated with the performance of the services and the Contractor's obligations under this Agreement.

28. NEW MEXICO TORT CLAIMS ACT

No provision of this Agreement will modify or waive the sovereign immunity or limitation of liability enjoyed by County or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1.

29. CAMPAIGN CONTRIBUTION DISCLOSURE

The Contractor must complete and submit simultaneous with signing this Agreement, the Santa Fe County Campaign Contribution Disclosure form.

30. SURVIVAL

The provisions of the following paragraphs will survive termination of this Agreement: Indemnification, Records and Inspection; Release; Confidentiality; and Choice of Law.

The parties execute this Agreement as of the date of last signature by the parties.

**SANTA FE COUNTY**

  
\_\_\_\_\_  
Gregory S. Shaffer  
Santa Fe County Manager

5/14/2026  
\_\_\_\_\_  
Date

Approved as to form:

Roberta D. Joe for W.B.  
\_\_\_\_\_  
Walker Boyd  
Santa Fe County Attorney

4/29/2026  
\_\_\_\_\_  
Date

**CONTRACTOR – APIC Solutions, LLC**

  
\_\_\_\_\_

5/12/25  
\_\_\_\_\_  
Date

**Field Hardware** – (Provide and install)

**Attachment A**

- (2) Signo 20 card readers.
- (2) Request to Exit Device
- (10) AD400 wireless locks.
- (12) Door Position Switch 3/4" Recessed SPST
- (2) Access Pro Commercial Kit
- (LOT) Access Control Cable
- (LOT) Cable support, cable dressing, fasteners, and labels

PRODUCT DESCRIPTION	QTY	UNIT COST	LINE TOTAL
UA7 10 Door License	1	\$1,433.85	\$1,433.85
UA7 1 Door License	2	\$173.80	\$347.60
UA7 Wireless Lock License	10	\$173.80	\$1,738.00
ACM6 to UA7 Upgrade Package for up to 250 doors (include 1 Year Service Plan)	1	\$1,303.50	\$1,303.50
Mercury MP1501 Intelligent Controller with Poe+ (1 Door; 2 Readers; 2 Inputs; 2 Outputs)	5	\$847.28	\$4,236.40
Mercury MP1502 Intelligent Controller (2 Doors; 4 Readers; 8 Inputs; 4 Outputs)	1	\$1,474.69	\$1,474.69
Signo20; Mullion; 13.56MHz & 125kHz; OSDP/Wiegand; Pigtail; Mobile Ready; BLE	2	\$338.35	\$676.70
900 MHz Panel Interface Module for 16 door intelligent controller	5	\$1,793.04	\$8,965.20
Omni-Directional Remote Indoor/Outdoor Antenna Module	5	\$446.01	\$2,230.05
7AH 12VDC Battery Back-up	3	\$32.22	\$96.66
Request to Exit Device (Motion)	2	\$126.40	\$252.80
T.Rex accessory, back plate, white	2	\$21.46	\$42.92
Door Position Switch 3/4" Recessed SPST	12	\$13.26	\$159.12
Cat 6 UTP CMP - Yellow	2000	\$0.65	\$1,300.00
RJ-45 Conn. (Box of 25)	1	\$66.36	\$66.36
7' Cat 6 Patch Cord - Blue	7	\$16.75	\$117.25
15' Cat 6 Patch Cord - Blue	1	\$22.12	\$22.12
ACCESS CONTROL CABLE - 8 CONDUCTORS	500	\$0.92	\$460.00
ACCESS CONTROL READER CABLE	500	\$0.36	\$180.00
ACCESS CONTROL RS-485 CABLE	500	\$0.51	\$255.00
Enclosure and Backplane, WxHxD: 21-1/2 x 27-1/4 x 6-1/2 in.	1	\$769.27	\$769.27
Wiring Trough, Screw Cover, Mild Steel, Galvanized, Depth 48 in., Width 4 in., Unpainted	1	\$130.98	\$130.98
Flushed Duct Cover, PVC, Flush Cover, Length 6 ft., Width 2.25 in.	1	\$18.94	\$18.94
Flushed Duct Cover, PVC, Flush Cover, Length 6 ft., Width 31.8 mm	1	\$13.90	\$13.90
Base Wiring Duct, PVC, LxWxH 6 ft. (1.8m)x2.25 in. (57.2mm)x2.25 in.	1	\$59.77	\$59.77

Please send all PO's to orders@apicnm.com | 505-345-1381



7401 Snaproll St NE  
 Albuquerque, NM 87109  
 (505) 345-1381  
 apicmsi.com

Wide Slot Base Wiring Duct, PVC, LxWxH 6 ft. (1.8m)x1.25 in. (32mm)x1.25 in. (32mm)	1	\$59.77	\$59.77
Access Power Controller, 12 to 24 VAC/DC Input, 8 -Output	1	\$139.09	\$139.09
Power Distribution Module, 12/24 VDC or 24/28 VAC, 0 to 49 C	1	\$44.30	\$44.30
Power Supply/Charger Board, 3.5 A Output, 0 to 49 C	2	\$293.91	\$587.82
Access Pro Commercial Kit	2	\$2,389.66	\$4,779.32
Four Controller Interface Enclosure	1	\$711.32	\$711.32
FREIGHT	LOT	\$1,185.00	\$1,185.00
Lock Hardware	LOT	\$79,291.52	\$79,291.52
Electrical Pathway	LOT	\$6,612.39	\$6,612.39
<b>Material/Equipment Total</b>			\$119,761.61
<b>Labor and Commissioning Total</b>			\$40,000.00
<b>Subtotal</b>			\$159,761.61
<b>Tax on Labor Only</b>		6.0000%	\$2,400.00
<b>Bond</b>			\$2,795.83
<b>TOTAL PROJECT COST</b>			<b>\$164,957.43</b>

Based on State Price Agreement 00-00000-20-00093AC

**NOTES AND EXCLUSIONS**

- Proposal **EXCLUDES** payment/performance bond and all associated permits and fees unless specified.
- Proposal **EXCLUDES** any unforeseen conditions; any equipment not listed in this quote.
- Proposal **EXCLUDES** any additional electrical/cooling upgrades required for this project.
- Proposal **EXCLUDES** patching, painting, and replacement of ceiling tiles.
- Proposal **EXCLUDES** the correction of existing code violations.
- Proposal **EXCLUDES** any warranty on existing equipment.
- Proposal **ASSUMES** all existing equipment is in proper working order. Unless otherwise stated above.
- Proposal is **VALID** for 30 days.

**WARRANTY TERMS**

- This project includes a one-year warranty against defects in product or workmanship. This warranty is provided by APIC Solutions and shall begin the day of owner acceptance.

**PAYMENT TERMS**

- All invoices are due Net 30 days.
- All equipment will be billed 100% once it has been delivered and inventoried / accepted by the agency.
- Progress billings for labor and equipment rental will occur monthly and be based on the percentage complete at the time of billing.
- A 3.5% processing fee will be added to all purchases being made using a credit card.

Please send all PO's to orders@apicnm.com | 505-345-1381


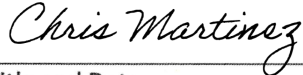


7401 Snaproll St NE  
 Albuquerque, NM 87109  
 (505) 345-1381  
 apicmsi.com

**TARIFF ADJUSTMENT CLAUSE**

The pricing provided in this quote is based on current tariff levels as of the date of the quote. In the event that tariff rates change or suppliers impose tariff-based price increases after the issuance of this quote, the final price may need to be adjusted to reflect the new tariff rates prior to procurement or through a cost impact change order. Any such changes will be communicated to the client or contractor and will be subject to the applicable increase or decrease in costs due to tariff adjustments.

The signatures below indicate CUSTOMER and APIC Solutions agreement to the **Scope of Work, Project Pricing, and Terms and Conditions** in this document:

Santa Fe County	APIC SOLUTIONS
Name: Gregory S. Shaffer, County Manager	Name: Chris Martinez
Signature: 	Signature: 
Title and Date: County Manager 5/14/2026	Title and Date: BD Director 5/12/25

If you have any questions, please feel free to contact me at the number below. Thank you for your trust in APIC Solutions. We look forward to working with you!

Sincerely,

Matt Gordon  
 505-238-1668  
 mgordon@apicnm.com

REQUISITION BY: ALARRANAGA

STATUS: REQ-APRVL >\$10000  
 REASON: ACCESS CONTROL PANELS ETC. FOR PUBLIC WORKS BLDGS

DATE: 4/15/26

SHIP TO LOCATION: RISK MANAGEMENT/ASD

SUGGESTED VENDOR: 22772 APIC SOLUTIONS LLC

DELIVER BY DATE: 6/30/26

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
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1	REQUESTED BY EPIE TAPIA Material to install cables, card readers and other hardware for the Public Works Buildings. This includes all materials, labor/commissions and bond fee. COMMODITY: SUBCOMMOD: MISC	162557.43	EA	1.0000	162557.43	
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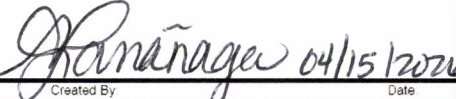
2	TAX (LABOR ONLY) Risk Management is requesting a PO to APIC Solutions LLC to install access doors at various Public Works Buildings, such as, Property Control, Project Management, Fleet, Sign Shop, and the Administrative Building.	2400.00	EA	1.0000	2400.00	
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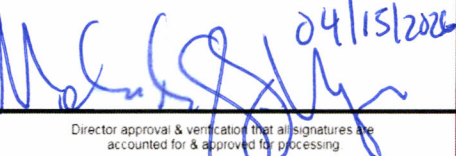
Reference Categories 1, 2, and 3 of the NMSPA No.  
 00-0000-20-00093AC  
 COMMODITY:  
 SUBCOMMOD: MISC

REQUISITION TOTAL: 164957.43

Signatures are for authorization to process a purchase order from a requisition or a purchase order change order.  
 All signatures must be present & signed by the individual  
 Void processing if the signatures are not signed by the individual

  
 4/15/2026  
 Requested By \_\_\_\_\_ Date \_\_\_\_\_

  
 04/15/2026  
 Created By \_\_\_\_\_ Date \_\_\_\_\_

  
 04/15/2026  
 Director approval & verification that all signatures are accounted for & approved for processing.

A C C O U N T I N F O R M A T I O N

LINE #	ACCOUNT	PROJECT	%	AMOUNT
1	10101164125003	SERVICES CONTRACTUAL/PROFESSIONAL	100.00	162557.43
2	10101164125003	SERVICES CONTRACTUAL/PROFESSIONAL	100.00	2400.00
				164957.43

REQUISITION IS IN THE CURRENT FISCAL YEAR.

FY-2026

**SANTA FE COUNTY**  
INTERNAL PURCHASE REQUISITION (IPR)

FUND -COST CENTER-ACTIVITY: 101-0116-412

Ship To Code	DEPARTMENT / DIVISION :	CMO/Risk Management
Risk Management		

REQUISITION NUMBER:

REQUESTOR / REQUESTED BY: Eppie Tapia

Enter address if different than Ship To Code Address Above		VENDOR #	VENDOR INFORMATION		VENDOR INFORMATION		VENDOR INFORMATION	
SANTA FE COUNTY		22772	1st Quote (If Applicable)		2nd Quote (If Applicable)		3rd Quote (If Applicable)	
ATTN:	Angel Larranaga	Name:	APIC Solutions LLC					
Risk Management		Address 1:	7401 Snaproll NE					
102 Grant Ave.		City, State, Zip:	Albuquerque, NM 87109					
SANTA FE, NM	Enter Zip: 87501	Contact / Phone:	505-345-1381					

Line No	DESCRIPTION	LINE ITEM	Unit Cost	Qty	Cost per item	# Items	AMOUNT	Unit Cost	Qty	Cost per item	# Items	AMOUNT	Unit Cost	Qty	Cost per item	# Items	AMOUNT
	Requested By: Eppie Tapia		1			1	\$ -	1			1	\$ -	1			1	\$ -
1	Material to install cables, card reader's and other hardware for the Public Works Buildings	50-03	1		\$162,557.43	1	\$ 162,557.43	1			1	\$ -	1			1	\$ -
	This includes all materials, labor/commissions and bond fee		1			1	\$ -	1			1	\$ -	1			1	\$ -
			1			1	\$ -	1			1	\$ -	1			1	\$ -
			1			1	\$ -	1			1	\$ -	1			1	\$ -
			1			1	\$ -	1			1	\$ -	1			1	\$ -
			1			1	\$ -	1			1	\$ -	1			1	\$ -

<b>Notes / Comments:</b>		SUBTOTAL		\$ 162,557.43			\$ -			\$ -
Risk Management is requesting a PO to APIC Solutions LLC to install access doors at Public Works Buildings, such as, Property Control, Project Management, Fleet, Sign Shop and the Administrative Building.		SHIPPING/HANDLING								
		TAX (Services Only)		\$ 2,400.00						
		TOTAL CHARGES		\$ 164,957.43			\$ -			\$ -

Reference Categories 1, 2, and 3 of the NMSPA No. 00-00000-20-00093AC

REQUESTOR CERTIFIES THIS REQUEST HAS BEEN PROCURED AT THE BEST OBTAINABLE PRICE.  
Date Completed by Requestor: 4/15/2026

DATE SUBMITTED TO REQ CREATOR  
Date: 4/15/2026  
Creator Name: Angel Larranaga

## Angel V. Larranaga

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**From:** Eppie Tapia  
**Sent:** Tuesday, April 14, 2026 3:51 PM  
**To:** Angel V. Larranaga  
**Subject:** FW: APIC Quote for PW  
**Attachments:** Quote - SFCO - Public Works - AC 507729 Updated.pdf

Hi Angel,

Can you please process for a PO and utilize 5003? Let me know if you have any questions, thank you.

Respectfully,

### **EPPIE TAPIA**

Risk Management Supervisor  
HR/Risk Management  
505-992-9889 Office  
505-467-9337 Cell



**SANTA FE COUNTY**

**From:** Daniel P. Sanchez <dpsanchez@santafecountynm.gov>  
**Sent:** Tuesday, April 14, 2026 3:47 PM  
**To:** Eppie Tapia <etapia@santafecountynm.gov>; Jeff A. Espinoza <jespinoza@santafecountynm.gov>; Dale Lucero <dlucero@santafecountynm.gov>  
**Cc:** Melinda S. Jagles-Moquino <mjmoquino@santafecountynm.gov>  
**Subject:** RE: APIC Quote for PW

Good Afternoon Eppie,

Looks good to me, however, IT does not currently support the door locking systems within Santa Fe County; this still falls under Public Works (Facilities).

Jeff and Dale,

Does anything stand out to you?

Thank You,

Daniel Sanchez  
IT Division Director  
Santa Fe County  
505.992.9888  
[dpsanchez@santafecountynm.gov](mailto:dpsanchez@santafecountynm.gov)

**From:** Eppie Tapia <[etapia@santafecountynm.gov](mailto:etapia@santafecountynm.gov)>  
**Sent:** Tuesday, April 14, 2026 3:36 PM  
**To:** Daniel P. Sanchez <[dpsanchez@santafecountynm.gov](mailto:dpsanchez@santafecountynm.gov)>  
**Cc:** Melinda S. Jagles-Moquino <[mjmoquino@santafecountynm.gov](mailto:mjmoquino@santafecountynm.gov)>  
**Subject:** APIC Quote for PW

Afternoon Daniel,

Please review the attached quote and if you approve, I can start the PO process. Please let me know if you have any questions, thank you.

Respectfully,

**EPPIE TAPIA**  
Risk Management Supervisor  
HR/Risk Management  
505-992-9889 Office  
505-467-9337 Cell



**SANTA FE COUNTY**