



**NEW MEXICO DEPARTMENT OF HOMELAND SECURITY
& EMERGENCY MANAGEMENT**

Sub-Grant Amendment

2011 State Homeland Security Grant Program

2011 Federal Grant No. EMW-2011-SS-00094-S01 CFDA No. 97.067

1. Sub-Grant No. EMW-2011-SS-00094-S01-Santa Fe County	2. Recipient Santa Fe County	3. Amendment Number 1	
5. Recipient Address Santa Fe County PO Box 276 Santa Fe, NM 87504		6. Issuing Office and Address New Mexico Department of Homeland Security & Emergency Management PO Box 27111 Santa Fe, NM 87502	
7. Effective Date of This Action: January 1, 2012	8. DHSEM Grant Specialist:	Phone: 505-476-0616 Fax: 505-476-9695 Email:	
9. Termination Date: June 30, 2013	John Stephens	JohnP.Stephens@state.nm.us	
10. Award Amount: \$57,000.00			
11. Type of Amendment: Date Extension Only			
12. Recipient is required to sign and return the original of this document, as well as the signed and accepted grant requirements, assurances and agreements to the Issuing Address in block 6, within 30 days from the date in block 17.			
13. Signature of Jurisdiction Grant Specialist/Program Manager <i>Mark A. Vigil</i>		Date: <u>5/13/13</u> Phone: <u>505-992-3072</u> Fax: <u>505-992-3073</u> Email: <u>mark.vigil@sanjfe.org</u>	
Printed Name: MARTIN VIGIL		<u>Santa Fe County, OR</u>	
14. Signature of Jurisdiction Chief Financial Officer <i>Molly Saiz</i>		Date: <u>5/17/13</u> Phone: <u>505-993-2781</u> Fax: <u>505-993-6277</u> Email: <u>msaiz@sanjfe.org</u>	
Printed Name: Molly Saiz		<u>County, NM</u>	
15. Signature of Jurisdiction Signatory Official <i>Kenneth E. Green for Katherine Miller</i>		Date: <u>5/20/13</u> Phone: <u>9566221</u> Fax: Email: <u>kenneth.green@sanjfe.org</u>	
Printed Name and Title: Kenneth E. Green, CIM Director		<u>for Katherine Miller</u>	
16. DHSEM Signatory Official (Name and Title)		Date	

Approved as to form
Santa Fe County Attorney

By: [Signature]

Date: 5/17/2013

[Signature] 5-17-13

LEGAL CONTRACT REQUEST FORM

2013-0345-FD/MS

This form **MUST** be complete and all required attachments included. If it is not complete, it will be returned to the requesting Department/Division to be completed and re-submitted. Please submit **ALL** requests for contracts to the Purchasing Division.

A. Date Submitted: May 13, 2013

B. Requesting Department/Division: Fire Dept./Emergency Management

Name of contact person/phone number/ email address: Martin Vigil, Asst. Chief, OEM Director
(505) 670-0207

C. Name of Contractor and contact information (phone number and address): *(please provide the person's name who has signature authority)* State of N.M. Dept. Homeland Security/Emergency Management

Name and type of entity: *(Corporation, LLC, Non-Profit, Government Entity, ect.)* State Gov.

Contractor Address: *(principle place of business AND local address if out of state, including who may receive service of process and where if out of state)* POB 27111, Santa Fe N.M. 87503

Federal Tax Identification Number:

D. Will contract require BCC Approval? YES NO

If yes: It is the responsibility of each Department/Division to submit captions to the Manager's Office and a memorandum for packet material to Legal. Planning in advance for those Contracts requiring BCC approval is **IMPERATIVE**. Contracts that are not submitted to the Legal Department by the deadline date stated on the BCC schedule **WILL NOT** be processed until the following month.

RECITALS: *(Included in the recitals are the background details of the contract and its purpose)* This is a sub-grant Agreement between the State of NM Dept. Homeland Security/Emergency Management and Santa Fe County to Support activities essential to the ability of states, territories, and urban areas to prepare for, prevent, and respond to Terrorist attacks and other all-hazard events consistent with Homeland Security Presidential Directives. This sub-grant Agreement reflects an award based on a submitted application process.

SCOPE OF WORK: *(Please provide DETAILED SOW and avoid legal jargon)*

Project 1: Sheriff's Office, Replace SWAT Ballistic Helmets & supply Patrol Deputies with Combat Medical Kits (14,250.00)

Project 2: Mass Care, purchase shelter trailer with cots & blankets. Replace MREs for EOC (37,000.00)

Project 3: Training/Exercise, provide training & supplies for Deputies in use of Combat Medical Kits. (5,750.00)

COMPENSATION: N/A

A. In consideration of its obligations under this Agreement, County shall pay Contractor as follows: *(Insert base compensation/payment details, e.g., per month, per item, per deliverable, per other milestone)*.

In no event shall the total compensation paid to Contractor by County under this Agreement exceed more than \$ _____ **inclusive/exclusive** of gross receipts tax.

The County shall pay Contractor at the following hourly rates/cost schedule for services performed: *(Insert payment details, e.g. hourly rate, payment per month, payment per item, payment per deliverable, etc...)*

B. (County may – but does not have to – agree to reimburse Contractor for certain costs associated with the negotiation or performance of the Agreement, such as copies, fax, or telephone calls. If County so agrees, insert the details of the agreement here, such as how much per copy, etc., as well as the maximum amount of such costs County will reimburse.)

Santa Fe County has been awarded \$57,000.00 by the State of NM Dept. Homeland Security & Emergency Management To complete the above noted Scope of Work

TERM:

This Agreement shall, upon due execution by all parties, become effective as the date first written above and shall terminate, (insert date) unless earlier terminated pursuant to Section 4, TERMINATION, of this Agreement.

A term of two years is standard legal boilerplate language in the contract. If the County or the Contractor desires a term that is less than two years please provide a detailed explanation justifying the change in this section: Grant Period January 1, 2012-December 31, 2012(*This request for time extension only Jan 1, 2013-June 30 2013)

SPECIAL CLAUSES and/or ADDITIONAL COMMENTS:

Are you proposing any change to the standard legal boilerplate for the contract type? And/or are you proposing that any insurance language be waived, or amounts of coverage changed?

Yes No/N/A

If yes, please describe and justify:

Will any confidential information be provided to/or developed by the Contractor?

Yes No Not Sure/N/A

If so, or if you think it is possible, explain:

ATTACHMENTS: Copy of Sub-Grant Amendment #1

A. The following attachments MUST BE SUBMITTED with this form: (incomplete packets submitted to Legal will be returned to the requesting department/division):

- Purchase Requisition for encumbrance of funds.
- Justification Memo for sole source, emergency, or other exemption to procurement
- Completed Vendor Registration Form/W-9 for a new Contractor
- If contract requires BCC approval copy of caption and draft memorandum
- Copy of business license and certificate of good standing
- If contract is a price agreement the vendors price catalog
- If the contract is for services, documentation from New Mexico Abilities accepting or denying service
- Is the Contractor a PERA Retiree? YES NO

B. Other attachments as applicable:

- Purchase Requisition for RFP advertisement
- Proposal Evaluation Criteria
- Copy of RFP/IFB and Contractor Proposal

- Quotes for a PSA under \$50,000
- Any additional information/attachment