



SANTA FE COUNTY

SANTA FE, NEW MEXICO

PURCHASE ORDER

IMPORTANT

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

PAGE: 1
P.O. NO.: 270470
DATE: 07/15/2026
C.O.NO.: 0
C.O.DATE: 00/00/0000

TO: AUTOMATED ELECTION SERVICES
PO BOX 6306
ALBUQUERQUE, NM 871976306

SHIP TO/
INVOICE TO:

COUNTY TREASURER'S OFFICE
240 GRANT AVE, 1ST FLOOR
SANTA FE, NM 87504

VENDOR NO.		NOTES						
337		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.						
DELIVERY BY		SHIP VIA		F.O.B.			TERMS	
06/30/2027							NET 30	
CONFIRM BY			CONFIRM TO			REQUISITIONED BY		
O'NEAL, TIFFANY (AP)			PEPERAS, JOHN			LARMIJO		
FREIGHT		CONTRACT NO.	ACCOUNT NO.		PROJECT	REQ. NO.	REQ. DATE	
		25219TRS	10110014185003			0000270161	07/07/2026	
LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION			UNIT COST	EXTENDED COST	

1	75,000.00	EA	REQUESTED BY RAMON ARCHULETA	1.0000	75,000.00
			000 004		

2026 PROPERTY TAX BILLS

Printing/Imaging and Mailing

TOTAL 75,000.00 Exclusive of NMGR

For Services rendered through

June 23, 2027

SFCA # 2025-0219-TRS/TS

EXP. June 23, 2027

FY26 PO# 260075



SANTA FE COUNTY

SANTA FE, NEW MEXICO

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DELIVERY BY

SHIP VIA

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TERMS

06/30/2027

NET 30

CONFIRM BY

CONFIRM TO

REQUISITIONED BY

O'NEAL, TIFFANY (AP)

PEPERAS, JOHN

LARMIJO

FREIGHT

CONTRACT NO.

ACCOUNT NO.

PROJECT

REQ. NO.

REQ. DATE

25219TRS

10110014185003

0000270161

07/07/2026

LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
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07/15/2026 Pursuant to Amendment No. 1

to SFC Agreement No. 2025-0219-TRS/JP

TOTAL PURCHASE AMOUNT

\$75,000.00

NOT VALID UNLESS SIGNED BY THE COUNTY FINANCE

DIRECTOR OR THE COUNTY PURCHASING AGENT

Gregory S. Shaffer, County Manager 7/17/2026

AUTHORIZED SIGNATURE & TITLE



SANTA FE COUNTY

SANTA FE, NEW MEXICO

PURCHASE ORDER

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06/30/2027						NET 30		
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O'NEAL, TIFFANY (AP)			PEPERAS, JOHN			LARMIJO		
FREIGHT		CONTRACT NO.	ACCOUNT NO.		PROJECT	REQ. NO.	REQ. DATE	
		25219TRS	10110014185003			0000270161	07/07/2026	
LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION			UNIT COST	EXTENDED COST	

County of Santa Fe Purchase Order for Services – General Terms and Conditions

Interpretation: This PO represents the entire agreement between both parties, notwithstanding any Vendor's form. This Agreement shall be the sole and exclusive statement of the purchase of goods or services between the County and Vendor. Unless there is a separate written contract for the provision of goods or services, these terms and conditions shall be the sole and exclusive statement of the contract between the County and Vendor. In the event of a conflict between the terms and conditions of this PO and the terms of the written contract, the terms of the written contract or agreement shall govern.

Acceptance: Vendor shall accept the offer in writing, or by beginning to fill the order or perform the services requested by County. Acceptance is limited to the terms stated herein. The terms and conditions attached hereto shall apply to all orders placed under a County contract, subcontract or agreement.

Assignment: None of the sums due or to become due nor any of the work to be performed under this PO shall be assigned nor shall Vendor subcontract for completed or substantially completed work called for by this PO without County's prior written consent.

Modification/Changes: This PO constitutes the entire agreement between County and Vendor, and no modification hereof shall be effective unless agreed to in writing by authorized representatives of County. County's employees have no authority to direct any change except by a written change order or amendment signed by County's authorized representative.

Audit: The County may, subject to written notification to Vendor, conduct inspection at Vendor's facilities. Vendor shall, without charge, provide facilities for County's personnel and provide all requested data necessary for County's adequate inspection.

Governing Law: This PO shall be governed by the New Mexico Procurement Code, NMSA 1978, § 13-1-28 et seq.; NMSA 1978, § 6-6-11 (Bateman Act); Art. IX, Sec. 10 (County indebtedness) and Art. IX, Sec. 14 (Anti-donation) of the state constitution; and NMSA 1978, § 41-4-1 (Tort Claims Act), including the New Mexico Uniform Commercial Code, if applicable.

Compliance with Law and County Policies and Procedures: The County is exempt from payment of gross receipts tax on materials but may be subject to such tax on services, including "construction" as that term is defined in NMSA 1978, § 7-9-3.4. The taxable status of any sale of materials must be determined by the Vendor's legal counsel or tax consultant. Invoices rendered for additional taxes after bid award will not be honored. The Procurement Code, NMSA 1978, §§ 13-1-28 thru 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks. If this PO shall require the presence on County's premises of Vendor's employees, subcontractors or others under Vendor's control, Vendor shall comply with all applicable governmental regulations and rules of County's premises, encompassing without limitation those relative to environmental quality including safety, fire prevention and security requirements of the County Adult Detention Facility. Vendor shall at all times provide all equipment that is used in the performance of this PO, including all equipment to ensure the safety of all employees, subcontractors or others under Vendor's control.

Waiver: The failure of County to insist, in any one or more instances, upon the performance of any of the terms, or conditions or to exercise any right hereunder shall not be construed as a waiver or relinquishment of the future performance of any such term or condition or the future exercise of such right. The obligations of Vendor with respect to such future performance shall continue in full force and effect.

Delivery: Time is of the essence in this PO. If delivery of conforming goods or performance of conforming services is not complete by the time(s) promised, the County has the right, in addition to its other rights and remedies, to cancel this PO, to reject such goods or services in whole or in part, or to purchase substitute or goods or services elsewhere and charge Vendor with any loss incurred. Any provisions herein for delivery of goods or performance of services by installments shall not be construed as making the obligations of Vendor severable. Shipments sent C.O.D. without County's written consent will not be accepted and will be at Vendor's risk.

Loss in Transit and Environmental Responsibility: Title and risk of loss in transit shall not pass to County until delivery to County (or to carrier designated by County in cases where shipment is made F.O.B. Vendor's Shipping Point) in accordance with all applicable federal, state, or local laws or regulations, including but not be liable for any discharge, spill or other incident, including but not limited to expenses for any clean-up costs, involving any materials transported hereunder until completion of such delivery.

Dangerous and Hazardous Material: Packaging, packing, marking, labeling, documentation, handling and movement of any materials ordered shall be in accordance with applicable NM Department of Transportation (DOT) regulations or other applicable state laws. All packing sheets, bill of lading, or other shipping documents shall specify what the materials are and carry a certificate that the shipment is in proper condition for transportation as prescribed in DOT regulations or other applicable state laws.

Inspection: Notwithstanding any prior inspections or payments, all goods are subject to County's final inspection and acceptance at the destination which shall be conclusive except as to latent defects, fraud, mistakes and Vendor's warranty obligations. County may reject and return defective or nonconforming goods at Vendor's expense for credit, refund or replacement, at County's option. Vendor shall pay County's cost of inspecting, handling, removing, and/or revoking nonconforming goods.

Shipment: Shipment must be made in the quantity specified and over shipments may be rejected at County's discretion.

Shipping: Vendor shall enclose a packing sheet in each separate container and a master packing sheet in duplicate shall accompany each shipment. Packing sheets shall not show any prices. County's counter weight shall be accepted as final and conclusive on shipments not accompanied by packing sheets. Material shall be packed and marked for shipment as reasonably prescribed by, and at no additional cost to the County. Each shipping container shall contain the part number, date of shipment, bill of lading number, packing slip number, shipping container number of lot and number of containers in the lot.

Invoicing: Invoice in duplicate to the "Invoice To" address on the PO. All invoices must show the PO number.

Price: County shall not be billed at prices higher than stated herein unless authorized in writing by County. Vendor represents that the prices charged for the goods or services covered by this PO are the lowest prices charged by Vendor and that such prices comply with all applicable laws and government regulations in effect at time of quotations, sale, delivery and performance.

Payment: Payment is net 30 days upon receipt of acceptable invoice or receipt of goods, whichever is later. Inquiries regarding payment should be directed to Finance at (505) 986-6375.

Discounts: Cash discounts will be calculated from date of receipt of acceptable invoice.

Warranties: All goods and services covered by this PO shall conform to the specifications, drawings, samples or other descriptions furnished or adopted by the County, and shall be merchantable, fit for the purpose intended, of best quality and workmanship and free from all defects. All goods delivered pursuant to this PO and manner of delivery thereof shall conform to standards established for such goods and delivery in accordance with any applicable federal, state or local laws and regulations.

Insurance: Vendor warrants that Vendor shall comply with all existing financial capability, responsibility, security or like laws, regulations and requirements of local, state and federal governments with respect to oil pollution or any other pollution damage whatsoever. Vendor agrees to protect, defend, indemnify, exonerate and hold Santa Fe County harmless from and against any and all suits, claims, liabilities, losses, liens and demands, fines, costs, criminal and civil penalties, causes of action or any obligations arising out of or in any manner connected with, incidents involving bodily injury, death, property or any violation or alleged violation of any federal, state or local law or regulation. Vendor is and undertakes performance thereof as an independent contractor, with sole responsibility for all persons employed in connection therewith, including without limitation exclusive liability for the payment of all federal, state, and local unemployment and disability insurance and all social security and other taxes and contributions payable in respect to such persons from and against which liability Vendor agrees to indemnify, exonerate and hold harmless the County. Vendor shall provide to County upon request certificates of insurance evidence that the Vendor has purchased the following insurance: General Comprehensive Liability Insurance. Vendor's Comprehensive Automobile Liability Insurance limits established by New Mexico Tort Claims Act: Worker's Compensation, limits established by applicable statutes; Employee liability coverage, the greater of the limits of liability established by the New Mexico Tort Claims Act or \$1,000,000. Vendor's protective liability insurance limits shall be the same as specified for Vendor's Commercial General Liability Insurance. All such persons shall be subject to all applicable rules of County's premises, including those for safety and fire protection.

Confidentiality: No disclosure, description or other communication of any sort shall be made by Vendor to any third party of the fact of County's purchase of goods or services hereunder, or of the details and characteristics thereof, without County's prior written consent. Any items furnished to Vendor by County pursuant to this PO, including without limitation samples, drawings, patterns and materials, shall remain the property of the County, shall be held at Vendor's risk and shall be returned upon completion of the work or termination of this PO; no disclosure or reproduction thereof in any form shall be made without County's written consent. Vendor shall be liable to County for any unauthorized disclosure or use of the items furnished to Vendor by the County.

Patent/Copyright Infringement: Vendor represents and warrants that the sale or used of the goods supplied under this PO shall not infringe upon any United States or foreign patent, copyright or trademark, Industrial design right or other proprietary right. Vendor shall indemnify, defend and hold County, its successors, assigns, officers, employees and agents harmless from and against any damage, liability, claim, loss, costs, expenses and fees which may be incurred on account of infringement or alleged infringement under this PO.

Force Majeure: Failure by either party to perform hereunder, in whole or in part, occasioned by act of God or public enemy, fire explosion, perils of the sea, flood, drought, war, riot, sabotage, accident, embargo, government priority, requisition or allocation, or any circumstances of like or different character beyond the reasonable control of the party so failing to perform, or by interruption of or delay in transportation, labor trouble from whatever cause arising and whether or not the demands of the employees involved are reasonable and within the affected party's power to concede shall not subject said party to any liability to the other party. At County's option, this PO may be modified, or changed or terminated for the above such circumstances.

Termination/Cancellation: County reserves the right to terminate this PO at any time with respect to undelivered goods or services by written notification or oral notice confirmed in writing.

PURCHASE REQUISITION NBR: 0000270161

STATUS: REQ-APRVL >\$10000

REASON: 2026 PROPERTY TAX BILLS

DATE: 7/07/26

REQUISITION BY: LARMIJO
SHIP TO LOCATION: COUNTY TREASURER'S OFFICE

SUGGESTED VENDOR: 337 AUTOMATED ELECTION SERVICES

DELIVER BY DATE: 6/30/27

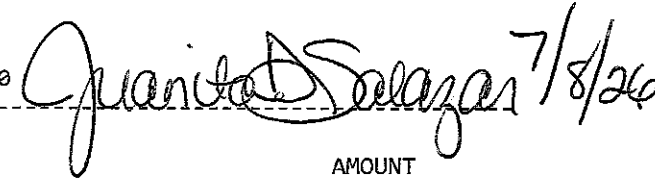
LINE NBR	DESCRIPTION	QUANTITY UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
-------------	-------------	--------------	--------------	----------------	--------------------

1	REQUESTED BY RAMON ARCHULETA 2026 PROPERTY TAX BILLS Printing/Imaging and Mailing TOTAL 75,000.00 Exclusive of NMGR For Services rendered through June 23, 2027 SFCA # 2025-0219-TRS/TS EXP. June 23, 2027 FY26 PO# 260075 COMMODITY: SUBCOMMOD: MISC	75000.00 EA	1.0000	75000.00	
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REQUISITION TOTAL: 75000.00

LINE #	ACCOUNT	SERVICES	CONTRACTUAL/PROFESSIONAL	PROJECT	%	AMOUNT
1	10110014185003				100.00	75000.00
						75000.00

REQUISITION IS IN THE CURRENT FISCAL YEAR.

Handwritten signature of Juanita Salazar in black ink, dated 7/8/26.

FY-2027

SANTA FE COUNTY
INTERNAL PURCHASE REQUISITION (IPR)

FUND -COST CENTER-ACTIVITY:

10110014185003

Ship To Code		DEPARTMENT / DIVISION :		Treasurer		REQUISITION NUMBER:		10110014185003	
TR		The Following Items to be Used On/At (Location):						270161	
Enter address if different than Ship To Code Address Above				VENDOR #		VENDOR INFORMATION		VENDOR INFORMATION	
SANTA FE COUNTY				337		1st Quote (If Applicable)		2nd Quote (If Applicable)	
ATTN: Finance-Purchasing				Name:		Automated Election Services			
				Address 1:		7000 Zenith Court NE			
				Address 2:					
SANTA FE, NM Enter Zip: 87504				City, State, Zip: Rio Rancho, NM 87144-6467					
Line No DESCRIPTION				Contact / Phone:					
Note Unit Type Cost: Each, Dozen, Box, Pair, Pkg, etc.				LINE ITEM		Unit Cost		Qty Cost per item	
				# Items		AMOUNT		Unit Cost	
				Qty Cost per item		# Items		AMOUNT	
Requisitioner: Ramon Archuleta R.A.						\$ -		\$ -	
1 2026 Property Tax Bills-Printing/Imaging Per Contract-Printing/Imaging and Mailing to 75,000.00 Exclusive of NMGR for Services rendered through June 23, 2027. SFCA #2025-0219-TRS/IC EXP. June 23, 2027 FY26 PO# 260075						\$75,000.00 1 \$ 75,000.00		\$ -	
2						\$ -		\$ -	
3						\$ -		\$ -	
4						\$ -		\$ -	
5						\$ -		\$ -	
6						\$ -		\$ -	
7						\$ -		\$ -	
8						\$ -		\$ -	
9						\$ -		\$ -	
10						\$ -		\$ -	
Notes / Comments:				SUBTOTAL		\$ 75,000.00		\$ -	
				SHIPPING/HANDLING					
				TAX (Services Only)					
				TOTAL CHARGES		\$ 75,000.00		\$ -	
				REQUESTOR CERTIFIES THIS REQUEST HAS BEEN PROCURED AT THE BEST OBTAINABLE PRICE.				DATE SUBMITTED TO REQ CREATOR	
				Date Completed by Requestor:		7/7/2026		Date: 7/7/2026	
								Creator Name: Lori Armijo	

Santa Fe County Purchasing Process Request Form

	7/7/2026	Requesting User Agency:	
Name & Phone of Contact Person:	Brian Olachea (505) 986-6213 / Lori Armijo (505) 986-6253		
Contract Tracking #/Buyer (Purchasing)	2025-0219-TRS/TS	BCC Approval? Yes ☐ 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.)

The Treasurer's Office would like to request amendment #1 to our contract with Ink Impressions D/B/A Automated Elections Services. We would like to extend the term for an additional year and extend compensation to \$75,000.00 exclusive of NMGRT on SFCA # 2025-0219-TRS/TS. This is for Printing/Imaging/Mailing of the 2026 Property Tax Bills. Everything else remains the same. Gail Williams is the contact for Automated Elections.

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

PURCHASING STATUS:

Funds for this service would be from line item 101-1001-418.50-03

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.) **The Treasurer's Line Item 101-1001-418.50-03**

<u>Grants</u>	<u>Capital, Fund & Cost Center Approval</u>	<u>Budget Approval:</u>
Is this grant related? ☐ Yes ☒ No	Is this a capital project? ☐ Yes ☒ No	
If yes: provide fund(s) _____	Capital approval: _____	
Grant approval: _____	Fund/Cost Center approval: _____	

Please provide account number(s) for this request:

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)

 Gregory S. Shaffer, County Manager 7/15/2026

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.))

**AMENDMENT NO. 1
TO AGREEMENT NO. 2025-0219-TRS/TS
WITH AUTOMATED ELECTION SERVICES**

THIS AMENDMENT is made this 15th day of July, 2026, between **Santa Fe County** (the “County”), and **Automated Election Services**, 7000 Zenith Ct NE, Rio Rancho, NM 87144 (the “Contractor”).

WHEREAS, on June 23, 2025, the County and Contractor entered into Agreement No. 2025-0219-TRS/TS (the “Agreement”) to provide for the Contractor’s provision of printing and mailing of tax bills from a one source supplier to design, print, variable image, CASS (Coding Accuracy Support System) and NCOA (National Change of Address) USPS certifications for tax bill mailing preparations; and

WHEREAS, Article 14 (Amendment) of the Agreement allows the parties to amend the Agreement by an instrument in writing signed by the parties; and

WHEREAS, the term expired June 23, 2026, however the County would like to continue to benefit from the Contractor’s services; and

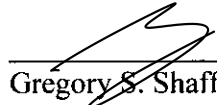
WHEREAS, by this Amendment No. 1 the parties agree to amend the Agreement to increase compensation payable to the Contractor and extend the term to June 23, 2027.

NOW THEREFORE, the parties agree to amend the Agreement as follows:

1. Article 3.A.1 (Compensation, Invoicing and Set Off), insert a subparagraph a to read:
 - a. By Amendment No. 1 the compensation payable to the Contractor is increased by the sum of \$75,000. The total amount payable to the Contractor for the term of this Agreement will not exceed \$150,000, *exclusive* of NM GRT.
2. Article 4 (Effective Date and Term) insert a subparagraph A to read:
 - A. By Amendment No.1 the term is extended to June 23, 2027.
3. All other provisions of the Agreement not specifically amended or modified by this Amendment No. 1 will remain in full force and effect.

IN WITNESS WHEREOF, the parties have duly executed this Amendment as of the date of last signature by the parties.

SANTA FE COUNTY:



Gregory S. Shaffer
Santa Fe County Manager

7/15/2026

Date

Approved as to form:

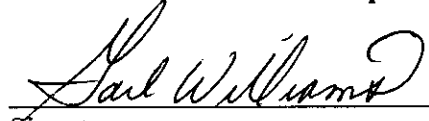
Roberta D. Joe for W.B.

Walker Boyd
Santa Fe County Attorney

7/13/2026

Date

CONTRACTOR – INK Impressions, Inc. DBA Automated Election Services



Signature

7/14/2026

Date

Gail Williams - Project Manager

**AGREEMENT BETWEEN SANTA FE COUNTY AND
INK IMPRESSIONS, INC. DBA AUTOMATED ELECTION SERVICES FOR
PRINTING AND MAILING OF TAX BILLS**

This Agreement is entered into this 23rd day of June, 2025, between **Santa Fe County**, a political subdivision of the state of New Mexico (the "County"), and **Ink Impressions, Inc. dba Automated Election Services**, 7000 Zenith Ct NE, Rio Rancho NM 87144-6467 (the "Contractor").

Background

WHEREAS the County Treasurer needs the services of printing and mailing of tax bills from a one source supplier to design, print, variable image, CASS (Coding Accuracy Support System) and NCOA (National Change of Address) USPS certifications for tax bill mailing preparations; and

WHEREAS, in accordance with NMSA 1978, Section 13-1-112, and the Santa Fe County Purchasing Regulations and Policy Manual, the County issued Request for Proposal No. 2025-0219-TRS/TS; and

WHEREAS, the County determines that the Contractor is the most qualified offeror; and

WHEREAS, the County requires the services of the Contractor, and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

NOW THEREFORE, the parties agree as follows.

Agreement

1. CONTRACTOR'S SERVICES

To provide comprehensive professional technical services for a two-way mailing system to print and mail tax bills and other materials for the County Treasurer. This will include producing tax bills and accompanying remittance envelopes and informational notices. The Contractor must design the tax bill documents for ease in readability by document readers and incorporate a security feature for payment protection. Contractor will work closely with the County Treasurer to ensure timely mailing and obtain necessary approvals for proofs before distribution. Contractor will produce tax bills formatted at 8½" x 17" with removable payment coupons featuring OCR encoding and include the monthly payment plan insert in the color-printed 8½" x 11" statement. All printed materials must be properly indexed and provided in PDF format to the County Treasurer by the mailing date. Technical services will include on-site programming support to align billing data with tax bill templates, accounting for exemptions, and fund distribution. The Contractor's Services will conform to the requirements of RFP No. 2025-0219-TRS/TS including Addendum No. 1, and as proposed by the Contractor in its response to RFP No. 2025-0219-TRS/TS.

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 will be made by written amendment.

3. COMPENSATION, INVOICING AND SET-OFF

A. The total compensation payable to the Contractor will not exceed **\$75,000.00**, *exclusive* of NM GRT. Any NM GRT levied on the amount payable under this Agreement will be paid by the County to the Contractor. Contractor's costs will be in accordance with Contractor's Cost proposal (see Exhibit A).

B. Contractor will 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 and services is Lillian Armijo, Department Administrator, County Treasurer's Office, larmino@santafecountynm.gov, (505) 986-6253, or such other individual as may be designated in the absence of the County representative.

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

A. 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. The term must not exceed four years in total.

5. TERMINATION

A. Termination for Cause. Either party may terminate this Agreement based upon a breach by the other party. The non-breaching party will 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 will state the effective date of termination, which will 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 will 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 will 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 will 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) will 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 will not be employees of or have any contractual relationship with the County, and will 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 will 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 will 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 will 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 will 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: Santa Fe County Treasurer's Office
Attn: Lillian (Lori) Armijo
240 Grant Avenue
Santa Fe, NM 87501
505-986-6253
larmiho@santafecountynm.gov

The Contractor: Ink Impressions, Inc. dba Automated Election Services
Attn: Gail Williams, Project Manager
7000 Zenith Ct NE,
Rio Rancho NM 87144-6467
505-891-0525
gwilliams@electionpeople.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 will submit evidence of insurance as is required in this section. The Contractor's policies of insurance will be written by a company authorized to provide insurance in the state of New Mexico.

B. Liability Insurance, Including Automobile. The Contractor will 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 will 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 will 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 will increase the maximum limits of any insurance required under this Agreement.

D. Increased Limits. If, during the life of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act, NMSA 1978, Section 41-4-1, the Contractor will increase the maximum limits of its insurance.

E. Additional insured. Santa Fe County will be listed as an additional insured on all policies of insurance required above.

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.

29. CAMPAIGN CONTRIBUTION DISCLOSURE

The Contractor will 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. [redacted]
Santa Fe County Manager

6/23/2025

Date

Approved as to form:

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

June 18, 2025
Date

CONTRACTOR – Ink Impressions, Inc. dba Automated Election Services



Signature

6/20/2025
Date

Gail Williams - Project Manager
Print name and title

APPENDIX D**COST PROPOSAL 2025 and 2026**

Submit your best cost for 2025 and 2026 for printing, imaging, custom envelopes, stuffing, and distributing the following mailings for the Santa Fe County Treasurer's Office.

1. TAX BILL – Approximately 48,000 units to include:

- Imaged Tax Bill, one page, 8 ½" x 17" laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$.55 per unit

- Imaged Monthly Payment Plan Insert, 8 ½" x 11" laser statement, printed on one (1) color (blue) on front and back, using 20# white paper stock*

\$.14 per unit

* Note: 2024 Monthly Payment Plan Insert size was 8 ½" x 17" printed on two (2) colors (black & PMS color) on front and back

- Outgoing Custom Two-Window Envelope, #10

\$.13 per unit

- Two (2) Return Envelopes, #9, envelopes

\$.12 per unit

- Special Programming for Agricultural Records for both Real Property and Informational Tax Bills.

\$ 1500.00

2. INFORMATIONAL ONLY NOT A TAX BILL – Approximately 25,000 units to include:

- Imaged Tax Bill Informational Notice, 8 ½" x 11" laser statement, printed on one color (orange), on front only, using 20# white paper stock

\$.40 per unit

- Outgoing Custom Two-Window Envelope #10

\$.13 per unit

3. MOBILE HOME PROPERTY TAX BILLS – Approximately 6,500 units to include:

- Imaged Tax Bill, one page, 8 ½" x 17" laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$.55 per unit

- Outgoing Custom Two-Window Envelope, #10

\$.13 per unit

- Two (2) Return Envelopes, #9, envelopes

\$.12 per unit

4. CORPORATE PROPERTY TAX BILL – Approximately 500 units to include:

- Imaged Tax Bill, one page, 8 ½" x 17" laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$.55 per unit

- Outgoing Custom Two-Window Envelope, #10

\$.13 per unit

- Two (2) Return Envelopes, #9, envelopes

\$.12 per unit

5. PERSONAL PROPERTY TAX BILL— Approximately 2,300 units to include:

- Imaged Tax Bill, one page, 8 ½" x 17" laser statement, printed on two (2) colors (green & red) on front and back, incorporates two payment coupons, using 24# OCR white bond or equivalent.

\$.55 per unit

- Outgoing Custom Two-Window Envelope, #10

\$.13 per unit

- Two (2) Return Envelopes, #9, envelopes

\$.12 per unit

6. PROGRAMMING INTERNAL PRODUCTION OF TAX BILLS

\$ 3500.00

7. MOBILE HOME AND PERSONAL PROPERTY TAX BILL INSERT—

Approximately 8,800 units to include:

- Imaged Tax Bill Insert, one page, 8 ½" x 11" printed (2) colors on front only, using 20# white paper stock.

\$.10 per unit



MEMORANDUM

Date: July 9, 2026

To: Bill Taylor, Procurement Manager
Brandon Martinez, Procurement Specialist Senior

From: Lori Armijo, Dept. Administrator
Treasurer's Department *Lori Armijo*

Via: Jennifer J. Manzanares, SFC Treasurer *Jennifer Manzanares*

Regarding: Ink Impressions D/B/A Automated Election Services SFCA# 2025-0219-TRS/TS

Definitions:

- *A PPR and Requisition should have been processed by April 2026 and was not processed in a timely manner. This is for property tax bills that need to be mailed out November 1st, every year. These services are needed for our office.*

BACKGROUND & ISSUE:

A new agreement for services was processed in 2025, and was overlooked on getting this processed with sufficient time for FY27

RESOLUTION:

Going forward, we have it marked to get the documentation processed by April every year to avoid any violations.



AUTOMATED ELECTION SERVICES™

INK IMPRESSIONS, INC.

PO Box 6306
Albuquerque, NM 87197-6306

April 24, 2026

Santa Fe County Treasurer
Attn: Jennifer J. Manzanares
P.O. Box T
Santa Fe, NM 87504-0528

Re: Price Agreement Extension for 2026 Tax Bills – Renewal # 1

Ink Impressions, Inc, is agreeable to one-year extension for RFP 2025-0219-TRS/TS (printing and preparation of the 2026 Property Tax Bills) at the same price, terms and conditions from the original bid.

Thank you for allowing us the opportunity to renew the tax bill contract. If you have any questions, please give me a call on 505-933-4166

Sincerely,

A handwritten signature in cursive script that reads 'Gail Williams'.

Gail Williams
Customer Relations Specialist
Phone: 505-933-4166
gwilliams@electionpeople.com