

Santa Fe County Purchasing Process Request Form

Date Submitted:	5/21/2026	Requesting User Agency:	CDD/Sustainability
Name & Phone of Contact Person:	Will Donahoo – (505) 992-9862		
Contract Tracking #/Buyer (Purchasing)	CDD-2025-0357	BCC Approval? <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.)

The Sustainability Division requests to process amendment #1 to agreement 2025-0357-CDD to increase compensation by \$22,150 for additional upgrades needed and to extend term for one additional year to June 30, 2027. Amendment is needed to facilitate the completion of urgent and necessary electrical service upgrades at the Valle Vista Boys and Girls Club located at 8 Las Lomas Drive, Santa Fe NM 87508. On June 3rd, 2025, a purchase order was created to facilitate the installation of a 13.57 kW PV system at the Boys and Girls Club. Following a facility inspection, it was determined that major electrical service upgrades were required to ensure safety and compliance with current electrical codes. Cross reference PO254353 funding source 318-1930-487-8003

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 & Cost Center Approval</u>	<u>Budget Approval:</u>
Is this grant related? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this a capital project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes: provide fund(s) #25-J4343 _____	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)

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 Upgrade Quote – Sol Luna Solar

PO #254353