

## Santa Fe County Purchasing Process Request Form

|   |                                |  |              |
|---|--------------------------------|--|--------------|
| <b>Date Submitted:</b>                        | 5/12/2026                      | <b>Requesting User Agency:</b>   | Public Works |
| <b>Name &amp; Phone of Contact Person:</b>    | Ashley Sisneros 505.992.9878   |  |              |
| <b>Contract Tracking #/Buyer (Purchasing)</b> | Agreement No. 2017-0012-SFC/BT | <b>BCC Approval?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, please indicate date | No           |

**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.)

Public Works staff is requesting legal review and CM signature of the attached Amendment No. 10 between Santa Fe County and the Pueblo of Pojoaque Enterprise Corporation to extend the use of the Satellite Office for another year. The current lease is due to expire on June 30, 2026. The original lease agreement is attached as well as Amendment No. 9.

**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<br>If yes: provide fund(s) _____<br>Grant approval: _____ | Is this a capital project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Capital approval: _____<br>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)

*Peter Valencia*                      5/13/2026

**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.))