

The Purchasing Memo

Date: May 26, 2026

To: Governing Body

From: Sebastian Gallegos, Airport Project Manager 
SEBASTIAN GALLEGOS (Jun 9, 2026 08:41:40 MDT)

Via: Jimmy Gunn, Interim Airport Director 
James Garduno, Airport Project Manager 
JAMES GARDUNO (Jun 9, 2026 09:14:48 MDT)

Subject: Santa Fe Regional Airport Landscaping Maintenance and Snow Removal

Vendor Name: Heads Up Contractors, LLC

Vendor Number: 11517

ACTION:

Request for Approval of a General Services Contract with Heads Up Contractors, LLC in the Total Amount of \$1,081,875.00 Including NMGRS for On-Call Landscape and Snow and Ice Control for a Term of Ten (10) Years. (Sebastian Gallegos, Airport Project Manager, sfgallegos@santafenm.gov)

CONTRACT NUMBER:

The FY26 Munis Contract Number is 3260425.

BACKGROUND AND SUMMARY:

The Santa Fe Regional Airport serves as a critical transportation hub for northern New Mexico, supporting commercial air service, general aviation, and essential public services. As airport operations continue to grow, maintaining safe, accessible, and visually appealing facilities is essential to meeting regulatory requirements, operational standards, and passenger expectations. Due to the Airport's high-desert climate, seasonal conditions present unique maintenance challenges. During warmer months, routine landscaping is required to control vegetation growth, maintain clear sightlines, reduce wildlife attractants, and ensure compliance with FAA safety guidelines. Proper grounds maintenance also contributes to the overall aesthetic quality of the Airport, reinforcing a positive first impression for visitors and the traveling public. In winter months, snow and ice accumulation can significantly impact airfield operations, roadway access, and pedestrian safety. Timely and effective snow removal and ice control are critical to maintaining continuous operations, minimizing delays, and ensuring safe access to terminal facilities, parking areas, and support infrastructure. Rapid response is particularly important given the variability and unpredictability of winter weather events in the region. Establishing on-call landscaping and snow/ice control services provides the Airport with the flexibility to respond efficiently to changing conditions without maintaining a full-time, in-house workforce for these seasonal and event-driven needs. This approach ensures that qualified personnel and specialized equipment are readily available to support operational continuity, safety, and regulatory compliance throughout the year. Overall, procuring on-call services for landscaping and snow/ice control is a necessary and cost-effective measure to support the Airport's mission of providing safe, reliable, and high-quality service to the public.

ATTACHMENTS:

General Services Contract
Bid
Certificate of Insurance
Horizons Service List
CPO Determination/Blanket List

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number:

Munis Org Name/Number: 5456050

Munis Object Name/Number: 510310

Budget Officer/Designee: Andy Hopkins Date: 06/29/2026
Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was ITB# FY26-ITB-037

Chief Procurement Officer (CPO)/Designee: Johanna Lovato Montano Date: 06/30/2026
CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Vehicles included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures, included? ☐ Yes | ☒ No

Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Is this an externally funded purchase? ☐ Yes | ☒ No

If yes, what is the issuing agency: _____
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____

Capital Asset or Project? ☐ Yes | ☒ No

Project Ledger Number _____
Approval: _____ Title: _____ Date: _____
Comment/Exceptions: _____



CITY OF SANTA FE

GENERAL SERVICES CONTRACT

Santa Fe Reginal Airport Landscaping Maintenance and Snow Removal

THIS CONTRACT is made and entered into by and between the City of Santa Fe, herein after referred to as the "City," and Heads Up Landscape Contractors, LLC herein after referred to as the "Contractor."

IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

1. Definitions

- A. "Products and Services Schedule" refers to the complete list of products and services offered under this Contract and the price for each. Product and service descriptions may be amended with the prior approval of the Contract Administrator. New products and services shall not be added to the Products and Services Schedule.
- B. "Business Hours" means 8:00 a.m. to 5:00 p.m. Mountain Time.
- C. "Fiscal Year" means the twelve-month period beginning on July 1 and ending on June 30 of the following calendar year.
- D. "Fiscal Year Quarters" means the four three-month periods within the City's fiscal year, defined as follows: Quarter 1 is July 1 through September 30; Quarter 2 is October 1 through December 31; Quarter 3 is January 1 through March 31; and Quarter 4 is April 1 through June 30.

2. Scope of Work

The Contractor shall perform the following work:

This Scope of Work outlines year-round grounds maintenance services for The Santa Fe Regional Airport (“Airport”) to ensure that all landscaped and exterior areas of the airport are safe, attractive, well-maintained, and do not interfere with airport operations or security.

- The Contractor’s personnel must pass background checks and comply with TSA and Airport security regulations where required.
- All work will be conducted with minimal disruption to Airport operations, passengers, and staff.
- Work zones must be properly secured, with warning signage and coordination with Airport operations or facilities departments.

A. Landscape and Irrigation Maintenance shall at a minimum meet the following criteria:

- Remove low-hanging or dead branches that obstruct visibility, signage, or pose hazards to vehicles or pedestrians.
- Inspect and test all irrigation zones monthly during the operating season.
- Perform basic repairs (e.g., head adjustments, minor leaks).
- Coordinate major repairs with Airport facilities personnel.
- Collect and dispose of all plant litter, trash, or debris on each site visit.
- Remove trees as directed by the Airport Director or the Airport Director’s designee (“Airport Director”) using equipment and personnel experienced in working near sensitive infrastructure.
- Grind stumps 6–12 inches below grade unless otherwise directed.
- Backfill and restore disturbed areas with soil and seed or mulch.
- Provide 24/7 emergency response service for fallen or storm-damaged trees.
- Must respond within 4 hours of notification from Airport staff.
- Trim shrubs and ornamental grasses to maintain shape and safety clearance.
- Maintain beds free of litter, weeds, and encroachments.
- Apply herbicides and insecticides in accordance with FAA-approved materials lists and environmental guidelines.
- Prevent invasive vegetation near fencing around the airfield, signage, and utilities.
- All sidewalks shall be blown off and cleared of all debris.
- Excavation and removal of debris and fallen plant material in and around buildings, roads and parking areas.
- Erosion control - when needed around buildings and airfield and the fenceline around the airfield.

- Storm water management.
- Fine grading - all roads and parking areas not paved within the airport boundaries.
- Green waste/waste disposal - there is an onsite green waste disposal area.

B. Snow and Ice Control shall at a minimum meet the following criteria:

- Monitor weather forecasts and initiate pre-treatment with salt/brine for incoming winter weather.
- Plow and clear areas outside the airfield fence including parking lots, roadways, walkways, loading zones, employee access routes, and administrative building entries.
- Avoid snow discharge near stormwater inlets, fire hydrants, ADA ramps, or security gates.
- All pedestrian areas shall be cleared to bare pavement condition.
- Apply deicer to prevent refreezing.
- Use airport-approved, non-corrosive deicing products as directed by the Airport Director.
- Do not use rock salt or chloride-based materials on concrete less than one year old or near sensitive infrastructure.
- Snow hauling off of Airport property must be approved in writing by the Airport Director.

C. Performance standards shall meet the following criteria:

- Landscaped areas must appear healthy, weed-free, and professionally maintained.
- Snow and ice removal shall begin within 2 hours of event start or accumulation.
- No disruption to airport operations is permitted without prior approval by the Airport Director, which shall not be unreasonably withheld or denied.

D. Scheduling and Frequency:

- Landscape and Irrigation Maintenance shall be conducted at least monthly, and more frequently as needed to comply with other standards set forth herein.
- Snow and Ice Control shall begin within two (2) hours after event start or accumulation.

3. Compensation

A. Payment. The City shall compensate the Contractor based on the itemized amounts specified in Exhibit A.

For the services satisfactorily performed as described in the scope of work, the City agrees to pay the contractor an amount not to exceed \$1,000,000.00 for services rendered. The services in the contract include Gross Receipts Tax (GRT). The GRT on this contract is levied pursuant to New Mexico law, currently at the rate of 8.1875% equaling \$81,875.00. The total not to exceed compensation for the contract including GRT is \$1,081,875.00.

The applicable gross receipts tax shall be shown as a separate amount on each billing or request for payment made under the contract, consistent with NMSA 1978, Section 13-1-108.

B. The compensation represents a maximum amount. The Contractor must notify the City when the Services provided under this Contract approach 90% of compensation total. Services rendered beyond the maximum compensation amount will not be reimbursed unless the Contract is amended in writing prior to the provision of such services.

C. Invoicing and Payment Terms. Payment will be made upon the City's acceptance of deliverables and receipt of a detailed, certified invoice from the Contractor. Payments will be sent to the Contractor's designated address. The City shall issue payment in accordance with the timelines required by law. Invoices must be submitted no later than fifteen (15) days after the Contract's termination. Late invoices will not be processed or paid.

4. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED IN WRITING BY THE CITY. This contract shall terminate **ten (10) years from date of final signature**. A contract for general services may not exceed ten (10) years, including all extensions and renewals, except as otherwise provided by NMSA 1978, Sections 13-1-150 through 13-1-152 or SFCC 1987, Section 11-13.

5. Default and Force Majeure

The City reserves the right to cancel all, or any part of any orders placed under this contract without cost to the City, if the Contractor fails to meet the provisions of this contract and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the sub-contractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this contract.

6. Termination

A. Grounds. The City may terminate this Contract for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor, or their designee as authorized by the Governing Body. The Contractor may only terminate this Contract based upon the City's uncured, material breach of this Contract.

B. Notice: City Opportunity to Cure.

1. The City shall give the Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2. Contractor shall give City written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the City's material breaches of this Contract upon which the termination is based and (ii) state what the City must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the City does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the City does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3. Notwithstanding the foregoing, this Contract may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Contract, the Contractor is suspended or debarred by the City; or (iii) the Contract is terminated pursuant to the "Appropriations" article, of this Contract.

C. Liability. Except as otherwise expressly allowed or provided under this Contract, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Contract. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE CITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS CONTRACT.

7. Amendment

A. This Contract shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the City proposes an amendment to the Contract to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in the "Termination" article herein, or to agree to the reduced funding.

8. Status of Contractor

The Contractor, and Contractor's agents and employees, are independent Contractors for the City and are not employees of the City. The Contractor, and Contractor's agents and employees, shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City because of this Contract. The Contractor acknowledges that all sums received hereunder are personally reportable by the Contractor for income tax purposes, including without limitation, self-employment tax and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has written authority to do so, and then only within the strict limits of that authority.

9. Assignment

The Contractor shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract without the prior written approval of the City.

10. Subcontracting

The Contractor shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

11. Non-Collusion

In signing this Contract, the Contractor certifies the Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City.

12. Inspection of Plant

The City may inspect, at any reasonable time during Contractor's regular business hours and upon prior written notice, the Contractor's plant or place of business, or any subcontractor's plant or place of business, which is related to the performance of this contract.

13. Commercial Warranty

The Contractor agrees that the tangible personal property or services furnished under this Contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such tangible personal property or services, and that the rights and remedies provided herein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of this order. The contractor agrees not to disclaim warranties of fitness for a particular purpose or merchantability.

14. Condition of Proposed Items

Where tangible personal property is a part of this Contract, all proposed items are to be NEW and of most current production, unless otherwise specified.

15. Records and Audit

During the term of this Contract and for three years thereafter, the Contractor shall maintain detailed records pertaining to the services rendered and products delivered. These records shall be subject to inspection by the City, the State Auditor and other appropriate state and federal authorities. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

16. Appropriations

The terms of this Contract, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract, and any orders placed under it, shall terminate upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Contract to unilaterally reduce funding, the Contractor shall have the option to

terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

17. Release

The Contractor, upon final payment of the amount due under this Contract, releases the City, its officers, and employees, from all liabilities, claims and obligations whatsoever arising from or under this Contract. The Contractor agrees not to purport to bind the City, unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

18. Confidentiality

Any confidential information provided to or developed by the Contractor in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval by the City.

19. Conflict of Interest

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract. The Contractor shall comply with any applicable provisions of the New Mexico Governmental Conduct Act and the New Mexico Financial Disclosures Act.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16.

C. Contractor's representations and warranties in paragraphs A and B of this article are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in paragraphs A and B of this article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in paragraphs A and B of this article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Contract to the contrary, the City may immediately terminate the Contract.

D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

20. Approval of Contractor Representatives

The City reserves the right to require a change in the Contractor's assigned representatives if they are not adequately serving the City's needs.

21. Scope of Contract; Merger

This Contract incorporates all the agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written contract.

All terms and conditions of the FY26-ITB-037 - Santa Fe Reginal Airport Landscaping Maintenance and Snow Removal and the Contractor's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

22. Notice

The Procurement Code, NMSA 1978, Sections 13-1-28 through 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.

23. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws, and local Ordinances, pertaining to equal employment opportunity. In accordance with all such laws, rules, and regulations, the Contractor agrees to assure that no person in the United States shall on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

24. Indemnification

The Contractor shall hold the City and its employees harmless and shall indemnify the City and its employees against any and all claims, suits, actions, liabilities and costs of any kind, including attorney's fees for personal injury or damage to property arising from the acts or omissions of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall not be liable for any injury or damage as a result of any negligent act or omission committed by the City, its officers or employees.

25. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et. seq., as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Contract modifies or waives any provision of the New Mexico Tort Claims Act.

26. Applicable Law

The laws of the State of New Mexico shall govern this Contract, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-2. By execution of this Contract, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Contract.

27. Limitation of Liability

The Contractor's liability to the City, for any cause whatsoever shall be limited to the purchase price paid to the Contractor for the products and services that are the subject of the City's, claim. The foregoing limitation does not apply to the "Indemnification" article of this Contract or to damages resulting from personal injury caused by the Contractor's negligence.

28. Incorporation by Reference and Precedence

If this Contract has been procured pursuant to a request for proposals, this Contract is derived from (1) the request for proposal, (including any written clarifications to the request for proposals and any City response to questions); (2) the Contractor's best and final offer; and (3) the Contractor's response to the request for proposals.

In the event of a dispute under this Contract, applicable documents will be referred to for the purpose of clarification or for additional detail in the following order of precedence: (1) amendments to the Contract in reverse chronological order; (2) the Contract, including the scope of work and all terms and conditions thereof; (3) the request for proposals, including attachments thereto and written responses to questions and written clarifications; (4) the Contractor's best and final offer if such has been made and accepted by the City; and (5) the Contractor's response to the request for proposals.

29. Workers' Compensation

The Contractor agrees to comply with state laws and rules applicable to workers' compensation benefits for its employees. If the Contractor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, this Contract may be terminated by the City.

30. Inspection

If this contract is for the purchase of tangible personal property (goods), final inspection and acceptance shall be made at Destination. Tangible personal property rejected at Destination for non-conformance to specifications shall be removed at Contractor's risk and expense promptly after notice of rejection and shall not be allowable as billable items for payment.

31. Inspection of Services

If this contract is for the purchase of services, the following terms shall apply.

A. Services, as used in this Article, include services performed, workmanship, and material furnished or utilized in the performance of services.

B. The Contractor shall provide and maintain an inspection system acceptable to the City covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the City and for as long thereafter as the Contract requires. The City has the right to inspect and test all services contemplated under this Contract to the extent practicable at all times and places during the term of the Contract. The City shall perform inspections and tests in a manner that will not unduly delay or interfere with Contractor's performance.

C. If the City performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of such inspections or tests.

D. If any part of the services do not conform with the requirements of this Contract, the City may require the Contractor to re-perform the services in conformity with the requirements of this Contract at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the City may:

1. require the Contractor to take necessary action(s) to ensure that future performance conforms to the requirements of this Contract; and
2. reduce the contract price to reflect the reduced value of the services performed.

E. If the Contractor fails to promptly re-perform the services or to take the necessary action(s) to ensure future performance in conformity with the requirements of this Contract, the City may:

1. by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the City that is directly related to the performance of such service; or
2. terminate the contract for default.

32. Insurance

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. Commercial General Liability insurance shall be written on an occurrence basis and be a broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

B. Business Automobile Liability insurance for all owned, non-owned automobiles, with a combined single limit not less than \$1,000,000 per accident.

C. Broader Coverage And Limits for the insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Contract are sufficient to cover the obligations of Contractor hereunder.

D. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

33. Impracticality of Performance

A party shall be excused from performance under this Contract for any period that the party is prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the party has prudently and promptly acted to take any and all steps that are within the party's control to ensure performance. Subject to this provision, such non-performance shall not be deemed a default or a ground for termination.

34. Invalid Term or Condition

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

35. Enforcement of Contract

A party's failure to require strict performance of any provision of this Contract shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Contract shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

36. Patent, Copyright and Trade Secret Indemnification

A. The Contractor shall defend, at its own expense, the City against any claim that any product or service provided under this Contract infringes any patent, copyright to trademark in the United States or Puerto Rico, and shall pay all costs, damages and attorneys' fees that a court finally awards as a result of any such claim. In addition, if any third party obtains a judgment against the City based upon Contractor's trade secret infringement relating to any product or services provided under this Contract, the Contractor agrees to reimburse the City for all costs, attorneys' fees and amount of the judgment. To qualify for such defense and or payment, the City shall:

1. give the Contractor prompt written notice within 48 hours of any claim;
2. allow the Contractor to control the defense of settlement of the claim; and
3. cooperate with the Contractor in a reasonable way to facilitate the defense or settlement of the claim.

B. If any product or service becomes, or in the Contractor's opinion is likely to become the subject of a claim of infringement, the Contractor shall at its option and expense:

1. provide the City the right to continue using the product or service and fully indemnify the City against all claims that may arise out of the City's use of the product or service;
2. replace or modify the product or service so that it becomes non-infringing; or,
3. accept the return of the product or service and refund an amount equal to the value of the returned product or service, less the unpaid portion of the purchase price and any other amounts, which are due to the Contractor. The Contractor's obligation will be void as to any product or service modified by the City to the extent such modification is the cause of the claim.

37. Survival

The Contract paragraphs titled “Patent, Copyright, Trademark, and Trade Secret Indemnification; Indemnification; and Limit of Liability” shall survive the expiration of this Contract. Software licenses, leases, maintenance and any other unexpired Agreements that were entered into under the terms and conditions of this Contract shall survive this Contract.

38. Disclosure Regarding Responsibility

- A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any City for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor’s company is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.
- B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.
- C. The Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, the Contractor learns that the Contractor’s disclosure was at any time erroneous or became erroneous by reason of changed circumstances.
- D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Contract. However, the disclosure will be considered in the determination of the Contractor’s responsibility and ability to perform under this Contract. Failure of the Contractor to furnish a disclosure or provide additional information as requested will be grounds for immediate termination of this Contract pursuant to the conditions set forth in the "Termination" article of this Contract.
- E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.
- F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Contract. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the City. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the City may terminate the involved contract for cause. Still further the City may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the City.

39. Suspension, Delay or Interruption of Work

The City may, without cause, order the Contractor, in writing, to suspend, delay or interrupt the work in whole or in part for such period of time as the City may determine. The contract sum and contract time shall be adjusted for increases in cost and/or time associated with Contractor's compliance therewith. Upon receipt of such notice, Contractor shall leave the jobsite and any equipment in a safe condition prior to departing. Contractor must assert rights to additional compensation within thirty (30) days after suspension of work is lifted and return to work is authorized. Any compensation requested for which entitlement is granted and the contract sum adjusted, shall have profit included (for work completed) and for cost only (not profit) for Contractor costs incurred directly tied to the suspension itself and not otherwise covered by Contract remedy. Any change in Total Compensation must be reflected in an Amendment executed pursuant to the "Amendment" article of this Contract.

40. Notification

Either party may give written notice to the other party in accordance with the terms of this Paragraph. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three (3) business days after being mailed.

<u>To the City:</u> Sebastian Gallegos Project Manager 121 Aviation Drive Santa Fe, NM 87507 sfgallegos@santafenm.gov 505-695-3538	<u>To the Contractor:</u> Heads Up Landscape Catherine Howle 1 A Crouch Ct, YS Santa Fe Branch Office chowle@yellowstonelandscape.com (505) 810-3121
--	---

Either party may change its representative or address above by written notice to the other in accordance with the terms of this Paragraph. The carrier for mail delivery and notices shall be the agent of the sender.

41. Succession

This Contract shall extend to and be binding upon the successors and assigns of the parties.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties have executed this Contract as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

CONTRACTOR:
HEADS UP LANDSCAPE CONTRACTORS LLC

MICAHEL GARICA, MAYOR

Catherine Howle
[Catherine Howle \(May 11, 2026 09:32:31 MDT\)](#)
CATHERINE HOWLE
BUSINESS DEVELOPMENT MANAGER

DATE: May 11, 2026
NMBTIN: 84-2484507

ATTEST:

GERALYN CARDENAS, CITY CLERK

Approved to form and legal sufficiency by:

Kevin L. Nault
[Kevin L. Nault \(May 12, 2026 14:09:33 MDT\)](#)
KEVIN NAULT, ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

Andrea Phillips
[ANDREA PHILLIPS \(Jul 2, 2026 10:18:12 MDT\)](#)
ANDREA PHILLIPS, INTERIM FINANCE DIRECTOR



City of Santa Fe, NM
Airport
Jimmy Gunn, Airport Director
200 Lincoln Avenue, Santa Fe, NM 87501

EXECUTIVE SUMMARY

ITB No. FY26-ITB-037

Santa Fe Regional Airport Landscaping, Maintenance, and Snow Removal

RESPONSE DEADLINE: January 30, 2026 at 2:00 pm

Report Generated: Tuesday, May 26, 2026

SOLICITATION OVERVIEW

Project Title	Santa Fe Regional Airport Landscaping, Maintenance, and Snow Removal
Project ID	FY26-ITB-037
Project Type	Invitation to Bid
Release Date	November 25, 2025
Due Date	January 30, 2026
Procurement Agent	Kathy Sanchez
Project Description	The City of Santa Fe is seeking bids for the provision of The City of Santa Fe is seeking bids for the provision of: Landscape Maintenance and Snow Removal. This Scope of Work outlines year-round grounds maintenance services for The Santa Fe regional Airport. The objective is to ensure that all landscaped and exterior areas of the airport are safe, attractive, well-maintained, and do not interfere with airport operations or security. .

1. TERMS AND CONDITIONS

- A. **Variation in Quantity:** No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing, or allowances in the manufacturing process, and then only to the extent, if any, specified in this order.
- B. **City Furnished Property:** City furnished property shall be returned to the City upon request in the same condition as received, except for ordinary wear, tear, and modifications ordered hereunder.

- C. **Inspection:** Final inspection and acceptance will be made at the destination. Tangible Personal Property (goods) rejected at the destination for nonconformance with specifications shall be removed at the Contractor's risk and expense, promptly after notice of rejection.
- D. **Commercial Warranty:** The Contractor agrees that the supplies or services furnished under the resultant contract shall be covered by the most favorable commercial warranties offered by the Contractor. The rights and remedies provided herein shall extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of this order.
Contractor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.
- E. **Taxes:** Price shall not include New Mexico State Business Tax Identification Number (NMBTIN) (formerly known as gross receipts tax) or local option tax. Such tax or taxes shall be added at time of invoicing at current rate and shown as a separate item to be paid by the Requesting Department.
- F. **Packing, Shipping, and Invoicing:** The Contractor shall ship in accordance with the following instructions: Shipment shall be made only against specific orders which the Requesting Department may place with the Contractor during the term. Delivery shall be made as indicated by the Requesting Department. If contractor is unable to meet stated delivery the Requesting Department must be notified. Freight/shipping costs shall be prepaid by the vendor, added at time of invoicing, and shown as a separate line item to be paid by user. Using agency shall only pay exact courier costs, without a markup.
1. The City's Purchase Order/Contract number and the Contractor's name, Requesting Department's name and location shall be shown on each packing and delivery ticket, package, bill of lading, and other correspondence in connection with the shipments. The Requesting Department's count will be accepted by the Contractor as final and conclusive on all shipments not accompanied by packing tickets.
 2. The Contractor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each complete shipment.
 3. Invoices must be submitted to the Requesting Department and NOT to CPD.
- G. **Non-Collusion:** In signing this ITB and/or submitting electronically, the Contractor certifies they have not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with the bid submitted to CPD.

- H. **Default:** The City reserves the right to cancel all or any part of this order without cost to the City, if the Contractor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor, such causes include but are not restricted to, acts of God or the public enemy, acts of the City, State, or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights of the City provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.
- I. **Nondiscrimination:** Contractor doing business with the City must follow the Federal Civil Rights Act of 1964 and Title VII of the Act (Rev. 1979) and the Americans with Disabilities Act of 1990 (Public Law 101-336).
- J. **Penalties:** NMSA 1978, Sections 13-1-28 through 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.
- K. **Payment Provisions: All payments under this Contract are subject to the following provisions.**
1. **Acceptance** - In accordance with Section NMSA 1978, Section 13-1-158, the City shall determine if the product or services provided meet specifications. Until the products or services have been accepted in writing by the City, the City shall not pay for any products or services. Unless otherwise agreed upon between the City and the Contractor, within thirty (30) days from the date the City receives written notice from the Contractor that payment is requested for services or within thirty (30) days from the receipt of products, the City shall issue a written certification (by letter or email) of complete or partial acceptance or rejection of the products or services. Unless the City gives notice of rejection within the specified time period, the products or services will be deemed to have been accepted.
 2. **Payment of Invoice** - Upon acceptance that the products or services have been received and accepted, payment shall be tendered to the Contractor within thirty (30) days after the date of invoice. After the thirtieth day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the Contractor at the rate of 1.5 % per month. Contractor may submit invoices for payment no more frequently than monthly. Payment will be made to the Contractor's designated mailing address. Payment on each invoice shall be due

within 30 days from the date of the acceptance of the invoice. The City agrees to pay in full the balance shown on each account's statement, by the due date shown on said statement.

- L. **Items:** All bid items are to be NEW and of most current production, unless otherwise specified.
- M. **Workers' Compensation:** The Contractor agrees to comply with State laws and rules pertaining to Workers' Compensation benefits for their employees. If the Contractor fails to comply with Workers' Compensation Act and applicable rules when required to do so, this Contract may be terminated by the City.
- N. **Contractor Personnel:** Personnel proposed in the Contractor's written bid to the Requesting Department are considered material to any work performed under this Contract. Once a Purchase Order or contract has been executed, no changes of personnel will be made by the Contractor without prior written consent of the Requesting Department. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience, and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. The Requesting Department shall retain the right to request the removal of any of the Contractor's personnel at any time.
- O. **Records and Audit:** The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the Requesting Department and the City. The Requesting Department shall have the right to audit billings, both before and after payment. Payment for services under this Contract shall not foreclose the right of the Requesting Department to recover excessive or illegal payments.
- P. **Subcontracts:** The foregoing requirements for Contractor Personnel, Subcontracting, and Audit shall be inserted into all subcontracts from the prime contractor to the subcontractor.

SOLICITATION STATUS HISTORY

Date	Changed To	Changed By
Sep 4, 2025 2:38 PM	Draft	Kathy Sanchez
Nov 25, 2025 2:15 PM	Review	Kathy Sanchez
Nov 25, 2025 2:16 PM	Final	Kathy Sanchez

EXECUTIVE SUMMARY
ITB No. FY26-ITB-037

Santa Fe Regional Airport Landscaping, Maintenance, and Snow Removal

Date	Changed To	Changed By
Nov 25, 2025 2:16 PM	Post Pending	Kathy Sanchez
Nov 25, 2025 2:17 PM	Open	Kathy Sanchez
Jan 30, 2026 2:00 PM	Pending	OpenGov Bot
Jan 30, 2026 2:24 PM	Evaluation	Kathy Sanchez
Feb 2, 2026 1:59 PM	Pending	Kathy Sanchez
Feb 2, 2026 4:50 PM	Evaluation	Kathy Sanchez

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	Carrasco Project Management CPM	Sandra Carrasco ed20010603@gmail.com (505) 501-3195	Jan 30, 2026 12:53 PM
Submitted	Cassidy's Landscaping Inc	Bill Cassidy bill@cassidyslandscaping.com (505) 474-4500	Jan 30, 2026 1:29 PM
Submitted	DZ Tree LLC	Dustin Johnson dwj7103@gmail.com (505) 484-9031	Jan 27, 2026 5:47 AM
Submitted	Heads Up Landscape	Catherine Howle chowle@yellowstonelandscape.com (505) 810-3121	Jan 28, 2026 10:20 AM
Submitted	J&B Gardens LLC	Brenda Ramos Almeida brenda@jbgardensnm.com (505) 795-8345	Dec 3, 2025 8:13 PM
Submitted	LR Aquisition, LLC	Renee Guerrero renee.g@tlrnm.com	Jan 12, 2026 8:20 AM

EXECUTIVE SUMMARY

Invitation to Bid - Santa Fe Regional Airport Landscaping, Maintenance, and Snow Removal

EXECUTIVE SUMMARY
ITB No. FY26-ITB-037

Santa Fe Regional Airport Landscaping, Maintenance, and Snow Removal

Status	Vendor	Contact Info	Submission Date
Submitted	Mark A. Lopez Development Inc.	David Montoya david@mldvets.com (303) 999-9201	Jan 29, 2026 8:10 AM
Submitted	Relentless Roofing and Construction LLC	Steven Fierro smfierro@relentlessnm.com (505) 967-7483	Dec 4, 2025 8:44 PM
Submitted	Steamer Inc	Kristen Vernon accounting@proscapenm.com	Dec 5, 2025 2:11 PM
Submitted	yaneztone llc	victor yanez victoryanez84@msn.com (505) 699-0616	Nov 26, 2025 3:23 PM

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Carrasco Project Management CPM	Cassidy's Landscaping Inc	DZ Tree LLC	Heads Up Landscape	J&B Gardens LLC	LR Acquisition, LLC	Mark A. Lopez Development Inc.	Relentless Roofing and Construction LLC	Steamer Inc
Financial Interest	Pass								
Specify by name	No Response	No Response	No Response	No Response	No Response	No Response	No Response	No Response	No Response
NM Gross Receipts Tax # (NIMBTIN)	Pass								
Payment Terms	Pass								

EXECUTIVE SUMMARY

Invitation to Bid - Santa Fe Regional Airport Landscaping, Maintenance, and Snow Removal

EXECUTIVE SUMMARY
ITB No. FY26-ITB-037

Santa Fe Regional Airport Landscaping, Maintenance, and Snow Removal

Question Title	Carrasco Project Management CPM	Cassidy's Landscaping Inc	DZ Tree LLC	Heads Up Landscape	J&B Gardens LLC	LR Aquisition, LLC	Mark A. Lopez Development Inc.	Relentless Roofing and Construction LLC	Steamer Inc
Contractor's Delivery	Pass								
Any information pertaining to your bid and/or New Mexico State Resident Certification can be uploaded here.	Pass		No Response			No Response	No Response	No Response	No Response

Question Title	yanestone llc
Financial Interest	
Specify by name	No Response
NM Gross Receipts Tax # (NMBTIN)	
Payment Terms	
Contractor's Delivery	
Any information pertaining to your bid and/or New Mexico State Resident Certification can be uploaded here.	No Response

QUESTIONS AND ANSWERS

EXECUTIVE SUMMARY

Invitation to Bid - Santa Fe Regional Airport Landscaping, Maintenance, and Snow Removal

Approved, Unanswered Questions

Approved, Answers Provided

1. No subject

Dec 1, 2025 12:53 PM

Question: 1. The RFP mentions Snow and Ice control, but the "Price Schedule" does not list any of those types of services. Should there be separate pricing for those services? 2. Are we able to bid on just landscaping services and not snow and ice control to be considered for this contract?

Dec 1, 2025 12:53 PM

Answered by Kathy Sanchez: There should be items for the snow and ice control. An amendment will be issued to include those items. The amendment will clarify if this is an all or none bid.

Dec 1, 2025 3:44 PM

2. Contractor's Delivery

Nov 25, 2025 2:42 PM

Question: What do you mean by contractor's delivery? First, time submitting a bid on this portal.

Nov 25, 2025 2:42 PM

Answered by Kathy Sanchez: This question is pertaining to how you plan on delivering the scope of work. The City is looking at a monthly basis for the scope of work to be performed. So you could put "Monthly" or "within 30 days".

Dec 1, 2025 3:12 PM

3. Service Map Request: Defined common areas under this contract

Dec 2, 2025 12:18 PM

Question: Would it be possible to provide a map of the areas that will be serviced under this contract? There are buildings owned by Signature Aviation and other stand-alone buildings at the entry point of the airport that appear to be part of the airport. I would like to confirm if they are/are not included via a service map. This would eliminate confusion by over/under estimating the project.

Dec 2, 2025 12:18 PM

Answered by Sebastian Gallegos: I have attached a Landmap for this Project. this is all "Airport" property, subject to this project.

Dec 2, 2025 4:03 PM

4. Runway and open-field mowing & weed control

Dec 5, 2025 10:45 AM

Question: Confirmation: Is runway (open-space) mowing included in this contract? Based on your provided map, the open space areas around the runways are included within the highlighted boundaries. If the answer is yes, how often are the open-space areas to be mowed/line-trimmed? During growing season at what height is the native grass to be maintained? Is line-trimming required along runway paths? Weed control on asphalted runways: Are crack weeds to be addressed on the runways?

Dec 5, 2025 10:45 AM

Answered by Sebastian Gallegos: As far as the open areas around the runways and taxiways, this would be a very rare occurrence but would be a possibility. Saying this it would be on an on-call basis. in the case we would require services for this, we would maintain it at approximately 2" to 3", we would not request any services on the runways, taxiways, or ramp areas.

Dec 9, 2025 10:13 AM

ADDENDA & NOTICES

ADDENDA ISSUED:

EXECUTIVE SUMMARY

Invitation to Bid - Santa Fe Regional Airport Landscaping, Maintenance, and Snow Removal

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Addendum #1

Dec 2, 2025 3:01 PM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

Addendum #2

Dec 9, 2025 11:01 AM

Extend the Bid opening date from December 19, 2025 to January 12, 2026. Please use the [See What Changed](#) link to view all other changes made by this addendum.

Addendum #3

Jan 27, 2026 11:00 AM

This amendment is to add question #5 to the Questionnaire Section that will allow vendors to upload any documents needed for their bid.

ADDENDA ACKNOWLEDGEMENTS:

1. Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
yaneztone llc	X	Dec 15, 2025 10:50 PM	Victor Yanez
J&B Gardens LLC	X	Dec 3, 2025 8:07 PM	Brenda Ramos Almeida
Relentless Roofing and Construction LLC	X	Dec 4, 2025 8:28 PM	Steven Fierro
Steamer Inc	X	Dec 5, 2025 2:11 PM	Kristen Vernon
LR Aquisition, LLC	X	Jan 9, 2026 2:29 PM	Renee Guerrero
DZ Tree LLC	X	Dec 5, 2025 7:35 PM	Dustin Johnson
Heads Up Landscape	X	Jan 22, 2026 10:50 AM	Catherine Howle
Mark A. Lopez Development Inc.	X	Jan 29, 2026 7:53 AM	David Montoya
Carrasco Project Management CPM	X	Dec 2, 2025 4:39 PM	Sandra Carrasco

EXECUTIVE SUMMARY
ITB No. FY26-ITB-037

Santa Fe Regional Airport Landscaping, Maintenance, and Snow Removal

Cassidy's Landscaping Inc	X	Jan 30, 2026 11:42 AM	Bill Cassidy
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2. Addendum #2

Proposal	Confirmed	Confirmed At	Confirmed By
yaneztone llc	X	Dec 15, 2025 10:52 PM	Victor Yanez
J&B Gardens LLC	X	Dec 14, 2025 9:02 PM	Brenda Ramos Almeida
Relentless Roofing and Construction LLC	X	Dec 10, 2025 5:17 PM	Steven Fierro
Steamer Inc	X	Dec 12, 2025 8:40 AM	Kristen Vernon
LR Aquisition, LLC	X	Jan 9, 2026 2:29 PM	Renee Guerrero
DZ Tree LLC	X	Dec 26, 2025 10:05 AM	Dustin Johnson
Heads Up Landscape	X	Jan 22, 2026 10:50 AM	Catherine Howle
Mark A. Lopez Development Inc.	X	Jan 29, 2026 7:53 AM	David Montoya
Carrasco Project Management CPM	X	Dec 10, 2025 1:02 PM	Sandra Carrasco
Cassidy's Landscaping Inc	X	Jan 30, 2026 11:42 AM	Bill Cassidy

3. Addendum #3

Proposal	Confirmed	Confirmed At	Confirmed By
yaneztone llc			
J&B Gardens LLC	X	Jan 27, 2026 7:11 PM	Brenda Ramos Almeida
Relentless Roofing and Construction LLC	X	Jan 29, 2026 5:20 AM	Steven Fierro
Steamer Inc	X	Jan 29, 2026 8:36 AM	Kristen Vernon
LR Aquisition, LLC			
DZ Tree LLC	X	Jan 27, 2026 1:14 PM	Dustin Johnson
Heads Up Landscape	X	Jan 27, 2026 2:37 PM	Catherine Howle

EXECUTIVE SUMMARY

Invitation to Bid - Santa Fe Regional Airport Landscaping, Maintenance, and Snow Removal

EXECUTIVE SUMMARY

ITB No. FY26-ITB-037

Santa Fe Reginal Airport Landscaping, Maintenance, and Snow Removal

Mark A. Lopez Development Inc.	X	Jan 29, 2026 7:53 AM	David Montoya
Carrasco Project Management CPM	X	Jan 27, 2026 6:41 PM	Sandra Carrasco
Cassidy's Landscaping Inc	X	Jan 30, 2026 11:42 AM	Bill Cassidy

NOTICES ISSUED:

No Notices issued.

EVALUATION

SELECTED VENDOR TOTALS

Vendor	Total
Heads Up Landscape	\$2,639.23
yaneztone llc	\$2,901.98
Relentless Roofing and Construction LLC	\$3,031.50
J&B Gardens LLC	\$4,522.50
Cassidy's Landscaping Inc	\$4,596.56
Mark A. Lopez Development Inc.	\$4,640.00
Steamer Inc	\$4,695.75
DZ Tree LLC	\$5,684.95
LR Aquisition, LLC	\$6,052.09

Vendor	Total
Carrasco Project Management CPM	\$10,833.11

LANDSCAPING

Vendor	Total
Heads Up Landscape	\$2,114.17
Relentless Roofing and Construction LLC	\$2,351.50
yaneztone llc	\$2,901.98
J&B Gardens LLC	\$3,677.50
Mark A. Lopez Development Inc.	\$3,809.00
Cassidy's Landscaping Inc	\$3,915.06
Steamer Inc	\$3,980.75
DZ Tree LLC	\$4,679.50
LR Aquisition, LLC	\$5,161.17
Carrasco Project Management CPM	\$9,568.11

SNOW AND ICE CONTROL

EXECUTIVE SUMMARY
ITB No. FY26-ITB-037
Santa Fe Reginal Airport Landscaping, Maintenance, and Snow Removal

Vendor	Total
yaneztone llc	\$0.00
Heads Up Landscape	\$525.06
Relentless Roofing and Construction LLC	\$680.00
Cassidy's Landscaping Inc	\$681.50
Steamer Inc	\$715.00
Mark A. Lopez Development Inc.	\$831.00
J&B Gardens LLC	\$845.00
LR Aquisition, LLC	\$890.92
DZ Tree LLC	\$1,005.45
Carrasco Project Management CPM	\$1,265.00

Exhibit A

Line Item	Description	Quantity	Unit of Measure	Unit Cost
1	Brush Removal	1	Hourly	\$73.00
2	Line Trimming	1	Hourly	\$73.00
3	Pruning Herbaceous Plants	1	Hourly	\$73.00
4	Pruning Woody Plants	1	Hourly	\$73.00
5	Mowing	1	Hourly	\$73.00
6	Weed Eating	1	Hourly	\$73.00
8	Stump Grinding	1	Hourly	\$73.00
9	Tree Chipping	1	Hourly	\$73.00
10	Fertilization	1	Pound	\$15.00
11	Pre-Emergent Weed Control	1	Pound	\$1.00
12	Post-Emergent Weed Control	1	Pound	\$.14
13	Tree Removal 1" - 3"	1	Each	\$73.00
14	Tree Removal, 4" - 7"	1	Each	\$73.00
15	Tree Removal 10" - 12"	1	Each	\$81.75
16	Hydro Seeding	1	Square Yard	\$.28
17	Grading	1	Hourly	\$73.00
18	Back Filling	1	Hourly	\$73.00
19	Excavation and Removal	1	Hourly	\$73.00
20	Erosion Control	1	Hourly	\$73.00
21	Superintendent	1	Hourly	\$110.00
22	Superintendent Emergency/After Hours	1	Hourly	\$110.00
23	Foreman	1	Hourly	\$110.00
24	Foreman Emergency/After Hours	1	Hourly	\$110.00
25	Experienced Laborer	1	Hourly	\$58.00
26	Experienced Laborer Emergency/After Hours	1	Hourly	\$110.00
27	Laborer	1	Hourly	\$56.00
28	Laborer Emergency/After Hours	1	Hourly	\$110.00
29	Irrigation Spring Start-Up	1	Hourly	\$110.00
30	Irrigation Winter Shut-Off	1	Hourly	\$110.00

Line Item	Description	Quantity	Unit of Measure	Unit Cost
31	Snow Plow (On Truck)	1	Hourly	\$175.00
32	Snow Plow (On ATV/UTV)	1	Hourly	\$0.00
33	Shovel/snow blow pedestrian areas	1	Hourly	\$125.00
34	Ice Control - New Deal Deicer	1	Square Yard	\$.06
35	Snow hauling off-site	1	Each	\$225.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/21/2026

6/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 3280 Peachtree Rd. NE, Ste. 1000 Atlanta GA 30305 (404) 460-3600	CONTACT NAME: PHONE (A/C. No. Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: ACE Property and Casualty Insurance Company INSURER B: Safety National Casualty Corporation INSURER C: Certain Underwriters at Lloyd's, London INSURER D: Aspen Specialty Insurance Company INSURER E: INSURER F:	FAX (A/C. No.): NAIC # 20699 15105 10717
INSURED 1483804 Heads Up Landscape Contractors, LLC P.O. Box 10597 Albuquerque, NM 87184		

COVERAGES**CERTIFICATE NUMBER:** 23645627**REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Pesticide&Herbicide ☒ SIR \$250,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:	N	N	GL6676218	4/1/2026	4/1/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	N	N	CA6676217 XEL4069294 - \$1M x \$1M	4/1/2026 4/1/2026	4/1/2027 4/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$	N	N	XEUG72569647 005	4/1/2026	4/1/2027	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 SIR \$ 25,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	LDS4066360	4/1/2026	4/1/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C D	E&O/Prof. Liability Contractor's Pollution	N	N	B0621PYELL003625 ER0144M25	4/21/2025 4/1/2025	10/21/2026 4/1/2027	Limit:\$2M/Retention:\$50K Occurrence:\$3M/Agg:\$3M \$25K SIR

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.

Re: Santa Fe Regional airport

CERTIFICATE HOLDER**CANCELLATION** See Attachment23645627
City Of Santa Fe

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Policy Forms

General Liability

1. CG 20 10 12 19 Additional Insured - Owners, Lessees or Contractors - Ongoing Operations
2. CG 20 37 12 19 Additional Insured - Owners, Lessees or Contractors - Completed Operations
3. CG 20 28 12 19 Additional Insured - Lessors of Leased Equipment
4. CG 20 07 12 19 Additional Insured - Engineers, Architects or Surveyors
5. CG 24 04 12 19 Waiver of Subrogation
6. CG 20 01 12 19 Primary and Non-Contributory Coverage
7. SNGL 047 0514 Earlier Notice of Cancellation Provided to Third Parties

GALLEGOS, SEBASTIAN F.

From: Sandra Lucero <slucero@horizonsofnewmexico.org>
Sent: Friday, July 18, 2025 10:56 AM
To: GALLEGOS, SEBASTIAN F.
Cc: Matt Loehman; Joseph Perez; gblock@horizonsofnewmexico.org
Subject: Re: First right of refusal inquiry

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Sebastian,

After some discussion we will respectfully decline inquiry.

We thank you for the opportunity and look forward to working with you in the future.

Have a wonderful weekend!

On Fri, Jul 18, 2025 at 10:42 AM GALLEGOS, SEBASTIAN F. <sfgallegos@santafenm.gov> wrote:

Good morning, I just wanted to see if you had any update on this Inquiry?

Thank you,
Sebastian Gallegos
Project Administrator
Santa Fe Regional Airport

121 Aviation Dr. Santa Fe, NM 87507

sfgallegos@santafenm.gov

Cell 505-695-3538

Office



From: GALLEGOS, SEBASTIAN F.

Sent: Tuesday, July 15, 2025 4:28 PM

To: Matt Loehman <mloehman@horizonsofnewmexico.org>; Joseph Perez <jperez@horizonsofnewmexico.org>; Sandra Lucero <slucero@horizonsofnewmexico.org>

Subject: First right of refusal inquiry

Good afternoon,

I would like to offer you the first right of refusal, please let me know.

Monthly Landscape Maintenance for new short term and long term

parking lots.

Rake and clean all common gravel. Weeds will be Check weekly.

A non-selective herbicide will be sprayed for densely weeded areas.

Sidewalks will be blown clear of leaves and debris

Shrubs will be trimmed as necessary to produce a neat and healthy appearance.

Trees will be trimmed as necessary to produce a neat and healthy appearance. This will be limited to fourteen feet tall and does not include major pruning.

Irrigation

All stations will be checked following service to look for:

1. Proper spray pattern 2. Timer operations

3. Broken lines 4. ON/OFF sequence

4. Line leaks 6. Valve operation

Activate in spring, shut down in fall.

Any malfunctions will be reported immediately.

order prior to commencement of our work.

Snow plowing

- A. Plow snow from parking lot, entrances and exits when more than Three inches Has accumulated.
- B. To combat the formation of ice uses Scoria. Scoria is not an ice melt, but acts like a non-skid and also has melting properties.
- C. Use ice melt that is safe for concrete however the use of ice melt over a period of time will affect concrete areas.

Thank you,

Sebastian Gallegos

Project Administrator

Santa Fe Regional Airport

121 Aviation Dr. Santa Fe, NM 87507

sfgallegos@santafenm.gov

Cell 505-695-3538

Office



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Sandra Lucero
Contracts & Compliance Coordinator
Horizons of New Mexico



City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

www.santafenm.gov

Alan Webber, Mayor

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Alma G. Castro, District 1

Michael J. Garcia, District 2

Carol Romero-Wirth, District 2

Lee Garcia, District 3

Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4

Amanda Chavez, District 4

Dear City Staff,

In accordance with State Statute and City Ordinances, this document serves as a blanket **services**' determination and is valid until June 30, 2026, for the types of general, professional, and construction services that are clearly one of the types pre-established and approved by the State Purchasing Agent and City CPO.

Please continue to obtain determinations for services that do not clearly and fully fit within the types listed below. For mixed or hybrid services, unclear scopes of work, and design-build projects, specific determinations will be required. In these cases, please email purchasing_det@santafenm.gov to obtain the necessary CPO determinations for your procurement needs.

Should you have any questions or require clarification on a particular service, feel free to contact CPD.

The following are General Services:

- Air/bus, vehicle charter/rental service
- Animal/k9 boarding - basic
- Auctioneers
- Audio-visual equipment setup and routine maintenance for events and presentations (including projectors, microphones, and speakers)
- Automotive mechanical services – all - including vehicle inspection, diagnostics, repair labor, parts replacement, and routine maintenance (e.g., oil changes, brake service, tune-ups, etc.)
- Banking Services (routine, transaction-based)
- Boiler testing/water treatment service
- Bookkeeping service (routine, transaction-based)
- Biohazard clean-up and disinfection services for crime scenes, homicides, suicides, unattended deaths, car accidents, deadly car crashes and cleanup of police units, along with any other biohazard situations. Building alarm systems, service and repair
- Check collection service
- Clothing, textile fabrication repair service

General Services (continued):

- Commercial laundry service, dry cleaning, etc.
- Communications systems installation, servicing, and repair
- Conference and trade show coordination
- Debt collection service
- Delivery/courier service
- Document storage, duplication, retrieval, review, and destruction service
- Drug testing and screening (standard tests)
- Engraving service
- Equipment installation, preventive maintenance, inspection, calibration, and repair
- Equipment rental services
- Exams administration and scoring service
- Executive recruitment
- Firefighting/suppression service
- Food preparation, vending, and catering services
- Health screening, basic diagnostic (wellness, blood pressure monitoring, blood draw, etc.)
- Herbicide application service
- Household goods packing, storage, transportation service
- HVAC system maintenance service - Includes filter changes, inspections, cleaning, minor repairs, and system diagnostics.
- Information Technology - Hosting only
- Information Technology Help Desk Services
- Information Technology Services requiring software or equipment
- Information Technology Software and Hardware Support Services
- Interpretive services: written/oral/sign language
- Inventory service
- Janitorial service, carpet cleaning, window washing
- Laboratory testing and analysis (standard tests only)
- Land clearing/debris removal service
- Landscaping—tree planting, grooming service, lawn mowing, etc. (but not landscape architects)
- Language translation service
- Linen rental service

General Services (continued):

- Marine equipment inspection, certification, and repair
- Medical equipment rental or repair service (wheelchairs, walkers, etc.), including measurements, adjustments, and modifications to meet patient needs
- Metal/pipe/wiring detection service
- Office furnishings installation, refurbishment, and repair service
- Package inspection and crating
- Painting service
- Paper shredding
- Parking lot sweeping/snow removal service
- Pest/weed control service
- Photographic/micrographic processing and delivery, includes aerial and ground photography (if analysis is included, then personal service)
- Printing/duplicating service
- Process serving
- Property management (rent collection, property maintenance, etc.)
- Recycling/disposal/litter pickup service
- Retreat and workshop planning, conduct, coordination, etc.
- Security/armored car services
- Shop welding/metal fabrication service
- Software as a Service
- Steam cleaning, high pressure washing, parts cleaning service
- Studio photography service (does not include portrait painting)
- Telephone interview service (conduct of survey using prescribed survey instrument)
- Towing service
- Traffic control services – including certified flaggers, barricade setup/removal, temporary signage, and traffic control plans (not involving permanent installations or design engineering)
- Training – when offered as a regular course by an institution (such as a college or university)
- Travel service — air, surface, water
- Videotaping and recording service
- Warehouse dry/cold storage rental service
- Weather information service

The following are Professional Services:

- Accountants (certified public accountants and registered public accountants)
- Actuaries
- Analysts of processes, programs, fiscal impact, and compliance
- Appraisers
- Archeologists
- Architects
- Artwork, original (services creating the artwork)
- Audio/video media productions (design, development, and/or oversight of)
- Auditors
- Broadband
- Business process re-engineering
- Counselors
- Consultants (including IT Consultants)
- Curriculum/Examination development
- Data Backup Services
- Data Storage and Management Services
- Design
- Economists
- Engineers
- Environmental monitoring: noise level, safety, hazardous gas detection, radiation monitoring service, etc.
- Financial Advisors
- Grant writing
- Graphic designers (creative or original in nature)
- Hearing officer services
- Independent Verification and Validation
- Information Technology Hosting when it includes Maintenance and Support
- Information Technology Maintenance
- Information Technology Management
- Information Technology Programming
- Information Technology Risk Assessment

Professional Services (Continued):

- Insurance Adjusters/Brokers
- Investigators (personnel-related, etc.)
- Investment advisors and management
- Labor negotiators
- Landscape Architects
- Lawyers
- Lobbyists
- Managed Network Services
- Management and system analysts
- Management consultants
- Marketing consultants (including identifying market opportunities, conduct of marketing programs, planning, promotion, market research surveys, etc.)
- Medical arts practitioners
- Medical – doctors, immunizations, etc.
- Mental health support – Therapists, Counselors, etc.
- Network Cybersecurity Services
- Network Installation
- Physicals
- Planners
- Policy Advisors
- Polygraph services
- Product Development Services
- Program/Project Managers
- Psychologists
- Public relations advisors/Publicists
- Publication development (creation of audio/video productions, brochures, pamphlets, maps, signs, posters, annual reports, etc.)
- Researchers
- Scientists (Bio/Chem/Env/Geo/Hydro/Mech, etc.)
- Social and Human Services - Includes case management, outreach, crisis intervention, supportive housing assistance, and other services intended to support vulnerable or at-risk populations. Services may be delivered by licensed or trained professionals in coordination with public or nonprofit systems.

Professional Services (Continued):

- Speech writers
- Statisticians
- Surveyors
- Trade developers
- Training – when it is specifically designed for an agency as opposed to established courses (such as out of the box training offered to all at a training company, university, or college)
- Veterinarian services
- Web design and development

The following are Construction Services:

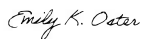
- Bid-Build (Standard)
- Construction Managers
- New Construction (including buildings, roads, bridges, utilities)
- Remodeling and Renovations (interior and exterior work)
- Demolition (including site clearance)
- Excavation and Earthwork
- Electrical Work (installation, repair, upgrades)
- Permanent installation or upgrades of audio-visual systems (including wiring and structural modifications)
- Plumbing (installation, repair, maintenance)
- Masonry and Concrete Work
- Roofing (installation, repair, maintenance)
- Structural Repair and Reinforcement
- Stucco installation, repair, and finishing
- Painting and Finishing (for construction purposes)
- Mechanical Work (HVAC systems, etc.)
- Site Preparation and Land Grading
- Utility Installation and Repair (water, sewer, gas lines)

Travis Dutton-Leyda, Chief Procurement Officer



Date: 06/30/2025

Emily Oster, Finance Director



Date: 06/30/2025