Docusign Envelope ID: F62C44AB-B1F3-8927-813B-4D02A1178DF1

State of New Mexico
General Services Department
Purchasing Division
(505) 827-0472

Amendment No. **Two**

Date**: October 27, 2026**

To**: All Potential Bidders**

From**:**

Dorothy Mendonca Date: 10/27/2026

Dorothy Mendonca
New Mexico State Purchasing Agent

Re**:** Invitation to Bid Number**: 70-00000-26-00008**

Department**: General Services Department**

Title**: Installation and Services of Water Systems**

Opening date**: November 10, 2026**

This Amendment is issued to reflect the following:

Replace pages 14-19 within the ITB.
and
Replace the item sheet in its entirety.

A Bidder must acknowledge receipt of this Amendment. Electronic bidding –
If you have already submitted an electronic bid, you will need to acknowledge this amendment by resubmitting your bid. Your bid has changed from 'submitted' to 'in progress' and will not be accepted if you do not acknowledge this amendment. Click the link to get started:
https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfNewMexico

All other items, terms and conditions shall remain the same.

Procurement Specialist:**Danette Medrano** Phone:**(505) 55-690-3578** Email:**Danette.Medrano@gsd.nm.gov**

DD DM

Docusign Envelope ID: F62C44AB-B1F3-8927-813B-4D02A1178DF1

Item	Approx. Qty.	UOM	Article and Description	Unit Price
Projects UNDER Sixty Thousand Dollars ($60,000) – No Wage Decision Projects				
1	1	**Hour**	Irrigation Water Wells - Hourly Labor – Hourly Rate - NW Area (Shop Repairs Only)	**$**
2	1	**Hour**	Irrigation Water Wells - Hourly Labor – Hourly Rate - NE Area (Shop Repairs Only)	**$**
3	1	**Hour**	Irrigation Water Wells - Hourly Labor – Hourly Rate - SW Area (Shop Repairs Only)	**$**
4	1	**Hour**	Irrigation Water Wells - Hourly Labor – Hourly Rate - SE Area (Shop Repairs Only)	**$**
5	1	**Hour**	Irrigation Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - NW Area	**$**
6	1	**Hour**	Irrigation Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - NE Area	**$**
7	1	**Hour**	Irrigation Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - SW Area	**$**
8	1	**Hour**	Irrigation Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - SE Area	**$**
9	1	**Hour**	Irrigation Water Wells - Hourly Rate - Laborer (Field Repairs Only) NW Area	**$**
10	1	**Hour**	Irrigation Water Wells - Hourly Rate - Laborer (Field Repairs Only) NE Area	**$**
11	1	**Hour**	Irrigation Water Wells - Hourly Rate - Laborer (Field Repairs Only) SW Area	**$**
12	1	**Hour**	Irrigation Water Wells - Hourly Rate - Laborer (Field Repairs Only) SE Area	**$**
13	1	**Mile**	Irrigation Water Wells : Mileage Rate NW Area	**$**
14	1	**Mile**	Irrigation Water Wells : Mileage Rate NE Area	**$**
15	1	**Mile**	Irrigation Water Wells : Mileage Rate SW Area	**$**
16	1	**Mile**	Irrigation Water Wells : Mileage Rate SE Area	**$**
17	1	**%**	Irrigation Water Wells : % Discount on Parts NW Area	**%**
18	1	**%**	Irrigation Water Wells : % Discount on Parts NE Area	**%**
19	1	**%**	Irrigation Water Wells : % Discount on Parts SW Area	**%**
20	1	**%**	Irrigation Water Wells : % Discount on Parts SE Area	**%**
21	1	**Hour**	Domestic Water Wells - Hourly Labor - Hourly Rate - NW Area(Shop Repairs Only)	**$**
22	1	**Hour**	Domestic Water Wells - Hourly Labor – Hourly Rate - NE Area (Shop Repairs Only)	**$**
23	1	**Hour**	Domestic Water Wells - Hourly Labor – Hourly Rate - SW Area (Shop Repairs Only)	**$**
24	1	**Hour**	Domestic Water Wells - Hourly Labor – Hourly Rate - SE Area (Shop Repairs Only)	**$**
25	1	**Hour**	Domestic Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - NW Area	**$**
26	1	**Hour**	Domestic Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - NE Area	**$**
27	1	**Hour**	Domestic Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - SW Area	**$**
28	1	**Hour**	Domestic Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - SE Area	**$**
29	1	**Hour**	Domestic Water Wells - Hourly Rate - Laborer (Field Repairs Only) NW Area	**$**
30	1	**Hour**	Domestic Water Wells - Hourly Rate - Laborer (Field Repairs Only) NE Area	**$**
31	1	**Hour**	Domestic Water Wells - Hourly Rate - Laborer (Field Repairs Only) SW Area	**$**
32	1	**Hour**	Domestic Water Wells - Hourly Rate - Laborer (Field Repairs Only) SE Area	**$**
33	1	**Mile**	Domestic Water Wells : Mileage Rate NW Area	**$**
34	1	**Mile**	Domestic Water Wells : Mileage Rate NE Area	**$**
35	1	**Mile**	Domestic Water Wells : Mileage Rate SW Area	**$**
36	1	**Mile**	Domestic Water Wells : Mileage Rate SE Area	**$**

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Item	Approx. Qty.	UOM	Article and Description	Unit Price
37	1	**%**	Domestic Water Wells : % Discount on Parts NW Area	**%**
38	1	**%**	Domestic Water Wells : % Discount on Parts NE Area	**%**
39	1	**%**	Domestic Water Wells : % Discount on Parts SW Area	**%**
40	1	**%**	Domestic Water Wells : % Discount on Parts SE Area	**%**
41	1	**Hour**	Windmills - Hourly Labor – Hourly Rate - NW Area (Shop Repairs Only)	**$**
42	1	**Hour**	Windmills - Hourly Labor – Hourly Rate - NE Area (Shop Repairs Only)	**$**
43	1	**Hour**	Windmills - Hourly Labor – Hourly Rate - SW Area (Shop Repairs Only)	**$**
44	1	**Hour**	Windmills - Hourly Labor – Hourly Rate - SW Area (Shop Repairs Only)	**$**
45	1	**Hour**	Windmills - Hourly Rate - Supervisor (Field Repairs Only) - NW Area	**$**
46	1	**Hour**	Windmills - Hourly Rate - Supervisor (Field Repairs Only) - NE Area	**$**
47	1	**Hour**	Windmills - Hourly Rate - Supervisor (Field Repairs Only) - SW Area	**$**
48	1	**Hour**	Windmills - Hourly Rate - Supervisor (Field Repairs Only) - SE Area	**$**
49	1	**Hour**	Windmills - Hourly Rate - Laborer (Field Repairs Only) NW Area	**$**
50	1	**Hour**	Windmills - Hourly Rate - Laborer (Field Repairs Only) NE Area	**$**
51	1	**Hour**	Windmills - Hourly Rate - Laborer (Field Repairs Only) SW Area	**$**
52	1	**Hour**	Windmills - Hourly Rate - Laborer (Field Repairs Only) SE Area	**$**
53	1	**Mile**	Windmills : Mileage Rate NW Area	**$**
54	1	**Mile**	Windmills : Mileage Rate NE Area	**$**
55	1	**Mile**	Windmills : Mileage Rate SW Area	**$**
56	1	**Mile**	Windmills : Mileage Rate SE Area	**$**
57	1	**%**	Windmills : % Discount on Parts NW Area	**%**
58	1	**%**	Windmills : % Discount on Parts NE Area	**%**
59	1	**%**	Windmills : % Discount on Parts SW Area	**%**
60	1	**%**	Windmills : % Discount on Parts SE Area	**%**
61	1	**Hour**	Solar Wells - Hourly Labor – Hourly Rate - NW Area (Shop Repairs Only)	**$**
62	1	**Hour**	Solar Wells - Hourly Labor – Hourly Rate - NE Area (Shop Repairs Only)	**$**
63	1	**Hour**	Solar Wells - Hourly Labor – Hourly Rate - SW Area (Shop Repairs Only)	**$**
64	1	**Hour**	Solar Wells - Hourly Labor – Hourly Rate - SE Area (Shop Repairs Only)	**$**
65	1	**Hour**	Solar Wells- Hourly Rate - Supervisor (Field Repairs Only) - NW Area	**$**
66	1	**Hour**	Solar Wells - Hourly Rate - Supervisor (Field Repairs Only) - NE Area	**$**
67	1	**Hour**	Solar Wells- Hourly Rate - Supervisor (Field Repairs Only) - SW Area	**$**
68	1	**Hour**	Solar Wells- Hourly Rate - Supervisor (Field Repairs Only) - SE Area	**$**
69	1	**Hour**	Solar Wells - Hourly Rate - Laborer (Field Repairs Only) NW Area	**$**
70	1	**Hour**	Solar Wells- Hourly Rate - Laborer (Field Repairs Only) NE Area	**$**
71	1	**Hour**	Solar Wells- Hourly Rate - Laborer (Field Repairs Only) SW Area	**$**
72	1	**Hour**	Solar Wells - Hourly Rate - Laborer (Field Repairs Only) SE Area	**$**
73	1	**Mile**	Solar Wells : Mileage Rate NW Area	**$**
74	1	**Mile**	Solar Wells : Mileage Rate NE Area	**$**
75	1	**Mile**	Solar Wells : Mileage Rate SW Area	**$**
76	1	**Mile**	Solar Wells: Mileage Rate SE Area	**$**

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Item	Approx. Qty.	UOM	Article and Description	Unit Price
77	1	**%**	Solar Wells : % Discount on Parts NW Area	**%**
78	1	**%**	Solar Wells : % Discount on Parts NE Area	**%**
79	1	**%**	Solar Wells : % Discount on Parts SW Area	**%**
80	1	**%**	Solar Wells : % Discount on Parts SE Area	**%**
Projects OVER Sixty Thousand Dollars ($60,000) – Wage Decision Projects				
81	1	**Hour**	Irrigation Water Wells - Hourly Labor – Hourly Rate - NW Area (Shop Repairs Only)	**$**
82	1	**Hour**	Irrigation Water Wells - Hourly Labor – Hourly Rate - NE Area (Shop Repairs Only)	**$**
83	1	**Hour**	Irrigation Water Wells - Hourly Labor – Hourly Rate - SW Area (Shop Repairs Only)	**$**
84	1	**Hour**	Irrigation Water Wells - Hourly Labor – Hourly Rate - SE Area (Shop Repairs Only)	**$**
85	1	**Hour**	Irrigation Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - NW Area	**$**
86	1	**Hour**	Irrigation Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - NE Area	**$**
87	1	**Hour**	Irrigation Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - SW Area	**$**
88	1	**Hour**	Irrigation Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - SE Area	**$**
89	1	**Hour**	Irrigation Water Wells - Hourly Rate - Laborer (Field Repairs Only) NW Area	**$**
90	1	**Hour**	Irrigation Water Wells - Hourly Rate - Laborer (Field Repairs Only) NE Area	**$**
91	1	**Hour**	Irrigation Water Wells - Hourly Rate - Laborer (Field Repairs Only) SW Area	**$**
92	1	**Hour**	Irrigation Water Wells - Hourly Rate - Laborer (Field Repairs Only) SE Area	**$**
93	1	**Mile**	Irrigation Water Wells : Mileage Rate NW Area	**$**
94	1	**Mile**	Irrigation Water Wells : Mileage Rate NE Area	**$**
95	1	**Mile**	Irrigation Water Wells : Mileage Rate SW Area	**$**
96	1	**Mile**	Irrigation Water Wells : Mileage Rate SE Area	**$**
97	1	**%**	Irrigation Water Wells : % Discount on Parts NW Area	**%**
98	1	**%**	Irrigation Water Wells : % Discount on Parts NE Area	**%**
99	1	**%**	Irrigation Water Wells : % Discount on Parts SW Area	**%**
100	1	**%**	Irrigation Water Wells : % Discount on Parts SE Area	**%**
101	1	**Hour**	Domestic Water Wells - Hourly Labor - Hourly Rate - NW Area(Shop RepairsOnly)	**$**
102	1	**Hour**	Domestic Water Wells - Hourly Labor – Hourly Rate - NE Area (Shop Repairs Only)	**$**
103	1	**Hour**	Domestic Water Wells - Hourly Labor – Hourly Rate - SW Area (Shop Repairs Only)	**$**
104	1	**Hour**	Domestic Water Wells - Hourly Labor – Hourly Rate - SE Area (Shop Repairs Only)	**$**
105	1	**Hour**	Domestic Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - NW Area	**$**
106	1	**Hour**	Domestic Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - NE Area	**$**
107	1	**Hour**	Domestic Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - SW Area	**$**
108	1	**Hour**	Domestic Water Wells - Hourly Rate - Supervisor (Field Repairs Only) - SE Area	**$**
109	1	**Hour**	Domestic Water Wells - Hourly Rate - Laborer (Field Repairs Only) NW Area	**$**
110	1	**Hour**	Domestic Water Wells - Hourly Rate - Laborer (Field Repairs Only) NE Area	**$**
111	1	**Hour**	Domestic Water Wells - Hourly Rate - Laborer (Field Repairs Only) SW Area	**$**

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Item	Approx. Qty.	UOM	Article and Description	Unit Price
112	1	**Hour**	Domestic Water Wells - Hourly Rate - Laborer (Field Repairs Only) SE Area	**$**
113	1	**Mile**	Domestic Water Wells : Mileage Rate NW Area	**$**
114	1	**Mile**	Domestic Water Wells : Mileage Rate NE Area	**$**
115	1	**Mile**	Domestic Water Wells : Mileage Rate SW Area	**$**
116	1	**Mile**	Domestic Water Wells : Mileage Rate SE Area	**$**
117	1	**%**	Domestic Water Wells : % Discount on Parts NW Area	**%**
118	1	**%**	Domestic Water Wells : % Discount on Parts NE Area	**%**
119	1	**%**	Domestic Water Wells : % Discount on Parts SW Area	**%**
120	1	**%**	Domestic Water Wells : % Discount on Parts SE Area	**%**
121	1	**Hour**	Windmills - Hourly Labor – Hourly Rate - NW Area (Shop Repairs Only)	**$**
122	1	**Hour**	Windmills - Hourly Labor – Hourly Rate - NE Area (Shop Repairs Only)	**$**
123	1	**Hour**	Windmills - Hourly Labor – Hourly Rate - SW Area (Shop Repairs Only)	**$**
124	1	**Hour**	Windmills - Hourly Labor – Hourly Rate - SW Area (Shop Repairs Only)	**$**
125	1	**Hour**	Windmills - Hourly Rate - Supervisor (Field Repairs Only) - NW Area	**$**
126	1	**Hour**	Windmills - Hourly Rate - Supervisor (Field Repairs Only) - NE Area	**$**
127	1	**Hour**	Windmills - Hourly Rate - Supervisor (Field Repairs Only) - SW Area	**$**
128	1	**Hour**	Windmills - Hourly Rate - Supervisor (Field Repairs Only) - SE Area	**$**
129	1	**Hour**	Windmills - Hourly Rate - Laborer (Field Repairs Only) NW Area	**$**
130	1	**Hour**	Windmills - Hourly Rate - Laborer (Field Repairs Only) NE Area	**$**
131	1	**Hour**	Windmills - Hourly Rate - Laborer (Field Repairs Only) SW Area	**$**
132	1	**Hour**	Windmills - Hourly Rate - Laborer (Field Repairs Only) SE Area	**$**
133	1	**Mile**	Windmills : Mileage Rate NW Area	**$**
134	1	**Mile**	Windmills : Mileage Rate NE Area	**$**
135	1	**Mile**	Windmills : Mileage Rate SW Area	**$**
136	1	**Mile**	Windmills : Mileage Rate SE Area	**$**
137	1	**%**	Windmills : % Discount on Parts NW Area	**%**
138	1	**%**	Windmills : % Discount on Parts NE Area	**%**
139	1	**%**	Windmills : % Discount on Parts SW Area	**%**
140	1	**%**	Windmills : % Discount on Parts SE Area	**%**
141	1	**Hour**	Solar Wells - Hourly Labor – Hourly Rate - NW Area (Shop Repairs Only)	**$**
142	1	**Hour**	Solar Wells - Hourly Labor – Hourly Rate - NE Area (Shop Repairs Only)	**$**
143	1	**Hour**	Solar Wells - Hourly Labor – Hourly Rate - SW Area (Shop Repairs Only)	**$**
144	1	**Hour**	Solar Wells - Hourly Labor – Hourly Rate - SE Area (Shop Repairs Only)	**$**
145	1	**Hour**	Solar Wells- Hourly Rate - Supervisor (Field Repairs Only) - NW Area	**$**
146	1	**Hour**	Solar Wells - Hourly Rate - Supervisor (Field Repairs Only) - NE Area	**$**
147	1	**Hour**	Solar Wells- Hourly Rate - Supervisor (Field Repairs Only) - SW Area	**$**
148	1	**Hour**	Solar Wells- Hourly Rate - Supervisor (Field Repairs Only) - SE Area	**$**
149	1	**Hour**	Solar Wells - Hourly Rate - Laborer (Field Repairs Only) NW Area	**$**
150	1	**Hour**	Solar Wells- Hourly Rate - Laborer (Field Repairs Only) NE Area	**$**
151	1	**Hour**	Solar Wells- Hourly Rate - Laborer (Field Repairs Only) SW Area	**$**

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Item	Approx. Qty.	UOM	Article and Description	Unit Price
152	1	**Hour**	Solar Wells - Hourly Rate - Laborer (Field Repairs Only) SE Area	**$**
153	1	**Mile**	Solar Wells : Mileage Rate NW Area	**$**
154	1	**Mile**	Solar Wells : Mileage Rate NE Area	**$**
155	1	**Mile**	Solar Wells : Mileage Rate SW Area	**$**
156	1	**Mile**	Solar Wells: Mileage Rate SE Area	**$**
157	1	**%**	Solar Wells : % Discount on Parts NW Area	**%**
158	1	**%**	Solar Wells : % Discount on Parts NE Area	**%**
159	1	**%**	Solar Wells : % Discount on Parts SW Area	**%**
160	1	**%**	Solar Wells : % Discount on Parts SE Area	**%**

160 ITEMS

Certificate Of Completion

Envelope Id: F62C44AB-B1F3-8927-813B-4D02A1178DF1
Status: Completed
Subject: Please DocuSign: 70-00000-26-00008 B002
Source Envelope:
Document Pages: 6
Signatures: 1
Certificate Pages: 5
Initials: 2
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Envelope Originator:
Danette Medrano
1100 S Saint Francis Dr
Santa Fe, NM 87502
Danette.Medrano@gsd.nm.gov
IP Address: 164.64.62.10

Record Tracking

Status: Original
10/27/2026 10:57:14 AM
Security Appliance Status: Connected

Holder: Danette Medrano
Danette.Medrano@gsd.nm.gov
Pool: StateLocal

Location: DocuSign

Signer Events	Signature	Timestamp
John Desha johnny.desha@gsd.nm.gov Procurement Specialist Manager Security Level: Email, Account Authentication (None), Login with SSO	 Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 10/27/2026 11:13:54 AM Viewed: 10/27/2026 11:14:18 AM Signed: 10/27/2026 11:14:30 AM
Electronic Record and Signature Disclosure: Accepted: 3/25/2025 7:13:20 AM ID: d1ec4280-451a-42ce-b36b-a39ed00bc76f		
Danette Medrano Danette.Medrano@gsd.nm.gov Security Level: Email, Account Authentication (None), Login with SSO	 Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 10/27/2026 11:14:33 AM Viewed: 10/27/2026 11:15:59 AM Signed: 10/27/2026 11:16:32 AM
Electronic Record and Signature Disclosure: Accepted: 9/15/2025 3:30:12 PM ID: ef47593b-7502-4533-88a5-c23fe45c6487		
Dorothy Mendonca dorothy.mendonca@gsd.nm.gov SPD Division Director / State Purchasing Agent General Services Department Signing Group: 35000 - State Purchasing Agent Security Level: Email, Account Authentication (None), Login with SSO	 Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 10/27/2026 11:16:36 AM Resent: 10/27/2026 12:53:44 PM Viewed: 10/27/2026 1:45:46 PM Signed: 10/27/2026 1:47:41 PM
Electronic Record and Signature Disclosure: Accepted: 4/14/2023 7:24:59 AM ID: 51f6380f-50f7-4227-afb5-572b373dfb7c		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/27/2026 11:13:54 AM
Certified Delivered	Security Checked	10/27/2026 1:45:46 PM
Signing Complete	Security Checked	10/27/2026 1:47:41 PM
Completed	Security Checked	10/27/2026 1:47:41 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)

From time to time, New Mexico General Services Department (GSD), on behalf of the State of New Mexico (SONM), may be required by law to provide you with certain written notices or disclosures. Stated below are the terms and conditions for GSD's providing you such notices and disclosures electronically through the DocuSign system. Please read this information carefully. If you are able to access this information electronically and agree to **this Electronic Record and Signature Disclosure (ERSD)**, please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

B. Obtaining paper copies

At any time up to twenty (20) calendar days following your use of DocuSign to electronically sign a document, you may request a paper copy of any record provided or made available electronically to you by GSD. You will have the ability to download and print documents SONM sends you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a twenty (20) calendar day period after such documents are first sent to you. Following the twenty (20) day period, if you want GSD to send you paper copies of any such documents from GSD's office, you will be charged a $1.00 per-page fee plus postage. You may request delivery of such paper copies from GSD by following the procedure stated in Section H, below.

C. Withdrawing your consent

If you decide to receive notices and disclosures from GSD electronically, you may at any time change your mind and inform GSD you want to receive required notices and disclosures only in paper format. The procedure concerning how you may inform GSD of your decision to receive future notices and disclosures in paper format as well as withdraw your consent to receive notices and disclosures electronically is stated in Section D, immediately below.

D. Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed with which GSD will be able to complete certain steps in specific transactions and deliver paper copies to you. GSD will need: (1) to send the required notices or disclosures to you in paper format; and (2) wait until GSD receives your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from SONM or to electronically sign documents generated and sent to you from SONM.

E. All notices and disclosures will be sent to you electronically

Unless you inform GSD otherwise according to these procedures, GSD will electronically provide you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements and other documents that are required to be provided or made available to you during the course of your electronic signature relationship with SONM. To reduce the possibility of inadvertent non-receipt, GSD prefers to provide all required notices and disclosures by the same method and to the same email or physical address that you furnish to GSD. Thus, you may receive the disclosures and notices electronically or in paper form. If you do not agree with this procedure, please inform GSD according to the procedures stated in Section I, below. Please also refer to Section D, immediately above, which states the consequences resulting from your declination of electronic delivery of notices and disclosures.

F. How to contact GSD:

You may inform General Services Department (GSD) of any changes you select regarding State Purchasing Division's (SPD) electronic communications with you, to request paper copies of certain information from SPD, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request(s) to SPD at: *GSD.SPDinfo@state.nm.us*

G. To advise SPD of your new email address

To inform SPD of a change in the email address to which SPD sends you notices and disclosures electronically, you must send an email to SPD at *GSD.SPDinfo@state.nm.us* and in the body of such request you must include your previous and new email addresses.

H. To request paper copies from SPD

To request delivery of paper copies of electronic notices and disclosures that DocuSign and/or SPD have previously provided to you, you must send an email to SPD at *GSD.SPDinfo@state.nm.us* and in the body of your email request state your email address, full name, mailing address, and telephone number. SPD will charge you a $1.00 per page copy fee plus postage.

I. To withdraw your consent with SPD

To inform SPD that you no longer wish to receive notices and disclosures in electronic format you may:

(1) Decline to sign a document from within a signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may:

(2) Send SPD an email to *GSD.SPDinfo@state.nm.us* and in the body of your request state your email address, full name, mailing address, and telephone number.

J. Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:
https://support.docusign.com/guides/signer-guide-signing-system-requirements

K. Acknowledging your access and consent to receive and sign documents electronically

To confirm that you are able to electronically access the information contained in this Electronic Record and Signature Disclosure (ERSD), please confirm that you have: (1) read this ERSD, and either: (2) you are able to print on paper or electronically save this ERSD for your future reference and access; or (3) you are able to email this ERSD to an email address where you will be able to print this ERSD on paper and/or save this ERSD for your future reference and access. Further, if you consent to receiving notices and disclosures from DocuSign and/or SPD exclusively in electronic format, then select the check-box next to "I agree to use electronic records and signatures," before you click "CONTINUE" within the DocuSign system.

By selecting the check-box next to "I agree to use electronic records and signatures," you confirm that:

- You have read this Electronic Record and Signature Disclosure (ERSD); and
- You can print this ERSD on paper, or you can save and/ or send this ERSD to a location where you can print this ERSD, for your future reference and access; and
- Until or unless you notify SPD as stated in this ERSD, you consent to exclusively receive through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SPD during the course of your electronic signature relationship with SPD.