



**State of New Mexico  
General Services Department  
Purchasing Division**

**Statewide Price Agreement Amendment**

**Awarded Vendor:**  
**0000110926**  
**PropertyRoom.com, Inc.**  
**5257 Buckeystown Pike, Ste 475**  
**Fredrick, MD 21704**

**Contact: Diane Wade**  
**Email: [contractadmin@propertyroom.com](mailto:contractadmin@propertyroom.com)**  
**Telephone No.: (240) 382-2021**

**Ship To:**  
**As Requested**

**Invoice:**  
**As Requested**

Price Agreement Number: **20-00000-22-00051AD**

Amendment No.: **Three**

Term: **September 22, 2022 – September 1, 2024**

NASPO ValuePoint Link:  
**<https://naspovaluepoint.org/portfolio/online-auction-services-2022-2024/>**

Procurement Specialist: **Vanessa LeBlanc**

*VL*

Telephone No.: **(505) 629-9525**

Email: **[Vanessa.LeBlanc@gsd.nm.gov](mailto:Vanessa.LeBlanc@gsd.nm.gov)**

Title: **On-Line Auction Services**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**This amendment is issued to reflect the following effective immediately:**

- **Add Awarded Vendor's proposal to Master Agreement to provide clarification on proposed services for Tier 3**

**Please see attached Amendment No. 3 for more information.**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**NASPO Value Point Link: <https://naspovaluepoint.org/portfolio/online-auction-services-2022-2024/>**



**Master Agreement No. 20-00000-22-00051AD  
Amendment No. 3**

THIS AMENDMENT for On-Line Auction Services is entered into by and between the **State of New Mexico, General Services Department** (hereinafter the “Lead State” or a “Participating Entity” and **PropertyRoom.com, Inc.** (hereinafter the “Contractor”).

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED CONTRACT ARE AMENDED AS FOLLOWS:

- **Incorporate Awarded Vendor’s proposal into the Master Agreement to provide clarification to the Haul Away services provided for Tier 3.**

All other Articles and Deliverables of the original contract and all subsequent Amendments remain the same.

IN WITNESS WHEREOF, the Parties hereby execute this Agreement, which will take effect on the last signature date of the required approval authorities below. Each of the signatories, below, may execute this Agreement by hard copy original, facsimile, digital or electronic signature, any of which shall be deemed to be a true and original signature hereunder.

By: *Robert Doucette*  
Cabinet Secretary  
General Services Department

Date: 4/3/2023

By: *Aaron Thompson*  
Aaron Thompson, CEO  
PropertyRoom.com, Inc.

Date: 3/30/2023

Approved for legal sufficiency:

By: *Randall Cherry*  
General Counsel  
General Services Department, State Purchasing Division

Date: 4/3/2023

The records of the Taxation and Revenue Department reflect that Contractor is registered with the Taxation and Revenue Department of the State to pay gross receipts and compensating taxes:

BTIN: 03-298115-00-5

**NOTE: Taxation and Revenue is only verifying the registration and will not confirm or deny taxability statements contained in this contract.**

By: *Ann Marie Lucero*  
Taxation & Revenue

Date: 3/30/2023

This Agreement has been approved by the State Purchasing Agent of New Mexico:

By: *Valerie Paulk*  
State Purchasing Agent  
☒ This is signed on behalf of the State Purchasing Agent

Date: 4/3/2023

**ABILITY TO MEET SCOPE OF WORK/TECHNICAL REQUIREMENTS - TIER THREE****FULL SERVICE**

PropertyRoom.com offers a variety of online auction service solutions with the ability and experience to provide full-service online auction solutions for variety of item types like property and evidence, vehicles and equipment, and firearms and firearm accessories.

PropertyRoom.com provides many auction solutions in multiple industries to fulfill all the needs of our law enforcement and municipal clients. Our service offerings are vast and comprehensive so Participating Entities can work with one vendor for all auction services if that is their need. Our goal has always been to provide our clients with the best possible solution for any item they have been directed to send to auction.

PropertyRoom.com aims to provide the best-in-class solutions to eliminate clutter, reduce storage and handling costs, safely and securely liquidate items, increase proceeds, and employ chain of custody practices for all our 4,300+ clients.

With PropertyRoom.com's full-service online auction solutions:

- *PropertyRoom.com posts photos and details of the items on the website*
  - Digital photographs are taken of each item showing as much of the item as possible to allow the bidders to make educated bidding decisions. This may include multiple photographs, showing damage if applicable, taking an item out of a box to show all parts and pieces.
  - Descriptions are written during the evaluation process of an item. This includes any and all applicable pieces of information that are necessary for a bidder to understand what they are bidding on. This may include brand name, model number, color, size, and/or condition. In addition, descriptions are written using best practices for search engine optimization (SEO) to increase visibility to the individual auction.
- **PropertyRoom.com performs all work in auctioning, transporting and administration of the property.**
  - For full details on the process of auctioning, transporting, and administration of the property, see **page 34**.
  - Pick up of items from Participating Entity's location will be handled by either PropertyRoom.com fleet of trucks/drivers, preferred common carrier, or subcontractors' fleet of tow partners. Manifests and items being picked up are reviewed at this time for confirmation and condition at pick up.
  - Processing, cataloging, photographing, listing, and full management of the auctioning process is handled by PropertyRoom.com or its subcontractors depending on the auction service being utilized. At this time, extra care is taken to ensure items are safely stored and transported in the condition they were received.

- If licenses or special documentation is required to store or auction an asset, and are not already held, PropertyRoom.com will work to acquire the requirement documentation in a timely manner.
- *PropertyRoom.com collects the funds and reimburse Purchasing Entity for the sale upon PropertyRoom.com's receipt of funds for the sale.*
  - PropertyRoom.com employs the same standard reconciliation and payment process for 100% of its Clients. Once a month, PropertyRoom.com reconciles all auction items closed and paid for the previous calendar month and prepares payment to Clients. We send proceeds through the Clients preferred method, such as mailing checks or ACH, for Client net proceeds based on the reconciliation for the previous calendar month auction results.
  - Fully transparent reports regarding all property sold by Purchasing Entity at the same time as funds are transferred to the Participating Entity are available via PropertyRoom.com's proprietary online reporting platform, AgencyWeb, on the Monthly Check Summary – see pg 50 for an example.
  - PropertyRoom.com has submitted samples of such reports – see pgs 47-49.

#### CONSULTING SERVICES

PropertyRoom.com's Client Success team is available for consultation on how to best utilize PropertyRoom.com's online auction services for better results, increased sales, etc. In addition to working with our Clients on a day-to-day basis to schedule pickup and removal of surplus property and vehicles, our Client Success Team is easily available by email and telephone for our Clients to reach out to if they have any questions or concerns too. Client Success hours are 8:00 A.M. – 6:00 P.M. EST Monday through Friday.

PropertyRoom.com's Client Success Team's main role is to provide consistent account management to our clients and contacts them on a regular basis to ensure we are meeting, and exceeding their needs and requirements, in addition to arranging pickups and creating a plan of action for auctioning their items. Since each Client Success Team Member is assigned to a Client, they become familiar with the needs and requirements of personnel and aid them in a higher capacity. Those well-established relationships and consistent communication and account management are often the reason our services run so smoothly, and our clients have remained with our company for many years.

#### SITE VISIT

PropertyRoom.com is happy to provide a site visit to include IT, administration, accounting, warehouse, and storage upon request of the Lead State and any Participating Entity, as well as provide a full Services Overview to review all aspects of the Master Agreement with reasonable notice.

**The technical approach and detailed outline of PropertyRoom.com's full-service, haul-away solution for Vehicles & Equipment is as follows:**

- Client notifies PropertyRoom.com of an item, or items, which are ready to be picked up and sent to auction.
- PropertyRoom.com assigns SKUs to items and manifests items to start and allow for complete audit trail.
- PropertyRoom.com's sub-contractor, Insurance Auto Auctions (IAAI) or local sub-contractor, picks up items from the Client's location.
- Sub-contractor checks in manifest and items by scanning items into system for transparent tracking on AgencyWeb.
- Sub-contractor evaluates each item piece by piece to ensure maximum dollar revenue is achieved.
- Sub-contractor performs any requested work, i.e., de-identification, decal removal, etc.
- For impound solution, Sub-contractor stores items while awaiting resolution of their legal status or while awaiting citizen redemption; then processes citizen returns upon proof of clearance.
- Sub-contractor inspects, cleans, and digitally photographs each item for auction.
- Sub-contractor performs any preview periods or bidder inspections as required.
- PropertyRoom.com or sub-contractor conducts online auction and collects payment from the winning bidder/buyer, transfers title, and registration changes.
- Sub-contractor arranges for release, pickup, and/or shipping of the asset.
- PropertyRoom.com mails monthly check (or send via preferred method) and closes transactions on AgencyWeb for a complete and transparent audit history.

**The technical approach and detailed outline of PropertyRoom.com's full-service solution for Firearms & Firearms Accessories is as follows:**

- Client barcodes (with provided barcode stickers) and manifests items to start and allow for complete audit trail.
- Client packages firearms and/or firearms accessories in supplied shipping materials.
- Client contacts PropertyRoom.com to schedule a pickup of items.
- PropertyRoom.com coordinates pick up of items from the Client's location utilizing a secure shipping carrier and secure transport to FFL dealer, subcontract Buds Gun Shop.
- PropertyRoom.com checks in manifest and items by scanning items into system for transparent tracking on AgencyWeb.
- PropertyRoom.com evaluates each item piece by piece to ensure maximum dollar revenue is achieved.
- PropertyRoom.com inspects, cleans, repairs (as needed for high value items), sorts, and digitally photographs each item for auction.
- PropertyRoom.com conducts online auction on sub-contractor's secure firearms online auction site, eGunner.com, and collects payment from the winning bidder/buyer.

**Certificate Of Completion**

Envelope Id: D6B0560948354284842BE38E163F8A17

Status: Completed

Subject: Complete with DocuSign: 20-00000-22-00051AD A003

Source Envelope:

Document Pages: 6

Signatures: 5

Envelope Originator:

Certificate Pages: 6

Initials: 2

Vanessa LeBlanc

AutoNav: Enabled

1100 S Saint Francis Dr

Envelopeld Stamping: Enabled

Santa Fe, NM 87502

Time Zone: (UTC-07:00) Mountain Time (US &amp; Canada)

Vanessa.LeBlanc@gsd.nm.gov

IP Address: 164.64.62.10

**Record Tracking**

Status: Original

Holder: Vanessa LeBlanc

Location: DocuSign

3/30/2023 7:08:13 AM

Vanessa.LeBlanc@gsd.nm.gov

Security Appliance Status: Connected

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Storage Appliance Status: Connected

Pool: GSD

Location: DocuSign

**Signer Events****Signature****Timestamp**

Michael Saavedra



Sent: 3/30/2023 7:14:04 AM

Michael.Saavedra@gsd.nm.gov

Viewed: 3/30/2023 7:35:41 AM

New Mexico General Services

Signed: 3/30/2023 7:35:56 AM

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 67.131.78.33

**Electronic Record and Signature Disclosure:**

Accepted: 6/4/2020 11:04:51 AM

ID: 9cac1b3e-4279-4c8f-b2b4-c607ea9821d8

Vanessa LeBlanc



Sent: 3/30/2023 7:35:57 AM

vanessa.leblanc@gsd.nm.gov

Viewed: 3/30/2023 7:37:38 AM

New Mexico General Services

Signed: 3/30/2023 7:37:42 AM

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 164.64.62.10

**Electronic Record and Signature Disclosure:**

Accepted: 6/2/2020 7:02:26 AM

ID: 174ce339-a45c-4eb9-8489-b3f5ced3d8e4

Aaron Thompson



Sent: 3/30/2023 7:37:43 AM

AaronThompson@PropertyRoom.com

Viewed: 3/30/2023 8:10:12 AM

CEO

Signed: 3/30/2023 11:46:07 AM

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 71.178.180.157

**Electronic Record and Signature Disclosure:**

Accepted: 3/30/2023 8:10:12 AM

ID: e06737c1-8692-4a31-a0e8-ee36acf9c7bd

Ann Marie Lucero



Sent: 3/30/2023 11:46:09 AM

annmarie.lucero@tax.nm.gov

Viewed: 3/30/2023 1:23:25 PM

Tax Examiner Supervisor

Signed: 3/30/2023 1:24:30 PM

State of New Mexico, Dept of Information  
Technology

Signature Adoption: Pre-selected Style

Using IP Address: 164.64.133.192

Signing Group: 33300 - CRS Verification

Security Level: Email, Account Authentication  
(None)

| Signer Events                                                                                                                                                                                                                   | Signature                                                                                                                                                                                | Timestamp                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Electronic Record and Signature Disclosure:</b><br>Accepted: 6/2/2020 2:28:54 PM<br>ID: 4e14c1ed-cee7-47c4-9f77-dc41a9cef910                                                                                                 |                                                                                                                                                                                          |                                                                                           |
| Randall Cherry<br>Randall.cherry@gsd.nm.gov<br>General Counsel GSD<br>New Mexico General Services<br>Signing Group: 35000 - General Counsel<br>Security Level: Email, Account Authentication (None)                             | <br><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 164.64.62.10                        | Sent: 3/30/2023 1:24:32 PM<br>Viewed: 3/30/2023 3:42:58 PM<br>Signed: 4/3/2023 8:54:17 AM |
| <b>Electronic Record and Signature Disclosure:</b><br>Accepted: 8/11/2020 1:04:19 PM<br>ID: b1936f20-a674-4303-ba7b-0490aa12a36b                                                                                                |                                                                                                                                                                                          |                                                                                           |
| Robert Doucette<br>robert.doucette@gsd.nm.gov<br>Cabinet Secretary<br>New Mexico General Services<br>Signing Group: 35000 - Cabinet Secretary<br>Security Level: Email, Account Authentication (None)                           | <br><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 164.64.62.10                        | Sent: 4/3/2023 8:54:18 AM<br>Viewed: 4/3/2023 9:28:00 AM<br>Signed: 4/3/2023 9:28:10 AM   |
| <b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign                                                                                                                                                  |                                                                                                                                                                                          |                                                                                           |
| Valerie Paulk<br>valerie.paulk@gsd.nm.gov<br>Signed of Behalf of State Purchasing Agent<br>New Mexico General Services<br>Signing Group: 35000 - State Purchasing Agent<br>Security Level: Email, Account Authentication (None) | <br><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 67.0.237.194<br>Signed using mobile | Sent: 4/3/2023 9:28:12 AM<br>Viewed: 4/3/2023 9:32:32 AM<br>Signed: 4/3/2023 9:32:56 AM   |
| <b>Electronic Record and Signature Disclosure:</b><br>Accepted: 5/29/2020 9:40:59 AM<br>ID: f12ca6d0-7cba-4de4-b58f-8180244887ff                                                                                                |                                                                                                                                                                                          |                                                                                           |
| 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                                                                                                                                                                         | 3/30/2023 7:14:04 AM                                                                      |
| Certified Delivered                                                                                                                                                                                                             | Security Checked                                                                                                                                                                         | 4/3/2023 9:32:32 AM                                                                       |
| Signing Complete                                                                                                                                                                                                                | Security Checked                                                                                                                                                                         | 4/3/2023 9:32:56 AM                                                                       |
| Completed                                                                                                                                                                                                                       | Security Checked                                                                                                                                                                         | 4/3/2023 9:32:56 AM                                                                       |
| Payment Events                                                                                                                                                                                                                  | Status                                                                                                                                                                                   | Timestamps                                                                                |



## **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](mailto: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](mailto: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](mailto: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](mailto: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.