

TORRANCE COUNTY

STATE OF NEW MEXICO

**Invitation for Bids (IFB)
Maintenance and Repairs for Torrance County Sheriff's Department and County
Fleet Vehicles**



IFB-FY24-03

Sealed Proposals Submitted to:
Torrance County Purchasing Office
205 9th Street, P.O. Box 48
Estancia, NM 87016
ATTN: Toni Lowery, Chief Procurement Officer

Date Proposals Submitted by:
Monday, March 15, 2024
1:00 PM

Proposals must be submitted in a sealed envelope that is clearly marked:
"IFB-FY24-03 Vehicle Maintenance and Repair"

A. PURPOSE OF THIS INVITATION FOR BID

Torrance County, on behalf of the Torrance County Commissioners, is accepting competitive sealed proposals for maintenance and repair services for vehicles within Torrance County Sheriff's Department as well as other County fleet vehicles. Six (6) copies of the proposals should be submitted no later than Monday, March 15, 2024, at 1:00 p.m. at the Torrance Purchasing Office located at 205 9th Street, P.O. Box 48, Estancia, NM 87016.

Proposals will be reviewed and ranked by an Evaluation Review Committee. A Recommendation will then be made to the Torrance County Commission for award based upon the proposal which is determined to be the most advantageous to the County based on the specific evaluation criteria. This procurement **may** result in multiple awards.

B. CONTRACT PERIOD AND RENEWAL OPTIONS

The duration of the contract resulting from this IFB shall be from the date of award through June 30, 2024. The contract will automatically renew on an annual basis on July 1, for up to three (3) additional, one (1) year terms unless terminated as provided by the contract or law. In accordance with Section 13-1-150 NMSA 1978, no term for a professional services contract, including extensions and renewals, shall exceed four (4) years, except as set forth in Section 13-1-150 NMSA 1978.

Any contract awarded as a result of this IFB process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will occur by sending written notice to the contractor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

C. SCOPE OF WORK

The successful Proposer must be able to perform general and preventive maintenance and repair services on vehicles and equipment, including, but not limited to, brakes, tires, suspension, heat/air conditioning systems, electrical systems, transmissions, engines, etc. The County's preference is for the Proposer to have the ability to perform all required services. The County's preference will be for a Proposer who is capable of performing these services with the least amount of down time for vehicles. The Proposer must have the ability to provide the required preventive maintenance and repair service listed in Item 5 (below). Any exceptions must be noted in the response.

1. Preventive Maintenance: The County fleet vehicles are routinely driven short distances, frequent start/stop, and long idle periods. The County maintains its own maintenance schedule and will contact the successful Proposer with services as required.
2. Repairs and Maintenance: Provide service/repairs to all common mechanical and electrical systems as needed.
3. Transport of Vehicles: The County will arrange to have vehicles dropped off and returned to Proposer's facility, however in the event of a non-drivable vehicle, does the Contractor have the

ability to transport, tow charges may be billed upon approval. Contractor shall store vehicles in a secure yard.

4. Hours of Operation: The County has certain departments that are active on a 24/7 basis and desires the most comprehensive hour coverage possible. Please identify regular business hours and emergency business hours (with contact information) if available.
5. Repair Order Content and Procedure: The Proposer shall provide Repair Orders for all services provided containing the following information:
 - I. Repair estimates with anticipated work to be performed, estimated completion time, and estimated cost signed by the County staff upon pick-up/drop-off. A confirming copy with the final cost shall be emailed to County upon completion, and a billing copy shall be sent to the County with the invoice.
 - II. Actual work/cost above written estimate requires County approval prior to work start.
 - III. Authorization of work by a designated County employee or designee is required for all repair orders.
 - IV. Individual vehicle charges shall be submitted on separate repair orders for each service visit. The repair order must include:
 - i. Date work performed.
 - ii. Vehicle Number and/or license #, make/model.
 - iii. Vehicle mileage at the time of service/repair.
 - iv. Date in / date out / time completed.
 - v. Detail type of service, hours, material used, and cost associated with each. The Proposer guarantees and warrants that all material furnished and all services performed will be free from defects in material and workmanship and will be warranted by Proposer as applicable. The Proposer shall remedy all such defects at his/her own expense. Warranty repair orders need to be provided by the Proposer. The Proposer shall be the prime Contractor.

D. SEQUENCE OF EVENTS

The Chief Procurement Officer will make every effort to adhere to the following schedule:

ACTION	DATE(S)
1. Issue of IFB	02/26/2024
2. Deadline to Submit Additional Questions	03/11/2024
3. Response to Questions/Amendments Due	03/13/2024
4. Submission of Sealed Proposals Due	03/15/2024 at 1pm
5. Proposal Evaluations	03/19/2024-3/20/2024
6. Contract Award	03/27/2024
7. Protest Deadline	04/11/2024

E. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the Sequence of Events shown in Section C.

1. Issue of IFB

This IFB is being issued by Torrance County Purchasing Department.

2. Submission of Proposal

All proposals shall be received for review and evaluation by the Purchasing Director or designee no later than Friday, March 15, 2024, at 1:00 PM. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals shall be addressed and delivered to the Chief Procurement Officer at the address listed on the cover of this IFB. Proposals shall be sealed and labeled on the outside of the package to clearly indicate that they are in response to "IFB-FY24-03 Vehicle Maintenance and Repair." Proposals submitted by facsimile will not be accepted.

3. Proposal Evaluation

The evaluation of proposals will be performed by an evaluation committee appointed by the Chief Procurement Officer. This process will take place during the dates indicated in the Sequence of Events.

4. Contract Award

After reviewing the Evaluation Committee's findings, the Chief Procurement Officer will make a recommendation for award(s) of the contract to the Torrance County Commission on the date indicated in the Sequence of Events. This date is subject to change at the discretion of the Chief Procurement Officer.

This contract shall be awarded to the Offeror(s) whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the IFB. The most advantageous proposal may or may not have received the most points.

5. Protest Deadline

Any protest by an offeror shall be timely and in conformance with the New Mexico Procurement Code (13-1-28 through 13-1-199 NMSA 1978). The protest period for responsive offerors shall begin on the day following the execution of the contract and will end at the close of business on **April 11, 2024**. Protests shall be written and shall include the name and address of the protestor and the request for proposals number. It shall also contain a statement of grounds for protest including appropriate supporting exhibits, and it shall specify the ruling requested from the Purchasing Director. The protest shall be delivered to the Purchasing Director as indicated below:

Toni Lowery, Chief Procurement Officer
205 S Ninth Street
P.O. Box 48
Estancia, NM 87016

Protests received after the deadline will not be accepted.

F. PROPOSAL CONTENT

Submit the following information as a part of the proposal, as follows:

1. **Capability of Firm.** Submit a statement identifying any experience of emergency vehicle repair, including years of service performing this type of service and work history. Torrance County will require a Certified Emergency Vehicle Technician.
2. **Past Record of Performance.** Submit a detailed statement of familiarity and past record of performing emergency vehicle repairs with Torrance County or other entities, including information on repairs to equipment and vehicles. Supporting documentation should include, but is not limited to three professional references, a list of current municipal, county, or state government clients.
3. **Fee proposal.** Please include costs per hour for drive time as well, if repairing on location, as well as the cost per hour for labor of services outlined in this proposal.
4. **Proof of Insurance.** Torrance County requires that a minimum of \$1,000,000.00 General Liability Insurance be provided. It shall be the responsibility of the successful offeror(s) submitting their proposal to include Torrance County as an additional insured.
5. **Necessary Licensure and Certification.** Torrance County will require the person conducting the repairs to be licensed as an emergency vehicle technician and be ASE certified. It will also be required by Torrance County that the successful offeror(s) obtain the necessary licensing and/or

permitting as a registered business in the State of New Mexico as well as in Torrance County. Please provide copies of all relevant licensure and certifications.

6. **Completed Campaign Contribution Disclosure Form.** This form is attached to the IFB.

G. EVALUATION

Proposals will be evaluated based on the following criteria. Each proposal may be awarded points up to the amount listed below:

Criteria	Maximum possible points
1. Capability of Firm	35
2. Past Record of Performance	35
3. Fee Proposal	30
4. Necessary Licensure and Certification	Pass/Fail
5. Proof of Insurance	Pass/Fail
6. Completed Campaign Contribution Disclosure Form	Pass/Fail
Total	100

The proposals will be evaluated by a selection committee. A recommendation will then be submitted to the Torrance County Board of Commissioners for award of the contract.

H. NOTICE

The Procurement Code (13-1-28 through 13-1-199 NMSA 1978) imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kick-backs.

I. QUESTIONS

The County has designated a Procurement Officer who is responsible for this procurement and whose name, address, and telephone number are listed below. Any inquiries or requests regarding this procurement should be submitted to the Procurement Officer in writing. Offerors may contact ONLY the Procurement Officer regarding the procurement. Other County employees do not have the authority to respond on behalf of the County.

Toni Lowery
Torrance County Purchasing

<u>Delivery Address (Including proposal delivery):</u> 205 S Ninth Street // Estancia, NM 87016	<u>Mailing Address:</u> P.O. Box 48 // Estancia, NM 87016
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Phone: (505) 544-4720
E-mail: tlowery@tcnm.us

NOTE: All deliveries via express carrier (INCLUDING PROPOSAL DELIVERY) should be addressed to Toni Lowery's Delivery Address, above.

J. RESIDENT/VETERAN BUSINESS PREFERENCE**1. Resident Business Preference**

The New Mexico Procurement Code provides for preference for resident businesses and Contractors under certain conditions. If applicable, the preference will be provided to those Offerors that have provided a valid resident business preference certificate with their bid, as required by 13-1-22 NMSA 1978.

For a Bidder to receive preference as a resident business, that Bidder must submit a copy of their resident business preference certificate with their bid. The preference certificate must have been issued by the New Mexico Taxation and Revenue Department. Providing only a preference number or a copy of the application is not acceptable.

For more information and application forms, go to:

<http://www.tax.newmexico.gov/Businesses/Pages/In-StatePreferenceCertification.aspx>

2. Resident Veterans Preference

Effective July 1, 2012, certain preferences are available to Resident Veteran Businesses. In order for a Bidder to receive preference as a resident veteran business, that Bidder must submit a copy of their resident veteran business preference certificate with their bid. The preference certificate must have been issued by the New Mexico Taxation and Revenue Department. Providing only a preference number or a copy of the application is not acceptable.

For more information and application forms, go to:

<http://www.tax.newmexico.gov/Businesses/Pages/In-StatePreferenceCertification.aspx>

RESIDENT VETERANS PREFERENCE CERTIFICATION

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement.

Please check one box only:

- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report or reports to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, which awarded a contract which was on the basis of having such veterans' preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be."

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)

(Date)

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed

proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s)

Nature of Contribution(s)

Purpose of Contribution(s)

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)



Torrance County
P.O. Box 48
205 South Ninth Street
Estancia, New Mexico
87016 505-544-4700

Ryan Schwebach,
Chair
District 2

Attachment to Campaign Contribution Disclosure Form

Current Torrance County Elected Officials:

Kevin McCall
District 1

Commissioner, District 1 – Kevin McCall

Samuel Schropp
District 3

Commissioner, District 2 – Ryan Schwebach

Janice Y. Barela
County Manager

Commissioner, District 3 – Samuel Schropp

Kathryn Hernandez
Treasurer

Assessor – Jesse Lucero

Linda Jaramillo
Clerk

Clerk – Linda Jaramillo

Jesse Lucero
Assessor

Probate Judge – Josie Eaton

David Frazee
Sheriff

Sheriff – David Frazee

Josie Eaton
Probate Judge

Treasurer – Kathryn Hernandez