



Torrance County

Purchasing Department

Noah J. Sedillo

PO Box 48

205 S Ninth Street

Estancia, NM 87016

Phone: (505) 544-4730 Fax: (505) 384-5294

www.torrancecountynm.org

No. 2021-03

INVITATION FOR BIDS FOR ANIMAL SHELTER KENNEL REPAIRS

The Torrance County Animal Shelter is inviting sealed competitive bids for repairs and upgrades on existing kennels located at 751 Salt Mission Trail, McIntosh, NM 87032.

A completed ***Campaign Contribution Form*** (included in the IFB) must be submitted with all proposals. Compliance with NMSA 1978 13-1-191.1 (2006) is required. Any party that fails to submit the ***Campaign Contribution Form*** with their proposal will be considered unresponsive.

Torrance County requires one (1) original bid and four (4) copies for the bid selection team. Any bidder that fails to submit the required number will be considered to be unresponsive.

Clearly mark your sealed bid as:

“IFB 2021-03 – Animal Shelter Kennel Repairs”

Bid Deadline: Bids must be submitted to the Torrance County Purchasing Department located in the Torrance County Administrative Offices at 205 S Ninth Street in Estancia, NM by 2:00 PM on January 20, 2021.

Bid Opening: Bids will be opened at 2:15 PM on January 20, 2021 in the Purchasing Office located within the Torrance County Administrative Offices at 205 S Ninth Street in Estancia, NM.

Bid Review: The bids will be reviewed by a bid selection committee and Chief Procurement Officer to determine responsive and lowest bid.

Bid Award: The Chief Procurement Officer will formally award the bid on the County's maintained website <https://www.torrancecountynm.org/> by 5:00 on January 20, 2021. This award date is tentative and can be changed without notice.

Torrance County reserves the right to reject any or all bids if it is not in the best interest of the County or waive any informality in the bid process. The Invitation for Bids process will be conducted according to the New Mexico Procurement Code (Sections 13-1-28 through 13-1-199, NMSA 1978) which imposes civil and criminal penalties for its violations. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities, and kick-backs.

According to 13-1-158.A., no warrant, check or other negotiable instrument shall be issued in payment for any purchase of services, construction or items of tangible personal property unless the central purchasing office or the using agency certifies that the services, construction of items of tangible personal property have been received and meet specifications.

All bids must be sealed or will not be accepted. Bids will NOT be accepted after the deadline. Bids may be delivered in person to Torrance County Purchasing Department 205 South Ninth Street, Estancia, NM 87016 or by mail to the Torrance County Purchasing Department, P.O. Box 48, Estancia, NM 87016. NOTE: United States Postal Service mail is not delivered until after 1:00 PM Mountain Standard Time.

Resident Business Preference

Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident business possessing a valid resident business certificate shall receive 5% preference less the total cost. The Offeror's proposal must contain a copy of the Resident Business Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference.

Resident Veterans Preference

Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident veteran may submit a completed Resident Veterans Preference Certificate in the proposal. The resident veteran shall receive up to 10% preference less the total cost. The Offeror's proposal must contain a Resident Veterans Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference.

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 INVITATION FOR BIDS 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)

Ryan Schwebach,
Chair
District 2

Kevin McCall
District 1

Leroy Candelaria
District 3

Janice Barela
County Manager

Tracy Sedillo
Treasurer

Yvonne Otero
Clerk

Jesse Lucero
Assessor

Martin Rivera
Sheriff

Josie Chavez
Probate Judge

Attachment to Campaign Contribution Disclosure
Form

Current Torrance County Elected Officials

Commissioner, District 1 – Kevin McCall
Commission Chairman, District 2 – Ryan Schwebach
Commissioner, District 3 – Leroy Candelaria
Assessor – Jesse Lucero
Clerk – Yvonne Otero
Probate Judge – Josie Chavez
Sheriff – Marty Rivera
Treasurer – Tracy Sedillo



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Mandatory Requirements:

- Insurance
- Bonding
- Schedule of Completion

Scope of Work:

- 2" x 2" tube steel attached with L brackets at top of each kennel
- Attach chain link fabric to 2"x2" tube steel with aluminum wire
- 560 SF Floor paint
- 912 SF Wall paint
- 31 LF 2" Tube steel
- 152 LF 6" corrugated metal baseboard
- See Attached spec sheet for floor and wall 2-part epoxy paint
 - a. Brand Name or Equal pursuant to NMSA 1978 13-1-34
- 6" corrugated metal base to match rib pattern of existing rusted corrugated metal panels
- Repair chain link fence as needed.
- Re-attach chain link fabric to gate frame on each 2" x 2" segment of chain link fence Tie with aluminum wire