

Roosevelt County

INVITATION FOR BID No. 2014-01

CRUSHED CALICHE

**Bids Submitted by:
Tuesday, March 25, 2014
Time: 2:00 p.m.**

**Bids Submitted to:
Roosevelt County Administration
109 W. First Street, 4th Floor
Portales, NM 88130**

**Bids must be submitted in a sealed envelope that is clearly
marked:**

**INVITATION FOR BID No. 2014-01
CRUSHED CALICHE
Do Not Open**

GENERAL INFORMATION

Advertisement of Invitation to bid: March 9, 2014

Bids Due: March 25, 2014

Award Date: April 1, 2014

PURPOSE OF INVITATION FOR BID (IFB)

The purpose of the invitation to bid (ITB) is to obtain bids for the purchase of spec crushed caliche for the Roosevelt County Road Department. The response must be sealed when submitted. The response must be addressed and delivered to:

**Roosevelt County Administration
109 West First Street, 4th Floor
Portales, NM 88130**

THE OUTSIDE OF THE ENVELOPE OR CONTAINER MUST STATE:

**INVITATION FOR BID NO. 2014-01
Crushed Caliche
DO NOT OPEN**

INTRODUCTION

Roosevelt County is soliciting competitive sealed bids for the purchase of Caliche for the Roosevelt County Road Department as described below. Roosevelt County reserves the right to request a Performance Bond after the award of the contract. The bid will be for approximately 25,500 tons. Quantities are estimated and may vary. Roosevelt County would like for the supplier to bid on a price per ton.

SPECIFICATIONS:

The supplier shall agree to load all caliche. The supplier shall agree to weigh the material on a scale and to furnish copies of the weight ticket for each load at the time of delivery. The materials will be paid for by the ton. The product must be available within 24 hours of order.

The caliche shall meet the specifications of the Roosevelt County Road Superintendent. The caliche shall be 1" minus. The caliche may be subject to testing as determined by Roosevelt County Road Superintendent. Roosevelt County reserves the right to test a sample of lowest bids material prior to bid award. Materials not meeting Roosevelt County Road Superintendent specifications will not be accepted. The vendor must supply or produce caliche that meets or exceeds New Mexico Chapter of the American Public Works Association (APWA) specifications for Type II caliche as shown in section 302 of the New Mexico Standard Specifications for Public Works Construction.

**Caliche Gradation
Percent Passing**

<u>Sieve Size</u>	
1"	100
3/4"	90-100

3/8"	65-80
No. 4	48-55
No. 30	18-25
No. 200	6-15

ADDITIONAL INFORMATION:

The County reserves the right to amend the contract to purchase more caliche at the negotiated price if more is required than currently anticipated.

VARIATIONS:

Any variations form, or exceptions to, the conditions and specifications of this bid shall be listed on a separate sheet labeled "Exception(s) to Bid Conditions", and shall be attached to the bid proposal.

QUOTATION SHEET:

Bidders shall use the attached Quotation Sheet to submit their bids. The Quotation Sheet must be signed.

NEW MEXICO BIDDER'S PREFERENCE:

Credit will be given to bidders with a New Mexico Bidder's Preference Number according to the provisions of Section 13-1-21, NMSA, as amended. Such number must appear on the Quotation Sheet in the space provided in order to receive the preference.

DUE/OPENING DATES

The deadline for receipt of one (1) original and three (3) copies of Bids is 2:00 p.m., local prevailing time, Tuesday, March 25, 2014. Bids received after the deadline noted herein shall not be considered. The opening time for the bids is 2:00 p.m., Tuesday, March 25, 2014 in the Office of the Finance Administrator in the Roosevelt County Courthouse, 109 West First Street, 4th Floor, Portales, NM 88130.

RECEIPT OF IFB

The Roosevelt County Finance Administrator or his designee is the sole authority to provide the Invitation for bid to interested companies or individuals. Bidders, who are working from an IFB obtained from any other source, may be working from an incomplete set of documents. The County assumes no responsibility for a bidder's errors, omissions, or misinterpretations resulting from a bidder's use of an incomplete IFB.

ISSUING OFFICE

The IFB is issued for – Crushed Caliche
Daniel Saiz
Roosevelt County
Finance Administrator
109 West First Street
Portales, NM 88130

CONTRACT ADMINISTRATOR

Following the negotiating and signing of the contract, all communications concerning the contract must be directed to: Charlene Webb, County Manager, 109 West First Street, Portales, NM 88130.

BIDS

To be considered, each firm must submit a **complete** response to this bid. No other distribution of proposals is to be made by the submitter. An official authorized to bind the submitter to its provisions must sign the proposal in ink. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least 3 months from the due date for proposals to this IFB.

As permitted by 13-1-115 NMSA 1978; offerors submitting proposals may be afforded an opportunity for discussion and revisions of proposals and revisions may be permitted after submission of proposals and prior to award for the purpose of obtaining best and final offerors; and negotiations may be conducted with responsible offers who submit proposals found to be reasonably likely to be selected for award.

ACCEPTANCE OF BID CONTENT

The contents of this IFB and the bid will become contractual obligations, if a contract ensues. Failure of the selected consultant to accept these obligations may result in cancellation of the award.

BID CONTENTS

All bids and other material submitted become the property of the County and may be returned only at the County's option.

QUESTIONS REGARDING IFB

Any information relative to interpretation of specifications will be requested of the Finance Administrator, in writing, in ample time before the opening of the ITB's. Inquiries received after 2:00 p.m., Tuesday, March 18, 2014 will not be responded to. Direct all questions to Daniel Saiz, Finance Administrator at (575) 356-4990, fax (575) 356-8307, email dsaiz@rooseveltcountry.com, or to Ricky Lovato, Road Supervisor at (575) 760-0482, email rcrd@rooseveltcountry.com.

COMPLIANCE WITH LAWS AND REGULATIONS

It shall be a condition of all bids submitted that the contractors will fully and completely comply with all applicable Federal, State and Municipal laws and County regulations, resolutions, laws and orders.

CONTRACT

Payment will be made monthly **after receipt of an invoice and approval from Roosevelt County Road Department that the product has been delivered as required in these specifications.** The vendor will not be an employee or agent of the county. The vendor will be responsible for their own payroll, gross receipts and all other taxes.

The vendor will have the number of tons on the invoice as well as the price on each invoice given to Roosevelt County.

As required by 13-1-191 NMSA 1978, reference is made to 30-24-1 and 30-24-2, NMSA 1978 prohibiting bribery of public officers and employees; and to 30-41-3, NMSA 1978, prohibiting the solicitation or receiving of kickbacks.

**ROOSEVELT COUNTY, NM
INVITATION FOR BID FOR
ROOSEVELT COUNTY
CRUSHED CALICHE
IFB 2014-01**

QUOTATION SHEET

Price per ton for NMDOT Spec. Crushed Caliche: _____

READ CAREFULLY:

The undersigned hereby offers to furnish Crushed Caliche, as specified above, at the prices and terms there stated; and, in strict accordance with the specifications and general conditions of the bid, all of which are made a part of this offer. This offer is good for a minimum of thirty (30) days after the bid opening.

Firm Submitting Bid: _____

Address: _____

Telephone Number: _____

New Mexico Bidder's Preference Number: _____

Signature: _____

Printed Name: _____

Title: _____

**ROOSEVELT COUNTY, NM
INVITATION FOR BID FOR
ROOSEVELT COUNTY
CRUSHED CALICHE
IFB 2014-01**

BIDDER'S CERTIFICATION

I hereby certify that I have read all items of the IFB and fully understand the requirements listed herein. I further certify that I am an authorized agent of the Firm and may be held liable for any and all remedies that may become due to Roosevelt County Government due to nonperformance under the contract.

Signature_____

Title_____

Date_____

Name of Firm Submitting Bid

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. 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.

THIS FORM 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 either 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.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“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.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who 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 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.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____
Relation to Prospective Contractor: _____
Name of Applicable Public Official: _____
Date Contribution(s) Made: _____
Amount(s) of Contribution(s) _____
Nature of Contribution(s) _____
Purpose of Contribution(s) _____

(The above fields are unlimited in size)

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)

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 line 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 bid or proposal. 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 bid or proposal. 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, when 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)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven to be incorrect.