



**INVITATION TO BID (ITB)**

**ITB No. 2021-04  
Roosevelt County Road Barn**

Released: Feb. 15, 2021

**Proposal Submittal Due Date: April 13, 2021 at 2 p.m.**

On behalf of the Board of Roosevelt County Commissioners and pursuant to and in compliance with the NM State Procurement Code, Roosevelt County hereby invites competitive sealed bids for the construction of the Roosevelt County Road Barn located at 1320 North Boston, Portales, NM 88130.

**Advertisement of Invitation to bid: Feb. 14, 2021**  
**Bids Due: April 13, 2021 at 2:00 p.m. (MST)**  
**Award Date: April 20, 2021**

The Board of Roosevelt County Commissioners reserves the right to reject any and all bids, to accept the bid which in its judgment is most suitable and in the County's best interest, to be the sole interpreter of the intent of any clauses of the specifications and the sole judge as to whether an offer complies with specifications. Sealed bids will be accepted until the date specified. The Bid opening will be conducted virtually and bidders may attend with the following link or call-in information:

Meeting URL: <https://www.anymeeting.com/949-147-833>  
Optional Dial-In Number: +17162731030  
PIN: 949-147-833#  
Quick dial (mobile): +17162731030,,949-147-833#

**IMPORTANT:**

**BIDS ARE DUE and must be received by the Roosevelt County Purchasing Department no later than, April 13, 2021 at 2:00 P.M. Mountain Time**

**Mail or hand-deliver bids to the following address:**  
**Roosevelt County Administration**  
**Attn: Procurement Officer Liliana Rivera**  
**109 W. First St.**  
**Portales, NM 88130**

**NOTE:** Delivery by hand or courier is highly recommended and encouraged to help ensure bid is received prior to the dead line date and time. It is recommended delivery status be verified, if not already confirmed, prior to bid opening.

**NO BIDS WILL BE ACCEPTED BY FAX OR EMAIL.**

**Bids must be submitted in a sealed envelope that is clearly marked.**  
**"Bid No. 2021-04 – Do Not Open"**  
**"Roosevelt County Road Barn"**  
**"SEALED BID" along with the BIDDER'S NAME AND ADDRESS must appear clearly on the outside sealed envelope or package of all bids.**

Any bids received after 2:00 p.m. will be kept on file unopened and will be opened and considered only in the event all other bids are unresponsive.

If there is any problem regarding the following bid specifications or conditions that would prevent you from submitting a bid, contact the procurement officer immediately for clarification or consideration of an addendum.

## **SPECIFIC CONDITIONS**

Bids must be received by Tuesday, April 13, 2021 at 2:00 p.m. Mountain Time. Any bids received after 2:00 p.m. will be kept on file unopened and will be opened and considered only in the event that all other bids are unresponsive.

1. **Criteria for Award:** Award shall be based on the lowest responsible bid prices which meet specifications and deliverable requirements. The Board of Roosevelt County Commissioners reserves the right to reject any or all bids, to waive any technicalities and to accept the bid(s) which in its judgment is most advantageous to the County.
2. **Guaranteed Performance:** The bidder, if awarded a contract as a result of this bid, guarantees that services will conform to the specifications in this bid. Failure of the bidder to comply with providing a service which meets minimum specifications may result in termination of the award of that item or termination of the contract.

## **SPECIFICATIONS:**

The bidder must hold the appropriate State of NM Contractors License for this project. Construction shall comply with all applicable state and local building codes. This Invitation to Bid is a turnkey project and the successful bidder will be required to provide the County with a fully functional Road Barn to include the following.

1. Level site for foundation and proper drainage at building location. The barn shall be constructed 150' back (east) from North Boston Street with the three bays facing east.
2. Provide a 6" foundation/slab designed by a New Mexico registered professional engineer.
3. Provide and erect a 80' x 100' x 18' eave height 8000 square foot pre-engineered, minimum 26 gauge metal building with two (2) offices and a conference room all with exterior windows, and provide a storage loft area above interior rooms with stair access. Interior walls shall be insulated to provide noise barrier. Exterior of the building shall be tan with dark brown trim.
4. Storage loft area shall have hand rails and toe kick around it. The loft flooring must be weight rated as applicable. Loft hand rail shall include a gate for forklift access.
5. Windows shall be 2840 Aluminum Single Hung with Low E glass.
6. The roof must be a 1:12 pitched roof.
7. Provide a men's and women's restroom, with the men's restroom containing a tiled shower and a urinal, and both must be ADA compliant.
8. Provide a small kitchenette with upper and lower cabinets, a utility sink, storage cabinets, microwave, refrigerator.
9. Provide three (3) Apparatus Bays to be utilized according to the Roosevelt County Road Department procedures, one being a pull-through bay.

10. Building will feature R-30 roof insulation and R-19 wall insulation.
11. Provide four (4) Thermacore 14' x 16' overhead doors with power operators with one bay having an overhead door on both sides of the building.
12. Four (4) exterior 3070 metal doors. The doors must be lockable and closures are not required on the doors. Internal doors shall be 3068 doors constructed of solid wood or an applicable construction to provide a noise barrier.
13. A 15' x 86' concrete ramp with thickness being no less than 6" will be provided in front of the overhead doors. An additional concrete ramp 15' x 20' shall also be included outside the exit door of the drive-thru bay.
14. 16" OC wood framing shall be used for the interior rooms of the building.
15. Gypsum wallboard must be applied to walls and ceilings in all rooms constructed within the building, finished with a light orange peel texture and painted with SW 7549 or equal, durable water based enamel.
16. Floor shall be sealed concrete. The concrete floors in the offices shall be stained and sealed.
17. One utility sink shall be installed in the shop area and must be ADA compliant.
18. Road Barn shall be tied into the City of Portales utilities of water and sewage by bidder. A Fire Alarm System shall only be installed if required by building code.
19. Heating must be provided in the form of 3 ea. infrared natural gas tube heaters for the Apparatus Bays. A 6-ton 480 volt 3-phase heating and cooling roof top unit will be provided by the County for use in the office area. Associated duct, grilles and registers must be provided for all the interior rooms within the building.
20. Electrical work must include at minimum 26 LED High bay fixtures in the Bay areas, twelve (12) LED fixtures in the loft area, 1 x 4 recessed LED lighting with gypsum trim kits in interior rooms, surface mount fixtures in the restrooms and emergency lighting. Also, ten (10) LED wall pack lights shall be installed around the exterior of the building.
21. Additional required electrical items shall include, exhaust fans in restrooms, tank less water heater, six (6) 240 receptacles for welders and air compressor, two-gang 110 receptacles every ten (10) feet on all walls.
22. Perform daily clean up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.

23. The successful bidder shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. **Safety shall be the responsibility of the contractor.** All related personnel shall be instructed daily to be mindful of the requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers and the occurrence of the general public on or near the site. The contractor shall ensure all personnel follow all mandated New Mexico COVID Safe Practices for the job site.
24. Temporary Utilities for construction purposes and lighting are not available at the site and will not be made available to the contractor.
25. Temporary Sanitary Facilities will not be available at the job site. The contractor shall be responsible for the provision and maintenance of portable toilets or their equal.
26. County expects to award contract at the April 20, 2021 Commission meeting and Contractor shall have 60 days to submit the permit application once the contract is approved. Once the permit is received Contractor shall have 160 days to complete construction once Notice to Proceed is issued.
27. The current site location will be cleared of old structures and debris by the County prior to date of start for the project by the successful bidder.

#### **ADDITIONAL INFORMATION**

Successful bidder shall obtain and pay for all required building permits, stamped building plans and any other legal requirements of State and local authorities. The successful bidder shall provide a copy of the permit to the County before a Notice to Proceed is given. The successful bidder shall notify verbally and in writing the Building Inspectors when the work begins and bidder shall copy the County on any correspondence with the Building Inspectors. Successful bidder will be required to provide construction updates to the County Commission during their regular meetings as deemed necessary by County.

County may request that the successful bidder provide electrical, plumbing and mechanical equipment submittals if deemed necessary during contract negotiations.

Attached on Exhibit A are drawings of the requested layout for the Road Barn. Successful bidder is not bound to these drawings, but to use as a guide for design.

A survey is included as Exhibit B

#### **PRE-BID CONFERENCE**

A mandatory pre-bid conference is scheduled for Tuesday, March 9, 2021 at 2:00 p.m. at 1320 North Boston, Portales, New Mexico.

#### **VARIATIONS**

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

## **QUOTATION SHEETS**

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

## **BID OPENING**

Competitive sealed bids will be accepted until April 13, 2021 at 2:00 p.m. at the Roosevelt County Administration Office, 109 W. 1<sup>st</sup>, Portales, New Mexico. Bids should be submitted in a sealed envelope clearly marked: "**Bid No. 2021-04 – Road Barn Do Not Open**". At that time and place, the bids will be publicly opened online due to the current public health order limitations. Bidders can utilize the information below to participate in the bid opening.

Meeting URL: <https://www.anymeeting.com/949-147-833>

Optional Dial-In Number: +17162731030

PIN: 949-147-833#

Quick dial (mobile): +17162731030,,949-147-833#

## **RESERVATIONS**

The Roosevelt County Commission reserves the right to reject any or all bids, to waive any technicalities, to accept in whole or in part such bid or bids as may be deemed in the best interest of the County.

## **AWARD**

The award may be made to the bidder providing a responsive, responsible bid which results in the lowest overall cost to the County. The award will be made by the Roosevelt County Commission at their regularly scheduled meeting. Bid prices must be good for ninety (90) days subsequent to date of opening.

## **F.O.B. DESTINATION**

Means goods are to be delivered to the destination designated by County which is the point at which the County accepts ownership or title of the goods. Laws of New Mexico specifically prohibit acceptance of ownership of goods in transit. Any exception to F.O.B. Destination may cause bid to be declared nonresponsive.

## **PUBLIC WORKS PROJECT**

Construction of the Roosevelt County Road Barn is a public works project and the approved Wage Decision Number is RO-21-0225-B. Current Wage Rates are enclosed in Bidders Reference Documents enclosed in this document.

## **BID SECURITY**

Each bidder shall submit a certified check or a satisfactory bid bond provided by a surety company authorized to do business in the State of New Mexico in an amount equal to (5%) five percent of the total amount of the bid, with each bid proposal. The security is required as outlined in Section 13-1-146 NMSA1978.

## **PERFORMANCE BOND**

This (performance bond) shall be required on any contract awarded in excess of (\$25,000) twenty-five thousand dollars. The successful bidder shall supply the County with a performance bond executed by a surety company authorized to do business in the State of New Mexico with said surety to be approved by the State Board of Finance in the amount of one-hundred percent (100%) of the total bid price. This bond is required as outline in Section 31-4-18 (1) of NMSA 1978.

## **PAYMENT BOND**

This (payment bond) shall be required on any contract awarded in excess of (\$25,000) twenty-five thousand dollars. The successful bidder shall supply the County with a payment bond executed by a surety company authorized to do business in the State of New Mexico with said surety to be approved by the State Board of Finance in the amount of 100% of the total bid price. This bond is for the protection of all persons supplying labor and materials to the contractor or its subcontractors for the performance of the work provided in the contract and is required as outlined in Section 13-4-18 (1) of NMSA 1978.

## **QUESTIONS**

Questions regarding the specifications stated within the bid or the bidding process should be directed to Liliana Rivera, Purchasing Agent in writing by email at [lrivera@rooseveltcountry.com](mailto:lrivera@rooseveltcountry.com).

**Questions will be accepted until March 26, 2021 at 5 p.m.**

## **GENERAL CONDITIONS**

1. Bid Forms: All pages included in this Invitation to Bid that are marked "**BID FORM**" must be completed and returned as part of the bid document. All bids must be completed and securely sealed prior to submitting to the purchasing office. No un-sealed, faxed or e-mailed bids are acceptable.
2. Bids Binding Ninety (90) days: Unless otherwise specified all formal bids submitted shall be binding for ninety (90) calendar days following bid opening date, unless the bidder(s), upon request of the County Manager, agrees to an extension.
3. Payment Terms: For all services provided by Contractor, payment shall be made net thirty (30) days from invoice date after receipt of goods/services unless otherwise specified on bid form or as otherwise agreed by both parties. All invoices shall be submitted directly to the Roosevelt County Finance Department at 109 W. 1<sup>st</sup>, Portales, NM 88130. All bidders must submit a completed W9 form and a signed campaign contribution documents with the bid packet.
4. Equivalency: The County hereby reserves the right to approve as equivalent, or to reject as not being equivalent, any item the bidder proposes to furnish which contains variations from specification requirements but may comply substantially therewith. Such decisions are strictly at the discretion of the County.

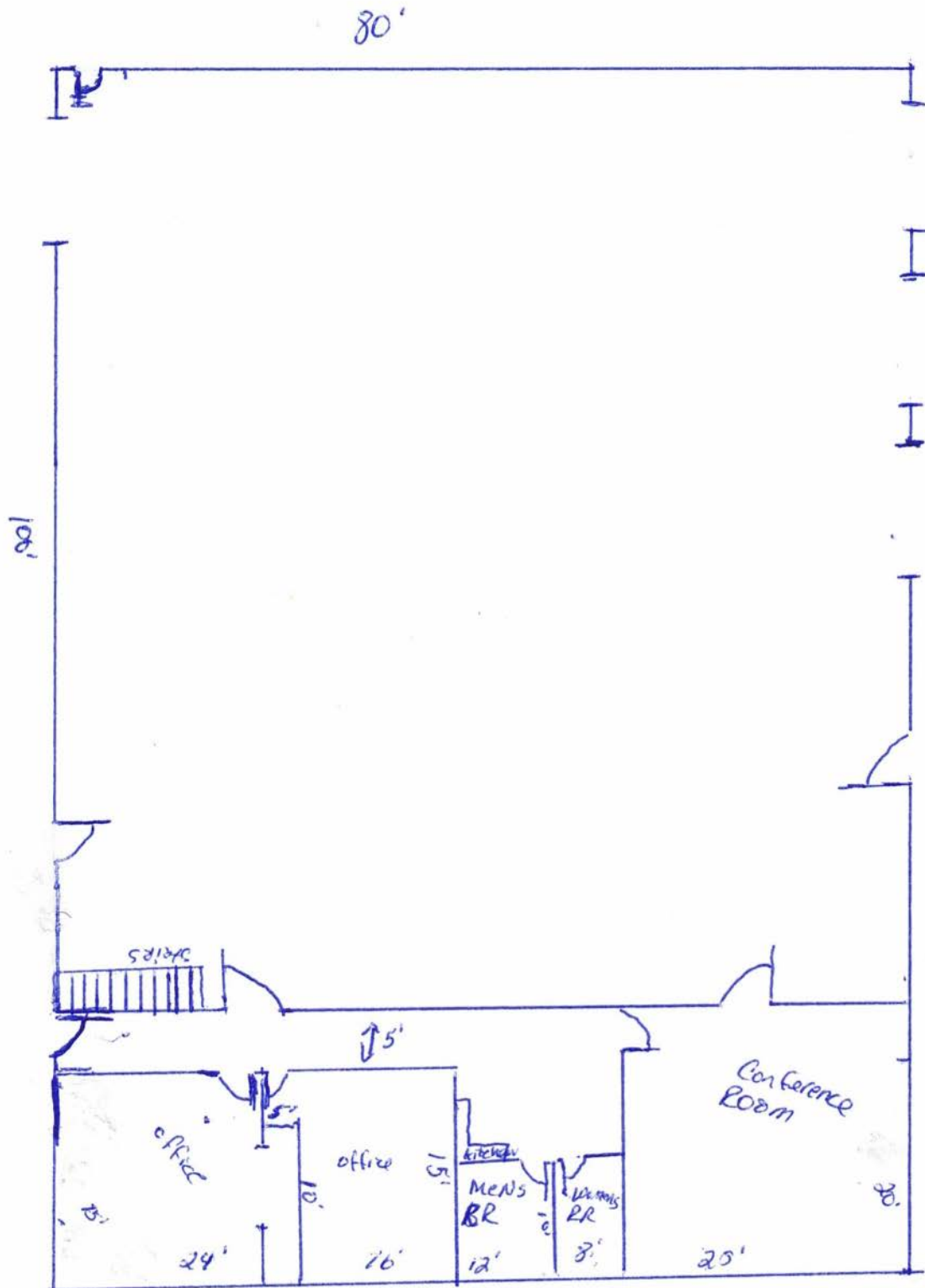
5. Questions will be accepted until Friday, April 2, 2021. If there is any clarification, problem, ambiguity or question regarding this bid, you must contact the Procurement Officer or designee prior to the bid opening. Clarifications and addenda will be considered prior to the bid opening. Answers provided regarding the bid specifications or bid package **MUST** be answered by the Procurement Officer or designee. Questions answered by any other person or County official shall be considered completely non-applicable to the legal provisions of this bid, except as specifically authorized by the Procurement Officer.
6. Restrictive Specifications: It is the responsibility of the prospective bidder to review the entire Invitation to Bid (ITB) packet and to notify the purchasing department if the specifications are formulated in a manner which would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the purchasing department not less than seventy-two (72) hours prior to the time set for bid opening.
7. Pursuant to Sections 13-1-21 & 13-4-2 NMSA 1978, and GSD Rule 1.4.1 NMAC, bidders claiming the 5 percent preference must be certified prior to the bid opening. The number must appear on the Quotation Sheet(s) in the space provided and must also include a copy of the certificate in order to receive the preference. An in-state resident or resident veteran preference will be given to all resident New Mexico businesses that have been issued certification by the State of New Mexico. To qualify for the preference, the bidder must list a valid resident business certificate number and shall submit a copy of the certificate with the bid. If you have a question regarding a Resident Business (or Resident Veteran Business) Certification, or wish to be given a number, you may contact the New Mexico State Department of Taxation and Revenue at 505-827-0951. This number is valuable to have as it allows the county to consider your bid at five to ten percent less than the amount submitted, and could mean a difference in award. Please note that this number is **NOT** your State CRS Number (i.e. 01-503047-004). In addition, **any preference numbers issued by the NM State Purchasing Office were valid only through December 31, 2011 and must be re-issued through the Taxation and Revenue Department.**
8. Bidders shall list on a separate sheet of paper any variations from or exceptions to the conditions and specifications of this bid. **This sheet shall be labeled "Exception(s) to Bid Conditions" and shall be included with bid.**
9. Non-collusion: Bidders, by submitting a signed bid, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under New Mexico or United States law.



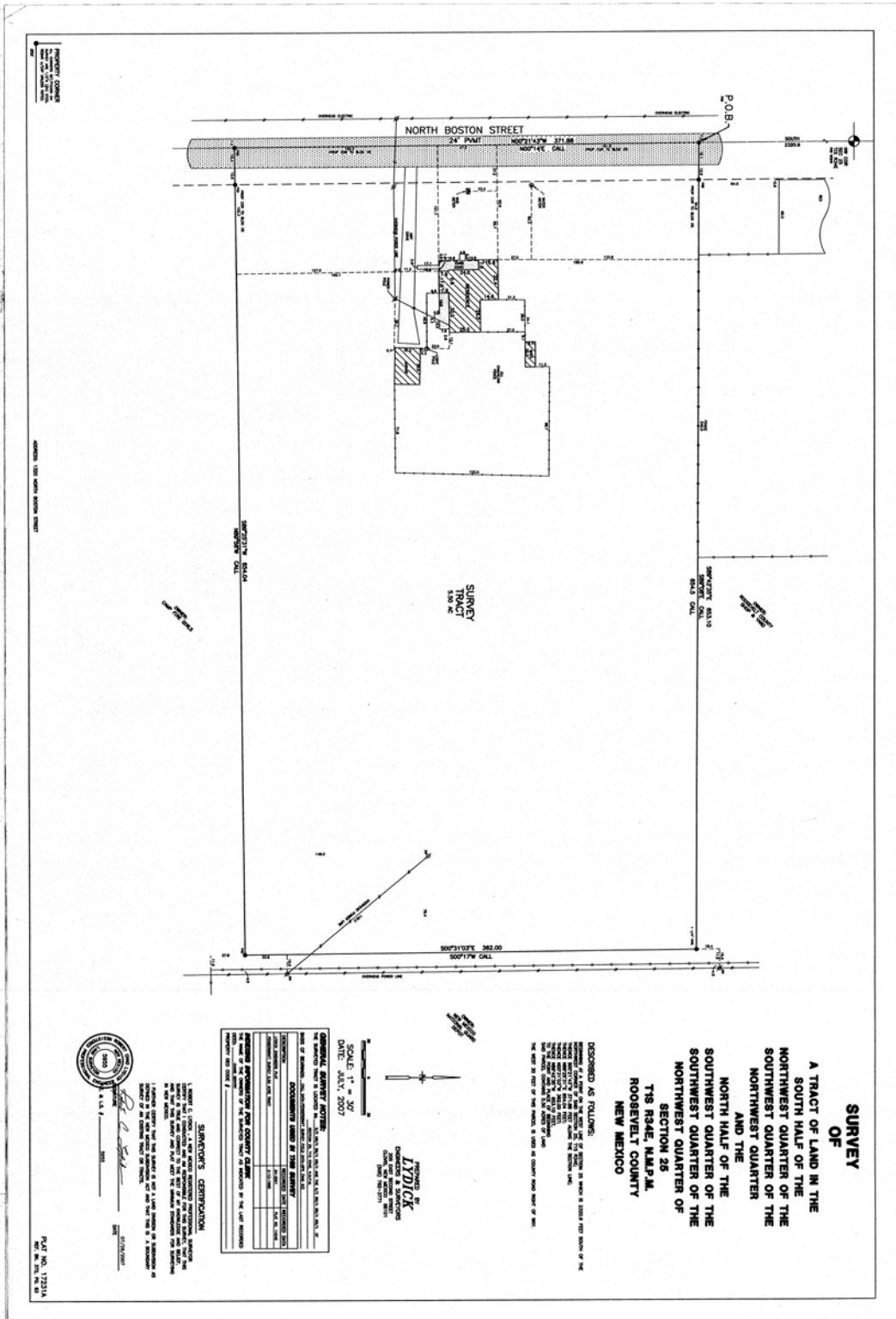
10. Nondiscrimination Statement: Roosevelt County in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Please refer to complete Roosevelt County Title VI Plan, specifically Appendices A and E at <http://www.Rooseveltcountry.org/dr/miscellaneous>.
11. Qualifications of Bidders: The County Purchasing Officer may make such investigations as he/she deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
12. The State of New Mexico's Procurement Code, Section 13-1-28 through Section 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violations. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
13. Roosevelt County reserves the right to reject any bid from a bidder who previously failed to perform properly, or complete on time, contracts of similar nature, or to reject the bid of a bidder who is not in a position to perform such a contract satisfactorily. Such is at the discretion of the County.
14. The successful bidder agrees to protect, defend and save the County, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the County under this agreement.
15. If a bidder to whom a bid is awarded refuses to accept the award or, fails to deliver in accordance with the contract terms and conditions, the County may, in its discretion, suspend the bidder/contractor for a period of time from entering into any contracts with Roosevelt County.
16. This solicitation is governed by the laws of the State of New Mexico. By signing and submitting a bid, the parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract or purchase order, must be brought in the Ninth Judicial District in and for Roosevelt County, State of New Mexico, and each party shall pay its own costs and attorney fees.

17. Successful bidder must, in performance of work, agree to fully comply with all applicable federal, state and local laws, rules and regulations. The bidder will be required to carry the following minimum insurance coverage with Roosevelt County named as additional insured on all policies:
  - a. General and professional liability insurance in the amount of \$1,050,00 single limit, and \$2,000,000 aggregate
  - b. Workers' Compensations insurance as required by state statute.
  
18. It is the responsibility of the bidder to ensure that any addenda issued related to this Invitation to Bid have been received prior to submitting a bid. The County guarantees that any addenda issued will be distributed and available to every party on the Distribution List for this solicitation. The County will not accept responsibility for addenda not being obtained, and will not guarantee that addenda will be forwarded or available if the original packet was not obtained as directed.
  
19. The successful bidder shall not subcontract any portion of the Price Agreement without the prior written approval of the Procuring Agency. No such subcontracting shall relieve the Bidder from its obligations and liabilities under this Price Agreement, nor shall any subcontracting obligate payment from the Agency.

### Exhibit A Building Sketch



**Exhibit B**  
**Survey**



**BID FORM 1**  
**QUOTATION SHEET**

Cost of Materials: \_\_\_\_\_

Cost of Labor: \_\_\_\_\_

Gross Receipts Tax: \_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_

Expected date to begin project: \_\_\_\_\_

Number of days to complete project: \_\_\_\_\_

Firm submitting bid: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

New Mexico Bidder's Preference Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**`BID FORM 3  
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: Dennis Lopez, Rodney Savage, Shane Lee, Tina Dixon, Paul Grider, Kendall Terry, Mandi Park, Layle Sanchez, George Beggs, or Malin Parker.

**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)

**BIDDERS REFERENCE DOCUMENTS  
PUBLIC WORKS DOCUMENTS**

## **PUBLIC WORKS PROJECT REQUIREMENTS**

As a participant in a Public Works project valued at more than \$60,000 in the state of New Mexico, the following list addresses many of the responsibilities that are defined by statute or regulation to each project stakeholder.

### **Contracting Agency**

- Ensure that all contractors wishing to bid on a Public Works project when the project is \$60,000 or more are actively registered with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> (Contractor Registration) prior to bidding.
- Please submit Notice of Award (NOA) and Subcontractor List(s) to the PWAA website promptly after the project is awarded.
- Please update the Subcontractor List(s) on the PWAA website whenever changes occur.
- All sub-contractors and tiers (excluding professional services) regardless of contract amount must be listed on the Subcontractor List and must adhere to the Public Works Minimum Wage Act.
- Ninety days after project completion please go into the PWAA system and close the project. Only contracting agencies are allowed to close the project. Agents or contractors are not allowed to close projects.

### **General Contractor**

- Provide a complete Subcontractor List and Statements of Intent (SOI) to Pay Prevailing Wages for all contractors, regardless of amount of work, to the contracting agency within 3 (three) days of award.
- Ensure that all subcontractors wishing to bid on a Public Works project have an active Contractor Registration with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> prior to bidding when their bid will exceed \$60,000.
- Make certain the Public Works Apprentice and Training Act contributions are paid either to an approved Apprenticeship Program or to the Public Works Apprentice and Training Fund.
- Confirm the Wage Rate poster, provided in PWAA, is displayed at the job site in an easily accessible place.
- When the project has been completed, make sure the Affidavits of Wages Paid (AWP) are sent to the contracting agency.
- All subcontractors and tiers (excluding professional services) regardless of contract amount must pay prevailing wages, be listed on the Subcontractor List, and adhere to the Public Works Minimum Wage Act.



**LABOR RELATIONS DIVISION**  
121 Tijeras Ave NE, Suite 3000  
Albuquerque, NM 87102  
Phone: 505-841-4400  
Fax: 505-841-4424

**WWW.DWS.STATE.NM.US**

## **Subcontractor**

- Ensure that all subcontractors wishing to bid on a Public Works project have an active Contractor Registration with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> prior to bidding when their bid will exceed \$60,000.
- Make certain the Public Works Apprentice and Training Act contributions are paid either to an approved Apprenticeship Program or to the Public Works Apprentice and Training Fund.
- All subcontractors and tiers (excluding professional services) regardless of contract amount must pay prevailing wages, be listed on the Subcontractor List, and adhere to the Public Works Minimum Wage Act.

## **Additional Information**

Reference material and forms may be found in the New Mexico Department of Workforce Solutions Public Works web pages at: <https://www.dws.state.nm.us/Labor-Relations/Labor-Information/Public-Works>.

## **CONTACT INFORMATION**

Contact the Labor Relations Division for any questions relating to Public Works projects by email at [public.works@state.nm.us](mailto:public.works@state.nm.us) or call (505) 841-4400.



**TYPE “B” – GENERAL BUILDING**

**Effective January 1, 2021**

<b>Trade Classification</b>	<b>Base Rate</b>	<b>Fringe Rate</b>	<b>Apprenticeship</b>
<b>Asbestos Workers/Heat and Frost insulators</b>	33.01	12.06	0.60
<b>Asbestos Workers/Heat and Frost insulators-Los Alamos County</b>	35.44	12.06	0.60
<b>Boilermaker/ blacksmith</b>	34.97	28.85	0.60
<b>Bricklayer/Block layer/Stonemason</b>	24.97	9.50	0.60
<b>Carpenter/Lather</b>	25.63	11.74	0.60
<b>Carpenter-Los Alamos County</b>	28.37	13.44	0.60
<b>Millwright/ pile driver</b>	33.16	27.24	0.60
<b>Cement Mason</b>	21.07	10.33	0.60
<b>Electricians-Outside Classifications-Zone 1</b>			
Ground man	23.74	13.16	0.60
Equipment Operator	34.06	15.94	0.60
Lineman/Tech	40.07	17.57	0.60
Cable Splicer	44.08	18.65	0.60
<b>Electricians-Outside Classification: Zone 2</b>			
Ground man	23.74	13.16	0.60
Equipment Operator	34.06	15.94	0.60
Lineman/ technician	40.07	17.57	0.60
Cable Splicer	44.08	18.65	0.60



<b>Electricians-Outside Classifications: Los Alamos</b>			
Ground man	24.42	13.34	0.60
Equipment Operator	35.04	16.21	0.60
Lineman/ Technician	41.22	17.88	0.60
Cable Splicer	45.34	18.99	0.60
<b>Electricians-Inside Classifications: Zone 1</b>			
Wireman/ low voltage technician	33.65	12.01	0.60
Cable Splicer	37.02	12.11	0.60
<b>Electricians-Inside Classification: Zone 2</b>			
Wireman/ low voltage technician	36.68	12.10	0.60
Cable Splicer	40.04	12.20	0.60
<b>Electricians-Inside Classification: Zone 3</b>			
Wireman/ low voltage technician	38.70	12.16	0.60
Cable Splicer	42.06	12.26	0.60
<b>Electricians-Inside Classification: Zone 4</b>			
Wireman/ low voltage technician	42.40	12.27	0.60
Cable Splicer	45.75	12.37	0.60
<b>Electricians-Inside Classification: Los Alamos</b>			
Wireman/ low voltage technician	38.70	14.09	0.60
Cable Splicer	42.06	14.36	0.60
<b>Elevator Constructor</b>	43.25	36.37	0.60
<b>Elevator Constructor Helper</b>	36.19	36.37	0.60
<b>Glazier</b>			
Journeyman/ Fabricator	20.50	6.20	0.60



Delivery Driver	9.00	5.35	0.60
<b>Ironworker</b>	27.35	17.49	0.60
<b>Painter (Brush/Roller/Spray)</b>	17.25	7.75	0.60
<b>Paper Hanger</b>	17.25	7.75	0.60
<b>Drywall- Light Commercial &amp; Residential</b>			
Ames tool operator	25.63	7.60	0.60
Hand finisher/machine texture	24.63	7.60	0.60
<b>Plasterer</b>	23.56	9.39	0.60
<b>Plumber/Pipefitter</b>	31.52	12.90	0.60
<b>Roofer</b>	25.74	7.97	0.60
<b>Sheet metal worker</b>			
Zone 1	33.38	17.64	0.60
Zone 2 – Industrial	34.38	17.64	0.60
Zone 3 – Los Alamos	35.38	17.64	0.60
<b>Soft Floor Layer</b>	20.30	8.10	0.60
<b>Sprinkler Fitter</b>	31.57	23.46	0.60
<b>Tile Setter</b>	24.46	8.81	0.60
<b>Tile Setter Helper/Finisher</b>	16.53	8.81	0.60
<b>Laborers</b>			
Group I- Unskilled and semi-skilled	18.25	7.12	0.60
Group II- Skilled	19.25	7.12	0.60
Group III- Specialty	21.50	7.12	0.60
<b>Masonry Laborers</b>			
Group I- Unskilled and Semi-Skilled	18.75	7.34	0.60
Group II- Skilled	20.50	7.34	0.60
Group III- Specialty	21.00	7.34	0.60
Reinforcing iron workers and post tension	24.75	7.12	0.60



<b>Operators</b>			
Group I	21.96	7.47	0.60
Group II	24.12	7.47	0.60
Group III	24.58	7.47	0.60
Group IV	25.02	7.47	0.60
Group V	25.21	7.47	0.60
Group VI	25.42	7.47	0.60
Group VII	25.53	7.47	0.60
Group VIII	28.58	7.47	0.60
Group IX	30.96	7.47	0.60
Group X	34.36	7.47	0.60
<b>Truck Drivers</b>			
Group I-VII	16.65	8.27	0.60
Group VIII	16.71	8.27	0.60
Group IX	18.65	8.27	0.60

**NOTE: All contractors are required to pay SUBSISTENCE, ZONE AND INCENTIVE PAY according to the particular trade. Details are located in a PDF attachment at [WWW.DWS.STATE.NM.US](http://WWW.DWS.STATE.NM.US). Search Labor Relations/Labor Information/Public Works/Prevailing Wage Rates.**

For more information about the Subsistence, Zone, and Incentive Pay rates, or to file a wage claim, contact the Labor Relations Division at (505) 841-4400 or visit us online at [www.dws.state.nm.us](http://www.dws.state.nm.us).