

INVITATION TO BID (ITB)

**ITB No. 2024-01
FIRE DEPARTMENT & POLICE STATION MECHANICAL IMPROVEMENTS**

Released: May 2, 2024

Proposal Submittal Due Date: May 21, 2024 at 3 p.m.

IMPORTANT:

BIDS ARE DUE and must be received by the Town Clerk no later than, May 21, 2024 at 3:00 P.M. Mountain Time

Emailed Bids may be delivered to:

treasurer@bosquefarmsnm.gov

Mailed or hand-delivered bids may be sent to the following address:

**Village of Bosque Farms
Attn: Procurement Officer Yvonne Maes
1455 West Bosque Loop
Bosque Farms, NM 87068**

Bids may be submitted in an envelope that is clearly marked:

**“Bid No. 2024-01 – Fire Department & Police Station Mechanical Improvements”
BIDDER’S NAME AND ADDRESS**

Any bids received after 3:00 p.m. will be kept on file.

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 May 21, 2024, at 3:00 p.m. Mountain Time. Any bids arriving after this date and time will be filed and considered unresponsive.

1. **Criteria for Award**: Award shall be based on the lowest responsible bid prices which meet specifications and deliverable requirements. The Village Council of the Village of Bosque Farms 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 Village.
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.

SCOPE OF WORK:

The bidder must hold the appropriate State of NM Mechanical 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 Village the following:

- 1. Provide and install outdoor condenser as indicated on equipment schedule and per manufacturer's requirements. Install on existing concrete pad.**
- 2. Provide and install refrigerant line set. Refrigerant line set sized per coil manufacturer's requirements. See specifications on Sheet M-601 for further requirements.**
- 3. Provide and install new DX coil as indicated on equipment schedule and per manufacturer's requirements. Include installation of refrigerant specialties like replaceable core filter, drier, liquid line solenoid and sight glass.**
- 4. Provide and install all necessary controls between condenser and air handler, interfacing with existing controls.**
- 5. Commission all existing mechanical/HVAC equipment and existing controls. (See historical drawings attached. Historical drawings are as designed not as built and information is not verified.)**

PRE-BID CONFERENCE

A non-mandatory pre-bid conference is scheduled for May 7, 2024, at 2:00 p.m. at the Bosque Farms Fire Department located at 1445 West Bosque Loop, Bosque Farms, NM 87068.

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 bids will be accepted until May 21, 2024 at 3:00 p.m. via email to treasurer@bosquefarmsnm.gov or at the Bosque Farms Village Office, 1455 West Bosque Loop, Bosque Farms, New Mexico 87068 or P.O. Box 660, Peralta, NM 87042. Mailed and hand-delivered bids shall be submitted in an envelope clearly marked: "**Bid No. 2024-01 – Fire Department & Police Station Mechanical Improvements**"

RESERVATIONS

The Village of Bosque Farms Council 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 Village.

AWARD

The award may be made to the bidder providing a responsive, responsible bid which results in the lowest overall cost to the Village. The award will be made by the Village of Bosque Farms

Council at their regularly scheduled meeting. Bid prices must be good for thirty (30) days subsequent to date of opening.

**** ALTERNATE #1**

Quick shipping on all equipment.

BID FORM 1 QUOTATION SHEET

Total Project Cost: _____

**Total Alternate #1: _____

Expected date to begin project: _____

Project to be completed by October 15, 2024

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: Ronita Wood, Tim Baughman, Michael Cheromiah, Erica DesMet.

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)

