

County of Curry



Request for Proposals No. 2016/2017 – 02

AUDIO/VISUAL EQUIPMENT

**Issue Date:
October 28, 2016**

**Proposal Due:
Friday, November 22, 2016
Time: 2:00 p.m.**

**Curry County Administration Office
Curry County Court House
417 Gidding St., Suite 100
Clovis, NM 88101
Attn: Finance Department/Procurement Office
575-763-6016**

**Proposals must be submitted in a sealed envelope
that is clearly marked
“RFP No. 2016/17-02 Do Not Open”**

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Section 1: Introduction

1.1 Project Purpose and Scope

Curry County New Mexico (County) is requesting proposals from offerors for a complete design and implementation of an audio/visual system for their County Commission Chamber meeting room. The system must be compatible with the County's IT infrastructure.

Section 2: Project Requirements

2.1 Project Requirements Overview

The County requires a "turn-key" system that, at a minimum, meets the following eight (8) specific criteria. Each proposal must set forth and state how the proposed system will be able to provide the following criteria.

1. **Provide audio and visual services to audience within meeting space.** There are five (5) board seats, eight (8) staff seats, and one (1) podium area within the meeting space. Each location must have a microphone that is connected to the system, a speaker that is connected to the system, and a viewing device that is connected to the system. Within the viewing device, or in addition to it, there needs to be a mechanism that lights up only on the chairman's device for the eight staff seats and other commissioners to notify the chairman when they would like to speak so that they could be recognized. In addition, the space holds approximately 50 audience members that must be able to hear what is being discussed and view any relevant presentations, videos, or other materials.
2. **Provide capability to record both audio and video from meetings.** The system must allow for the recording of both the audio and video feeds to a local device, network-attached storage, or other device. The recordings must be in an industry-standard format that utilizes some manner of compression to make effective use of the storage space. In addition, the recording must be easily identifiable and retrievable.
3. **Provide capability to broadcast and/or stream audio and video feed.** The system must have outputs to enable audio and video feeds to be broadcast over local television. In addition, it must also accommodate the ability to connect to other systems and devices to stream via the local network and/or internet. The County currently utilizes a computer with a video capture device (composite inputs) to stream the meetings.
4. **Provide capability to enable audio and video conferencing.** The system must provide a mechanism to allow for audio and video conferencing with remote participants. This mechanism must allow for a minimum of three (3) remote participants.
5. **Provide capability to interact with presentations from podium, or via specified devices, using "e-classroom" style technologies.** It is the County's desire to utilize current technologies to provide interaction with training materials, presentations, and other items that may be presented using the proposed equipment. Ideally, this would allow presenters to control their material from the podium, or specified device, and display it on any TVs, monitors, or other equipment that may be used to view the

material in the meeting space. In addition, there must be multiple inputs at the podium to accommodate various systems that may be used, such as HDMI, VGA, Auxiliary audio, and others.

6. **Provide a system that can be easily configured and operated.** All configurations for the system must be done before project completion, with documentation on the operation of the system provided to the County.
7. **Provide a system that is compatible with the County's IT infrastructure.** Where possible, and applicable, the proposed systems must be compatible with any existing infrastructure.
8. **Provide in-depth training on the operation and maintenance of proposed system.** Before project completion, the awarded offeror shall provide training to designated County staff on the operation of the system. In addition, the offeror shall provide training on the maintenance of the system to the County's IT staff.

2.2 Mandatory Pre-Proposal Walkthrough

Participating offerors will be required to participate in a mandatory pre-bid walk-through of the meeting space. To make arrangements for the mandatory walk-through contact Mr. Aaron Jones IT Director at 575.762.0908 at least two (2) days prior to desired date of your visit. Appointments will be taken only during the week of November 7th through 10th. Proposals will not be accepted without attending a mandatory walk-through. All questions must be provided in writing to IT no later than November 10th at 5:00 p.m. Any addendum will be issued following the close of the week and provided to all participants in the walk-through.

2.3 Optional Features

The County is interested in additional features and functionality that can improve the capabilities, presentation, or overall design of the system. Offerors are encouraged to provide suggested systems and enhancements as a separate add-on to the specific requirements of the proposal.

Section 3: Contracting

3.1 Professional Service Agreement

The offeror will be required to sign a Professional Service Agreement which identifies the project scope, deliverables, schedule, quality assurance, payments and other legal aspects of the project. The Professional Service Agreement will be negotiated with the awarded Offeror, and encompass this RFP and responses.

3.2 Timeline and schedule for installation

The County desires to have the equipment installed and tested prior to the first County Commission Meeting in March which is Tuesday, March 7, 2017. The County requires that

offeror’s personnel be in attendance at that meeting to operate and train County staff and ensure a smooth operation. The County reserves the right to modify that deadline should circumstances warrant such a change.

3.3 Notice to Proceed

The County will issue a notice to proceed once the contract is fully executory. Per the sequence of events table the notice to proceed should be issued by January 3, 2017. The County reserves the right to modify that timeline should circumstances warrant such a change.

Section 4: RFP Evaluation

4.1 Evaluation Criteria

Proposals will be reviewed by the Evaluation Committee for quality and completeness. The proposals will then be scored in each of the following categories using the maximum point values listed below. Proposals will be reviewed and evaluated in private by the review committee to determine whether the respondent has met the experience and staff qualifications described in this RFP. The short list will consist of no more than three (3) Offerors with the highest ranking scores after the initial scores are tabulated.

	Criteria	Weight
1	System capabilities	25%
2	Projected cost	25%
3	Support, training, maintenance and documentation	25%
4	References and experience	10%
5	Timeline and schedule for installation	10%
6	Added value and features	5%
	Total	100%

The top ranking three (3) Offerors may be invited to conduct oral interviews or demonstrations. If required, these presentations will be scheduled in advance and limited in time. Presentation will be conducted in Curry County at a location to be determined. Interviews are tentatively scheduled for December 8th and December 9th, 2016. Curry County reserves the right to change these dates.

Curry County shall be the sole judge of the provider’s ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Curry County reserves the right to act in its best interest in this determination process, to waive all technicalities, and to select the most responsible and responsive offeror. The County reserves the right to award this contract not necessarily to the offeror with the best rates, but that demonstrates the best ability to fulfill all requirements of this request for proposal.

4.2 Sequence of Events

The County will make every effort to adhere to the following schedule:

	Action	Responsibility	Date
1.	Issue of RFP	Curry County	10/28/2016
2.	Mandatory Walkthrough	Offeror	11/7/16 thru 11/10/16
3.	Submission of Proposal	Offeror	11/22/2016 at 2:00 P.M.
4.	Proposal Evaluation	Evaluation Committee	11/23/2016 through 12/06/2016
5.	Selection of Finalist(s)	Evaluation Committee	12/07/2015
6.	Oral Presentation by Finalist (optional)	Offeror	12/08/2016 through 12/09/2016
7.	Negotiate and Finalize Contract	Curry County, Awarded Offeror	12/10/2016 through 12/16/2016
8.	Approve Contract	County Commission	12/20/2016
9.	Commence Services	Contracted Offeror	1/3/17

Section 5: Response Format and Contents

5.1 Response Submission

In order to facilitate the analysis of responses, offerors are required to prepare their proposals in accordance to the instructions outlined in this section. Proposals should be prepared in a concise manner and provide sufficient detail of the offeror’s capabilities to satisfy the requirements of the RFP. For evaluation consistency, please respond to all of Section 5.3 in the order presented in the RFP.

To be responsive, six (6) copies of the proposals and one (1) electronic version must be received no later than **Friday, November 22nd, 2016 at 2:00 p.m.** Mountain Standard Time at the Curry County Administrative Complex, Finance Department located at 417 Gidding St., Suite 100, Clovis, NM 88101.

IMPORTANT; SEALED PROPOSAL along with the RFP number, the offeror’s name and address **MUST** appear clearly on the sealed envelope or packaged with all proposals.

If there is any problem regarding the following specifications or conditions that would prevent you from submitting a proposal, contact Curry County Administration Office (County Manager Lance Pyle or Procurement Officer Carol Pipes) immediately for clarification and/or consideration of an addendum.

Proposals may be mailed to Curry County Finance Department, 417 Gidding St., Suite 100, Clovis, NM 88101 or hand-courier delivered to Curry County Administration Office, 417 Gidding St., Suite 100, Clovis, NM 88101.

NOTE: WHEN SHIPPING OVERNIGHT DELIVERY, IT IS RECOMMENDED THAT SHIPMENT BE MADE TWO (2) DAYS PRIOR TO THE DEADLINE, IF POSSIBLE TO ENSURE DELIVERY. IT IS ALSO RECOMMENDED TO VERIFY DELIVERY PRIOR TO PROPOSAL DEADLINE.

5.2 Specific Conditions

Proposals ***must*** be received by Friday, November 22nd, 2016 at 2:00 p.m. Mountain Standard Time. Any proposals received after the deadline will be kept on file unopened and will be considered ***only*** in the event that ***all*** other proposals are deemed non-responsive.

5.3 Proposal Format

Responses to the RFP should include a cover page followed by a table of contents. Proposals should be organized into the following sections and provide enough detail for the County to make an informed decision and comparison of proposals. Additional information such as marketing brochures and promotional materials may be included.

I. Executive Summary

A brief narrative describing the proposed solution.

II. Company Background

Provide company background information including products and services along with the company history. The following items should be addressed:

- Company history
- Products and Services
- Ownership structure
- Key members of team
- Years in business
- Key partnerships and alliances
- Government contracts
- Offeror offices/locations
- Number of customers

III. Proposed Solution

Provide a narrative of the proposed Audio/Visual Equipment solution including listing of all hardware and software components. Responses must address all items identified in Section 2: Project Requirements, of this RFP, as well as other optional features recommended by the offeror. The offeror should highlight features and capabilities that the offeror feels are the strength of the proposed solution. The section shall include:

- a) Solution overview
- b) System functionality
- c) Technical specifications
- d) System requirements
- e) Product support

Offerors shall detail any potential upgrades that are required or recommended as part of the solution that is deemed outside of the scope of work such as router, switch, phone, PC, firmware and software upgrades and cabling, etc.

IV. Project Plan

Provide a detailed work plan for implementing the proposed solution. This shall address all key phases including project planning, configuration, testing, rollout and support. A project plan must address tasks, dependencies, owners, costs and associated hours. Responses shall include a discussion of required resources by County staff including IT personnel and end user training for the implementation as well as skills required to support the new system. Finally, responses shall provide a timeline for implementation that shall begin with the Notice to Proceed and end with complete installation.

V. Client References

The proposal must include a minimum of three (3) references, preferably with a government agency. Include the contact person directly responsible for overseeing the implementation. Be sure to include the name of the client, contact information (name, phone number, and email address) and the dates the services were provided. In addition, references must include any audio/visual services contracts that were canceled, terminated over the last three (3) years. **All such documentation shall be included in the proposal.**

VI. Cost Proposal

The proposal must include the proposed cost, including any and all out-of-pocket costs, broken down by major activity. Offeror should indicate the level and type of support to be provided in detail that relates to their proposed ongoing maintenance and support costs. This should include hours of operation for support and support plans with associated costs. Cost proposals should identify any hardware and software required to implement the system. Cost proposals should include the following:

- One time and recurring
- Hardware and Software
- Implementation services
- Training (including proposed travel costs)
- Support
- Optional items

Section 6: Miscellaneous

6.1 Completing the Offeror's Response Form

Each proposal must be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. This section identifies all mandatory requirements which must be present in the proposal before further consideration will be given. The cost for developing the submittal is the sole responsibility of the respondent. The following documents are also required to be included in your proposal packet:

1. Proposal following outline in Section 5.3
2. Proof of Insurance
3. Copy of Business License
4. Execution of Proposal Form
5. Offeror's Reference Form
6. Addenda Acknowledgment Form
7. Offeror's Certification and Non-Collusion Affidavit
8. Offeror Information Form
9. Completed W-9
10. Campaign Disclosure Form

6.2 Effective Period of Proposal

All proposals shall state the period for which the proposal shall remain in effect. Such period shall not be less than ninety (90) days from the proposal date.

6.3 Confidentiality

Until a contract is executed, resulting from this Request for Proposal (RFP), no employee, agent or representative of any offeror shall make available or discuss its proposal with any elected or appointed official, officers, member, employee, agent or representative of Curry County, unless for purposes of clarification, evaluation or negotiation. Proposals shall not be opened publicly and shall not be open to public inspection, until after the award of the contract.

6.4 Right of Rejection

Notwithstanding any other provisions of the RFP, County reserves the right to award the contract for Audio and Visual Equipment to the most responsible, responsive offeror(s), whose proposal is most advantageous to County, taking into consideration the evaluation factors set forth in this RFP. Further, County reserves the right to reject any and all proposals, in whole or in part, when it is deemed to be in the best interest of the County, and with no penalty to the County.

6.5 Award of Contract

The offeror(s) to which the contract is awarded shall be required to enter into a written contract with Curry County, in a form prepared by legal counsel for County. This RFP, or any part thereof, may be incorporated into and made part of the final contract. County reserves the right to negotiate the terms and conditions of the contract with the selected Offeror(s). County also reserves the right to make multiple awards.

Section 7: CONTRACTUAL PROVISIONS

7.1 Termination

The contract may be terminated by either of the parties hereto, upon written notice delivered to the other party, at least thirty (30) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

7.2 Amendment

This contract shall not be altered, changed or amended, except by instrument in writing by the parties hereto.

7.3 Notice

The Procurement Code, Sections 13-1-28 through 13-1-99, 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 kickbacks.

7.4 Equal Opportunity Compliance

The successful institution agrees to abide by all Federal and State laws, rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the institution agrees to insure that no person in the United States shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment

with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under an agreement for the services outlined in this RFP. If the institution is found not to be in compliance with these requirements during the life of the contract, then the institution agrees to take appropriate steps to correct these deficiencies. By signing and submitting a proposal, Offeror agrees to comply with this paragraph.

7.5 Applicable Laws

The contract shall be governed by the laws of the State of New Mexico.

7.6 Insurance

Liability insurance coverage required, not less than \$1,000,000 each occurrence and a general aggregate of \$3,000,000.

7.7 Resident Business Preference

Points will be awarded based on Offeror's ability to provide a copy of a current Resident Business Certificate or Resident Veteran Business Certificate.

Resident Business Preference: For the Offeror to receive a Resident Business Preference, the business shall submit, with this proposal a copy of a valid Resident Business Certificate issued by the New Mexico Taxation and Revenue Department. The application for preference may be downloaded at the following website: <http://www.tax.newmexico.gov/forms-publications.aspx>. Five (5) percent (%) of the total possible points may be awarded to an Offeror who qualifies as a Resident Business. These points are added to the total points received for the Evaluation Criteria.

Resident Veteran Business Preference: For the Offeror to receive a Resident Veteran Business Preference, the business shall include a copy of a valid Resident Veteran Business Preference certificate issued by the New Mexico Taxation and Revenue Department.

Section 8: Additional Terms

1. The Board of Commissioners of Curry County reserves the right to reject any and all proposals, to waive informality, technical defect, or clerical error in any proposal and to accept the proposal, which in its judgment is the most suitable and advantageous to the County.
2. Payment by credit card (VISA) is the preferred method of payment for Curry County. Payment shall be made net thirty (30) days from invoice date after receipt of goods and services unless additional documentation is requested by the Finance Department to support the expenditure. All invoices shall be submitted directly to the Curry County Finance Department at 417 Gidding Street, Suite 100, Clovis, NM 88101-7500.

3. The County hereby reserves the right to approve as equivalent, or to reject as not being equivalent, any item the Offeror proposes to furnish which contains variations from the specification requirements but may comply substantially therewith. Such decisions are strictly at the discretion of the County. Offerors shall list on a separate sheet of paper any variations from or exceptions to the conditions and the specifications of this request for proposals. *This sheet shall be labeled: "Exception(s) to the specifications" and shall be included with the proposal.*
4. If there is any clarification, problem, ambiguity or question regarding this RFP, you must contact the Procurement Officer or designee prior to **the proposal opening**. Clarifications and ambiguities will not be considered after the proposal opening. Answers provided regarding the specifications or RFP package must be answered by the Procurement Officer, IT Director, or their designee. Questions answered by any other person or County Official shall be considered completely non-applicable to the legal provision of this proposal. The County is not responsible for any errors or omissions contained in the offeror's proposal.
5. The terms and conditions outlined in this RFP, unless otherwise modified, shall govern the submission of proposals and subsequent contracts. The County reserves the right to reject any proposal which takes exception to these conditions.
6. All information contained in the proposal must be legible. Any and all corrections and/or erasures must be initialed. Changes will not be permitted after the deadline for receipt. Proposals must be signed in ink by an authorized representative of the respondent and the required information must be provided. The contents of the proposals submitted by the offeror of the RFP will become public record upon award and may become part of any contract approved as the result of any solicitation. If there are portions of the proposal desired to be kept confidential, such as company financial information or any data that qualifies as a trade secret in accordance with the Uniform Trade Secret Act 57-3A-1, NMSA 1978, it is necessary to provide a written request for non-disclosure of such information **with the proposal**. It is not acceptable under the New Mexico State Procurement Code to request that either the entire proposal or the proposed cost of services be kept confidential.
7. All changes, additions, and/or clarifications in connection with the RFP will be issued by the Curry County Procurement Officer or designee in the form of a written addendum. The offeror shall acknowledge each addendum on the information form contained with the addendum. Verbal responses and/or representations are **not acceptable**.
8. The offeror will perform all services indicated in the proposal in compliance with the negotiated contract.
9. Proposals received after the date and time indicated will be kept on file and will be opened and considered only in the event that all other proposals are deemed non-responsive.
10. Proposals that do not meet the requirements set forth may be considered non-responsive.
11. The County reserves the right to negotiate any and all elements of this RFP.
12. Any pages marked "APPENDIX" included in this request for proposals packet must be completed and submitted as part of the proposal.

13. Offeror must, in performance of the work to be performed, agree to fully comply with all applicable federal, state and local laws, licensing, permitting, rules and regulations.
14. All practices, materials, and supplies shall comply with any pertinent Federal, State, and/or Local codes, laws and regulations.
15. Consultants are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this proposal or any resulting agreement, its right, title or its interest therein, or its power to execute such agreement to any other person company or corporation without the prior written approval of Curry County.
16. Price(s) shown (if applicable) in the proposal shall be exclusive of any applicable gross receipts tax; however, applicable gross receipts tax shall be shown as a separate amount on each billing made under the contract.
17. All proposals submitted shall be binding upon the respondent for ninety (90) calendar days after the proposals submission date.
18. The County, or any of its agents, reserves the right to refuse to hold harmless or identify any respondent for any liability whatsoever.
19. Offerors, by submitting a signed proposal, certify that the accompanying proposal is not the result of, or affect 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.
20. Award of this proposal is contingent upon available funding. This solicitation may be awarded in whole, part or none, whatever is deemed in the best interest of Curry County.
21. Curry County reserves the right to reject any proposal from any offeror that has previously failed to perform properly, or complete on time, contracts of similar nature, or to reject the proposal from any offeror who is not in the position to perform such services satisfactory. Such is at the discretion of the County.
22. If an offeror to whom a contract is awarded refuses to accept the reward, or fails to deliver in accordance with the contract terms and conditions, Curry County may, in its discretion, suspend the offeror for a period of time from entering into any contracts with Curry County.
23. This solicitation is governed by the laws of the State of New Mexico. By signing and submitting a proposal, the parties agree that any litigation concerning this request for proposal, or subsequent contract or purchase order must be brought in the 9th Judicial District in and for Curry County, State of New Mexico, and each party shall pay its own cost and Attorney fees.

8.1 Questions and Clarifications

All technical questions should be directed in writing via email to:

Aaron Jones
Curry County Information Technology Director
Email: ajones@currycounty.org

Questions regarding the procurement process should be directed in writing via email to:

Curry County Administration
RFP No. 2016/17 – 02 (Commodity Code #91109)
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Carol Pipes
Curry County Finance Director/Purchasing Officer
Email: cpipes@currycounty.org

APPENDIX A: EXECUTION OF PROPOSAL

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DATE: _____

The potential Offeror certifies the following by placing an "X" in all blank spaces:

- _____ That this proposal was signed by an authorized representative of the Offeror.
- _____ That the potential Offeror has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- _____ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- _____ That the potential Offeror agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing Request for Proposals, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within ninety (90) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

Business Name

Authorized Signature

Date

Typed Name & Title

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

APPENDIX B: OFFEROR REFERENCE FORM

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All references must be from customers for whom your company has completed work similar to the specifications of this RFP. Attach additional page if necessary.

References for: _____
(Company Name)

1. Company _____
Street Address _____
City, State & Zip _____
Contact Person Name _____
Phone _____ FAX _____ Email _____
Describe Scope of Work and dates of project/service: _____

2. Company _____
Street Address _____
City, State & Zip _____
Contact Person Name _____
Phone _____ FAX _____ Email _____
Describe Scope of Work and dates of project/service: _____

3. Company _____
Street Address _____
City, State & Zip _____
Contact Person Name _____
Phone _____ FAX _____ Email _____
Describe Scope of Work and dates of project/service: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

APPENDIX C: ADDENDA ACKNOWLEDGEMENT
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The offeror has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No. _____

Addendum No. _____

Addendum No. _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

Offerors must acknowledge any issued addenda. Proposals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

APPENDIX D: OFFEROR’S CERTIFICATION AND STATEMENT OF NON-COLLUSION

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I _____ certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contract or communication by the offeror or the offeror’s associates with any County staff, or elected officials since the date this **RFP #2016/17-02 AUDION/VISUAL EQUIPMENT SYSTEM** was issued except: 1) through the Purchasing Department 2) at the Pre-Proposal Conference (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any offeror violating this provision.**

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative/Title
(Print or Type)

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

APPENDIX E: OFFEROR’S INFORMATION FORM

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- 1. Legal Business Name: _____
- 2. Street Address _____
- 3. City, State & Zip _____
- 4. Type of Business: _____ State of Registration: _____

(Association, Corporation, Partnership, Limited Liability Company, etc.)

- 5. Name & Title of Authorized Signer: _____
- 6. Primary Contact _____
- 7. Phone: _____ FAX _____
- 8. Email _____
- 9. Company Website _____

10. Has your company ever been debarred from doing business with any federal, state or local agency?

Yes _____ No _____ If Yes, please state the agency name, dates and reason for debarment.

ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

APPENDIX F: CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., 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.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL

CAMPAIGN CONTRIBUTION DISCLOSURE FORM (CONTINUATION)

“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.

“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 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.

Name(s) of Applicable Public Official(s) if any: Ben L. McDaniel, Wendell Bostwick, Angelina Baca, Chet Spear, Tim L. Ashley, Rosalie Riley, Candace Morrison, Debbie Spriggs, Wesley Waller, Mark Lansford

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL
CAMPAIGN CONTRIBUTION DISCLOSURE FORM (CONTINUATION)**

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)