

# County of Curry



**Invitation to Bid No. 2015/16-03**

## **JANITORIAL SUPPLIES**

**Issue Date:  
December 4, 2015**

**BID Due:  
December 22, 2015  
Time: 3:00 p.m. Mountain Time**

**Curry County Administration  
700 N. Main Street, Suite 10  
Clovis, NM 88101  
Attn: Finance/Purchasing Department  
575-763-6016**

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

**“Bid No. 2015/16-03 – Do Not Open”**

On behalf of the Board of Curry County Commissioners and pursuant to and in compliance with the NM State Procurement Code, Curry County hereby invites competitive sealed bids for the purchase of janitorial supplies. The supplies will be used in the Curry County Courthouse, the New Administrative Offices at 417 Gidding, the Road Department and the Detention Centers for cleaning and maintenance. The use of brand names on some of the items specified is for the purpose of describing the standard of quality and characteristics desired, and are not intended to limit or restrict competition in any way.

Opening will take place at the Curry County Courthouse Administration Office, Finance/Purchasing Department located at 700 N. Main, Suite 10 Clovis, New Mexico 88101.

**IMPORTANT:  
BIDS ARE DUE BY December 22, 2015 AT 3:00 P.M.**

**The words “Sealed BID” along with the Bidder’s Name and Address as well as the BID Number and Title must appear clearly on the outside sealed envelope or package of bids.**

**WE LOOK FORWARD TO YOUR BID SUBMISSION.**

**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.**

Bids may be mailed to: Curry County Administration  
700 N. Main, Suite 10  
Clovis, NM 88101  
Attn: Finance/Purchasing Department

Or hand/courier-delivered to: Curry County Administration  
700 N. Main, Suite 10  
Clovis, NM 88101

May be signed for/left with the Administrative Assistant in the Manager’s Suite.

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

Carol A. Pipes  
Curry County Procurement Officer  
575-763-6016  
[cpipes@currycounty.org](mailto:cpipes@currycounty.org)

## SPECIFIC CONDITIONS

Bids must be received by December 22, 2015 at 3:00 p.m. Mountain Time. Any bids received after 3:00 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 Curry 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 supplies will conform to the specifications in this bid. Failure of the vendor to comply with providing a service or supplies which meets minimum specifications may result in termination of the award of that item or termination of the contract.

## SPECIFICATIONS

The products named in this bid may or may not be ordered under this contract. The products presented represent those that the County typically uses on a routine basis. In addition to these items, there may be other janitorial supplies that may be needed in the ordinary course of business.

PRODUCTS			
1	30"x36" Trash Can Liners 30 gal (.79 Mil white)	2	40"x48" Trash Can Liners 45 gal. (Heavy Duty)
3	Trash bags 24"X24"	4	24" x 33" Trash Bags
5	36" x 60" Trash Can Liners (Heavy Duty)	6	38" x 50" Trash Bags (L Black 60 gal)
7	Gloves, Latex Flock-Lined S, M and L	8	Gloves, Powder Free Nitrite - S, M and L
9	Solid Chlorinated De-Stainer	10	Scour Pad, Medium Scrub Green
11	Disinfectant, SW Pine Cleaner/Deodorizer	12	Bl. Plastic Dust Pans
13	Bathroom Bio Cleaner Detergent/Deodorant/Disinfectant	14	Cup, Foam White 8 oz.
15	Kitchen Roll Towels	16	Lemon Disinfectant
17	Box Soap	18	9" Jumbo Roll Bathroom Tissue
19	12" Jumbo Roll Bathroom Tissue	20	Oil Base Floor Sweep
21	Urinal Screen w/Block & w/o Block	22	Toilet Bowl Block Hinge
23	Liquid Bleach	24	2-Ply Toilet Tissue
25	Large Roll Toilet Tissue (12" – 2 Ply)	26	8" Roll Towel
27	Disinfectant/Aerosol Spray (Avistat-D)	28	Sprayway Glass Cleaner
29	Urinal Blocks	30	Scour Pads Heavy Duty
31	Toilet Brushes	32	Nylon Scour Pads (6" x 9 1/2")
33	Wet Mop Cotton Blend (Not Sewn at Bottom)	34	Instant Antiseptic Foam Hand Cleaner
35	Ready For Use Pink Liquid Hand Soap	36	Air Freshener/Deodorizer Spray Aerosol
37	Medium Duty Utility Wipes (12" x 10 1/2")	38	Snow and Ice Melt 50# box
39	Aerosol citrus degreaser	40	Pop up wipers in box (Brawny equal)
41	Pumice Hand soap for dispensers	42	Clorox wipes
43	Fabric refresher sprays	44	Mild acid toilet cleaner

45	Polish, Festival Furniture Lemon	46	Nat. Single Fold Towel
47	Deodorizer, Cinnamon & Spice	48	Yellow Angle Broom
49	Push Flagged Broom	50	Fiberglass 60" threaded broom handle
51	Mop Bucket Wringer Combo	52	Fiberglass Mop Saddle Mop Handle
53	Fender Brush Plastic Bristle	54	20" Stripper Floor Pad (Black)
55	20" Stripper Floor Pad (Red)	56	20" Waxing Floor Pad (white)
57	Wax Stripper - liquefying	58	Wax – Sure Step
59	Solid Green glass/floor cleaner	60	Emulsion Degreaser
61	Pop Up Wiper (5816 L30 Econo Equal)	62	Sanitizer Purell Foam Instant
63	Deodorizer, Variety of Choices	64	Ultimate Solid Laundry Detergent
65	Febreze Meadow and Rain	66	Aero Green Hand Soap Foam
67	SSS Urinal Mats		

The bidder must show the percentage mark up over bidder's cost on the Quotation Sheet (Bid Form 1) for all listed items as well as other janitorial supplies that may be needed in the ordinary course of business. In addition, the bidder must be prepared to validate the prices for any and all products, upon request from the County.

The bidder must deliver F.O.B. to the following locations: Curry County Court House, new Administrative Offices at 417 Gidding, Curry County Road Department and Adult Detention Center and Juvenile Detention Center, Clovis, New Mexico.

The bidder must provide three (3) solution centers, at no charge to the County, for the length of the contract. In addition, any maintenance cost to the solution centers would be at the expense of the bidder. Bidder must be able to provide extra solution centers, if needed. Two (2) of the centers will be used at the Adult Detention Center, while one (1) will be used at the Juvenile Detention Center.

### **VARIATIONS**

Any variations from, or exceptions to, the conditions and specifications of this Invitation to 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) titled "Bid Form" to submit their bids. The Quotation Sheet(s) must be signed. New Mexico gross receipts tax is not imposed on the Contractor's receipts derived from the sale of janitorial supplies to Curry County.

### **NEW MEXICO BIDDER'S PREFERENCE**

Pursuant to Sections 13-1-21 & 13-4-2 NMSA 1978, and GSD Rule 1.4.1 NMAC, bidders claiming the 5% preference must be certified prior to the bid opening. The number must appear on the Quotation Sheet(s) in the space provided in order to receive the preference.

### **BID OPENING**

Competitive sealed bids will be accepted until **Tuesday, December 22, 2015 at 3:00 p.m.** at the Curry County Administration office, 700 N. Main Street, Clovis, New Mexico. At that time and place, the bids will be publicly opened. Bids should be submitted in a sealed envelope clearly marked: "**Bid No. 2015/16-03- Do Not Open**".

**RESERVATIONS**

The Board of Curry 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.

**AWARD**

The award may be made to the bidder providing a responsive, responsible bid which results in the lowest cost to the County. The award will be made by the Curry County Commission at their regularly scheduled meeting. Bid prices must be good for thirty (30) days after date of award.

**CONTRACT**

The anticipated term of a contract awarded as a result of this BID shall be from award date for two (2) years. The contract may be renewed according to the terms stated herein for one (1) additional two (2) year periods. All prices, costs and conditions submitted in response to this Invitation to Bid shall remain fixed and valid after the closing date for the bid submission and throughout the term of the agreement.

**QUESTIONS**

Questions regarding the scope of work stated within the bid should be directed to Edd McCorkle, Facilities Maintenance Supervisor (575)763-6016. Questions regarding the bidding process should be directed to Carol Pipes, Procurement Officer (575)763-6016 Ext. 130.

**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 Thirty (30) days: Unless otherwise specified all formal bids submitted shall be binding for thirty (30) 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 purchases made by Purchase Order, 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 Curry County Finance Department at 700 N. Main, Suite 10, Clovis, NM 88101. Must have submitted a completed W9 form on file with the County prior to any payments being issued.

For all purchases made by Credit Card, standard payments are usually made within 3-5 business days. All purchases made by credit card require a receipt. Invoices shall not be submitted separately if payment is made with credit card. Curry County shall not pay any fees when utilizing a credit card for payment.

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. 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. 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. Non-discrimination: Bidders, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, color, religion, creed, political ideas, sex, national origin, age, marital status or physical or mental disability except where such is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. By signing and submitting a bid, vendor agrees to comply with this paragraph.
11. Qualifications of Bidders: The County may make such investigations as he 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 imposes felony penalties for illegal bribes, gratuities and kickbacks.
13. Curry 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 Curry 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 Curry 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.
18. The successful bidder must be able to provide Curry County with proof of general liability insurance in an amount no less than \$1,000,000.00 general liability insurance per occurrence at the time of contracting.
19. 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.

**BID FORM 1  
QUOTATION SHEET  
ITB 2015/16-03**

Percentage Mark Up over Bidder's Cost for any and all Janitorial Supplies provided to the County: \_\_\_\_\_

Delivery Schedule: \_\_\_\_\_

The bid should be F.O.B. Curry County Court House, new Administrative Offices at 417 Gidding, Curry County Road Department and Adult Detention Center and Juvenile Detention Center, Clovis, New Mexico. The undersigned hereby offers to furnish and deliver any and all products at the terms there stated, and in strict accordance with the specifications and general conditions of the Invitation to Bid, all of which are made a part of this offer. This offer must be good for at least thirty (30) days subsequent to the bid opening date.

Firm Submitting Bid: \_\_\_\_\_

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

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

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

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

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

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

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

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

**BID FORM 2**  
**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: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (position)

--OR--

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (Position)