

**INVITATION FOR BIDS**  
**FOR**  
**FENCING AND FENCE REPAIR**

*As Requested by*

**THE SOUTHERN SANDOVAL COUNTY ARROYO  
FLOOD CONTROL AUTHORITY**



**IFB No. 2014-03**

**BID DUE DATE: July 10, 2014, 3:00 p.m.**

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**Appendix A-Campaign Contribution Disclosure Form**

**Appendix B-Sample SCAFCA Contract**

**Submission Instructions to Offerors:**

1. Bid due date: July 10, 2014, at 3:00 p.m. local time. Bids for the project will be received by the Fiscal Services Department, Southern Sandoval County Arroyo Flood Control Authority, 1041 Commercial Dr. SE, Rio Rancho, New Mexico 87124.
2. Submit 1 Original and 1 copy of your Bid in a sealed envelope or container.
3. This IFB is issued by the Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA), Fiscal Services Department, which is the sole point of contact during the procurement process. Communications initiated by Offerors with members of the Governing Body or SSCAFCA personnel, other than as coordinated by Fiscal Services Staff, shall be grounds for Offeror disqualification.
4. Bids must be submitted in a sealed package or envelope listing the following information on the outside:

**Fencing and Fence Repair  
IFB No. 2014-03**

5. **Point of Contact:** This Invitation for Bids (IFB) is issued by SSCAFCA, Fiscal Services Department, which is the sole point of contact during the procurement process (the “Point of Contact”). Communications initiated by a respondent to this IFB (the “Offeror”) with members of the Governing Body or SSCAFCA personnel, other than as coordinated by the Point of Contact noted below, shall be grounds for Offeror disqualification. Any inquiries or requests during this procurement shall be submitted to the following Point of Contact:

Southern Sandoval County Arroyo Flood Control Authority  
Fiscal Services Department  
Attention: Deborah Casaus, Fiscal Services Director  
1041 Commercial Dr. SE  
Rio Rancho, NM 87124  
(505) 892-5266  
dcasaus@sscafca.com

**SOUTHERN SANDOVAL COUNTY ARROYO  
FLOOD CONTROL AUTHORITY  
(SSCAFCA)**

**FENCING AND FENCE REPAIR  
IFB No. 2014-03**

**1. INTRODUCTION**

**1.1. Overview.** Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA), a political subdivision of the State of New Mexico, requests competitive sealed bids for fence installation, fence repair, gate installation and gate repair for SSCACA’s facilities.

**1.2. Scope of Work/Specifications. Offerors should demonstrate their ability to provide the following services:**

The work will consist of construction to include: new fence installation, fence repair, gate installation, and gate repair. SSCAFCA has budgeted funds to complete this type of work, however, funds may be reduced or increased in any given year. Alignment of all new fences will be the responsibility of SSCAFCA.

Work orders issued by SSCAFCA are based on inspections performed by SSCAFCA which identifies tasks to be completed. Payment will be based on the completed and accepted construction in the field and the unit prices as listed in this bid. Total cost limits to be paid will be mutually agreed upon prior to authorizing any work assignment. Cost limits will not be exceeded without written authorization by SSCAFCA.

The Standard Specifications for this Price Agreement are the New Mexico Standard Specifications for Public Works Construction (NMAPWA) 2005 Edition, published by the New Mexico Chapter of the American Public Works Association. Specifically, Section 410, FENCES, as modified below.

Delete the word “barbed” and replace with “barbless” throughout.

A copy of Section 410, of the Standard Specifications, is available for review at the SSCAFCA office. Complete copies of the Standard Specifications may be purchased from Albuquerque Reprographics, 4716 McLeod NE Albuquerque, NM 87109.

The cost of materials (fence wire, fence posts, tie wire, wire stays, concrete, pipe for gates, bolts, hinges, paint, etc.) shall be included in each unit price. The unit prices shall include equipment, labor, supervision, transportation to and from the job site, etc. Hourly rates and unit prices shall not include New Mexico Gross Receipts Tax or local Tax. (See NMSA 1979, Section 13-1-82 (1984) & Section 13-1-87 (1987)).

## **2. CONDITIONS GOVERNING PROCUREMENT**

**2.1. Overview.** This section of the Invitation for Bids (IFB) contains the schedule for the procurement, describes the major events and milestones and specifies general conditions governing the procurement.

**2.2. Schedule of Events.** SSCAFCA will make every effort to adhere to the following schedule:

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>	<b>Time</b>
Issue IFB	SSCAFCA	June 13, 2014	NA
Deadline to Submit Written Questions	Potential Offerors	June 30, 2014	5:00 PM
Response to Written Questions	SSCAFCA	July 3, 2014	5:00 PM
IFB Addenda	SSCAFCA	If applicable, no later than July 3, 2014	5:00 PM
Submission of Bids	Offerors	July 10, 2014	3:00 PM
Bid Opening	SSCAFCA	July 10, 2014	3:00 PM
Notice of Award	SSCAFCA	July 14, 2014	
Finalize Contract (upon SSCAFCA Board approval)	SSCAFCA/Offeror	July 18, 2014	
Protest Deadline	Offerors	10 days following notification of award	

**2.2.1 Written Questions and Amendments.** Potential Offerors may submit written questions as to the intent or clarity of this IFB until the date and time specified in the schedule of events. All written questions must be sent by email and addressed to the Point of Contact. Written responses to written questions and any IFB amendments will be posted to SSCAFCA's website at the following address:

<http://www.sscafca.org>

It is the responsibility of all potential Offerors to ensure that all addenda have been received before submitting their bid.

**2.2.2 Addenda and Communications.** All addenda and communications will also be posted to SSCAFCA's website.

It is the responsibility of all potential Offerors to check the website for questions and responses and to ensure that all addenda have been received before submitting their bid.

**2.2.3 Submission of Bid.** All Offeror bids must be received by SSCAFCA no later than the date and time specified in the Schedule of Events. Bids received after this deadline will not be accepted. The date and time of receipt will be recorded on each bid. Bids must be hand delivered or mailed to:

**Southern Sandoval County Arroyo Flood Control Authority**  
**Attention: Deborah Casaus, Fiscal Services Director**  
**1041 Commercial Dr. SE**  
**Rio Rancho, New Mexico 87124**

Bidders must submit bids on the forms provided in this Invitation for Bids, pages 10 and 11 inclusive. Bids must be submitted in a sealed package or envelope listing the following information on the outside:

**Fencing and Fence Repair**  
**IFB No. 2014-03**

SSCAFCA shall not be responsible for bids that are mailed and not received by the time specified in this section. Receipts for hand delivered bids may be issued by SSCAFCA (upon request).

- 2.2.4 Bid Evaluation.** The bids will be opened directly after the 3:00 pm, July 15, 2014 deadline, for receipt of the bids, by SSCAFCA personnel. The award of the bid will be to the responsible bidder with the lowest responsive unit bid price in the bid proposal for Item No. 1, five (5) strand barbless wire fence, complete in place with all appurtenances. Additional awards may be made based upon the lowest unit price(s) for Items No. 2 through 5 at SSCAFCA's discretion. The cost of materials (fence wire, fence posts, tie wire, wire stays, concrete, pipe for gates, bolts, hinges, paint, etc.) shall be included in each unit price. The unit prices shall include equipment, labor, supervision, transportation to and from the job site, etc. Hourly rates and unit prices shall not include New Mexico Gross Receipts Tax or local tax. (See NMSA 1978, Section 13-1-82 (1984) & Section 13-1-87 (1987)).
- 2.2.5 Finalize Contract.** The Contract will be finalized with the lowest bidder. In the event that mutually agreeable terms cannot be reached, SSCAFCA reserves the right to terminate negotiations with that Offeror. The Contract will be presented to the SSCAFCA Board of Directors for its approval on the date specified in the Schedule of Events.
- 2.2.6 Protest Deadline.** The ten (10) day protest period for Offerors shall begin on the day following the notification of the contract award and will end at 5:00 pm MT on the tenth calendar day following the notification of the contract award. Protests must be submitted in writing and must include the name and address of the protestant and the IFB number. It must also contain a statement of grounds for protest and be addressed and delivered to the Point of Contact.

**2.3. General Requirements.**

- 2.3.1** Offerors shall carefully read the information contained in this IFB and submit a complete response to all requirements and questions as directed. Incomplete bids may be considered non-responsive and subject to rejection.

- 2.3.2** Bids and any other information submitted by Offerors in response to this IFB shall become the property of SSCAFCA.
- 2.3.3** Bids that are qualified with conditional clauses, alterations, or irregularities of any kind are subject to rejection by SSCAFCA, at its option.
- 2.3.4** It is incumbent upon each Offeror to carefully examine all specifications, terms, and conditions contained herein. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, (facsimile transmissions acceptable, email is preferred) through the Point of Contact named above. SSCAFCA will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. If it becomes necessary to revise or amend any part of this IFB, notice may be obtained by accessing our web site. Respondents in their bid must acknowledge receipts of amendments.

**Each Offeror should ensure that they have received all addenda and amendments to this IFB before submitting their Bid.**

- 2.3.5** A bid may be amended or withdrawn in person at any time **BEFORE** the scheduled due date and time of bids provided a receipt for the withdrawn bid is signed by the Offeror's authorized representative. An amendment must be a complete replacement for a previously submitted bid and must be clearly identified in a transmittal letter signed by the Offeror's authorized representative. SSCAFCA reserves the right to request proof of authorization to withdraw or amend a bid.
- 2.3.6** All information, documentation, and other materials submitted in response to this IFB are considered non-confidential and/or non-proprietary and are subject to public disclosure after the solicitation is completed.
- 2.3.7** SSCAFCA may evaluate the bids based on the anticipated completion of all or any portion of the project. SSCAFCA reserves the right to divide the project into multiple parts, to reject any and all bids and re-solicit for new bids, or to reject any and all bids and temporarily or permanently abandon the project when deemed to be in SSCAFCA's best interest. SSCAFCA makes no representations, written or oral, that it will enter into any form of agreement with any Offeror to this IFB for any project and no such representation is intended or should be construed by the issuance of this IFB.
- 2.3.8** SSCAFCA may, in the evaluation of bids, request clarification from Offerors regarding their bids, obtain additional material or literature, and pursue other avenues of research as necessary to ensure that a thorough evaluation is conducted.

- 2.3.9** By submitting a bid in response to this IFB, the Offeror accepts the evaluation process and acknowledges and accepts that determination will require subjective judgments by SSCAFCA.
- 2.3.10** Offeror acknowledges and accepts that any expense incurred from the Offeror's participation in this IFB process shall be at the sole risk and responsibility of the Offeror.
- 2.3.11** SSCAFCA expects the highest level of ethical conduct from Offerors including adherence to all applicable laws regarding ethical behavior. The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199 (1984 as amended), imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
- 2.3.12** After confirming the lowest bid, SSCAFCA will attempt to negotiate final terms of a Contract with such Offeror, on such terms as SSCAFCA deems in its best interest. SSCAFCA reserves the right to negotiate all elements of the Contract.
- 2.3.13** SSCAFCA shall evaluate any potential conflict of interests identified and determine if it is a direct conflict of interest. A direct conflict of interest shall be cause for disqualifying an Offeror from consideration. SSCAFCA's determination shall be final.

### **3. BID FORMAT AND SUBMISSION REQUIREMENTS**

- 3.1. Number of Copies.** Offeror must submit 1 original and 1 copy of its bid in a sealed envelope or container.
- 3.2. Bid Format.** Bids shall be submitted on the form included in this IFB titled "Unit Price Bid Proposal". The form must be completed in its entirety and signed by an authorized representative.
- 3.2.1 Other Required Documents.** The following list of documents must be submitted with the Bid:
- a. Certification of comprehensive general liability insurance of at least one million dollars (\$1,000,000).**
  - b. Campaign Contribution Disclosure Form.** In accordance with the Procurement Code, Section 13-1-28, all prospective contractors who are seeking to enter into a contract with a state agency or local public body (SSCAFCA) are required to file the attached "Campaign Contribution



Disclosure Form” with that state agency or local public body, in this case SSCAFCA. This form must be filled out in its entirety and submitted with the offer.

**UNIT PRICE BID PROPOSAL**

All facilities require general maintenance to keep the facility in good working order. General maintenance includes fence installation, fence repair, gate installation, and gate repair. Fence installation, fence repair, gate installation and gate repair shall conform to the details and specifications included in this request for bids, as shown on Page 4 and Page 5.

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Unit Price</u>
1	Five (5) strand barbless wire fence, complete in place, including all appurtenances, as per Standard Detail A	LINEAR FEET <sup>1</sup>	_____
2	Lockable Pipe Gate, 12 feet wide, complete in place, including all appurtenances, as per Standard Detail B	EACH	_____
3	Repair of existing five (5) strand barbless wire fence, complete in place, including all appurtenances	MAN HOUR <sup>2</sup>	_____
4	Repair of existing pipe gate; complete in place	MAN HOUR <sup>2</sup>	_____
5	Welding	MAN HOUR <sup>2</sup>	_____

<sup>1</sup>The cost of materials (fence wire, fence posts, tie wire, wire stays, concrete, pipe for gates, bolts, hinges, paint, etc.) shall be included in each unit price. The unit prices shall include equipment, labor, supervision, transportation to and from the job site, etc. Hourly rates and unit prices shall not include New Mexico Gross Receipts Tax or local Tax. (See NMSA 1979, Section 13-1-82 (1984) & Section 13-1-87 (1987)).

<sup>2</sup>The unit “Man Hour” is hereby defined as the rate a contractor will charge for one man to work one hour. This rate shall include equipment, labor, supervision, transportation to and from the job site, fringe benefits, etc. This work shall start and end at the SSCAFCA office each day. Hourly rates shall not include New Mexico Gross Receipts Tax or local tax. (See NMSA 1978, Section 13-1-82 (1984) and 13-1-84 (1984))  
Concrete for fence post footings may be “hand mixed” at the job site per attached Standard Details.

Responsive bidders shall be licensed contractors with a GS-10 classification.

Emergency work is work performed on a weekend or holiday or outside of normal work hours of 6:00 a.m. to 6:00 p.m. to protect public health, safety, and property. Some emergency work may be requested during the term of this contract and will be paid at two (2) times the unit price listed above. This work will be requested by the Executive Engineer or his designee.

This Bid Proposal is hereby respectfully submitted by:

Name of Bidder: \_\_\_\_\_

By \_\_\_\_\_ (Signature) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

\_\_\_\_\_  
*Printed Name & Title of Bidder's Authorized Representatives*

\_\_\_\_\_  
Bidder's New Mexico Contractor's License No. & Classification(s)

\_\_\_\_\_  
Bidder's New Mexico Resident Contractor Certification Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

(SEAL)

If Bid is submitted by a corporation.

In signing this bid, the bidder certifies that they have not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to SSCAFCA.