

Southeast New Mexico College  
**COMPETITIVE SEALED BID**  
ITB# 2024060001\_

**SENMCM - LIBRARY FAMILY STUDY  
ROOM**

DUE TIME AND DATE: 07/10/24 @2:00 pm

PROCUREMENT CONTACT: Rebecca Silva at 575-234-9213

E-MAIL: [purchasing@senmc.edu](mailto:purchasing@senmc.edu)



LOCATION:

Southeast New Mexico College  
Procurement Services  
Main Building, Room 108  
1500 University Dr.  
Carlsbad, NM 88220



## **OVERVIEW**

Southeast New Mexico College Procurement Services has issued this competitive sealed invitation to bid for the purpose of obtaining responsive bids from responsible parties to provide the services as outlined in the scope of work.

*windows with door, ceiling, metal letters. Additionally, the new family room will improve the space for the anchor tenant to include restrooms, and an area for a fully functional family room. The rest of the spaces are to remain to include all associated plumbing, mechanical, and electrical systems.*

## **TERMS AND CONDITIONS**

Following selection of a Contractor, SENMC will enter into good faith negotiation of a formal agreement which will be consistent with the provisions in this ITB and which will include the Southeast New Mexico College Standard Terms and Conditions. By submitting a proposal, Respondent acknowledges that these terms and conditions will be included in the agreement unless exceptions to the terms and conditions are included in the proposal. SENMC reserves the right to reject proposals requesting major deviations for





22. In submitting an offer to this invitation, Respondent certifies Respondent has not, either directly or indirectly, entered into action in restraint of full competition in connection with the proposal submitted SENMC.
23. The contents of the proposals will be kept confidential until SENMC awards an agreement. At that time, all proposal documents pertaining to this procurement will be open to the public, except SENMC

## **PROTESTS**

1. Pursuant to N.M.S.A. 1978, §13-1-172, any Respondent who is aggrieved in connection with a solicitation or award of an agreement may protest to SENMC Procurement Services in accordance with the requirements of the Contracting Procurement Regulations and the State Procurement Code. The protest should be made in writing no later than 15 calendar days after knowledge of the facts or occurrences giving rise to the protest. The protest must be in writing and delivered to the Central Purchasing Office, Attention: Director of Finance, Procurement



1. The Bidder shall provide in their Bid a listing of subcontractors to be used on the project in conformance with the Subcontractors Fair Practice Act. The threshold for listing of Sub-Contractors shall be five thousand dollars (\$5,000) or ½ of 1% of the Architects /Engineers estimate of the total project costs not including alternates, whichever is greater. The Bidder shall list the following /information:

The name and location of the place of business of each subcontractor who will perform work or labor

# INTERPRETATIONS

## **EQUAL EMPLOYMENT OPPORTUNITIES**

1. The Contractor and the subcontractor(s) working on contract(s) entered into subsequent to this Invitation to Bid shall not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to its hire, tenure, terms, conditions, or privileges of employment, because of age, color, disability, national origin, race, religion, gender, sexual orientation, or veteran status.

## **NEW MEXICO PUBLIC WORKS APPRENTICESHIP AND TRAINING ACT**

1. Bidders should inform themselves of the Public Works Apprenticeship and Training Act. Section B of that Act states in part: "Public works construction projects, except for street, highway, bridge, road, utility or maintenance contracts with employees who elect not to participate in training shall not be constructed unless an employer agrees to make contributions to approved apprentice and training programs in New Mexico in which the employer is a participant or to the public works bureau of the labor and industrial division of the labor department. Contributions shall be made in the same manner and in the same amount as apprentice and training contributions required pursuant to wage rate determinations made by the director."

## **NEW MEXICO WORKERS' COMPENSATION ACT**

1. Bidder agrees to inform themselves of the Workers' Compensation Act and to comply with state laws and rules pertaining to Workers' Compensation insurance coverage for its employees. If Contractor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, a contract awarded as a result of this Bid may be cancelled effective immediately.

## **SUBMITTALS**

1. Submittals and Requirements for Prior Approval: A Bidder who wishes to obtain prior approval for the use of materials or products other than those specified may do so by the date specified in the Bid Schedule (Section 1.2.1). The request for prior approval for any material or products which is not already specified must be submitted in writing to the Architect/Engineer. Submittals for prior approval shall be rejected if they do not include sufficient information to demonstrate acceptability as specified. This request must be approved by the Architect/Engineer to be considered as an equal. The Architect/Engineer shall identify all approved materials or products in a written addendum. Prior approval of roofing materials shall not void the Roofing Warranty and Certification Submittal Requirement specified elsewhere in this Bid.
2. A Bidder may submit a Bid (pre-award) that utilizes material or products other than those specified; however without obtaining prior approval as stated in section 15.2 the Bidder risks the disapproval of material or products as equal and rejection of the Bid.

## **PUBLIC INSPECTION**

1. After award, each Bid except those portions for which a company has made a written request for confidentiality, shall be open to public inspection. Companies wishing to designate information as

## **Notice/Bidder Checklist**

To preclude possible errors and/or misinterpretations, Bidder's attention is called to the following requirements for this Bid. This list is not meant to be all-inclusive. Bidder should be familiar with all the Bid documents. Failure of Bidders to submit a complete Bid in accordance with all instructions provided is cause for SENMC to reject Bid.

### **Bid Form: (Complete the following):**

1. Name of Company on first page and on top of each page of Bid Form.
2. Resident Contractor Preference Number (In-state Certification No.) on Bid Form and a copy of certificate.
3. Resident Veteran Contractor Preference Number (In-state Certification No.) on Bid Form and a copy of certificate.
4. Authorized signature with name typed and printed on Bid Form.
5. Corporate Resolution (if Corporation)
6. New Mexico Contractors License Number on Bid Form.
7. Public Works Registration Number (if Applicable) on Bid Form
8. Bid amount written and enumerated in ink legibly or typewritten.
9. Any corrections to Bid amount must be initialed and submitted before due date.
10. Acknowledge of all addenda.

### **SUBMIT TOGETHER WITH BID FORM**

1. List of subcontractors as required by Subcontractors Fair Practice Act
2. Bid Bond
3. Copy of Certificate of Public Works Registration
4. Certificate of Debarment & Suspension
5. Non-Collusion Statement



**Federal Funds (if checked)**

**Federal Funds are utilized on this procurement. Executive Order 13658**



NON-COLLUSION STATEMENT

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and says

that he/she is (title) \_\_\_\_\_

of (organization) \_\_\_\_\_

submits herewith to Southeast New Mexico College a proposal and that all statements of fact in such proposal are true.

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said, Offeror has not directly or indirectly, by agreement, communication, or conference with anyone attempted to induce action prejudicial to the interest of Southeast New Mexico College, or any Offeror of anyone else interested in the proposed contract and further,

That prior to the public opening and reading of the proposal, said Offeror:

1. Did not directly or indirectly induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said Offeror or anyone else would submit a false or sham proposal or that anyone should refrain from bidding or withdraw his proposals;
3. Did not in any manner directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price or fix the proposal price of said Offeror or of anyone else or to raise or fix any overhead, profit or cost element of their proposal price or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository or to any member or agent thereof, or to any individual or group of individuals, except that Southeast New Mexico College, or to any person or persons who have a partnership or other financial interest with said Offeror in his business.

By: \_\_\_\_\_

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



**SOUTHEAST NEW MEXICO COLLEGE SUPPLIER CONFLICT OF INTEREST, DEBARMENT/SUSPENSION CERTIFICATION FORM  
PAYMENTS TO INFLUENCE, CLEAN AIR/WATER POLLUTION CERTIFICATION THE FOLLOWING MUST BE CERTIFIED IF THIS  
PURCHASE ORDER IS \$25,000 OR GREATER**

**CONFLICT OF INTEREST**

**The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:**

No employee or Trustee of Southeast New Mexico College (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Southeast New Mexico College employee, Trustee or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: \_\_\_\_\_ List below the name(s) of any Southeast New Mexico College employee, Trustee or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor's stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor.

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Vendor shall notify Southeast New Mexico College Purchasing of any change of status related to conflict of interest.

**DEBARMENT/SUSPENSION STATUS**

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or in receipt of a notice