



*City of Alamogordo*

Purchasing Dept. 2600 N. Florida Ave. Alamogordo, NM 88310 (575) 439-4115 Fax (575)439-4117

February 9, 2020

To Whom It May Concern:

The City of Alamogordo is interested in receiving sealed bids for "**IFB 2020-01 Computer Replacement Program**" in accordance with the attached specifications.

#### REQUIREMENTS

1. The City reserves the right to reject any or all bids, and to waive minor informalities and irregularities in bids received.
2. The specifications of acceptable products are not intended to be comprehensive specifications, or in any order of preference. The bidder may offer any products that comply with the governing specifications that is considered equivalent to that which is indicated or specified.
4. Vendors must meet all specifications and requirements before payment is released.
5. Bidder must submit name of manufacturer, model name or number, specifications, and applicable guarantees to the City of Alamogordo Purchasing Department, 2600 N. Florida Ave., Alamogordo, NM 88310.
6. Prices shall be filled in for all items on the Bid Schedule. The Bid Schedule must be completed in ink. The address and telephone number must be completed. Any Bid not duly signed will be considered non-responsive.

**Your sealed bid must be received no later than 2:00 PM, March 11, 2020** at the Office of the Purchasing Manager, located at 2600 N. Florida Ave., Alamogordo, NM 88310. Bids will be opened at that time. The City Commission at their regularly scheduled meeting will approve award of the IFB. Please mark clearly on the outside of your sealed bid, "**IFB NO. 2020-01 COMPUTER REPLACEMENT PROGRAM.**"

**CITY OF ALAMOGORDO**  
**INSTRUCTIONS AND CONDITIONS**

These Instructions and Conditions are meant to coincide with bids. Several bids have individual requirements. Where there is no mention of specific requirements, these Instructions and Conditions shall govern.

**1. PREPARATION OF BID**

- A. Unit prices for each unit offered shall be shown unless otherwise specified. In case of a discrepancy between a unit price and an extended price, the unit price will prevail.
- B. Bidders must state a definite time for delivery of supplies or performance of services, unless otherwise specified in the bid. Time, if stated in number of days, will include Saturdays, Sundays, and holidays.
- C. Specifications within this IFB are not meant to exclude any bidder or manufacturer. Where a product characteristic of a sole manufacturer, or where a "Brand Name" is indicated, it will be defined to mean "Acceptable Level" or "Quality Required" by the City of Alamogordo, unless "No Substitute" is indicated.

**2. AMENDMENTS OR CHANGES TO BIDS**

- A. Any explanation desired by a bidder regarding the meaning or interpretation of a bid, specifications, etc., must be requested in writing, and with sufficient time allowed for a reply to reach the bidder before the opening date. Verbal explanations or instructions given prior to opening of the bid will not be binding.
- B. Occasionally, the City will issue amendments to IFB's after they are mailed to vendors. The amendment will become part of the IFB, and must be attached to the bid proposal.

**3. SUBMISSION OF BIDS**

- A. Bids must be mailed or hand carried to the City Purchasing Department, 2600 N. Florida Ave., Alamogordo, NM 88310. The envelope must be sealed with the name of bidder, IFB number, and date of opening shown on the outside.
- B. The City of Alamogordo will not be responsible for bids which are mailed in. Bids faxed to the Purchasing Department will not be accepted as a sealed bid.
- C. Every effort will be made to begin reading bids at exactly the time specified. However, since it is impossible to begin on the exact second, bids will be accepted until the first envelope is opened. Bids received after the opening of the first envelope will not be considered, and will be returned unopened to the bidder.

D. Bidder must submit name of manufacturer, model name or number, specifications, and applicable guarantees to the City of Alamogordo Purchasing Department, 2600 N. Florida Ave., Alamogordo, NM 88310.

E. Prices shall be filled in for all items on the Bid Schedule. The Bid Schedule must be completed in ink. The address and telephone number must be completed. Any Bid not duly signed will be considered non-responsive.

**F. The following Bid documents are to be submitted. (If Applicable):**

1. Bid Schedule
2. Manufacturer, Model Name or Number
3. Campaign Contribution Form – Signed (Attachment A)
  
4. If Claiming Preference (If Applicable)
  - a. New Mexico Resident Veterans - Form (Attachment B) and Certificate
  - b. New Mexico In-State Business - Certificate
  - c. Local Business Preference – Business License

**4. MODIFICATION OR WITHDRAWAL OF BID**

A. Bidders may modify or withdraw their bids by written or telegraphic notice prior to the date and time of the bid opening.

B. A bid may be withdrawn in person at any time before the bid opening provided a receipt is signed by the bidder or his authorized representative.

**5. AWARD OF BID**

A. This IFB will be awarded to the responsible vendor whose bid is the most advantageous to the City of Alamogordo, price and other factors considered.

B. The City of Alamogordo reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received.

C. This IFB and award is contingent upon available funding.

D. The City may accept any item or group of items of any bid, unless the bidder qualifies its bid by specific limitations.

E. Tax exemption certificates will be provided, if necessary, by the Purchasing Department.

F. In case of default by the bidder, the City shall have the right to cancel and to repurchase from other sources, and will take recourse as provided by law.

G. A notice of award and/or purchase order mailed, or otherwise provided to the successful bidder will result in a binding contract without further action by either party.

H. The bidder, if its bid is accepted, hereby expressly binds itself to defend, indemnify, and save harmless the City, its agents, servants, and employees from all claims, suits, and actions of every nature and description brought against the City or its agents. This pledge to indemnify applies to providing materials, equipment, supplies, services, contractual construction, or contractual demolition done by the bidder pursuant to the IFB or by reason of any act or omission, misfeasance of the bidder, its agents, servants, or employees. This paragraph shall equally apply to injuries to bidder's employees.

## SPECIAL CONDITIONS

1. All orders are F.O.B.: City of Alamogordo, Central Receiving, 2600 N. Florida Ave., Alamogordo, NM 88310, unless otherwise specified in the IFB.
2. Cost of freight will be incurred by the vendor and will therefore be reflected in the bid amount(s) quoted. All items will be F.O.B. location cited in bid or quote. Failure to include freight costs may result in rejection of the bid or quote.
3. Deliveries to 2600 N. Florida Avenue may be made between the hours of 8:00 a.m. to 12:00 a.m., and 1:00 p.m. to 3:00 p.m.
4. No partial deliveries will be accepted on any one item; deliver complete.
5. City purchase order numbers and vendor stock numbers shall appear on all invoices, packing slips, and the outside of all inventory shipping containers (boxes, pallets, or tag the material itself).
6. Bids will be awarded by unit of issue, not by packaging, or casing of vendor. Exceptions will be made by Central Receiving personnel, who will have the option to accept or reject any or all items.
7. Packing slips must accompany all shipments and indicate the purchase order number.
8. Vendor will provide current copies of all manufacturer specifications and warranties. Failure to include such information may result in rejection of the bid or quotation.
9. Include any written manufacturer guarantees and warranties. Also, include any written guarantees or warranties from the bidder.
10. Bid the closest unit manufacturer's quantity unit pack without breaking the manufacturer's standard pack. Indicate the difference in your bid by circling our quantities being changed and placing your bid to the left of our quantity.
11. TRADE NAMES OR EQUALS:

Whenever in the specifications, any particular materials, process and/or equipment is indicated or specified by patent, proprietary, or brand name, or by name of manufacturer, such wording shall be deemed to be used for the purpose of facilitating description of the material, process, and/or equipment desired, and shall be deemed to be followed by the words "or equal". The lists of acceptable material are not intended to be comprehensive lists, or in any order of preference. The bidder may offer any material, process, and/or equipment which comply with the governing specifications which the bidder considers to be equivalent to that which is indicated or specified.

12. The City of Alamogordo reserves the right to award in total or by group of items, on the basis of individual items, or any combination of these which is in the best interest of the City.

- 13. Delivery is requested within 30-45 days after the receipt of the purchase order, unless otherwise stated in the IFB.
- 14. Notify Central Receiving at (575) 439-4242, at least one working day prior to delivery.
- 15. All questions about the meaning or intent of the Contract Documents shall be submitted via fax (575) 439-4117 or email to bpyeatt@ci.alamogordo.nm.us. **Questions received after Noon (12:00 p.m.) on February 26th, 2020 will not be answered.** Submitted questions will be answered by formal written addenda and will be binding. Oral clarification will not be binding.

**NOTE: DIRECT CONTACT WITH CITY ELECTED OFFICIALS OR CITY STAFF OTHER THAN PURCHASING STAFF REGARDING THIS RFP WILL RENDER THE PROPOSAL NON-COMPLIANT.**

- 16. Is Residential Preference being claimed?                      YES                      NO

To qualify for Residential Preference, you must be in compliance with Alamogordo City Ordinance No. 1009.

City Business Registration No. \_\_\_\_\_

- 17. Any contract over \$25,000.00 "for the construction, alteration, improvement or repair of any public building, structure or highway, or for any public work" requires the furnishing of a labor and materialman's payment bond under Section 13-4-18 NMSA 1978, the "Little Miller Act".
- 18. If this bid involves the employment of mechanics or laborers, and no bids under \$60,000.00 are received, the project will be re-bid under the New Mexico Public Works Minimum Wage Act.

Attachment "A"

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. 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 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.

THIS FORM 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 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 un-reimbursed 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.

**"Contract"** means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

**"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.

“**Person**” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“**Prospective contractor**” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Codes 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.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_  
Relation to Prospective Contractor: \_\_\_\_\_  
Name of Applicable Public Official: \_\_\_\_\_  
Date Contribution(s) Made: \_\_\_\_\_  
Amount(s) of Contribution(s): \_\_\_\_\_  
Nature of Contribution(s): \_\_\_\_\_  
Purpose of Contributions(s): \_\_\_\_\_

\_\_\_\_\_  
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)



**Attachment "B"**

**RESIDENT VETERANS PREFERENCE CERTIFICATION**

\_\_\_\_\_ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans preference to this procurement:

**Please check one box only**

- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven to be incorrect.

## Notice to Bidders For Sealed Bids

Effective March 20, 2015, the Alamogordo City Commission adopted Ordinance No. 1490 establishing Bid evaluation criterion for area businesses. Any business licensed in New Mexico, with a current business registration from the City of Alamogordo, with fixed offices or distribution points within fifteen (15) miles of the city limits of Alamogordo and able to furnish evidence of payment of New Mexico Gross Receipts tax shall qualify. If the Bid from the local business multiplied by 0.90 is less than or equal to the lowest responsible BIDDER, who does not qualify as a local business, the Contract will be offered to the local business at the same price as the lowest Bid. Acceptance of the offer is optional for the local business. If the area business rejects the offer, the Contract will be Awarded to the lowest responsible BIDDER.

Such acceptance by the area business must be in writing and signed by a principal officer of the firm. In addition, the acceptance package must include an affidavit that the area business meets the criterion set forth in the ordinance and an adjusted Bid Schedule such that the grand total is equal to the lowest BIDDER's Price.

An area business is one which:

Is authorized to do and is doing business under the laws of the state;

Possesses a current city business registration;

Maintains fixed offices or distribution points within fifteen (15) miles of the corporate limits of the city. Post office box numbers of residential addresses may not be used solely to establish status as an area business; and

Agrees to furnish evidence, in a form suitable to the city, of its payment of New Mexico gross receipts tax.

In addition to any other criteria that may be used in evaluating a competitive bid, a criterion will be applied for any business that meets the above requirements in awarding a contract for purchase of goods, services, or construction.

Please use link to view complete Ordinance No. 1490 Local Preference.

<http://ci.alamogordo.nm.us/Assets/Ordinance+No.+1490.pdf>

**Attachment "C"**

**All Bidder Preferences**

**Select Only One Option per Bid**

**Resident Veterans Preference**

**Certificate and Attachment "B" Must accompany submitted Bid Documents**

**Is Veterans Preference being claimed? \_\_\_\_\_ YES      \_\_\_\_\_ NO**

**In State Contractor Preference**

**Certificate MUST accompany submitted Bid Documents**

**Is In-State Contractor Preference being claimed? \_\_\_\_\_ YES      \_\_\_\_\_ NO**

**Residential Preference**

**Is Residential Preference being claimed? \_\_\_\_\_ YES      \_\_\_\_\_ NO**  
**City Registration Number Must be entered.**

City Business Registration No. \_\_\_\_\_

**Is Subcontractor Residential Preference being claimed? \_\_\_\_\_ YES      \_\_\_\_\_ NO**  
**City Registration Number Must be entered.**

City Business Registration No. \_\_\_\_\_

## Specifications for Computer Replacement

### **Tower PC's**

**Quantity 50**

**Compatible/Equivalent**

Intel i5-6500 3.2Ghz  
8Gb Ram  
Win 10 Pro 64 Bit  
SSD 525Gb (solid state drive)  
Dual Monitor capability via motherboard [VGA/DVI connections]  
Gigabit Ethernet port  
Minimum 2 USB ports in front plate  
DVD-RW optical drive

### **Mini Form Factor PC's**

**Quantity 9**

**Compatible/Equivalent**

Intel Core i5 8400T (compatible/equivalent/or higher)  
4GB or 8GB Ram  
SSD 256GB  
Ethernet Port  
Keyboard/Graphic Card/Mouse  
Windows 10 PRO 64 Bit  
USB connections  
Single Monitor port

### **HP M402 Printers**

**Quantity 5**

**Replacement model compatibility**

Duplex printing  
IP addressable if available

### **Fujitsu Scansnap ix1500**

**Quantity 25**

**Replacement model compatibility**

Duplex scanning  
Color Scanning  
IP addressable if available

CITY OF ALAMOGORDO  
INVITATION FOR BID

**IFB 2020-01 Computer Replacement Program**

ITEM NO.	Est. QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	50	Tower PC <b>Per Bid Specifications</b>	\$ _____	\$ _____
2	9	Mini Form Factor PC's <b>Per Bid Specifications</b>	\$ _____	\$ _____
3	5	Printers <b>Per Bid Specifications</b>	\$ _____	\$ _____
4	25	Fujitsu Scansnap <b>Per Bid Specifications</b>	\$ _____	\$ _____
		<b>PAYMENT TERMS: Net 30 after receipt of invoice DELIVERY: FOB ALAMOGORDO, City Warehouse, 2600 N. Florida Avenue, Alamogordo NM 88310. Delivery charges are to be included in your price</b>		

The undersigned hereby offers to provide and deliver the materials as specified, at the prices and terms stated, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer.

Name of Company \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

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

Signature – Authorized Representative \_\_\_\_\_

Printed Name - Authorized Representative \_\_\_\_\_