



Portales Municipal Schools

501 S. Abilene, Portales, NM 88130
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www.portaleschools.com

PORTALES MUNICIPAL SCHOOLS REQUEST FOR PROPOSAL 17-18-0004

BAND UNIFORMS



In accordance with the New Mexico Statutes 1978, annotated, section 13-1-112 through 117, the contractual terms and conditions applicable to the procurement are the contents of this request for proposal and are as follows:

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DEADLINE TO SUBMIT RFP
4:00 pm on Wednesday, February 28, 2018

PURPOSE

Portales Municipal Schools (PMSD) is issuing a Request for Proposal (RFP) for band uniforms that will be the official uniform for the Portales High School (PHS) Ram Band.

NOTICE TO BIDDERS

The Board of Education of the Portales Municipal School District hereby invites the submission of sealed proposals for the

BAND UNIFORMS

for use by the Portales Municipal School District.

The Request for Proposal (RFP) must be sealed and delivered no later than 4:00 pm MST on Wednesday, February 28, 2018 at the Portales Municipal School District, L.C. Cozzens Administrative Office, 501 South Abilene Ave, Portales, NM 88130, Phone Number (575) 356-7000. Documentation may be obtained by contacting the District or online at <http://www.portaleschools.com/> under RFP/RFI Bids.

The Board of Education reserves the right to reject any or all proposals and to waive all formalities.

Sarah M. Stubbs
Chief Procurement Officer/Finance Director
575-356-7000 (phone) 575-356-4377 (fax)
sstubbs@portaleschools.com

PROPOSAL CONDITIONS

All proposals must be sealed and adequately identified on the face of the package with the proposal number, due date and time. All proposals must be received by the office of the Procurement Officer on or before the opening date and time indicated in the announcement. Late proposals will be returned to Offeror unopened.

Proposals and modifications shall be held in a secure place until the established due date and time.

Non-responsive proposals will not be considered.

Unsigned proposals will not be accepted. Faxed or e-mailed proposals will not be accepted.

The District shall not be responsible for expenses incurred in preparing and submitting a proposal.

Proposals will not be opened publicly but shall be opened in the presence of the Procurement Officer and one or more District employees. Proposals will be available for public inspection after award of contracts. If an Offeror wishes to make any portion of a response confidential, please clearly mark that section and the Portales Municipal Schools will honor that request to the extent permitted by law.

All proposals must include a detailed statement of exceptions taken to any part of the request (with reference to the specific paragraphs involved.)

Any amendment to this RPF will be issued in writing and made available.

The District reserves the right to accept or reject any or all proposals and to waive any technicalities, irregularities or formalities. This Request for Proposals may be canceled at any time when it is in the best interest of the Portales Municipal School Board to do so. This inquiry implies no obligation on the part of the District, nor does the District's silence imply any acceptance or rejection of any proposal offer.

The District will not be responsible for any service delivered or performed without its purchase order and/or contract, signed by the authorized procurement officer.

This RFP and the response of accepted Offeror is the full expression of the agreement between the parties. There shall be no separate contracts, alterations, changes or amendments except as may be signed to formally reference this document. This proposal and subsequent modifications are to be governed by the laws and statutes of the State of New Mexico. Any provisions required to be included in a contract of this type by an applicable and valid executive order, federal, state, or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

NEGOTIATIONS AND AWARD

Proposals may be modified in writing only or withdrawn prior to the established opening date and time. The Offeror shall replace the incorrect proposal with the corrected proposal in its entirety. Modifications shall be submitted in a sealed envelope marked "Band Uniform Proposal 17-18-0004."

The Board reserves the right to negotiate with any or all offerors who submit proposals determined to be acceptable or reasonably susceptible of being selected for award, but proposals may be accepted without such discussions.

Negotiations may be held to: (1) promote understanding of the Board's requirements and the offerors proposals, and (2) facilitate arriving at a contract that will be most advantageous to the Board, taking into consideration the evaluation criteria set forth in the Request for Proposals. If there is a need for any substantial clarification of or change in the Request for Proposals, the request shall be amended to incorporate such clarification or change. The District will notify all offerors in writing of any substantive clarification provided in response to any inquiry. The District may require that any inquiry be reduced to writing. The District may extend the due date if such information significantly amends this solicitation or makes compliance with the original proposed due date impractical. Any substantial oral clarification of an Offeror's proposal shall be reduced to writing by the Offeror.

Offerors submitting proposals may be afforded an opportunity for discussion and revision of proposals. The contents of any proposal shall not be disclosed so as to be available to competing offerors during the negotiation process. (Procurement Code 13-1-116 NMSA 1978).

The evaluation shall be based on the evaluation criteria set forth in the Request for Proposals. Rating systems shall be used in accordance with state statute. Factors not specified in the Request for Proposals shall not be considered. During the evaluation process, the District may seek clarification from offerors.

Award shall be made to the responsible Offeror whose proposal is most advantageous to the District, taking into consideration the evaluation criteria set forth in the Request for Proposals (Procurement Code 13-1-117 NMSA 1978).

Upon award and receipt of required W-9 and New Mexico CRS# (if available), District will issue a Purchase Order to the successful proposer. This PO number must appear on all invoices. The District is tax exempt for all purchase of tangible goods.

PROTEST

Any bidder, Offeror or contractor who is aggrieved in connection with a procurement may protest to the Procurement Officer, Sarah M. Stubbs. The protest shall be submitted in writing within 15 calendar days after the facts or occurrences giving rise thereto in accordance with 1.4.1.80 NMAC.

SCHEDULE

RFP Issued	February 13, 2018
Deadline for Questions/Clarifications	February 22, 2018
RFP Amendments, if necessary	February 23, 2018
Deadline for Submission of Proposal	February 28, 2018
Proposal Evaluation	March 1-2, 2018
Negotiations, if needed	TBA
Board Approval	March 5, 2018
Protest of Award Deadline	March 20, 2018
Issue of Purchase Order	March 21, 2018

SCOPE OF WORK

Portales Municipal Schools requires approximately 150 High School Marching Band Uniforms. The uniforms are to be custom designed and include: jackets, pants/bibbers, breastplates, gauntlets, shakos and/or shako wraps, plumes, garment bags, and shako boxes.

The design of the uniform is in Attachment A-H and must adhere to this design. The design was approved at the Portales Schools School Board meeting on February 12, 2018 after successful submission and award of RFI 17-18-0003.

No shoes will be considered as part of this proposal.

The proposed design must include the primary Portales High School color, red. The preferred proposed design may also include the Portales High School secondary color, white. The majority color of the uniform is black.

The proposed uniforms must be constructed of a durable fabric with an expected normal wear life of at least 10 years. A sample jacket may be submitted, but is not required.

Required features of proposed uniforms:

- Washable material
- Reinforced stitching
- Non-fading dye
- Consistent dye lot
- Coloring saturation to fade in shading and design
- Adjustable pant hems
- Adjustable sleeve hems
- Adjustable back seaming/stitching
- Adjustable sizes on gauntlets
- Very lightweight/not bulky

Optional features of proposed uniforms may include:

- Female vs. male sizing for more appropriate fit

PROPOSAL REQUIREMENTS

Return all pages of this packet with the following pages appropriately completed/signed:

- Offeror's Cost Form – page 9
- Offeror's Response Form with price at which you agree to provide the Band Uniforms. Include all charges except New Mexico Gross Receipts Tax – page 10
- Offeror's Assurances Form - page 11
- Campaign Contribution Disclosure Form - page 12
- Resident/Veterans Preference Form (if applicable) - page 15

Response must include and be clearly labeled:

- Company profile
- Timeline from date of Purchase Order until complete delivery of final products
- Warranty information
- Procedure for returns to address correction of flaws/workmanship
- Pricing of all items proposed (include with Offeror's Response Form)

EVALUATION CRITERIA FOR AWARD

Proposals will be evaluated in accordance with the following criteria which are ranked by relative weight in the order of their importance to the award of a contract. The awards shall be made to the responsive Offeror whose proposal is most advantageous to the District, taking into consideration the evaluation factors.

<u>Criteria</u>	<u>Points</u>
Company Profile	20
Design	25
Workmanship	25
Delivery/Warranty/Return Information	20
Cost	10
Total Points	100
Resident/Veteran Preference	up to 10 additional points
Grand Total Points Possible	110

The following chart will be used to evaluate proposals:

Criteria	Possible Points	Proposer
Company Profile	20	
Design	25	
Workmanship	25	
Delivery/Warranty/Return information	20	
Cost	10	
Total before Preferences	100	
Resident Preference (5)		
Veteran Preference (10)		
Total Possible Including Resident/Veteran Preference	110	

OFFEROR'S COST FORM

Please include a chart similar to this for cost analysis (you may modify the column headings based on pricing). We have put that there is the potential for PMSD to purchase 150 uniforms; however, the District will decide, based on budget, how many of each item to purchase or whether not to purchase an item at all based on the needs of the District:

Item	1 item	50-99 Items	100-149 Items	150 or more items
Black Concert Jacket (Attachment A)				
Bibber with Logo (Attachment B)				
Main Uniform Design Jacket (Attachment C)				
Breastplate – Side 1 (Attachment D)				
Breastplate – Side 2 (Attachment E)				
Gauntlets:				
- Gray (Attachment C)				
- Black (Attachment D)				
- White Drum Majors (Attachment F)				
Shako Basic				
Shako Wrap (Attachment C)				
Shako Wrap (Attachment D)				
Shako Wrap (Attachment E)				
Plumes:				
- Black 14"				
- Black 16"				
- Black 18"				
- Black 20"				
- White Drum Majors 14"				
- White Drum Majors 16"				
- White Drum Majors 18"				
- White Drum Majors 20"				
Garment Bags				
Shako Boxes				

OFFEROR'S RESPONSE FORM

REQUEST FOR PROPOSAL No. 17-18-0004

A signed original of the **RFP must be received by 4:00 pm Wednesday, February 28, 2018.** Facsimile copies **will not** be accepted. RFI should be mailed/delivered to:

<p style="text-align: center;">Sarah Stubbs, CPO RFP 17-18-0004 Band Uniforms Portales Municipal Schools 501 S. Abilene Portales, NM 88130</p>
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List Offered Price(s) below or attach a separate sheet:

Acceptance: We/I hereby accept the terms of the District's RFP and acknowledge receipt/acceptance of Amendment(s) _____ (indicate Amendment #(s) or 'none'). Requested changes are indicated below:

(Firm or individual)

(Title)

(Address)

(Signature)

(Date)

(Telephone)

OFFEROR'S ASSURANCES FORMREQUEST FOR PROPOSAL No. 17-18-0004

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. The New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs. The undersigned certifies that there has been no collusion in the preparation of this proposal. The undersigned certifies that he/she read and understands the request for proposal and all pertinent, enclosed, documents, and that the firm and/or person represented accepts these conditions and submits the proposal in full compliance therewith. The undersigned certifies that he/she has the authority to sign this RFP.

Offeror:

Company name

Printed Name

Signature of representative

Title

Company Address:

Telephone:

Fax:

E-mail:

Date:

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

REQUEST FOR PROPOSAL No. 17-18-0004

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person 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 shall void an executed contract or cancel a solicitation or proposed award for a proposed contract 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.

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. **FOR THIS SOLICITATION THIS WOULD REFER TO MEMBERS OF THE LOS ALAMOS SCHOOL BOARD.**

“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.

“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 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.

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 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)

RESIDENT/VETERANS PREFERENCE FORM

REQUEST FOR PROPOSAL No. 17-18-0004

To ensure adequate consideration and application of 13-1-21 NMSA (as amended) for Resident/Veteran Preference, the attached Certification must accompany any offer and any business wishing to receive the preference must complete and sign the form. Offerors must also include a copy of valid preference certificates issued by the NM Taxation and Revenue Department in this section in order to receive the resident or veteran preference. A valid certificate will allow for Resident Preference of 5% OR a Resident Veterans Preference of up to 10%.

Attachment A

Black Concert

Jacket

Attachment B

Bibber with Logo

Attachment C

Main Uniform

Jacket

Attachment D

Breastplate

Side 1

Attachment E

Breastplate

Side 2

Attachment F

Drum Major

Main Uniform

Jacket

Attachment G

Drum Major

Breastplate

Side 1

Attachment H

Drum Major

Breastplate

Side 2