



TOWN OF TAOS

RECREATION DEPARTMENT

SPECIFICATIONS
FOR

BID # 18-19-04

PURCHASE OF ONE (1) NEW ICE RESURFACER FOR THE
TAOS YOUTH & FAMILY CENTER

BID DUE DATE

DATE: November 20, 2018

TIME: 4:00 PM Local Time

LOCATION: Procurement Office

Town Hall

400 Camino de la Placita

Taos, NM 87571

MAYOR

Daniel R. Barrone

COUNCIL MEMBERS

Nathaniel Evans

Darien D. Fernandez

George "Fritz" Hahn

Pascualito M. Maestas

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Request for Bids

TOWN OF TAOS

PROJECT: Bid #18-19-04

Purchase of One (1) New Ice Resurfacer for the Taos Youth & Family Center

SPECIFICATION / DESCRIPTION

Specification included with this bid packet.

This bid is available for use by all Town of Taos departments, Taos County, Village of Questa, Village of Angel Fire and other agencies or local public bodies, as provided by law, at the discretion of the contracted vendor.

BIDDING:

Sealed bids must be received by the Chief Procurement Officer, Sharon Voigt, at the Purchasing Office, Room 202, Town Hall, 400 Camino de la Placita, Taos, NM no later than 4:00PM (local time), on Tuesday, November 20, 2018, at which time the Bids will be opened and read aloud in Town Hall Room 109. **Any bid received after 4:00PM will be returned unopened.**

It is the intent of these specifications to describe one new ice resurfacer manufactured by Olympia Company model Millennium or comparable that will be used by the ice arena personnel at the Taos Youth & Family Center ice rink. All parts not specifically mentioned which are required for a complete unit, shall conform in design, strength, quality of material and workmanship to the highest standards of engineering practice. It shall be equipped with the manufacturer's equipment and accessories which are included as standard in the advertised and published literature for the unit. No such items of equipment or accessories shall be removed or omitted for the reason that it was not specified in the bid.

The similarity to any brand name is for the purpose of describing a standard of quality, performance and characteristics desired and not intended to limit or restrict competition, as required in NMSA 1978 13-1-167 -168. Bidders must state the brand name being bid and provide proof that the merchandise bid is equal to or better than the specifications. The Town shall have the sole responsibility in determining what is considered equal or better regarding model and/or specifications.

It is the Town's intent that this Bid permit competition. It shall be the bidder's responsibility to advise the Chief Procurement Officer in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this Bid to a single source. Such notification must be received by the Chief Procurement Officer, or appointed designee not later than five (5) days prior to the date set for bids to close.

Instruction to Bidders

Town of Taos
Bid # 18-19-04

The Town of Taos reserves the right to reject any and all bids and waive all technical irregularities not involving price, time or changes in work.

The Chief Procurement Officer reserves the right to amend and/or cancel the bid request prior to the time and date of the bid opening.

The Chief Procurement Officer reserves the right to correct any bid awarded erroneously as a result of a clerical error on the part of the Town of Taos.

All contracts solicited by competitive sealed bids for the Town of Taos require that the bid amount exclude the applicable state gross receipts tax. As the Town of Taos is required to pay the applicable state gross receipts tax on some purchases, all requests for payment shall include a separate amount on each billing reflecting the tax if applicable. (NMSA 13-1-108)

All equipment supplied to the Town of Taos must comply with all requirements and standards as specified by the federal government's Occupational Safety and Health Act of 1971. All guards and protectors as well as appropriate markings must be in place before delivery. Items not meeting OSHA specifications will be refused. The supplier may be required, at its expense to provide training to municipal employees in the operation of these items and their maintenance if applicable, at the convenience of the Town of Taos.

NOTICE

The Procurement Code, Sections 13-1-28 through 13-1-99 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

Any questions concerning the above New Mexico Statute should be referred to legal counsel.

FACSIMILE AND ELECTRONIC BIDS ARE NOT ACCEPTABLE.

CONDITIONS AND BID OPENING PROCEDURES

1. SUBMISSION OF BIDS: The bid form is included in the bid documents.

a. Sealed bids must be submitted to Sharon Voigt, Chief Procurement Officer, at the Purchasing Office located at Town Hall, 400 Camino de la Placita, Taos, New Mexico, no later than 4:00PM (local time), on Tuesday, November 20, 2018. **Bids must be submitted in a sealed envelope with the Bid Number, Bid Title and Bidders Business name and address clearly written on the outside of the envelope.**

b. Samples of items, when required, must be furnished, free of expense, prior to the opening of bids. Upon request of the Bidder they will be returned to the bidder at the bidder's expense. Copy of the warranty must be included with the bid and must be for the maximum amount the manufacturer provides, if goods are warrantable.

c. All prices should be stated in units or quantities specified, with packing and delivery charges included.

d. Time of proposed delivery must be stated in definite terms. If time varies for different items, the Bidder should so state.

e. In case of error in the extension of prices in the bid, the unit price will govern.

f. All bids must be typed or written in ink on the appropriate forms provided by the Town of Taos in the Bid Documents. Bid forms must be filled out by the Bidder and clearly legible. Incomplete or illegible Bids will not be considered. The bids must be signed with the submitters name and title clearly typed or printed below the signature.

2. MODIFICATION OR WITHDRAWAL OF BIDS:

Bids may be modified or withdrawn by delivering written notice to the location designated in the request for bids as the place where bids are to be received prior to the deadline for receipt of bids. After bid opening, no modifications in bid prices or other provisions of bids shall be permitted. NMSA 13-1-106.

3. UNBALANCED BIDS:

Any apparent unbalancing of bids through the use of unrealistic or unreasonable bids may be cause for rejection of the bid.

4. ADDENDA:

Any addenda issued during the time of bidding, or forming a part of the bid documents furnished to the bidder for the preparation of his/her bid, shall be made a part of the bid documents. Receipt of each or any addendum issued during the time of bidding, or forming a part of the bid documents furnished to the bidder for the preparation of his/her bid, shall be acknowledged and shall be made a part of the bid. Receipt of each addendum shall be acknowledged in the Bid Proposal.

5. SUBSTITUTIONS (IF APPLICABLE):

No substitutions shall be allowed and no alternative bids will be considered unless such bids are specifically requested prior to the scheduled bid opening date and time.

6. INTERPRETATION OF DOCUMENTS:

If a person submitting a Bid Proposal is in doubt as to the true meaning of any part of the specifications, or finds discrepancies in or omissions from the specifications, he/she may submit to the Town of Taos, a written request for an interpretation or correction thereof. The person submitting such a request shall be responsible for its prompt delivery.

Any interpretation or correction to the bid documents will be made only by an Addendum duly issued, and a copy of the Addendum will be mailed or delivered to each spec holder of record. The Town of Taos will not be responsible for any explanation or interpretation of the Bid Documents unless submitted in the manner described herein.

7. BID AWARD AND CONTRACT EXECUTION:

The Bid Award(s) shall be based on the lowest qualified base bid, which meets all standards and specifications on the Bid Documents. The Town reserves the right to award to one (1) or more vendors. The Town of Taos intends to award the Bid within (30) days of the bid opening.

8. SPECIAL CONDITIONS OR REQUIREMENTS

Bid amount shall include total price per vehicle. Bid award will be determined on Total Base Bid for each vehicle. Bid must be lump sum, please **do not** include GRT in the lump sum. (The Town of Taos is not subject to GRT on this type of Bid)

9. BID OPENING PROCEDURES:

Bids shall be opened at 4:00PM (local time) on November 20, 2018, in Town Hall Room 109, located at the address listed above.

Bids must be submitted on the bid form attached.

Bids received later than the time and date specified will not be considered.

Following the bid opening, bids will be evaluated for such items as accuracy and completeness. Bidders shall furnish such information, data, and documents to the Town of Taos as required, and the Town may conduct such inquiry as it deems appropriate into the bidder's qualifications to supply the specifications of the bid prior to bid award. A conditional or unqualified bid will not be accepted. The Town reserves the right to reject the bid of any bidder whom the Town deems is not qualified.

10. BID INQUIRIES:

Any questions or clarifications regarding this bid may be directed to:

Sharon Voigt, Chief Procurement Officer,
(575) 751-2025

11. EQUAL EMPLOYMENT OPPORTUNITIES

The Contractor and his subcontractors shall not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to his hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, national origin or ancestry. Breach of this covenant may be regarded as a material breach of the contract. (Laws 1949, Ch. 161, S.5) (New Mexico Statutes relating to Equal Employment Opportunities on Government Contracts.) The Contractor and his subcontractors shall comply with the Federal Civil Rights Act of 1964 and Title 7 of that Act revised in 1979.

12. DISPOSAL OF MATERIALS

Not Applicable

13. RESIDENT BUSINESS PREFERENCE OR RESIDENT VETERAN BUSINESS PREFERENCE

Points will be awarded based on Offerors ability to provide a copy of a current Resident Business Certificate or Resident Veterans Certificate.

Neither the Resident Business Preference nor the Resident Veteran Business Preference can be awarded for any project/contract if it includes federal funds.

Resident Business Preference

New Mexico companies or contractors who wish to obtain a five percent bidding advantage on all contracts are required to obtain a valid resident business certificate or resident contractor certificate issued by the State Taxation and Revenue Department. The application for preference may be downloaded at the following website: <http://www.tax.newmexcio.gov/forms-and-publications/pages/recently-updated.aspx>.

Five (5) percent (%) of the total possible points may be awarded to an Offeror who qualifies as a Resident business. These points are added to the total points received for the Evaluation Criteria. **Offeror must attach a copy of preference certificate if applicable.**

Resident Veteran Business Preference

For the Bidder who wish to obtain a ten percent bidding advantage on all contracts are required to obtain a Resident Veteran Business Preference, the business shall include with the proposal a valid Resident Veteran Business Preference certificate issued by the New Mexico Taxation & Revenue Department. The application for preference may be downloaded at the following website: <http://www.tax.newmexcio.gov/forms-and-publications/pages/recently-updated.aspx>

Offeror must attach a copy of your Resident Veteran Business Preference Certificate, if applicable.

It shall be the sole responsibility of the bidders requesting consideration for Resident Business Preference or Resident Veteran Business Preference to apply for Certification; and to receive approval and a certification number, which must be included in the Proposal prior to bid opening deadline date and time.

Required Forms Included in this Solicitation Document:

- (1) Attachment A: Town of Taos Request for Bid/Response to Minimum Specifications
- (2) Attachment B: Bid Form
- (3) Attachment C: Service and Warranty
- (4) Acknowledge Addendum(s), (this page), if applicable
- (5) Attachment D: Campaign Disclosure Form
- (6) Resident Business Preference Form, if applicable
- (7) Resident Veteran Business Preference Form, if applicable

Failure to complete and submit these forms with your Response may result in it being deemed non-responsive and rejected without further evaluation

*Download solicitations, addenda and forms at <http://www.taosgov.com/finance/solicitations>

Addendums (If applicable)

Bidders acknowledge receipt of the following addenda:

Addendum No. _____	Date _____	Signature: _____
Addendum No. _____	Date _____	Signature: _____
Addendum No. _____	Date _____	Signature: _____
Addendum No. _____	Date _____	Signature: _____
Addendum No. _____	Date _____	Signature: _____

Attachment A: Town of Taos Request for BIDS / Response to Minimum Specifications

A. SPECIFICATIONS/DESCRIPTIONS

Specifications are considered to be minimum; features can exceed minimum. Equipment must include all features listed as standard in product literature. Please identify deviations and exceptions in the compliance/non-compliance column in the left hand column. The Town of Taos prefers to purchase equipment that meets all or most of the minimum specifications. Deviations and exceptions could be a factor in awarding the bid, regardless of low bid.

SCHEDULE 1: PURCHASE OF ONE (1) NEW ICE RESURFACER PURCHASE FOR THE TAOS YOUTH & FAMILY CENTER

General Specifications

Yes _____ No _____ Four-wheel drive.

Yes _____ No _____ Axles and frame are to be certified by their respective manufacturer for the required loads during normal use.

Yes _____ No _____ Front wheel power steering.

Yes _____ No _____ Turning radius at the conditioner not to exceed sixteen (16) feet.

Yes _____ No _____ Emergency hand pump to raise conditioner and snow dump in the event of engine failure.

Yes _____ No _____ Guide wheel on front of machine and guide wheel or plastic runner on conditioner.

Yes _____ No _____ Propane engine – Must be of sufficient capacity to provide efficient and dependable service while minimizing emissions and it required ventilation.

Size and HP of engine. Please specify. _____

Yes _____ No _____ Propane system includes mounting brackets to allow for two (2) 33 lb. tanks to be installed.

Yes _____ No _____ Vertical exhaust pipe extending minimum of six (6) feet above ice surface.

Yes _____ No _____ Heavy duty muffler, stainless steel exhaust piping.

Yes _____ No _____ One 600 CCA heavy duty battery.

Yes _____ No _____ Alternator, 95 amp output.

- Yes _____ No _____ Oil pressure gauge or warning light.
- Yes _____ No _____ Full flow oil filter.
- Yes _____ No _____ Air cleaner.
- Yes _____ No _____ Permanent antifreeze.
- Yes _____ No _____ Throttle control – electronic governor capable of “hands free” operation with independent load-sensing adjustments.
- Yes _____ No _____ Water temperature gauge or warning light.
- Yes _____ No _____ Engine Hour meter gauge.
- Yes _____ No _____ Voltmeter/gauge.
- Yes _____ No _____ All gauges illuminated during operation.
- Yes _____ No _____ Audible electronic horn.
- Yes _____ No _____ Two headlights and one tail light.
- Yes _____ No _____ Foot pedal system to fully stop machine if operator falls off.
- Yes _____ No _____ Automatic drive transmission with variable vehicle speed control.
- Yes _____ No _____ Maximum speed range 0 to 10 mph.
- Yes _____ No _____ Conventional automatic shift sequence.
- Yes _____ No _____ Power assisted steering.
- Yes _____ No _____ Priority flow control valve to give steering full priority.
- Yes _____ No _____ Deluxe steering wheel.
- Yes _____ No _____ Brakes shall safely stop unit with full water and snow tanks.
- Yes _____ No _____ Brakes – Automatic + 4 Wheels.
- Yes _____ No _____ Five studded ice and snow tires (min. 100 studs per tire), minimum 16” wheels.
- Yes _____ No _____ Tires 6 ply rating or equivalent.

- Yes _____ No _____ Hydraulic system shall have sufficient capacity to serve all functions at any vehicle speed.
- Yes _____ No _____ Hydraulic system to have direct drive pumps.
- Yes _____ No _____ Double hydraulic pump with two hydraulic systems – one for vertical conveyor, one for horizontal conveyor.
- Yes _____ No _____ Hydraulically driven accessories, including the augers, will not be affected by changes in vehicle speed.
- Yes _____ No _____ Replaceable hydraulic filter.
- Yes _____ No _____ Side mounted sight glass on hydraulic tank.
- Yes _____ No _____ Hydraulic system to have relief valves to protect all components from excessive pressure.
- Yes _____ No _____ Horizontal and vertical augers minimum 10” diameter and double-flighted.
- Yes _____ No _____ Steel ice shaving blade will be not less than 77” x 5” x ½” with two bolt hole rows for longer life.
- Yes _____ No _____ Conditioner to have external blade adjustments.
- Yes _____ No _____ Conditioner to have squeegee.
- Yes _____ No _____ Maximum overall width of unit is 88”.
- Yes _____ No _____ All lifting and/or pivot points on conditioner to have replaceable steel bushings and grease fittings.
- Yes _____ No _____ Conditioner to be hydraulically raised and lowered.
- Yes _____ No _____ Adjustable conditioner arms for proper angle adjustment for ice resurfacing.
- Yes _____ No _____ Board brush (15” diameter) shall be hydraulically operated. Brush shall be retractable to 4” clear of ice and be mounted on left-side of unit.
- Yes _____ No _____ Snow tank capacity minimum 100 ft³ (actual volume).
- Yes _____ No _____ Snow tank shall dump to front, be hydraulically operated from operator’s seat.

- Yes _____ No _____ Snow tank to have safety stop or support bar for tank while in upright position.
- Yes _____ No _____ Ice making water tank minimum 190 USG capacity controlled by rod operated manual valve.
- Yes _____ No _____ Side mounted water sight glass on main flood water tank.
- Yes _____ No _____ Tank shall have an access cover of no less than 12" in diameter.
- Yes _____ No _____ Additional 70 USG water tank for water wash capability by rod operated manual valve.
- Yes _____ No _____ Ice making water tank to be constructed of high density polyethylene or stainless steel.
- Yes _____ No _____ Ice making water tank to have easy access, unconcealed filler spout, and minimum 1½ diameter overflow pipe.
- Yes _____ No _____ All water pipes to be galvanized steel or heavy duty PVC plastic.
- Yes _____ No _____ Spray bar to be easily moveable for cleaning.
- Yes _____ No _____ All controls to be in position for easy access while operator is seated.
- Yes _____ No _____ Seat to be heavy duty vinyl covered, fully adjustable with arm supports.
- Yes _____ No _____ Seat belt for operator.
- Yes _____ No _____ Unit to be painted using automotive type rust preventative primer, finished with acrylic urethane automotive type paint.
- Yes _____ No _____ Provide one (1) blade protector.
- Yes _____ No _____ One (1) shop repair manual and one (1) parts manual shall be provided with unit.
- Yes _____ No _____ One (1) Operator DVD.
- Yes _____ No _____ Provide one (1) set of tools required for normal maintenance of unit.
- Yes _____ No _____ Provide one (1) fire extinguisher.
- Yes _____ No _____ Provide three (3) sets of keys.

Alternate Additions (separate pricing in the bid)

Yes _____ No _____ Alternate addition #1 – wash water system

Yes _____ No _____ Alternate addition #2 – tire wash system

Yes _____ No _____ Alternate addition #3 – back up alarm

Yes _____ No _____ Alternate addition #4 – seat belt

Yes _____ No _____ Alternate addition #5 – low fuel light

Additional Notes about Specifications:

Specifications for model the bid is being submitted for:

Manufacturer _____

Model _____

Year _____

Warranty period (minimum 2 years or 2000 hours) _____

Vehicle weight _____

Wheel base _____

Specify front axle capacity _____

Specify rear axle capacity _____

Attachment B: Bid Form

Bidder proposes and agrees to furnish the Town of Taos, New Mexico:

PURCHASE OF ONE (1) NEW ICE RESURFACER PURCHASE FOR THE TAOS YOUTH & FAMILY CENTER

AT THE FOLLOWING PRICE:

Ice Resurfacer Price: \$ _____

Delivery to Taos, NM \$ _____

Final Bid Price: \$ _____

* _____
(Final bid price written in words)

Provide separate prices for the following alternate additions:

Alternate addition #1 (wash water system) \$ _____

Alternate addition #2 (tire wash system) \$ _____

Alternate addition #3 (back up alarm) \$ _____

Alternate addition #4 (seat belt) \$ _____

Alternate addition #5 (low fuel light) \$ _____

DELIVERY DATE:

NM GRT should **not** be included in bid.

Respectfully Submitted:

Authorized Signature _____

The undersigned bidder, having examined the Bid Specifications, and being fully cognizant of any special conditions or requirements associated with the bid as covered by and in accordance with the attached bid specifications, do hereby submit this bid.

Company Name _____

Contact Person _____ Title _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone Number (____) - _____ - _____ Fax Number (____) - _____ - _____

New Mexico State Tax ID # _____ Federal Tax ID # _____

Signature _____ Date _____ - _____ -2018.

Attachment C: Service and Warranty

Location of Dealer for Service _____

A parts list, parts price list and service manual must be provided before payment is made. Electronic versions should be provided in addition to printed versions.

Please provide the following:

- One information packet for this type of unit, including all information requested in the body of the specifications.
- Clear process regarding warranty work. If agreed that staff can perform the work, clarify the process, approvals and documentation etc. required. If work is to be performed at an alternate location, state location as well as any incidental information.
- Provide detailed preventative maintenance program.
- Provide information that will support continuous maintenance and/or parts coverage for a seven (7) day per week operation.
- Provide travel charges to and from its premises for warranty, further service, maintenance or repairs required during the life of the equipment supplied.

Extended Warranty

Special Coverage: _____

Duration: _____

Location of Service Center: _____

Cost: _____

Warranty Information Sheet

Company: _____

Make: _____

Model: _____

In-Service Date: _____

Name of Warranty Package and # _____

<u>Components</u>	<u>Coverage</u>
Engine	
Transmission	
Rear Axle	
Chassis	
Tires	
Accessories	
Corrosion Protection	
Battery	
Emission Controls	
Additional (specify)	

Attachment D: Campaign 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 the 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 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 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 AND PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAD 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.

“Tendency 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 applies to contributions made to the following Public Officials: **DANIEL R. BARRONE, MAYOR**

COUNCIL MEMBERS:

**NATHANIEL EVANS
GEORGE "FRITZ" HAHN**

**DARIEN D. FERNANDEZ
PASCAULITO M. MAESTAS**

Contribution made by: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) made: _____

Amount(s) of Contributions(s) _____

Nature of Contributions (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 official by me, a family member or representative.

Signature

Date
