

**INVITATION FOR BID**

**County of Grant**



**IFB: B-17-01**

**Project Name:**

**Digital Sign**

**For**

**The Grant County Veteran's Business & Conference Center**

**Contracting Agency:**

County of Grant

1400 Highway 180 East

Silver City, NM 88061

**Telephone:** 575-574-0008

**Beginning Date:** Tuesday, June 13, 2017

**Opening Date:** Monday, June 26, 2017, 3:00 PM MST

**Procurement Manager:** Jacob Zamora

COUNTY OF GRANT

LEGAL NOTICE

The County of Grant is soliciting bids for a Digital Sign for the Grant County Veteran's Business & Conference Center, Bid B-17-01. Deadline for bids is Monday, June 26, 2017 3:00 P.M. MST. Bids received after this date and time will not be accepted.

For a complete list of specifications, you may contact the County Manager's Office at 1400 Highway 180 E, Silver City, NM 88061, telephone (575) 574-0008. Grant County also posts all Invitation to Bid or Request for Bid (ITB or RFB) and Request for Proposal (RFP) documents online via the web. Please take a moment to register at the County's website [www.grantcountynm.com](http://www.grantcountynm.com), under County Administration, Free vendor registration or/and click on the "BIDS/RFPS" link.

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Charlene Webb

County Manager

Publish: Tuesday, June 13, 2017  
Silver City Daily Press

Purchase Order: \_\_\_\_\_

**County of Grant  
BID PACKAGE  
IFB: Bid B-17-01**

The County of Grant is soliciting bids for a Digital Sign for the Grant County Veteran's Business & Conference Center.

**IMPORTANT:**

The words "**SEALED BID**" along with the **BID NUMBER AND TITLE MUST** appear clearly on the outside sealed envelope or package of all bids. Bidder's name and address shall also be included.

**IF THERE IS ANY PROBLEM REGARDING THE FOLLOWING BID SPECIFICATIONS OR CONDITIONS THAT WOULD PREVENT YOU FROM SUBMITTING A BID, CONTACT THE PROCUREMENT OFFICER IMMEDIATELY FOR CLARIFICATION OR CONSIDERATION OF AN ADDENDUM.**

**THE OFFICIAL TIME WILL BE POSTED IN THE GRANT COUNTY MANAGER'S OFFICE THE DAY OF THE BID OPENING. THE OFFICIAL TIME MAY OR MAY NOT COINCIDE WITH CELLULAR TIME. IT IS YOUR RESPONSIBILITY TO CHECK AND SUBMIT YOUR BID ACCORDING TO THE SPECIFICATION WITHIN THE BID PACKET. NO EXCEPTIONS.**

**Mailing Address:**

Grant County Manager  
P. O. Box 898  
Silver City, NM 88062

**Delivery Address:**

Grant County Manager  
1400 East Highway 180  
Silver City, NM 88061

**\*Un-sealed, faxed or e-mailed bids will not be accepted.**

Jacob Zamora  
Procurement Officer  
(575) 574-0003

**BID INSTRUCTIONS TO BIDDERS****GENERAL CONDITIONS FOR****IFB: Bid B-17-01****Digital Sign****for****The Grant County Veteran's Business & Conference Center**

**A. Preparation of Bids:** Each bid must be submitted to the Purchasing Department on the prescribed form. The bidder shall submit one copy signed and sealed. Bidders are to comply with all instructions and provide the information requested in the appropriate spaces. Bid prices must be entered in ink or type written. Mistakes may be corrected prior to bid opening, but shall be initialed by the person signing the bid. Corrections and/or modifications received after the bid opening time will not be accepted. An authorized representative of the company must sign all bids.

All pages included in this Invitation for Bid that are marked "**BID FORM**" must be completed and returned as part of the bid document. All bids must be completed and securely sealed prior to submitting to the purchasing office. No un-sealed, faxed or e-mailed bids are acceptable.

It is the responsibility of the prospective bidder to review the entire Invitation for Bid (IFB) packet and to notify the purchasing department if the specifications are formulated in a manner which would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the purchasing department not less than seventy-two hours prior to the time set for bid opening.

**B. Receipt and Opening of Bids:** Bids must be prepared and submitted in accordance with provisions hereof. The County of Grant reserves the right to reject all bids if all bids exceed the available funds. Any bid received after the specified time for the opening of bids shall not be considered and will be returned unopened. Procurement law requires sealed bids or proposals. Therefore, the County cannot accept bids, which are transmitted using facsimile equipment. This may not apply to amendments or addenda that do not refer to pricing or to the transmittal of supplemental product literature, drawings and the like. Please refer the specific situation to the buyer for clarification before proceeding. Bids will be opened "publicly" at 1400 Highway 180 East, Silver City, NM 88061 unless otherwise designated in the bid.

**C. Familiarity with Conditions:** If there is any clarification, problem, ambiguity or question regarding this bid, contact the County of Grant Procurement Officer at (575)-574-0003 prior to the bid opening. Clarifications and addenda will be considered prior to the bid opening. Answers provided regarding the bid specifications or bid package **MUST** be answered by the Procurement Officer or designee. Questions answered by any other person or County official shall be considered completely non-applicable to the legal provisions of this bid, except as specifically authorized by the Procurement Officer.

**D. Qualifications of Bidders:** The County may make such investigations, as necessary to determine the ability of the bidder to perform the work required. Bidder shall furnish all necessary information and

data as may be requested. The County reserves the right to reject any bid if the evidence submitted or the investigation of a bidder fails to satisfy the County that the bidder is qualified to carry out the obligations of the contract and to complete the work described herein.

**E. Protest:** Any bidder, offerer or contractor who is aggrieved in connection with a procurement action may protest to the County of Grant Purchasing Department. The protest shall be submitted in writing within fifteen (15) Calendar days after knowledge of the facts or occurrences giving rise thereto.

**F. Kickback Statement:** The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for this violation. In addition, New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

**G. Modifications and Withdrawal of Bids:** A bid containing a mistake discovered before bid opening may be modified or withdrawn by a bidder. Modifications must be delivered in written form in a sealed envelope prior to bid opening. Withdrawals may be faxed to the County of Grant Purchasing department prior to bid opening. After bid opening, no modifications or withdrawal of bid will be permitted.

**H. Bids Binding 60 days:** Unless otherwise specified all formal bids submitted shall be binding for sixty (60) calendar days following bid opening date, unless the bidder(s), upon request of the Purchasing Agent, agrees to an extension.

**I. Payment Terms:** For all purchases made by Purchase Order, payment shall be made net 30 days from invoice date after receipt of goods/services unless otherwise specified on bid form or as otherwise agreed by both parties. All invoices shall be submitted directly to the County of Grant Accounts Payable at 1400 Highway 180 East, Silver City, NM 88061 or PO Box 898, Silver City, NM 88062.

**J. Taxes:** Price as shown on the bid proposal form shall be exclusive of gross receipts tax; however, the applicable gross receipts tax shall be shown as a separate amount on each billing made under the contract. The Contractor shall comply with all requirements of the State of New Mexico Gross Receipts Law and shall require all subcontractors to comply with it. The County of Grant is exempt from gross receipts tax for the purchase of tangible personal property only. A properly issued Type 9 Nontaxable Transaction Certificate may be obtained from the County which will substantiate a deduction from the gross receipts tax.

**K. Equivalency:** The County hereby reserves the right to approve as equivalent, or to reject as not being equivalent, any item the bidder proposes to furnish which contains variations from specification requirements but may comply substantially therewith. Such Decisions are strictly at the discretion of the County.

**L. NM Resident Business/Veteran Business:** A five percent preference will be given to all resident New Mexico businesses that have been issued resident business certification by the State of New Mexico. This Certificate Number must be included on the Bid Proposal Form. If you have a question regarding a Five Percent Resident Business Certification Number or wish to be given a number, you may

contact the State Purchasing Office in Santa Fe at (505) 827-0474. This number is valuable to have as it will allow the County to consider your bid at five percent less than the amount submitted, and could mean a difference in award. Provision of the number will be the responsibility of the bidder. Please note that this number is NOT your State CRS Number (i.e.01-503047-004). All Five Percent Preference Certificate Numbers have five digits (i.e. OOROO).

In accordance with Sections 13-1-21 and 13-1-22 NMSA 1978 resident veterans businesses are to receive the following preferences:

Resident veterans businesses with annual revenues of \$1M or less are to receive a 10% preference discount on their bids and proposals.

Resident veterans businesses with annual revenues of more than \$1M but less than \$5M are to receive an 8% preference discount on their bids and proposals.

Resident veterans businesses with annual revenues of more than \$5M are to receive a 7% preference discount on their bids and proposals.

This preference is separate from the current instate preference and is not cumulative with that preference. However, veteran businesses will still receive the in state preference once the veteran's preference cap is exceeded.

The Taxation and Revenue Department (TRD) will be issuing a three (3) year certificate to each qualified business. Businesses are required to reapply to TRD every three (3) years with the proper documentation to renew their certificate.

All public solicitations must contain the attached "Resident Veterans Preference Certification".

**M. Brand Names & Model Numbers:** It is intended that bid specifications permit maximum competition. **Any brand names and model number used herein are stated as a matter of convenience to indicate the level of quality for materials and workmanship; type of item needed; features needed; and, expected capabilities.** As required by Law, demonstrably equal products will be given full consideration and the bidder is invited to offer such. Except where it is clearly stated that such brand names and/or models are specified for the purpose of standardization. Where items vary from these specifications or where items offered are other than the brand name and/or model number stated herein, the Bidder must clearly note all variances on a separate paper titled "**Exceptions to Specifications**" and must include this in their bid package alone with any descriptive literature or documentation clearly showing supporting evidence of equality or superiority to that which was specified herein. Include sample(s) if specifically requested. Samples, when requested must be furnished free of expense. If not destroyed in examination they will be returned to the bidder, on request at his/her expense. Failure to provide this information may disqualify your bid. Determination by the County as to what item(s) are equal shall be final and conclusive. When brand, model or other identification is not stated, it shall be understood that the bidder is quoting as specified.

If items for which bids have been called for have been identified by a "**brand name or equal**" description, such identification is **intended to be descriptive, but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory**. Bids offering "equal" products **will be considered** for award if such products are clearly identified in the bids and are determined by the Purchasing Office and requesting Department to be equal in all material respects to the brand name products referenced. Unless the bidder clearly indicates in his bid that he is offering an "equal" product, his bid shall be considered as offering a brand name product referenced in the Bid Schedule. Equal shall be taken in its general sense and shall not mean identical.

Specifications are for the sole purpose of establishing minimum requirements of level of quality, standards of performance and design and is in no way intended to prohibit the bidding of any manufacturer(s) item of equal material. The County of Grant shall be the sole judge of equality in their best interest and decisions of the County of Grant as to equality shall be final.

**N. Other Applicable Laws:** Any provisions required to be included in a contract of this type by any applicable and valid executive order, federal, state or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

**O. Non-Collusion:** In signing this bid, the Vendor certifies that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under New Mexico or United States law.

**P. Non-discrimination:** Vendors, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, color, religion, creed, political ideas, sex, national origin, age, marital status or physical or mental disability except where such is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. By signing and submitting a bid, vendor agrees to comply with this paragraph.

**Q. Delivery:** Bid must show number of days required to place material in receiving agency's designated location under normal conditions, if a delivery date is not stated. A difference in delivery time promise may break a tie bid. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.

Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes the Purchasing Agent of the County to purchase supplies elsewhere and charge full increase in cost and handling to defaulting contractor.

Title to materials or supplies shall pass directly from bidder to the County at the F.O.B. point shown, subject to the right of the County to reject upon inspection. All bids must be F.O.B. destination.

**R. Award:** Award(s) will be made to the lowest responsible and responsive Bidder(s) taking into consideration prior qualifications and capabilities of the bidder, availability of funds and any other relevant factors. Following determination of the low bidder, the Procurement Officer or committee will

recommend to the Board of County Commissioner's that said firm be awarded the bid. Bidders are advised to bear in mind that the low bid obtained at the opening of the bid may not be the bid ultimately selected for the award. Notice is hereby given that the Board of County Commissioner's reserves the right to reject any and all bids received. The Commission also reserves the right to determine the best bid or reject the same in the event of ambiguity or lack a clearness and right to waive irregularities and technicalities. The Board of County Commissioners also reserves the right to accept the bid(s) that is deemed most advantageous to the County. Respondents may bid all or part of this request and awards may be made separately or as a whole. This bid may be awarded individually or in aggregate whichever is deemed to be in the best interest of the County. Failure to submit requested information/documentation or the submission of incorrect information/documentation may result in disqualification of bid.

The award is subject to the County of Grant Terms and Conditions. This will be an indefinite quantity bid for one (1) year and prices to remain in effect for one (1) year. There is no minimum guaranteed on this bid. Purchases will be placed on "an as needed" basis and may be used by other county departments. The County may award to multiple vendors.

The County will take advantage of prompt payment discounts whenever possible; however, these will not be used as award criteria.

**S. Patent Indemnity:** Seller shall pay all royalty and license fee(s) relating to the item(s) covered hereby. In the event any third party shall claim the manufacture, use and sale of goods covered hereby to be infringement of any copyright, trademark or patent, Seller shall indemnify and hold the County harmless from any cost, expense, damage or loss incurred in any manner by the County because of any such alleged infringement.

**T. Warranties:** Materials, supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Seller gives to any customer for the same or substantially similar materials, supplies or services. The rights and remedies provided herein shall extend to the County and are in addition to and do not limit any rights afforded to the County by any other clause of this order. Seller agrees not to disclaim warranties of fitness for a particular purpose or merchantability.

**U. Assignment:** Neither the order nor any interest therein, nor claim thereunder shall be assigned or transferred by the Seller except as authorized in writing by the County of Grant Procurement Officer. No assignment or transfer shall relieve the Seller from its obligations and liabilities.

**V. Contingency:** Seller warrants that no person or selling agency has been employed or retained to solicit or secure this order upon an agreement or understanding for a commission, percentage, brokerage or contingent fee excepting bona-fide employees or bona-fide established commercial or selling agencies maintained or utilized by Seller for the purpose of securing business. For violation or breach of this warranty, the County of Grant shall have the right to annul this order without liability or,

at its discretion, to deduct from this order price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

**W.** The County of Grant reserves the right to reject any bid from a bidder who previously failed to perform properly, or complete on time, contracts of similar nature, or to reject the bid of a bidder who is not in a position to perform such a contract satisfactorily. Such is at the discretion of the County.

**(This was intentionally left blank)**

**COUNTY OF GRANT****IFB: BID B-17-01**

**Digital Sign  
For  
The Grant County Veteran's Business & Conference Center**

**Scope of Work**

The County of Grant is soliciting sealed bids to purchase and install a Digital Sign for the Grant County Veteran's Business & Conference Center, IFB: B-17-01. **Any catalog or manufacturer's reference is descriptive, but not restrictive, and is used only to indicate type and grade required.** Bids on other items of similar or equal quality **will be** considered provided bidder states on face of his bid exactly what he/she intends to furnish; otherwise, he/she shall be required to furnish items as specified on the Invitation for Bid.

**SIGN SPECIFICATIONS**

ID Monument either new or utilize existing poles if determined they are viable. Removal of old signs, new steel mounting hardware, etc. Bottom of Digital Sign **MUST** include ACE sign. Bottom of ACE sign must be minimum 6' high. Ace sign must meet specifications from ACE as to not violate trademark. Specifications are attached. Ace sign to be double sided and illuminated. Above Ace sign is a double sided electronic message center 10mm color minimum of 5'x12' viewable screen. EMC must meet or exceed Watchfire 1051196 X10-FV specifications. Message management software with a wide range of pre-loaded fonts, still art, graphics and software training included. Renewable 5-year data package for digital wireless communication included. Sign manufacture and finish work, on-sight field installation and electrical connection to client provided 120v power service within 6' of sign.

**PRODUCT SPECIFICATIONS**

Sign id: 1051196 X10-FV	Brightness: Daytime 7000 NITs; Nighttime 700 NITs
Pixel Pitch: XVS 10mm Color	Communications: 4G Wireless w/ 5 Year Cellular Data Plan
Pixel Matrix: 150 X 360	Software: (list)
Cabinet Size: 5ft 5in H x 12ft 3in L x 8in D	Temperature Sensor: Minimum 15 ft. Cable
Viewing Area: 5ft H x 12ft L	Software Training: (Required)
Cabinet Style: Double Face Twinpak	Personal Computer: (Optional)
Character Size: 18 lines / 72 Characters at a 3" type	Fiber Optic Cable: (Optional) Sign Mounting Kit: (Optional)
Warranty: 5 Year	Spare Parts Kit: (Optional)
Cabinet Separation: (List)	Webcam: (Optional)
Electrical Service: 120.00 VOLT 36.00 amps per face / 72.00 amps total Single Phase Service	Custom Artwork Pkg: (Optional)
Refer Color: LED RGB	
Color Capability: Min. 1.2 Quintillion	
Viewing Angles: 140 Horizontal/70 Vertical	
Video: Up to 60FPS	

**BID FORM**

**IFB: BID B-17-01**

**Digital Sign  
for  
Grant County Veteran’s Business & Conference Center**

**Date:** Monday, June 26, 2017 \_\_\_\_\_

**To:** Grant County  
Procurement Officer  
1400 Highway 180 East  
Silver City, NM 88061

**From:**

Name of Bidder:

The Bidder accepts all of the terms and conditions of the Invitation for Bid and Instructions to Bidders, including without limitation those dealing with the disposition of bid security and other bidding documents. This bid will remain subject to acceptance for 60 days after the day of the Bid opening.

In submitting this Bid, the Bidder represents, as more fully set forth in Agreement, that:

1. The Bidder has examined all bidding documents and acknowledges any applicable addenda as follows:

Addendum No.: \_\_\_\_\_ Date: \_\_\_\_\_ Addendum No.: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Date: \_\_\_\_\_ Addendum No.: \_\_\_\_\_ Date: \_\_\_\_\_

2. The Bidder has familiarized himself with the nature and extent of the bidding documents, work, site, locality and all applicable conditions, laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the work.
3. Bidder has given the County of Grant Purchasing Agent written notice of any conflicts, errors, or discrepancies that he has discovered in the bidding documents, and the written resolution thereof by the Purchasing Agent is acceptable to the Bidder.
4. The bid is genuine and not made in the interest of, or behalf of, any undisclosed person, firm or corporation; the Bidder has not directly or indirectly induced or solicited any Bidder to submit false information; the Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; the Bidder has not sought by collusion to obtain for himself any advantage over any other Bidder or over the County of Grant.
5. If the contract is to be awarded, the Owner will give the apparent successful bidder Notice of Award within ten (10) days after the Governing Body awards the contract.
6. Bidder understands that acceptance and formal award of this bid, along with the placement of order(s) related to this bid, constitutes a complete and binding contract for items and services as specified.
7. If requested, the Bidder agrees to furnish to the Owner all information and data necessary for the Owner to determine the ability of the Bidder to perform the work.

**BID FORM**

**IFB: BID B-17-01**

**Digital Sign  
for**

**Grant County Veteran’s Business & Conference Center**

The Bidder, in conformance with this invitation for bid, hereby submits the following total prices: *(Bids shall be written in both words and numbers. In the event of a discrepancy, the amount in words shall govern.)*

**NOTE: Do not include tax in your bid response**

ITEM NO.	ITEM DESCRIPTION	TOTAL COST (Numeric)	TOTAL COST (Written)
1	Digital Sign w/ Installation (include all specifications)	_____	_____
	(Other Costs)	_____	_____
	<b>TOTAL COST:</b>	_____	_____
	Note: List any other options available (not mandatory)		

**BID FORM**

The undersigned hereby offers to furnish and deliver the articles as specified at the prices and terms thereon stated and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal.

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Bidder's FEI Number \_\_\_\_\_ - \_\_\_\_\_

Bidder's New Mexico CRS Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Business License Number \_\_\_\_\_

Government Entity Issuing Business License \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

Signature (Authorized Representative)

Title

Printed name of Signer \_\_\_\_\_

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications. It should not be the responsibility of the County to ferret out information concerning the materials which you intend to furnish.

If your bid does not meet all of our specifications, you must so state in the spaces provided below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bids on equipment/materials exceeding specifications are welcome and will be considered by the County as long as the items bid are equal or equivalent to our specifications. Any deviations must be listed above.

SIGNED: \_\_\_\_\_

I DO meet specifications

SIGNED: \_\_\_\_\_

I DO NOT meet specification



## **BID FORM**

### **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 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.

**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 may 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 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.

**“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 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 Contributions: \_\_\_\_\_

Nature of Contribution(s): \_\_\_\_\_

Purpose of Contribution(s): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**-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)

**BID FORM (If applicable)  
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 \$ 1 M 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 1and 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.

**BID FORM  
PROPOSER’S CERTIFICATION AND STATEMENT OF NON-COLLUSION FORM  
IFB: B-17-01 DIGITAL SIGN**

I \_\_\_\_\_ certify that this BID is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contract or communication by the proposer or the proposer’s associates with any County staff, or elected officials since the date this **IFB: NO. 17-01 DIGITAL SIGN** was issued except: 1) through the Purchasing Department 2) at the Pre-Proposal Conference (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the BID submitted by any proposer violating this provision.**

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

COMPANY NAME: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

**BID FORM IFB: 17-01 DIGITAL SIGN**

1. Are you indebted to or have a receivable from any member of the Board of Grant County Commissioners; elected county officials, administration officials, department heads, and key management supervisors with the County of Grant?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are you, or any officer of your company related to any member of the Board of Grant County Commissioners; elected county officials, administration officials, department heads, key management supervisors of the County of Grant and have you had any of the following transactions to which Grant County was, is to be, a party?

Yes                  No

Sales, Purchase or leasing of property?                  \_\_\_\_\_                  \_\_\_\_\_

Receiving, furnishing of goods, services  
or facilities?                  \_\_\_\_\_                  \_\_\_\_\_

Commissions or royalty payments                  \_\_\_\_\_                  \_\_\_\_\_

3. Does any member of the Board of Grant County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Grant, have any financial interest in your company whether a sole proprietorship, partnership, or corporation of any kind that currently conducts business with the County of Grant?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Did you, your company, or any officer of your company have an interest in or signature authority over a bank account for the benefit of a member of the Board of Grant County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Grant?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Are you negotiating to employ or do you currently employ any employee, officer or family member of an employee or officer of County of Grant?

Yes \_\_\_\_\_ No \_\_\_\_\_

**The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.  
Signature of Owner or Company President:**

\_\_\_\_\_ **Date** \_\_\_\_\_

**(Print Name and Title):** \_\_\_\_\_

# Exterior Signs

While one of the cornerstones of Ace's success is the entrepreneurial spirit of its retailers, uniting under the strong brand of Ace positions us as a prominent national chain in the eyes of the consumer. Whether located in California or Connecticut, big store or small, Ace IS Ace, so it is vital that all stores display the Ace logo, consistently, on the exterior of the building.

## Primary Identification — Building Sign

The primary identification on the outside of any store is the building sign. Ace's specification requires the placement of this sign as close to the main entry of the store as possible. The logo will reflect the current design grid specifications and "ACE" should be the largest element in a sign that includes supporting words.

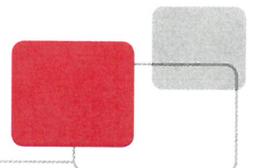
Ace specification also requires that the main building sign be the maximum size allowed by local code. The sign will be manufactured of permanent sign materials and illuminated, so it can be clearly identified during the day and at night.



## Secondary Identification

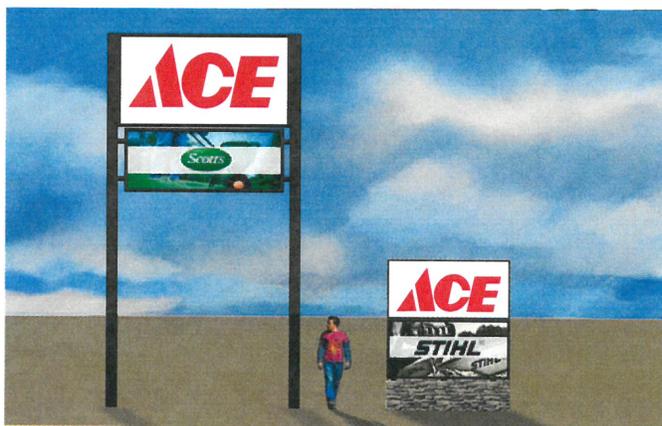
In addition to the primary building sign, stores may have the opportunity for a secondary sign to further draw attention to the Ace name and to promote in-store brands, services and events. This would include signs such as:

- Pylon or monument (roadside) signs.
- Side or rear of the building additional Ace identification.
- Cabinet signs.
- Electronic message centers.
- Department identification.
- Window graphics.



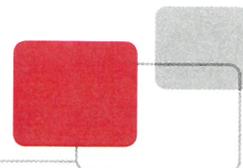
# Exterior Signs

These signs are meant to supplement, not overpower, the primary identification on the building.



## Temporary Identification

A retailer may choose to utilize temporary signs, on the exterior of the building, to highlight an event or a special promotion. For these types of situations, signs should be constructed of semi-permanent materials. Logo design guidelines must still be adhered to.



# Ace Logo

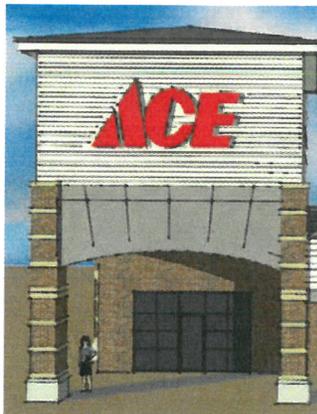
## Logo Mark Guidelines

Exterior signs will follow the Ace logo guidelines for font, spacing, size and color recommendations. The only exception would be that the use of the registration mark ® following the Ace logo is not necessary.

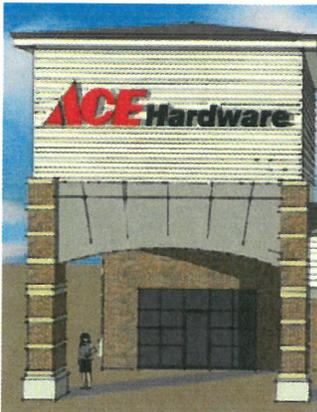
With this as a starting point, the following specifications need to be followed:

- The logo mark may not be broken into individual letters, stacked or shown in any position other than the approved formats. Approved formats are as follows:

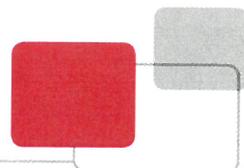
- **ACE only** — used to maximize the impact of the brand, especially where local codes are restrictive.



- **ACE Hardware**, horizontal format — used to fill out a wide store front or facade.



- **ACE Hardware**, vertical or stacked format — used in small, narrow store fronts with limited space.



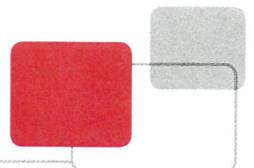
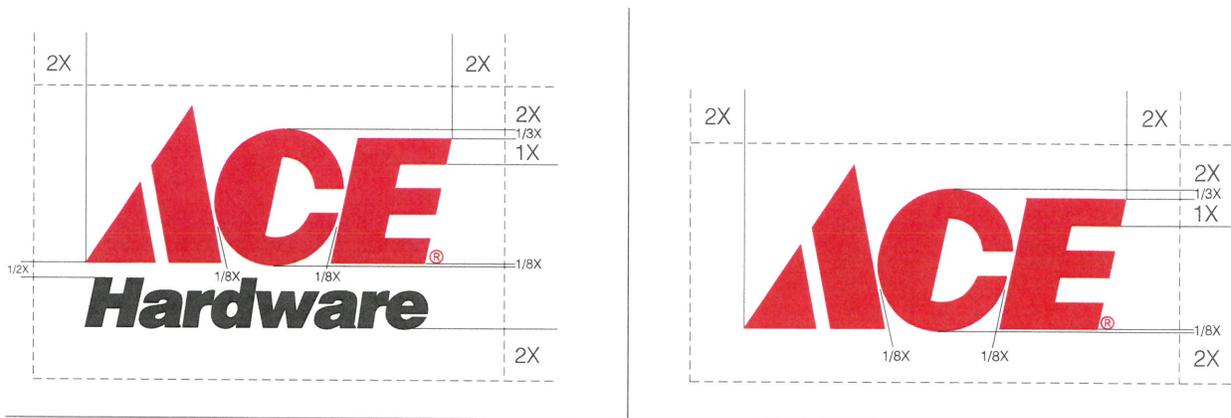
# Ace Logo

## Design Grid

The design of the Ace logo has been carefully developed using a grid system to ensure consistent proportions. Manipulating or changing the Ace logo in any way diminishes the integrity and recognition of the logo and undermines Ace's protection against trademark violations.

The following illustration clearly details the spacing requirements established for the current Ace logo.

In the Ace logo, the positions of the letters in relation to each other are constant and the relationship never changes. The prong width of the letter E, labeled 1X, provides the measurement used to proportion the logo. The distinctive A is 1X taller than the C.

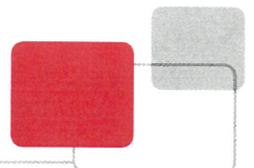
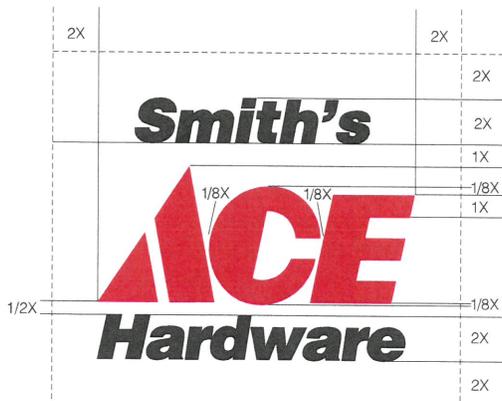
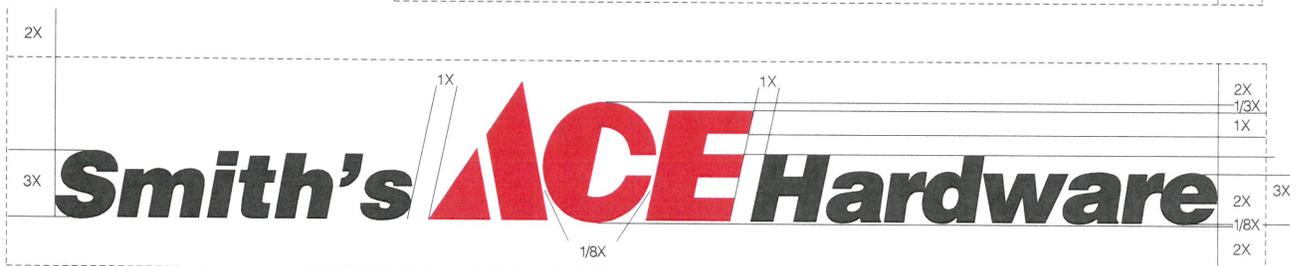


# Ace Logo

## Supporting Words

In addition to the Ace logo, supporting words should also adhere to specifications. Specifications include:

- Use Ace approved supporting words only.
- Place supporting words to the RIGHT or directly BELOW the Ace logo.
- Place the retailer signature or location to the LEFT or directly ABOVE the Ace logo.



# Ace Logo

## Fonts

Typography is an important component in Ace's identity standards system and the consistent use of typeface is essential to creating and maintaining a recognizable look for Ace in all communications.

Helvetica Black Oblique is the only approved typeface for appropriate supporting words. It was chosen for its simplicity, readability and timeless qualities. Because of the differences in Helvetica typefaces by various manufacturers, be sure to match the typeface with the approved samples shown below.

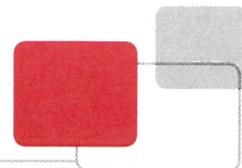
***Aa Bb Cc Dd Ee Ff Gg Hh Ii***  
***Jj Kk Ll Mm Nn Oo Pp Qq Rr***  
***Ss Tt Uu Vv Ww Xx Yy Zz***  
***0 1 2 3 4 5 6 7 8 9***

## Availability of Logos

Ace retailers and corporate team members have the ability to download electronic versions of Ace logos for use in print and online mediums.

The files are available on ACENET.

- ACENET > Company > Ace Identity Standards > Download Logos



# Exterior Sign Material/Color Specs

## Color Specifications — Building and Sign

As with other uses of the Ace logo, exterior signs should adhere to Ace color guidelines. Buildings may have exterior colors that impact the visibility of exterior signs and the following recommendations help ensure maximum logo impact.

- Light color building finishes are preferred to maximize the impact of the Ace red.
- Red should only be used as an accent color on the exterior of a building.

Depending on the color of the building, the following variations are acceptable for exterior signs.

- **Daylight appearance on a light color building** should utilize an Ace red sign. *Supporting words*, if used, should be black.
- **Daylight appearance on a dark color building** should utilize an Ace red sign if possible. If red is not an option, **white** should be used. *Supporting words* should be red if possible. If red is not an option, **white** should be used.
- **Nighttime appearance** — sign should be illuminated red. If red is not an option, the sign should be illuminated **white**. *Supporting words* should be red if possible. If red is not an option, **white** should be used.
  - *Supporting words* when illuminated can go from black (daylight) to red (nighttime).
  - *Ace* and *supporting words* can be backlit (halo effect) in white.



Face-Lit Pan Channel Letters, daytime view



Face-Lit Pan Channel Letters, nighttime view  
(Red LED illumination)



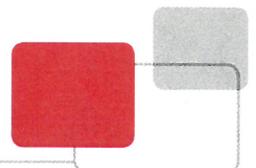
Face-Lit Pan Channel Letters, nighttime view  
(Red and White LED illumination)



Reverse Pan Channel Letters, daytime view  
(on dark background, use white face option)



Reverse Pan Channel Letters, nighttime view



# Exterior Sign Specifications

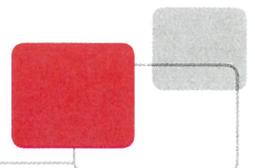
## Sign Construction

Corporate specifications for the construction of channel letters, cabinet signs and supporting words have been developed to achieve consistent brand identification. Included are specifications for letter and cabinet depth, material thickness, LED and face materials.

***If a retailer chooses to use a local sign manufacturer in place of an Ace approved vendor, the local source must produce a sign in accordance with Ace exterior sign specifications.***

## Approval Process

An Ace Project Manager should be involved in all exterior sign projects. Exterior sign projects need to be reviewed and approved to ensure proper use of the Ace logo, sizing, color, spacing and other considerations as detailed in these exterior sign specifications. Questions and inquiries regarding an exterior sign proposal can also be directed to the Retail Development department, 630-472-4819.



# Exterior Sign Specifications

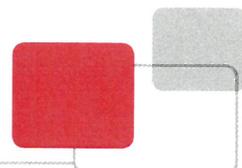
## Channel Letters

	SMALL LETTERS (up to 5 foot tall)	LARGE LETTERS (5 foot and taller)	NOTES
TRIM CAP	3/4" plastic retainers	1" metal retainers	
BACK - THICKNESS	.050	.063	Channel letter backs, returns and raceways shall be constructed of aluminum. Exterior finish shall be black. Interior letter finish shall be white. Raceway finish should match the finish color of the building.
RETURNS - THICKNESS	.040	.050	Channel letter backs, returns and raceways shall be constructed of aluminum. Exterior finish shall be black. Interior letter finish shall be white. Raceway finish should match the finish color of the building.
POWER SUPPLY	per manufacturer recommendation	per manufacturer recommendation	Smaller letters - Remote power supply preferred Larger letters - Self-contained power supply preferred
POWER SOURCE	110V	110V	277V can be used. Coordinate with owner and contractor/installer.
CABINET DEPTH	5"	5"	
LED MANUFACTURER	Sloan, GE	Sloan, GE	
LED MODULE SPACING	4" to 5"	4" to 5"	
LED MODULE COLOR - "ACE"	Red	Red	
LED MODULE COLOR - "HARDWARE"	White or Red	NA	LED module color will be WHITE when "Hardware" is to be lit white and RED when "Hardware" is to be lit red.
FACE MATERIAL	Pigmented Acrylic	Pigmented Acrylic	Any substitute should be of equal or greater quality.
FACE MATERIAL THICKNESS	1/8" - 3/16" Acrylic	3/16" Acrylic	
FACE COLOR - "ACE"	#2793 Red	#2793 Red	
FACE COLOR - "HARDWARE"	Black Vinyl	NA	3M 7725-22 Matte Black or 3M 3635-22 Perforated Black should be used. When lighting red at night, black vinyl should be adhered to #2793 red acrylic.  When lighting white at night, black vinyl should be adhered to white acrylic.
APPROVED LED LETTER PRODUCT	UL48	UL48	
WARRANTY	5 Year on LED components	5 Year on LED components	

Specifications listed above are based on a flush mount installation to the building. Special landlord criteria or building configurations may dictate adjustments to the specifications listed above for final sign type. Additional installation adjustments and/or alternative mounting solutions may be required to safely secure the sign to the building.

All Ace approved sign vendors are required to manufacture to the above specifications. Signs produced locally for retailers should be manufactured to these specifications, also. Refer to the Ace Logo Mark Guidelines for the approved Ace logo design grid and general usage guidelines.

CONTACT: MIKE KNAPCZYK  
mknap@acehardware.com  
(630) 472-4819



# Exterior Sign Specifications

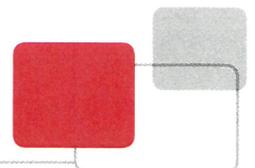
## Cabinet Signs

	CABINET SIZES			NOTES	
	Single Face	Double Face	Double Face		
	18"x36" 3'x6'	3'x3' 4'x6'	3'x12' 3'x12'		
		6'x9'	7'x11'	8' X 13'	
RETAINER SIZE	1-1/2"	1-1/2"	2"		
FRAME TYPE	Aluminum	Aluminum	Aluminum		
EXTRUSION THICKNESS	.110/.187	.110/.187	.110/.187		
CABINET DEPTH	4-3/4" (single faced interior) 6" minimum (all other single face)	11-1/2" minimum	11-1/2" minimum		Cabinet extrusions, back and trim shall be constructed of aluminum. Exterior finish shall be matte black. Interior letter finish shall be white.
POWER SOURCE	110V	110V	110V		277V can be used. Coordinate with owner and contractor/installer.
LIGHT SOURCE	Fluorescent T8 HO	Fluorescent T8 HO	Fluorescent T8 HO		LED is an option, at an increase in cost, to use instead of fluorescent.
LAMP SPACING	NTE on 10" center	NTE on 12" center	NTE on 12" center		
LAMP COLOR	Cool White	Cool White	Cool White		
LAMP MANUFACTURER	GE, Sylvania	GE, Sylvania	GE, Sylvania		
FACE MATERIAL	Polycarbonate	Polycarbonate	Polycarbonate		Any substitute should be of equal or greater quality. Vendors should substitute a "flex fabric" option for larger sized signs. All face materials must be UV resistant.
FACE MATERIAL THICKNESS	3/16"	3/16"	3/16"		
FACE COLOR	White	White	White		
FACE GRAPHICS	Vinyl	Vinyl	Vinyl		"ACE" letter face to be 3M #3630-33 Red ScotchCal vinyl on white acrylic. Follow vendor color specifications when displaying brands. Any alternate should be of equal or greater quality. The color specification for red cannot be compromised.
PAN FORM	2"	2"	2"		The use of pan form on cabinet signs is optional.
APPROVED CABINET PRODUCT	UL 48	UL 48	UL 48		
WARRANTY	1 year	1 year	1 year		

Support columns shall be single or double pole and manufactured per national/local engineering specifications and guidelines. Pole or column height, structure, support type and color will vary based on retailer preferences and/or local allowance. Special landord criteria or building/grounds situations may dictate adjustments to the specifications listed above for final sign type.

All Ace approved sign vendors are required to manufacture to the above specifications. Signs produced locally for retailers should be manufactured to these specifications, also. Refer to the Ace Logo Mark Guidelines for the approved Ace logo design grid and general usage guidelines.

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mknap@acehardware.com  
(630) 472-4819



# Exterior Sign Specifications

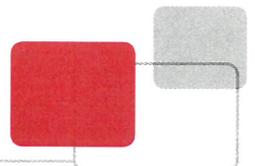
## Supporting Words

	ILLUMINATED	NOTES	NON-ILLUMINATED	NOTES
TRIM CAP	3/4" plastic retainers		NA	
BACK - THICKNESS	.050	Channel letter backs, returns and raceways shall be constructed of aluminum. Exterior finish shall be black. Interior letter finish shall be white. Raceway finish should match the finish color of the building.	NA	
RETURNS - THICKNESS	.040	Channel letter backs, returns and raceways shall be constructed of aluminum. Exterior finish shall be black. Interior letter finish shall be white. Raceway finish should match the finish color of the building.	NA	
POWER SUPPLY	per manufacturer recommendation	Smaller letters - Remote power supply preferred Larger letters - Self-contained power supply preferred	NA	
POWER SOURCE	110V		NA	
CABINET DEPTH	5"	Same as channel letter depth	NA	
LED MANUFACTURER	Sloan, GE		NA	
LED MODULE SPACING	4" to 5"		NA	
LED MODULE COLOR - "SUPPORTING WORDS"	White or Red	LED module color will be WHITE when supporting words are to be lit white and RED when supporting words are to be lit red.	NA	
FACE MATERIAL	Pigmented Acrylic	3M 7725-22 Matte Black or 3M 3635-22 Perforated Black should be used. When lighting red at night, black vinyl should be adhered to #2793 red acrylic.  When lighting white at night, black vinyl should be adhered to white acrylic.		Any substitute should be of equal or greater quality.
FACE MATERIAL THICKNESS	1/8" Acrylic		3/4" - 1-1/2"	
FACE COLOR - "SUPPORTING WORDS"	See Notes Section	Supporting words can go from black (daylight) to white or red (nighttime).	Black Matte	
APPROVED LED LETTER PRODUCT	UL48		NA	
WARRANTY	5 Year on LED components			

Specifications listed above are based on a flush mount installation to the building. Special landlord criteria or building configurations may dictate adjustments to the specifications listed above for final sign type. Additional installation adjustments and/or alternative mounting solutions may be required to safely secure the sign to the building.

All Ace approved sign vendors are required to manufacture to the above specifications. Signs produced locally for retailers should be manufactured to these specifications, also. Refer to the Ace Logo Mark Guidelines for the approved Ace logo design grid and general usage guidelines.

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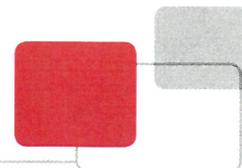
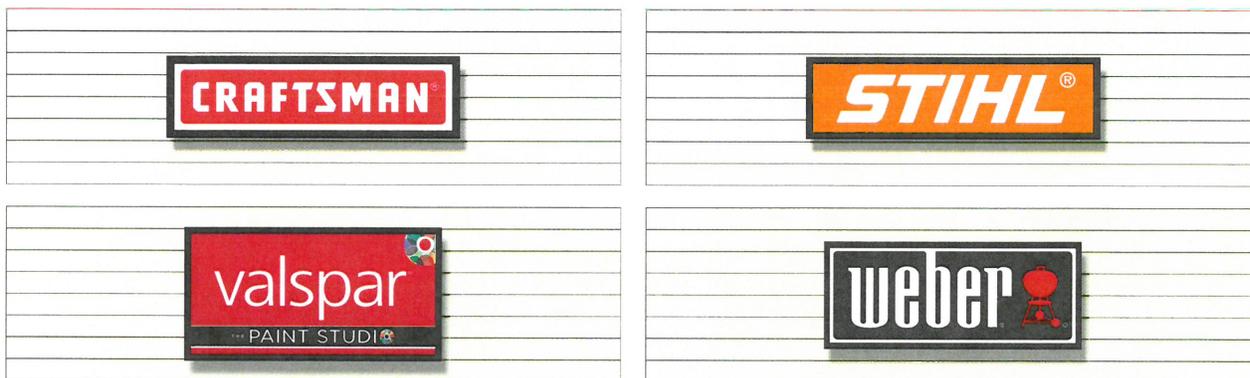


# Exterior Sign Specifications

## Specialty Signs

Exterior signs for Ace Hardware departments and vendors have been developed for store locations that have the space available to promote these programs. Examples of these signs include Ace Rental and The Supply Place while highly recognized brands such as Craftsman®, Stihl®, Weber® and Valspar® help promote the fact that Ace carries the best brands available and is a cool place to shop!

Depending on the vendor, these supplemental signs must also adhere to corporate logo use and Ace's exterior sign construction specifications.



# Exterior Sign Specifications

## Approved Vendor Resources

### **GORDON SIGN (V# 15220)**

**Contact: Deb Ramirez**

(800) 323-6121 x1224 office  
dramirez@gordonsign.com  
www.gordonsign.com

### **EVERBRITE (V# 15948)**

**Contact: 800-558-3888**

East Region: Tom Sass (414) 529-7219  
Midwest Region: Anthony Crivello (414) 529-7073  
West Region: John Porter (414) 529-7163  
acehardware@everbrite.com  
www.everbrite.com

### **COAST SIGN (V# 48342)**

**Contact: Ernie Rivas**

(714) 999-1902 office  
(714) 615-3141 cell  
ernie.rivas@coastsign.com  
www.coastsign.com

### **BARLO SIGNS (V# 43022)**

**Contact: Paula Kelley**

(800) 227-5674 x356 office  
(603) 785-1951 cell  
paula@barlosigns.com  
www.barlosigns.com

### **DOYLE SIGNS (V# 15221)**

**Contact: John Streetz**

(630) 543-9490 office  
streetz@doylesigns.com  
www.doylesigns.com

### **PATTISON SIGNS (V# 49658)**

**Contact: Mark A. Ludwig**

(866) 218-1976 x215 office  
(865) 279-1607 cell  
mludwig@pattisonsign.com  
www.pattisonsign.com

### **LAWRENCE SIGN (V# 48903)**

**Contact: Dave Peltier**

(651) 488-6711 office  
(651) 775-6745 cell  
dpeltier@lawrencesign.com  
www.lawrencesign.com

