



LOS LUNAS SCHOOL DISTRICT  
RFP 2020-009-HR  
TO SUPPLY AND INSTALL CARPETING MATERIALS AND VCT  
AMENDMENT NO. 1  
DATE: JUNE 9, 2020

RFP No.: 2020-009-HR

RFP Due: June 18, 2020

Time: 2:00 PM Local Time

Where:

Los Lunas Schools  
Administration Offices  
P.O. Drawer 1300 (if mailed)  
119 Luna Avenue (if delivered)  
Los Lunas, NM 87031

For Additional Information, Please Contact:

Heather Rindels, Purchasing Agent  
505-866-8259 Phone  
505-866-8262 Fax  
Email: [hrindels@llschools.net](mailto:hrindels@llschools.net)

**SUPPLY AND INSTALL CARPETING MATERIALS AND VCT  
FOR  
LOS LUNAS SCHOOL DISTRICT  
RFP NO. 2020-009-HR  
RFP Amendment No. 1  
June 9, 2020**

The above referenced RFP is amended as follows:

**1. Section II. Conditions Governing the Procurement-page 5**

**B. Explanation of Events**

**2. Return of “Acknowledgment of Receipt” Form for Participation List**

**Now Reads:**

Potential Offerors should hand deliver or return by facsimile or e-mail or registered or certified mail the “Acknowledgement of Receipt” form that accompanies this document (See Appendix A) to have their organization placed on the procurement participation list. The form should be signed by an authorized representative of the organization, dated and returned by the close of business on the date indicated in Section II.A (Sequence of Events), above.

The procurement participation list will be used ~~to notify those that submitted the form of~~ **for the distribution** of any written responses to questions and any RFP amendments or other changes to the procurement. Failure to return this form shall constitute a presumption of receipt ~~and rejection of the RFP,~~ **the** The potential Offeror's organization name ~~shall~~ **may** not appear on the participation list and the potential Offeror ~~will~~ **may** not be sent updated information regarding the procurement. **The potential Offeror is solely responsible for obtaining responses to written questions and any amendments to the RFP.**

**2. Questions and Answers**

**1. Will there be an in-person interview?**

**There will be an in-person interview if the Evaluation Committee determines that an interview is necessary.**

**2. Will this be a single source award?**

**According to Section I. Introduction, C. Scope of Procurement, “This procurement may result in a multiple source award.”**

**3. Do we need to submit carpet substitutions by June 3<sup>rd</sup>?**

**If the vendor is pricing an “approved equal” product, the vendor may submit the samples with the proposal by the deadline of June 18, 2020, 2:00 PM. It is not mandatory, however, it will help move the process along if the Evaluation Committee does not have to ask for the samples to be submitted.**

**4. Is there a fee associated with background checks with LLS?**

**Background checks through LLS are \$50.00 per person.**

**5. Do contractors local to Valencia County receive a preference not available to contractors outside of Valencia County?**

No. Contractors local to Valencia County do not receive a preference. Contractors can only receive preference points if they provide a Resident Business Preference Certificate **or** a Resident Veteran Business Preference Certificate issued by the New Mexico Taxation and Revenue Department as per RFP Section IV. Specifications:

**2. Resident Business Preference**

The New Mexico Procurement Code provides for a preference for resident businesses and Contractors under certain conditions. If applicable, the preference will be provided to those Offerors that have provided a valid resident business preference certificate with their bid, as required by 13-1-22 NMSA 1978.

In order for a Bidder to receive preference as a resident business, that Bidder **must** submit a copy of their resident business preference certificate with their bid. The preference certificate **must** have been issued by the New Mexico Taxation and Revenue Department. Providing only a preference number or a copy of the application is not acceptable. **Requests for qualification as a Resident Business after receipt of proposals will not be considered.**

For more information and application forms, go to:

<http://www.tax.newmexico.gov/Businesses/Pages/In-StatePreferenceCertification.aspx>

**3. Resident Veteran Business Preference**

Effective July 1, 2012, certain preferences are available to Resident Veteran Businesses. In order for a Bidder to receive preference as a resident veteran business, that Bidder **must** submit a copy of their resident veteran business preference certificate with their bid. The preference certificate **must** have been issued by the New Mexico Taxation and Revenue Department. Providing only a preference number or a copy of the application is not acceptable. **Requests for qualification as a Resident Veteran Business after receipt of proposals will not be considered.**

For more information and application forms, go to:

<http://www.tax.newmexico.gov/Businesses/Pages/In-StatePreferenceCertification.aspx>

**6. So exactly how is the contractor going to be paid during the duration of the contract?**

According to Appendix B-General Services Contract

**3. Compensation:**

A. LLS shall pay the contractor for services rendered on an as-needed basis for the 2020/2021 fiscal year. Services will be paid based on the satisfactory completion of the Scope of Work as directed. Contractor shall secure all licenses, permits, fees, etc., as required for the performance of this work

B. No per diem will be paid to contractors for work performed in Los Lunas. Clerical or secretarial help will not be reimbursed. Fee for services includes all of the contractors general and administrative overhead costs.

C. LLS shall not reimburse the contractor for any tuition or seminar fees.

D. All reproductions shall become the property of LLS

E. Payment will be made upon receipt of a detailed invoice which shall include the contractor's company name, address, telephone and fax number, invoice number and date, description of and date of service, number of hours worked and hourly rate, subtotal, gross receipts tax and total amount owed. Invoice must have approval of the LLS delegated representative. Invoices will be sent to LLS Accounts Payable department for processing.

F. Invoices may be submitted weekly. Payment terms are net 30 days.

**7. Are we going to give you a bid on all projects that come up during the course of the contract?**

The School District will ask the vendor for a quote every time there is a project that corresponds with the Scope of Work.

**8. Are we going to agree on an hourly rate and proceed with that plus materials on each particular project?**

Please see Appendix C-Price Schedule. The proposed pricing must include materials and labor costs. The vendor(s) awarded the contract must use their proposed pricing when submitting a quote for a project.

**END OF AMENDMENT NO. 1  
Proceed to Acknowledgement of Amendment No. 1**

**ACKNOWLEDGEMENT OF AMENDMENT NO. 1**  
**SUPPLY AND INSTALL CARPETING MATERIALS AND VCT**

**Los Lunas Schools RFP 2020-009-HR**

In acknowledgment of receipt of this Request for Proposal (RFP) the undersigned agrees that he/she has received a complete copy of the RFP and Amendment No.1 dated 6/9/2020.

**This Acknowledgment of Amendment must be signed and returned with your Proposal on or before June 18, 2020, 2:00 PM Local Time**

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please return to:

Heather Rindels  
Los Lunas Schools Buyer  
P.O. Drawer 1300 (if mailed)  
119 Luna Avenue (if delivered)  
Los Lunas, NM 87031  
Phone: (505) 866-8259  
Fax: (505) 866-8262