

Artesia Public Schools
Plumbing Services
2019-2022

September 13, 2019

Invitation to Bid

Notice is hereby given that the Artesia Board of Education is seeking sealed bids for Plumbing Services. Bids may be obtained by contacting James T. Phipps at tphipps@bulldogs.org or by visiting the school districts website www.bulldogs.org. Bids will be received by the Artesia Public Schools at the Administration Office, 301 Bulldog Boulevard, Artesia, New Mexico on or before Tuesday, October 1, 2019 at 3:00 PM local time at which time the bids will be opened and read aloud. Bids received after 3:00 PM will be marked "nonresponsive" and returned to the Offeror unopened.

Bids should be sealed in an opaque envelope and marked: **Plumbing Services Bid 2019-2022**

Instructions to Bidders

All bidders will also be required to furnish a minimum of two letters of reference from an agent representing a New Mexico public school, institution of higher education, city, county or state government. Bidder should insure the letters of reference clearly communicate the agent's name, address, and business phone number.

The **successful** bidder will be required to furnish a Certificate of Liability Insurance naming the Artesia Public Schools as a Certificate Holder, and a copy of the bidder's W-9.

It is the responsibility of each bidder before submitting a bid to examine thoroughly the contract documents and other required criteria identified in the bidding documents; to visit the site(s) to become familiar with the general, local and site conditions of the buildings and all systems, elements and equipment that may affect cost, progress and performance of this inspection and maintenance contract. ; to consider federal, state and local laws and regulations that may affect cost, progress, and performance or furnishing of the work; to study and carefully correlate bidder's knowledge and observations with the contract documents and such other related data; and to promptly notify owner in writing of all conflicts, errors, ambiguities or discrepancies which bidder has discovered in or between the contract documents and such other related documents.

Interpretations or clarifications considered necessary by the owner in response to written questions will be issued by addenda mailed or delivered to all parties recorded by the owner and bidder as having received the bidding documents. Questions received less than four (4) days prior to the date for opening of bids may not be answered.

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General Terms and Conditions

All bids shall be submitted on the form as issued by the Artesia Public Schools, and same shall be filled out in its entirety. Changes or alterations to the form(s) will automatically cause the bid to be rejected.

The Artesia Public Schools reserves the right to reject any or all bids, including without limitation, the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional bids and to reject the bid of any bidder if owner believes that would not be in the best interest of the Artesia Public Schools to make an award to bidder, whether because the bid is not responsible or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the owner.

The New Mexico Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

Specifications

See the "Plumbing Services Contract" which is included within this bid packet.

Evaluation Criteria and Award

In evaluating bids, owner will consider the qualifications of bidders, compliance with the prescribed bid requirements, bid price and other data, as may be requested in the bid documents.

Owner may conduct such investigations as owner deems necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications and financial ability of bidders to perform and furnish the work in accordance with representation by bidder that bidder has complied with every requirement of the bidding documents, that without exception the bid is premised upon performing and furnishing the work required by the contract documents and applying the specific means, methods, techniques, sequences or procedures (if any) that may be shown or indicated or expressly required by the contract documents, that bidder has given the owner written notice of all conflicts, errors, ambiguities and discrepancies that bidder has discovered in the contract documents and the written resolutions thereof by the owner is acceptable to bidder, and that the contract documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the work.

It is the intent of the owner to award the bid to one contractor for the work described in these bidding documents. The contractor shall be considered an independent contractor and may not be an employee of the Artesia Public Schools.

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Preference will be given to Resident New Mexico and Veteran bidders who provide a copy of their certificate with their bid packet and enter their certificate number on the proposal form. Preference will be given pursuant to 13-1-21 and 13-4-2 NMSA 1978.

Award will be made to the bidder who meets or exceeds the requirements and qualifications of the bid documents and submits the lowest responsive bid. The lowest bid will be determined by utilizing the following method:

"Regular Hourly Rate" for a "Certified Plumber"	X	1,040 hours	= _____
+			
"Mark-up on Parts/Equipment less than \$500.00"	X	\$26,000.00	= _____
+			
"Mark-up on Parts/Equipment more than \$500.00"	X	\$52,000.00	= _____
		TOTAL	= _____

Contractual Terms and Conditions

The contract period will be for one year with the opportunity to extend the contract for an additional two years. The first contract year will begin on October 16, 2019 and end on June 30, 2020. An evaluation of performance will be conducted by the Artesia Public Schools within three months of the expiration of each year's contract. This Multi-Term Contract will be pursuant to 13-1-150 NMSA 1978.

Bidder shall fully inform himself of the details of the contract by reviewing the "Plumbing Services Contract" which has been enclosed within this bid packet.

