



**INVITATION FOR BIDS (IFB)**  
**TO SUPPLY AND INSTALL CARPETING MATERIALS AND VCT**

**IFB NO: 2022-001-HR Issued Thursday, July 8, 2021**

**PROCUREMENT ON BEHALF OF: Los Lunas School District**

**CONTACT PERSON: Heather Rindels**

**ADDRESS: PO Drawer 1300**

**CITY/STATE/ZIP: Los Lunas, NM 87031**

**TELEPHONE: 505-866-8259**

**FAX: 505-866-8262**

**E-MAIL: hrindels@llschools.net**

**PUBLIC BID OPENING DATE: Thursday, July 29, 2021, 2021 TIME: 2:00 PM Local Time**

**LOCATION: Los Lunas Schools Administration Building, 119 Luna Avenue, Los Lunas, NM 87031**

**DEADLINE FOR RECEIPT OF BIDS: Thursday, July 29, 2021 TIME: 2:00 PM**

**DELIVER TO:**

**Los Lunas Schools**

**Attn: Heather Rindels**

**(If Mailed) PO Drawer, 1300 Los Lunas, NM 87031**

**(If Hand Delivered) 119 Luna Avenue, Los Lunas, NM 87031**

**Phone Number: 505-866-8259**

**Email: hrindels@llschools.net**

The date and time received will be stamped on the bids by the District offices. Late Bids will not be accepted. It is the responsibility of the Bidder to ensure that bids are delivered on time to the correct address.

**A NON-MANDATORY PRE-BID CONFERENCE WILL BE HELD VIA ZOOM VIDEO CONFERENCE:**

**DATE: Tuesday, July 13, 2021 TIME: 10:30 AM Local Time**

**Join Zoom Meeting Using this Link:**

<https://us06web.zoom.us/j/88403922994?pwd=UjFoZ1lLcWdaalBWAzG80TEhZkd0ZaQT09>

Meeting ID: 884 0392 2994

Passcode: CARPET

**Commodity Codes: 36010, 36030, 36050, 36076, 91009, 91025, 96246, 96258**

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## I. INTRODUCTION

### A. PURPOSE OF THIS INVITATION FOR BID

Los Lunas School District (LLS) seeks sealed bids from qualified companies, properly registered and licensed to do business in the State of New Mexico, TO SUPPLY AND INSTALL CARPETING MATERIALS AND VCT for school sites and administrative offices in the Los Lunas School District.

### B. SUMMARY SCOPE OF WORK (See Attachment I)

The scope of work consists of providing pricing for time and materials for the purchase and installation of carpeting material, carpet tile, and VCT for approximately 15 school sites and 8 Departments for LLS as specified herein and provided for in the Price Agreement resulting from this procurement that comply with the cited specifications or, if no specifications are cited, with commonly accepted standards and specifications for the industry. The quantities requested are approximate for the 2021/2022 school year.

### C. SCOPE OF PROCUREMENT

This is a Procurement being conducted by Los Lunas School District. The scope of the procurement consists of identifying one or more companies that can provide the services described herein. This procurement will result in the award of one or more indefinite quantity Price Agreements. Such Price Agreement(s) may be utilized by any state agency or local public body within the State of New Mexico, if allowed by their governing directives, in addition to the participating agency. The term of the Price Agreement(s) shall be for one (1) year beginning September 1, 2021, expiring August 31, 2022 with the option to renew for three (3) additional one-year periods. Renewal is contingent upon mutual agreement of the parties and appropriation of funding. Under no circumstances will the term of the Price Agreement(s), including any extensions and renewals thereto, exceed four (4) years. This procurement may result in a multiple source award.

### D. PROCUREMENT MANAGER

Los Lunas School District has designated a Procurement Manager who is responsible for this procurement and whose name, address, and telephone number is listed below. Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Bidders may contact ONLY the Procurement Manager regarding the procurement. Other District employees do not have the authority to respond on behalf of Los Lunas School District.

**Heather Rindels**

Los Lunas School District

Delivery Address (including bid delivery):  
119 Luna Avenue, Los Lunas, NM 87031

Mailing Address:  
PO Box 1300, Los Lunas, NM 87031

Phone: (505) 866-8259

Fax: (505) 866-8262

E-mail: hrindels@llschools.net

NOTE: All deliveries via express carrier (INCLUDING BID DELIVERY) should be addressed to Heather Rindels' Delivery Address above.

## **E. DEFINITION OF TERMINOLOGY**

This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

“Bidder” is any person, corporation, or partnership who chooses to submit a sealed bid.

"Close of Business" means 4:30 P.M. Local Time.

"Contract" or “Agreement” means a written agreement for the procurement of items of tangible personal property or services.

"Contractor" means a successful bidder who enters into a binding contract.

"Determination" means the written documentation of a decision of the Director of Purchasing including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“Local Public Body” means every political subdivision of the state and the agencies, instrumentalities and institutions thereof, including two-year post-secondary educational institutions, school districts and local school boards and municipalities, except as exempted pursuant to the Procurement Code.

“Los Lunas School Board” means the elected board in whom all powers of the School District are vested and who are responsible for the proper and efficient administration of the School District.

"Procurement Manager" means the person or designee authorized by LLS to manage or administer a competitive procurement.

"Price agreement" means a definite quantity contract or indefinite quantity contract which requires the contractor to furnish items of tangible personal property, services or construction to a state agency or a local public body which issues a purchase order, if the purchase order is within the quantity limitations of the contract, if any.

"Procuring agency" means a municipality, county, state agency, local public body or other political subdivision of the State of New Mexico (or any subdivision thereof) that requests the procurement of services or items of tangible personal property under this Price Agreement.

“Product” means an item of tangible personal property which is defined in the New Mexico Procurement Code as tangible property other than real property having a physical existence, including but not limited to supplies, equipment, materials and printed materials.

"Purchase Order” or "PO" means the document which directs a contractor to deliver items of tangible personal property or services pursuant to an existing, valid contract.

"Purchasing” means the Los Lunas School District Purchasing Office or the Los Lunas Schools Purchasing Director.

"Purchasing Director" or "PD" means the Purchasing Director for Los Lunas School District.

"Responsible Bidder" means a bidder who submits a responsive bid and who has furnished required information and data to prove that their financial resources, production or service facilities, personnel, service reputation and

experience are adequate to make satisfactory delivery of the services or items of tangible personal property called for in this Invitation for Bids.

"Responsive Bid" means a timely submitted bid which conforms in all material respects to the requirements set forth of an Invitation for Bid. Material respects of an Invitation for Bid include, but are not limited to, price, quality, quantity and delivery requirements.

"School District" means Los Lunas School District.

"Services" means the furnishing of labor, time or effort by a Contractor not involving the delivery of a specific end product other than reports and other materials which are merely incidental to the required performance. "Services" does not include construction.

"State Agency" means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of the State of New Mexico.

"Statement of Compliance" and "Statement of Concurrence" mean an express, affirmative statement by the Bidder in their bid document, that they agree with or agree to the stated requirement(s). Possible examples of acceptable responses include "The [NAME HERE] Company agrees to comply with this requirement.", "The [NAME HERE] Company concurs with this requirement." and "The [NAME HERE] Company agrees to participate as required."

"Successful Bidder" means the lowest priced Responsible Bidder to whom Los Lunas Schools, on the basis of the School District's evaluation, makes an award. A Successful Bidder does not become a Contractor until the School District signs the Contract signed and submitted by the Bidder. One or more Purchase Orders will accompany or follow the approval. **Successful Bidders should not provide products or services prior to their receipt of an approved Purchase Order.**

## **F. PROCUREMENT LIBRARY**

The Procurement Library consists of the following documents which may be accessed by their associated Internet links:

**- New Mexico Procurement Code**

<http://public.nmcompcomm.us/nmnxtadmin/NMPublic.aspx>

**- Los Lunas Schools Purchasing Policy**

[http://www.llschools.net/school\\_board/policies/section\\_i\\_i\\_i\\_finance/](http://www.llschools.net/school_board/policies/section_i_i_i_finance/)

**-Federal W-9**

<http://www.llschools.net/common/pages/DisplayFile.aspx?itemId=15394024>

## **G. RESIDENT PREFERENCE**

The New Mexico Procurement Code provides for preference for resident and resident veteran businesses and contractors under certain conditions. If applicable, the preference will be provided to those bidders that have provided a valid preference certificate with their bid.

In order for a Bidder to receive any of the available preferences, that Bidder must submit a copy of their applicable 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 is not acceptable and will not qualify the Bidder for any preference. Preference does not apply to contracts that use federal funds.

For more information, or to obtain application forms, please go to:

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

Note that only an officially issued preference certificate will be considered. Submission of a copy of a submitted application pending receipt of an officially issued preference certificate is not acceptable.

## II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the IFB contains the schedule for the procurement, describes the major procurement events and contains the general conditions and requirements that the Bidder agrees to by submitting a bid in response to this IFB.

### A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DATE</b>
1. Issue IFB	Procurement Manager (PM)	7/8/21 (Thursday)
2. Return of "Acknowledgment of Receipt" Form (Appendix A)	Potential Bidders (PB)	7/13/21 (Tue)
3. Non-Mandatory Pre-Bid Conference	PM & PB	7/13/21 (Tue) 10:30 AM
4. Deadline to Submit Questions	PB	7/14/21 (Wed) 4:30 PM
5. Response to Written Questions/ IFB Amendments	PM	7/16/21 (Fri) 4:30 PM
<b>6. Submission of Sealed Bids</b>	<b>Bidders</b>	<b>7/29/21 (Thurs) 2:00 PM</b>
7. Public Opening	Purchasing, Bidders, General Public	7/29/21 (Thurs) 2:00 PM
8. Bid Tabulation	Purchasing	7/29/21 (Thurs)
9. Contract Award*	Purchasing Director	8/17/21 (Tues)
10. Protest Deadline	Bidders	9/1/21 (Wed) 4:30 PM

\*Price Agreement award is subject to approval of the Los Lunas School Board.

### B. EXPLANATION OF EVENTS

The following paragraphs further detail the activities listed in the sequence of events shown in Section II, Paragraph A.

#### 1. Issue IFB

This IFB is being issued by the Los Lunas School District Purchasing Director on behalf of Los Lunas Schools.

#### 2. Return of "Acknowledgment of Receipt" Form for Participation List

Potential Bidders 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 any written responses to questions and any IFB amendments or other changes to the procurement. Failure to return this form shall constitute a presumption of receipt and rejection of the IFB, the potential bidder's



organization name shall not appear on the participation list and the potential bidder will not be sent updated information regarding the procurement.

### 3. Non-Mandatory Pre-Bid Conference

A Pre-Bid Conference will be held on the date indicated in Section II.A (Sequence of Events), above at 10:30 AM Local Time via Zoom video conference. Potential Bidders are encouraged to submit written questions in advance of the conference to the Procurement Manager (See Section I, Paragraph D). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All written questions will be addressed at the conference. A public log will be kept of the names of Potential Bidders that attended the Pre-Bid Conference. Attendance at the Pre-Bid Conference is not a prerequisite for submission of a bid but is highly recommended as questions will be answered.

### 4. Deadline to submit written questions

Potential Bidders may submit written questions as to the intent or clarity of this IFB until 4:30 PM Local Time on the date indicated in Section II.A (Sequence of Events), above. All written questions must be sent by e-mail to the Procurement Manager (See Section I, Paragraph D.)

### 5. Response to written questions/IFB Amendments

Written responses to written questions and any IFB amendments will be posted to the Los Lunas School District web site, via the Purchasing Department. Notification of such posting shall be provided to all potential bidders that have returned the "Acknowledgement of Receipt" Form found at Appendix A. A new "Acknowledgement of Receipt" Form will accompany the posted distribution package. The form should be signed by the bidder's representative, dated, and hand-delivered or returned by facsimile or e-mail or by registered or certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process.

### 6. Submission of Bids

**BIDS MUST BE RECEIVED BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 2:00 PM LOCAL TIME ON THE DATE INDICATED IN SECTION II.A (SEQUENCE OF EVENTS), ABOVE. BIDS RECEIVED AFTER THIS DEADLINE FOR ANY REASON WILL BE RETAINED UNOPENED AND NOT CONSIDERED.**

The date and time of receipt will be recorded on each bid. Bids must be addressed and delivered to the Procurement Manager at the delivery address listed in Section I, Paragraph D. Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Invitation for Bid "To Supply and Install Carpeting Materials and VCT" and should reference "IFB #2022-001-HR." Bids submitted by facsimile or other electronic means **WILL NOT BE ACCEPTED.**

A public log will be kept of the names of all persons or companies submitting bids.

### 7. Public Opening

All bids timely received will be opened and read aloud in a public forum at the Los Lunas Schools Administration Building located at 119 Luna Avenue, Los Lunas, NM 87031 on the date and time

indicated in Section II.A (Sequence of Events), per NMSA 1978, Section 13-1-107 (1984). Bidders are encouraged to attend.

At the bid opening, the amount of each bid and each bid item, if appropriate, and such other relevant information as may be specified by the Purchasing Manager, together with the name of each bidder, will be recorded, and the record and each bid will be open to public inspection.

If you are an individual with a disability and you require accommodations such as a hearing interpreter to attend our Public Bid Opening, please contact the Procurement Manager (see Section I.D, above) at least seven (7) days prior to the scheduled bid opening.

#### 8. Bid Tabulation

After the public opening, the bids will be assessed for responsiveness. Responsive bids will be tabulated (price compared) to identify the lowest price(s) submitted. During this time, the Procurement Manager may, at his or her option, initiate discussions with Bidders for the purpose of clarifying aspects of the bids, but bids may be accepted and considered without such discussion. Discussions SHALL NOT be initiated by the Bidders.

#### 9. Contract Award

The Purchasing Manager anticipates contract award on the date indicated in Section II.A (Sequence of Events), above. This date is subject to change at the discretion of the Purchasing Director or the Los Lunas School Board

#### 10. Protest Deadline

Any protest by a Bidder must be timely, in conformance with, and will be governed by Sections 13-1-172 through 13-1-176 NMSA 1978. The fifteen (15) day protest period for timely Bidders shall begin on the day following the bid opening and will end at 4:30 PM Local Time on the date indicated in Section II.A (Sequence of Events), above.

Protests must be written and must include the name and address of the protestor and the Invitation For Bid number. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from the Purchasing Director. The protest must be delivered to the Purchasing Director.

Los Lunas Schools Purchasing  
Attn. Michelle Romero, Director of Purchasing  
119 Luna Avenue (hand delivered)/PO Drawer 1300 (if mailed)  
Los Lunas, New Mexico 87031

NOTE: Protests received after the deadline will not be accepted.

### **C. GENERAL REQUIREMENTS**

This procurement will be conducted in accordance with the New Mexico Procurement Code (13-1-28 NMSA 1978) and Los Lunas Schools Purchasing Policy (#3.15).

## 1. Acceptance of Conditions Governing the Procurement

Bidders must indicate their acceptance of the Conditions Governing the Procurement in the Letter of Transmittal form (see Appendix D).

## 2. Incurring Cost

Any cost incurred by the bidder in preparation, transmittal, presentation of any bid or material or negotiation associated with their response to this IFB shall be borne solely by the bidder.

## 3. Prime Contractor Responsibility

Any contract that may result from this IFB shall specify that the prime contractor is solely responsible for fulfillment of the contract with the School District. The School District will only make contract payments to the prime contractor.

## 4. Subcontractors

All personnel engaged in the work represented by this contract shall be fully qualified and authorized to perform such services as the contract may require. No work may be subcontracted nor may the bidder assign any interest in the agreement without prior written consent of LLS. No assignment or transfer shall relieve the bidder from his/her obligations and liabilities.

## 5. Amended Bids

A Bidder may submit an amended bid before the deadline for receipt of bids. Such amended bids must be complete replacements for a previously submitted bid and must be clearly identified as such in the transmittal letter. LLS personnel will not merge, collate, or assemble bid materials.

## 6. Bidders' Rights to Withdraw Bid

Bidders will be allowed to withdraw their bids at any time prior to the deadline for receipt of bids. The Bidder must submit a written withdrawal request signed by the Bidder's duly authorized representative addressed to the Procurement Manager.

## 7. Bid Offer Firm

Responses to this IFB, will be considered firm for ninety (90) days after the due date for receipt of bids

## 8. No Obligation

This procurement in no manner obligates LLS or any of their departments or other subdivisions to the eventual lease, purchase, etc., of any tangible personal property offered or services proposed until a valid written contract is approved by the Purchasing Director and other required approval authorities.

## 9. Termination

This IFB may be canceled at any time and any and all bids may be rejected in whole or in part when LLS determines such action to be in the best interest of the District.

#### 10. Sufficient Appropriation

Any contract awarded as a result of this IFB process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The School District's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

#### 11. Legal Review

The School District requires that all Bidders agree to be bound by the General Requirements contained in this IFB. Any Bidder's concerns must be promptly brought to the attention of the Procurement Manager.

#### 12. Governing Law

This procurement and any agreement with Bidders that may result shall be governed by the laws of the State of New Mexico.

#### 13. Basis for Bid

Only information supplied by the School District in writing through the Procurement Manager or in this IFB should be used as the basis for the preparation of bids.

#### 14. Price Agreement Terms and Conditions

The agreement between LLS and the contractor will follow the format specified by the School District and contain the terms and conditions set forth in Appendix B, Price Agreement.

#### 15. Bidder Qualifications

The School District may make such investigations as necessary to determine the ability of the bidder to adhere to the requirements specified within this IFB. The School District will reject the bid of any bidder who is not a responsible bidder or fails to submit a responsive bid as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

Bidders must, upon request of the School District, provide information and data to prove that the financial resources, production or service facilities, service reputation and experience are adequate to make satisfactory delivery of the materials and/or services. The School District reserves the right to require a Bidder to furnish a Performance Bond prior to award, where the Bidder is unable to furnish the required information or data, or for other reasons, which would insure proper performance by the Bidder.

#### 16. Right to Waive Minor Irregularities

The School District reserves the right to waive minor irregularities. The School District also reserves the right to waive mandatory requirements provided that all of the otherwise responsive bids failed to meet the same mandatory requirements or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the School District.

#### 17. Change in Contractor Representatives

LLS reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the School District, meeting its needs adequately.

#### 18. Notice

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

#### 19. School District Rights

LLS reserves the right to accept all or a portion of a bid.

#### 20. Ownership of Bids

All documents submitted in response to the IFB shall become the property of LLS. However any technical or user documentation submitted with the bids of non-selected bidders may be returned after the expiration of the protest period, by request, at the expense of the Bidder.

#### 21. Ambiguity, Inconsistency or Errors in IFB

Bidders shall promptly notify the Procurement Manager, in writing, of any ambiguity, inconsistency or error, which they discover upon examination of the IFB.

#### 22. Competition

By submitting a bid, Bidder certifies that they have not, either directly or indirectly, entered into any action in restraint of full competition in connection with the bid submitted to LLS.

#### 23. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of any agreement resulting from this IFB shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of LLS.

#### 24. Delivery and Failure to Meet Order Provisions

a. No Delivery Before Purchase Order is issued: No Bidder, including a Bidder to whom an award is made, shall deliver any item of tangible personal property, commence services or start construction prior to the issuance of a Purchase Order or Notice to Proceed issued by the Los Lunas

Schools Purchasing Department.

b. Failure to Meet Order Provisions: The Schools District reserves the right to cancel all or any part of an order without cost to the District, if the Contractor fails to meet the provisions of that order and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the School District due to the Contractor's default.

25. District Furnished Property

School District furnished property, shall be returned to the District upon request in the same condition as received except for ordinary wear, tear, and modifications ordered hereunder.

26. Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Bidder must have a valid e-mail address to receive this correspondence.

27. Use of Electronic Versions of this IFB

This IFB is being made available by electronic means. If accepted by such means, the Bidder acknowledges and accepts full responsibility to insure that no changes are made to the IFB. In the event of conflict between a version of the IFB in the Bidder's possession and the version maintained by LLS, the version maintained by the School District shall govern.

28. Award Rights

The School District reserves the right to award this IFB in total; by groups of item; on the basis of individual items; any combination of these which could result in a multiple award; or as otherwise specified in bid specifications; whichever, in its judgment, best serves the interest of the School District.

29. Addenda

Changes or amendments to specifications, conditions or provisions herein may be initiated ONLY through the Purchasing Department in the form of a written addendum. Any addenda shall become a part of this bid.

It is the responsibility of all persons or businesses considering submitting a bid in response to this solicitation to ensure that they have received all addenda prior to making a bid. Addenda will be posted to the Purchasing Department web site ([http://www.llschools.net/district/departments/purchasing\\_warehouse/purchasing\\_services\\_rfp\\_s\\_i\\_t\\_bs\\_and\\_contracts](http://www.llschools.net/district/departments/purchasing_warehouse/purchasing_services_rfp_s_i_t_bs_and_contracts)) prior to the due date for the receipt of bids. All potential Bidders that have submitted the Acknowledgement of Receipt Form (at Appendix A) will be notified of the availability of such addenda.

### III. RESPONSE FORMAT AND ORGANIZATION

#### A. NUMBER OF RESPONSES

Bidders may submit only one (1) response to this IFB.

#### B. NUMBER OF COPIES

Bidders shall deliver one (1) signed and sealed bid to the location specified in Section I.D on or before the closing date and time for receipt of bids

#### C. BID CONTENTS

All bids **MUST** contain the following items:

1. **COMPLETED AND SIGNED Letter of Transmittal Form** (Found at Appendix D)
2. **SIGNED PRICE AGREEMENT** (Found at Appendix B and Attachment 1)
3. **COMPLETED AND SIGNED BID FORM WITH PRICE(S)** (Found at Appendix C)
4. **VENDOR PROFILE**-Brief description and history of your company including current size, organization and support staff qualifications and any certifications required to operate equipment.
5. **CERTIFICATE OF LIABILITY INSURANCE**- Bidder must provide, and agree to maintain during the life of the Price Agreement, insurance as follows:

Workers Compensation – Consistent with statutory requirements.

Comprehensive General Liability - \$1,000,000 per occurrence, \$2,000,000 General Aggregate

Motor Vehicle Liability - \$1,000,000 per occurrence, \$2,000,000 General Aggregate

Any insurance that is required does not limit the Vendor's obligation to indemnify the procuring agency for a claim above that amount.

6. **CAMPAIGN CONTRIBUTION DISCLOSURE FORM** (Found at Appendix E)
7. **CONFLICT OF INTEREST/DEBARMENT FORM** (Found at Appendix F)
8. **COPY OF BUSINESS LICENSE**
9. **5 LETTERS OF REFERENCE** –List names, addresses (including city, state, zip) and phone numbers of five (5) different commercial accounts, preferably government agencies, within the past five (5) years that you have performed work for. Provide letters of reference for each account listed.

Some bids **MUST** contain the following items, if required in Section IV, SPECIFICATIONS AND REQUIREMENTS:

10. Bid bond in proper format

11. Licenses/certifications or compliance forms
12. Any other items **REQUIRED** in Section IV, **SPECIFICATIONS AND REQUIREMENTS**.

Bids **MAY** contain the following **OPTIONAL** item:

13. Resident Business Preference Certificate (See Section I.G.)
14. Resident Veterans Preference Certificate (See Section I.G.)

Failure of Bidder to complete and submit required bidding documents, in accordance with all instructions provided, is cause for rejection of their bid. (A Bid Submittal Checklist is provided at Appendix H to assist Bidders in insuring they are submitting a complete and proper bid.)

#### **D. BID FORMAT**

1. To preclude any possible errors or misrepresentations, bid prices must be affixed legibly in ink or typewritten. Corrections or changes must be signed or initialed by Bidder prior to the scheduled bid opening. Failure to comply will be just cause for rejection of the bid.
2. The unit price(s) shall exclude all state and local taxes.

#### **E. BID SUBMITTAL REQUIREMENTS**

Bids must be submitted in a sealed envelope. The bid title, the bid number and the opening date and time should be clearly indicated on the bottom left hand side of the front of the envelope. The Bidder's name shall also appear on the envelope. Failure to properly label the bid envelope may necessitate the premature opening of the bid in order to identify the bid number.



## **IV. SPECIFICATIONS**

### **A. INFORMATION**

#### 1. Background

LLS is comprised of fifteen (15) schools, administrative offices, a district service center, two (2) transportation offices and a teacher resource center. LLS has 10 Elementary Schools (Grades K-6) that feed into 2 Middle Schools (grades 7-8) and 3 High Schools (Grades 9-12). School Site campuses total approximately 436 acres. LLS serves approximately 1500 employees and 8600 students. The District allows schools to conduct campus activities during and after school and other times through the year that attract parents and the surrounding community. With the development of Facebook, projections for student growth have increased significantly.

#### 2. Restrictive Specifications

Specifications stated in this request are not intended to exclude any Bidder. If any Bidder is of the opinion that the specifications as written preclude them from submitting a response to this IFB, it is requested that their opinion be made known to the Purchasing Manager, in writing, as soon as possible but preferably at least three (3) days prior to the bid opening date.

#### 3. No Bid Form

We request that any potential Bidder that reviews this IFB and chooses not to respond complete and return the No Bid Form found at Appendix G prior to the deadline for the receipt of bids. Unlike an actual bid submittal, this form MAY be sent electronically, if desired, since the potential Bidder will not be participating in the procurement. This is NOT a requirement but will assist us in insuring the quality of this procurement and in improving the quality of future procurements. No Bid Forms will become a part of the procurement file and are subject to public release. No Bid Forms may be sent anonymously, if desired.

### **B. [RESERVED]**

(This section not used.)

## **V. BID OPENING, PROCESSING AND AWARD**

This section describes how bids received are handled and assessed. It also describes how the award process works as well as the role of the Contract provided in Appendix B and the role of Purchase Orders that may follow Contract award.

### **A. BID RECEIPT**

Bids shall be accepted unconditionally per NMSA 1978, Section 13-1-105 (2005). Only those bids received before the deadline for the receipt of bids will be considered. Bids received after the deadline (“late bids”) will be retained in the procurement file, unopened, and shall not be considered for award.

### **B. BID OPENING**

Bids will be opened and read in public in accordance with Section 13-1-107 of the New Mexico Procurement Code. See Section II.B.7, above, for specific information.

### **C. EVALUATION PROCESS**

#### 1. Compliance Review

After the required public opening and reading, all timely receive bids will be reviewed for compliance with the requirements and specifications stated within the IFB. Bids deemed non-responsive to any mandatory requirement or specification may be disqualified.

#### 2. Clarifications

The Procurement Manager or Purchasing Agent may contact the Bidder for clarification of the response as specified in Section II.B.8.

#### 3. Other Information Sources

The District may use other sources of information to confirm the validity of bids submitted and the ability of the Bidder to perform as specified in Section II.C.15.

#### 4. Bid Tabulation

The bid price(s) on the Bid Form from timely received and responsive bids will be tabulated (price compared) to identify the lowest price(s) bid. If applicable, the price(s) bid will be adjusted (for comparison and award purposes only) for those Bidders that have submitted a valid Preference Certificate with their bid.

#### 5. Discrepancies in Price(s)

In case of an error in the Extended Price and Unit Price, the Unit Price shall govern.

6. Determination of Lowest Price

After completion of the bid tabulation, the District will examine the results to determine which Bidder offers the lowest price to the District in accordance with the specifications and terms and conditions set forth in the Invitation for Bids.

7. Public Notification of Bid Tabulations and Contract Awards

Bid tabulations and awarded contracts will be posted to our website after contract award as indicated in Section II.A (Sequence of Events).

**D. AWARD AND ORDER PROCESS**

1. Contract Award

Upon selection for possible Contract award, the District will add the Contractor's name and signatory information to the signed Contract (Appendix B) submitted by the Bidder and it will be submitted to the approving authority with a recommendation for award.\* Once approved and signed by that approving authority the Contract is officially awarded.

\*Bidders may place their company name and signatory information in the highlighted areas of the signed Contract they submit, if desired.

2. Order(s)

A successful Bidder SHOULD NOT begin to deliver products or begin performance based solely on Contract award as detailed above. A successful Bidder may only deliver products or begin performance AFTER the receipt of an approved Purchase Order issued by the Los Lunas Schools Purchasing Department. Failure to comply is AT THE CONTRACTOR'S RISK and the District shall not be liable to pay for any products delivered or services performed prior to the issuance of an approved Purchase Order.

**APPENDIX A**

**ACKNOWLEDGEMENT OF RECEIPT FORM**

**Invitation For Bid**

**TO SUPPLY AND INSTALL CARPETING MATERIALS AND VCT**

**Los Lunas School District IFB #2022-001-HR**

In acknowledgment of receipt of this Invitation For Bid, the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix H.

**The acknowledgment of receipt shall be signed and returned (by fax, e-mail, courier or hand delivery) to the Procurement Manager no later than July 13, 2021.**

The firm listed below does \_\_\_\_\_/does not \_\_\_\_\_ (check one) intend to respond to this Invitation For Bid.

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

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

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

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

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

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

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

This name and address will be used for all correspondence related to the Invitation For Bid.

Please return to:

**Heather Rindels**  
Los Lunas Schools Purchasing Manager  
119 Luna Ave (if hand-delivered)/PO Box 1300 (if mailed)  
Los Lunas, NM 87031  
Phone: (505) 866-8259  
Fax: (505) 866-8262  
E-mail: [hrindels@llschools.net](mailto:hrindels@llschools.net)

**APPENDIX B****GENERAL SERVICES PRICE AGREEMENT****Los Lunas School District****PRICE AGREEMENT #2022-001-HR  
TO SUPPLY AND INSTALL CARPETING MATERIALS AND VCT**

THIS PRICE AGREEMENT (“Agreement”) is made and entered into by and between the Los Lunas School District, hereinafter referred to as the "School District" and \_\_\_\_\_ hereinafter referred to as the "Contractor", on behalf of Los Lunas Schools, and other state agency and local public body users within the State of New Mexico as provided for in the New Mexico Procurement Code at Section 13-1-129(A)(2). It is effective as of the date set forth below upon which it is executed by the Purchasing Agent and the Los Lunas School Board.

IT IS MUTUALLY AGREED UPON BETWEEN THE PARTIES:

**1. Scope of Work: (See Attachment I)**

A. General Information: The Contractor will SUPPLY AND INSTALL CARPETING MATERIALS AND VCT on an as-needed basis and as requested by LLS for approximately 15 school sites and various administrative offices as specified below:

Administration Offices	119 Luna Avenue, Los Lunas, NM 87031
Athletic Office	32 Sun Valley Rd, Los Lunas, NM 87031
District Service Center	1262 NM Hwy 314, Los Lunas, NM 87031
Special Services Offices	343 Main Street, Los Lunas, NM 87031
Teacher Resource Center	801 Coronado, Los Lunas, NM 87031
Los Lunas High School	1776 Emilio Lopez Rd, Los Lunas, NM 87031
Valencia High School	310 Bonita Vista Blvd, Los Lunas, NM 87031
Century High School	32 Sun Valley Rd, Los Lunas, NM 87031
Los Lunas Middle School	423 Main Street, Los Lunas, NM 87031
Valencia Middle School	22 Marlink Rd, Los Lunas, NM 87031
Ann Parish Elementary	112 Meadowlake Rd, Los Lunas, NM 87031
Bosque Farms Elementary	1390 W Bosque Loop, Bosque Farms, NM 87068
Desert View Elementary	49 Camino La Canada, Los Lunas, NM 87031
Katherine Gallegos Elementary	236 Don Pasqual Rd, Los Lunas, NM 87031
Los Lunas Elementary	800 Coronado St SE, Los Lunas, NM 87031
Peralta Elementary	3645 Hwy 47, Peralta, NM 87042
Raymond Gabaldon Elementary	454 Coronado St NE, Los Lunas, NM 87031
Safety and Security Office	32 Sun Valley Rd, Los Lunas, NM 87031
Sundance Elementary	3701 Sundance St SW, Los Lunas, NM 87031
Tome' Elementary	46 Chacon Rd, Los Lunas, NM 87031
Valencia Elementary	111 Monica Rd, Los Lunas, NM 87031
Transportation Eastside	112 Meadowlake Rd, Los Lunas, NM 87031

B. Contractor will determine a Scope of Work regarding the project(s) being addressed. Contractor will be required to determine an estimated cost of services for work to be performed on a specific project(s). Upon

approval of the Scope of Work by appropriate LLS Administrative Staff, a purchase order will be issued to Contractor with a description of the Scope of Work described on the purchase order attached thereto.

C. Contractor may be requested to advise and assist various departments with process and compliance issues, regulations and standards, review of contracts, and the like. Contractor must inform LLS of any changes to any Federal or State laws, regulations, or standards that are deemed appropriate for project(s).

2. **Coordination:** The contractor's work shall be coordinated through a delegated representative for LLS.

3. **Compensation:**

A. LLS shall pay the contractor for services rendered on an as-needed basis for the 2021/2022 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. Product and services must be provided upfront by awarded Contractor. No prepayments are allowed.

G. Prices will remain fixed for six (6) months from the date of Price Agreement execution. Price adjustments & product changes will then be considered on a semi-annual basis. Price increase requests must be substantiated with demonstrated written evidence of cost increases to the vendor from the manufacturer. This measure is not intended to allow any increase in profit margin and is included only to compensate for actual market industry cost increases; vendors must submit a written request to the user agency or local public body for consideration.

4. **Taxes:**

A. LLS possess a Class 9 Nontaxable Transaction Certificate which does not apply to professional services, labor or construction. The bidder will be responsible for payment of all New Mexico Gross Receipts taxes or any other taxes due as a result of any contract with LLS. It is the bidder's responsibility to forward all taxes to the proper revenue office. Bid shall include applicable state, and local taxes, however taxes will not be considered when evaluating each bid.

B. The contractor shall not be reimbursed by Los Lunas Schools for applicable New Mexico gross receipts taxes, nor interest or penalties assessed on the contractor by any authority. The payment of taxes for any money received under this agreement shall be the contractor's sole responsibility and should be reported under the contractor's federal and state tax identification number(s).

C. Contractor and any and all subcontractors shall pay all federal, state and local taxes applicable to its operation and any persons employed by the contractor. Contractor shall require all subcontractors to hold Los Lunas Schools harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under federal and/or state and local laws and regulations and any other costs, including transaction privilege taxes, unemployment compensation insurance, social security and worker's compensation.

5. **Term**: The term of this Contract shall be for one (1) year beginning September 1, 2021, expiring August 31, 2022, with the option to renew, on an annual basis, for up to three (3) additional one-year terms. Under no circumstances will the term of the Price Agreement, including any extensions and renewals thereto, exceed four (4) years.

6. **Termination**: This agreement may be terminated by either of the parties hereto upon written notice prior to the delivery of services set forth in the scope of work or at least ten (10) days prior to the intended date of termination. By such termination, if applicable, neither party may nullify obligations incurred for satisfactory performance through the date of termination.

7. **Status of Contractors**: The contractor, his agents and employees, are independent contractors performing services for LLS and are not employees of the Board of Education, LLS. The Contractor, his agents and employees, shall not accrue leave, retirement, insurance, bonding, use LLS vehicles, or any other benefits afforded to employees of LLS as a result of this agreement.

8. **Assignment**: The contractor shall not assign or transfer any interest in this agreement or assign any claims for money that may become due under this agreement without the prior written consent or approval of LLS.

9. **Subcontracting**: The contractor shall not subcontract, either written or oral, any portion of the services to be performed under this agreement without the prior written approval of LLS. If such occurs, LLS shall be entitled to reimbursement for the time accrued as a result of subcontracting. The contract shall then be terminated immediately upon such violation of the terms and conditions set forth herein.

10. **Release**: The contractor, upon final payment of the amount due under this agreement, releases LLS, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this agreement. The contractor agrees not to purport to bind LLS to any obligation not assumed herein by LLS unless the contractor has express written authority to do so, and then only within the strict limits of that authority.

11. **Conflict of Interest**: The contractor warrants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this agreement.

12. **Indemnification**: The contractor shall hold harmless and indemnify LLS against all civil actions, suits, demands, losses or expenses, including attorney fees, which

may be threatened or incurred at any time by reason out of contractor's services provided pursuant to this agreement.

13. **Amendment**: This agreement shall not be altered, changed, or amended except by instrument in writing executed by both parties thereto.

14. **Scope of Agreement**: This agreement incorporates Appendix B Contract, Appendix C Pricing Schedule, Appendix D Letter of Transmittal Form, Appendix E Campaign Contribution Disclosure Form, Appendix F Conflict of Interest/Debarment Form, IFB 2022-001-HR, IFB amendments and Bidder's IFB response.

15. **Notice**: The Procurement Code, Sections 13-1-28 through 13-1-99, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

16. **Applicable Law**: the Laws of the State of New Mexico and policies of the Board of Education shall govern this agreement.

17. **Fingerprints and Background Checks**: New Mexico Statute Section 22-10-3.3 NMSA 1978 (being Laws, 1997, Chapter 238, Section 1) and State Board of Education Rules require that all applicants who have been offered employment, contractors, and contractor's employees with unsupervised access to students be fingerprinted in order to establish positive identification for a state and federal criminal background check. LLS will also require said applicants or prospective contractors to pay for the cost of obtaining the fingerprints and background check. Employment or contract may be denied under the Criminal Offender Employment Act if the background check reveals a history of convictions of felonies or misdemeanors, or other information (supported by independent evidence) that could establish unfitness for working in proximity to children and youth. Records and any related information shall be privileged and shall not be disclosed to a person who is not directly involved in the employment decision regarding the applicant or contractor.

18. **Insurance**: The contractor shall procure, pay for and maintain in full force and effect during the terms of this Agreement insurance as required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico. The contractor shall furnish LLS copies of certificates of required insurance in a form satisfactory to LLS (or copies of insurance policies if LLS calls for them). All certificates of insurance (or policies) shall provide that thirty (30) days written notice be given to LLS before a policy is canceled, materially changed or not renewed. Various types of required insurance may be written in one or more policies.

- **Professional Liability Insurance**: The contractor shall procure and maintain during the term of the Agreement professional liability insurance in an amount not less than \$1,000,000 per occurrence, not including defense costs. Such insurance shall have no greater than a \$10,000 deductible unless a different form of security is specifically accepted in writing from LLS. The amount of any deductible shall be stated.



- **Comprehensive General Liability:** The contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. Said policies of insurance shall include coverage for all operations performed for LLS by the contractor, coverage for the use of all owned, non-owned, hired automobiles vehicles, and other equipment both on and off work. Contractual liability coverage shall specifically insure the indemnity and hold harmless provisions of this Agreement.
- **Workers' Compensation Insurance:** The contractor shall provide for its employees workers' compensation insurance as applicable under the New Mexico Workers' Compensation Act.
- **Increased Limits:** If, during the term of this Agreement, the Legislature of the State of New Mexico increases the maximum limits of liability under the Tort Claims Act, Sections 41-4-1 through 41-4-27 NMSA 1978, LLS may require the contractor to increase the maximum limits of any insurance required herein.

By signing this agreement the contractor certifies that the records of the New Mexico Taxation and Revenue Department reflect that the contractor has a valid Federal Tax Identification Number or Social Security Number and is registered with the Taxation and Revenue Department to pay the New Mexico Gross Receipts Tax levied on the amounts payable under this agreement. Furthermore all terms and conditions spelled out in the original Invitation For Bid IFB 2022-001-HR, dated July 8, 2021 are hereby incorporated as a part of this contract. No prior agreement or understanding, verbal or otherwise of the parties or their agents shall be valid or enforceable unless embodied in the agreement.

WITNESS WHEREOF, the parties have executed this agreement as of the date first written above.

By: \_\_\_\_\_  
Michelle Romero Date  
Director of Purchasing  
Los Lunas Schools  
PO Box 1300, Los Lunas, NM 87031  
Phone: 865-9636 Fax: 866-8262

By: Contractor: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: ) \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

## Attachment I

### Scope of Work

#### 1. Contractor Shall:

- a. Remove existing carpet material and padding; install new carpet material and resilient covered base as requested by Los Lunas School District.
- b. Perform all necessary floor preparation.
- c. Inspect all sub-carpeting material before commencing work.
- d. Install all materials in accordance with manufacturer's directions and all accepted industry standards.
- e. Contractor is required to respond within forty-eight (48) hours to all agency requests for quotations. All orders will be placed pursuant to approved purchase orders. No orders shall be placed or accepted by the Contractor without acceptance of an approved purchase order within the term of this Price Agreement.
- f. Provide carpet adhesive as recommended by the carpet manufacturer, if required.
- g. Provide crack, joint, and carpet filler to be used as recommended and approved by the carpet manufacturer for this purpose.
- h. Provide other materials not specifically described but required for a complete and proper installation.

#### 2. Preparation:

- a. Contractor will clean carpets of dust, dirt, solvents, oil, grease, paint, plaster, and other substances detrimental to proper performance of adhesive or carpet. Ensure concrete carpets are free from scaling and irregularities. Vacuum clean substrate. Use an approved filler to patch cracks, small holes, and for leveling. Furthermore, manufacturer's applicable instructions and recommendations relative to the preparation of the sub-carpeting must be adhered to.
- b. Contractor shall provide all protective coverings necessary to protect existing adjacent finishes.
- c. Abatement of asbestos containing materials (ACM) shall be performed under a separate contract, and is outside of the scope of the work of this Price Agreement. Projects will be stopped immediately when asbestos is discovered and the using agency shall determine how to proceed.

#### 3. Installation Requirements:

- a. Carpeting shall be installed utilizing a glue down method. Carpet shall be installed with all rows of yarn running in the same direction as carpet, unless specifically approved otherwise by the Maintenance Supervisor or authorized delegate.
- b. Side to end seaming will not be permitted and only with specific Los Lunas Schools' approval would end to end seams be permitted. Carpeting shall be laid in a manner that is free of visual imperfections. All bond seams shall be cemented in accordance with the manufacturer's instructions. No seam glue shall be left on carpet face.
- c. Carpeting shall be installed around any carpet outlets and similar obstructions. All other obstructions which may be encountered shall be reported to the Maintenance Supervisor or authorized delegate prior to beginning any work.
- d. Installation shall be performed by workers experienced in carpet installation.
- e. Environmental conditions must follow the manufacturers' recommendations for proper environmental conditions that must be maintained before, during, and after the installation. For good indoor quality, provide adequate ventilation and air exchange during installation and for forty-eight (48) to seventy-two (72) hours thereafter to dissipate new installation odors.
- f. For Carpet installation requirements see Exhibit A (page 33).

- g. For VCT installation requirements see Exhibit B (Page 34).
- h. For Carpet Tile installation requirements see Exhibit C (Page 35).

**4. Clean-up:**

- a. Contractor shall restore any preventable damage to existing, adjacent finishes and remove spots, smears, stains, etc., immediately with manufacturer approved material. Installed carpet must be clean of all foreign material. The Contractor further agrees that they will, at their own expense, repair and replace all defective items and/or restore any damages caused by defective products and/or wrongful installation which becomes defective during the term of all applicable warranties.
- b. Contractor shall provide all clean-up for its operations. All construction debris shall be removed from the work areas and disposed of at an approved waste disposal site. The owner's trash container for the building shall not be used for disposal of construction debris. When possible, old carpet and other materials will be recycled.

**5. Miscellaneous:**

- a. Contractor agrees to utilize equipment that is acceptable to the District and to maintain the equipment in safe and workable order.
- b. Contractor shall make necessary arrangements for storage of tools and/or equipment. LLS will not be responsible for any lost or stolen property.
- c. Comply with all applicable codes for this type of work.
- d. Comply with all federal, state and local laws governing safety, health and sanitation.
- e. The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions necessary to protect the life and health of employees on the job and the safety of the public and to protect the property of LLS in connections with the performance of the work covered by this IFB.

**END OF SPECIFICATIONS  
PROCEED TO BID FORM**

**EXHIBIT A**  
**CARPET SPECIFICATIONS**

**STYLE NAME:** VOCATION III 28 UNI OR APPROVED EQUAL

**STYLE NUMBER:** 54272

**COLOR NAME:** AS SELECTED BY OWNER

**CONSTRUCTION:** LOOP PILE

**CARPET STYLE:** BROADLOOM

**FIBER PRODUCT:** 100% SOLUTION Q NYLON

**DYE METHOD:** 100% SOLUTION DYED

**PATTERN REPEAT:** NONE

**TUFTED WEIGHT:** 28.0

**GAUGE:** 1/8

**STITCHES PER INCH:** 9.0

**FINISHED PILE THICKNESS:** 0.115

**TOTAL THICKNESS:** 0.274

**AVERAGE DENSITY:** 8765

**PRODUCT SIZE:** 12 FOOT

**PRIMARY BACKING:** SYNTHETIC

**SECONDARY BACKING:** UNITARY

**GSA APPROVED PRODUCT:** YES

**RADIANT PANEL TESTING:** CLASS I

**NBS SMOKE TESTING:** LESS THAN 450

**ELECTROSTATIC PROPENSITY:** LESS THAN 3.5 KV

**INSTALLATION METHOD:** DIRECT GLUE

**WARRANTY:** PROVIDE MANUFACTURER'S STANDARD TEN (10) YEAR WARRANTY

**EXHIBIT B**  
**VCT SPECIFICATIONS**

**GAUGE:** 1/8" (3.2 MM)

**WIDTH:** 12" X 12"

**USE:** COMMERCIAL

**SHIPPING WEIGHT:** 63 LBS. /CARTON

**GLOSS:** (TYPICAL VALUE) 60 DEGREE SPECULAR: 20-40

**PACKAGING:** 45 PIECES/CARTON; 45 SQ. FT. /CARTON; 24 CARTONS/PALLET

**MATERIALS:** COMPOSITION OF POLYVINYL CHLORIDE RESIN, PLASTICIZERS, STABILIZERS, FILLERS AND PIGMENTS

**REFERENCE SPECIFICATIONS:** ASTM F 1066, CLASS 2 – THROUGH PATTERN

**FIRE TEST DATA:** ASTM E 648 CRITICAL RADIANT FLUX – 0.45 WATTS/SQ. CM. OR MORE – CLASS 1  
ASTM E 662 SMOKE – 450 OR LESS

**STATIC LOAD LIMIT:** ASTM F 970, 75 PSI (5.27 kg/Sq Cm)

**PRODUCT LINE:** ARMSTRONG IMPERIAL TEXTURE STANDARD EXCELON OR APPROVED EQUAL

**COLOR:** SANDRIFT WHITE NO. 51858 OR APPROVED EQUAL

**INSTALLATION MATERIALS:** ADHESIVE AS RECOMMENDED BY VCT MANUFACTURER

**INSTALLATION PROCEDURES:** The manufacturer's recommended installation procedures will become the basis of inspection and accepting or rejecting actual installation procedures used on the work.

**EXHIBIT C**  
**CARPET TILE SPECIFICATIONS**  
**(Minimum Requirements)**

**SPECIFICATIONS:**

1. **STANDARD SIZE: 24 INCHES X 24 INCHES**
2. **FACE WEIGHT: 24.0 OUNCES PER SQUARE YARD OR BETTER**
3. **FINISHED PILE HEIGHT: 0.17 INCHES**
4. **FACE FIBER: MILLIKEN CERTIFIED WEARON TYPE 6.6 NYLON**
5. **STANDARD BACKING: PVC FREE COMFORT PLUS CUSHION**
6. **DENSITY NUMBER: NOT LESS THAN 4800**
7. **PILE WEIGHT: 14-20 OUNCES**

**COLOR AND PATTERN: AS SELECTED BY LLS**

**PRODUCT LINE:**

1. **MILLIKEN CARPET: TUFTED, TEXTURED LOOP PILE**
2. **INTERFACE: CUBIC, ENTROPY, CHENILLE WARP, SEW STRAIGHT, PRIMARY STITCH, STRAIGHT EDGE COLLECTIONS**
3. **TANDUS: LANDSCAPE TEXTURES, GRID OVERLAY II, RATIO**
4. **MOHAWK: LAUGHTER, ONE FIRST, ORIGINAL MODULATOR, COMPLEX MODULAR, COMPLETELY CHARMED, FIRST ONE UP**
5. **BOLYU: INFINITY TILE, CROSSING TILE, TEMPO TILE**
6. **OR APPROVED EQUAL**

**INSTALLATION MATERIALS: Carpet adhesive as recommended by carpet manufacturer**

**INSTALLATION PROCEDURES: The manufacturer's recommended installation procedures will become the basis of inspection and accepting or rejecting actual Installation procedures used on the work.**

**WARRANTY: Provide manufacturer's standard ten (10) year warranty**

**QUALIFICATIONS OF MANUFACTURER: Products shall be produced by manufacturers regularly engaged in manufacture of similar items and with a history of successful production acceptable to Los Lunas Schools**

**QUALITY ASSURANCE: Use adequate number of skilled workmen who are thoroughly trained and experienced and familiar with requirements and methods for proper installation of carpet tiles.**

**REQUIREMENTS OF REGULATORY AGENCIES: Carpet fire hazard classification ASTM E-84, Class B, Flame Spread 26-75**

**GENERAL CONDITIONS: Installation contractor shall be totally responsible for the accuracy of the measurements on total yardage requirements to be furnished to LLS.**

**APPENDIX C  
PRICE SCHEDULE  
(Submit in a Sealed Envelope)**

**A PRICE MUST BE ENTERED FOR EACH ITEM OR BID WILL BE DEEMED NONRESPONSIVE**

**CARPET PRICING  
SEE EXHIBIT A**

**\*Quantities are just an estimate and are for comparison purposes only**

**\*Prices are not to include NMGRT**

**\*If offering an “equal” product, Bidder must include the manufacturer’s specifications with the Price Schedule**

**\*Prices must include labor cost**

**Check the box that applies**

<input type="checkbox"/> I am using District Specifications	Exhibit A
<input type="checkbox"/> I am using “approved equal” specifications and detailed specifications are attached to my Price Schedule.	Manufacturer _____  Model No. _____

DESCRIPTION	QUANTITY	PRICE	TOTAL (Qty X Price)
1. Furnish and Install specified (or approved equal) carpet including normal preparation of sub-carpeting required	100 SY	\$ _____ per SY	\$ _____
2. Removal and disposal of existing carpet material	100 SY	\$ _____ per SY	\$ _____
3. Floor Preparation (if required)	100 SY	\$ _____ per SY	\$ _____
4. Furnish and Install 4” covered vinyl resilient base	30 LF	\$ _____ per LF	\$ _____
5. Removal and disposal of existing coved base	30 LF	\$ _____ per LF	\$ _____
6. Moving furniture (if required)	8 HR	\$ _____ per HR	\$ _____
		<b>SUBTOTAL A</b> (Add totals for lines 1 through 6)	\$ _____

**(Continue to VCT Pricing)**



**VCT PRICING**  
**SEE EXHIBIT B**

\*Quantities are just an estimate and are for comparison purposes only

\*Prices are not to include NMGRT

\*If offering an “equal” product, Bidder must include the manufacturer’s specifications with the Price Schedule

\*Prices must include labor cost

**Check the box that applies**

<input type="checkbox"/> I am using District Specifications	Exhibit B
<input type="checkbox"/> I am using “approved equal” specifications and detailed specifications are attached to my Price Schedule.	Manufacturer _____ Model No. _____

DESCRIPTION	QUANTITY	PRICE	TOTAL (Qty X Price)
1. Furnish and Install specified (or approved equal) Vinyl Composition Tile (VCT)	100 SF	\$ _____ per SF	\$ _____
2. Surface preparation and installation of new VCT on existing concrete floors	100 SF	\$ _____ per SF	\$ _____
3. Surface preparation and installation of new VCT on existing wood floors	100 SF	\$ _____ per SF	\$ _____
4. Removal and disposal of existing VCT	100 SF	\$ _____ per SF	\$ _____
		<b>SUBTOTAL B</b> (Add totals for lines 1 through 4)	\$ _____

**(Continue to Carpet Tile Pricing)**

**CARPET TILE PRICING**  
**SEE EXHIBIT C**

\*Quantities are just an estimate and are for comparison purposes only

\*Prices are not to include NMGRT

\*If offering an “equal” product, Bidder must include the manufacturer’s specifications with the Price Schedule

\*Prices must include labor cost

**Check the box that applies**

<input type="checkbox"/> I am using District Specifications	Exhibit C
<input type="checkbox"/> I am using “approved equal” specifications and detailed specifications are attached to my Price Schedule.	Manufacturer _____ Model No. _____

DESCRIPTION	QUANTITY	PRICE	TOTAL (Qty X Price)
1. Furnish and Install specified (or approved equal) carpet tile including normal preparation of sub-carpeting as required	100 SY	\$ _____ per SY	\$ _____
2. Removal and disposal of existing carpet material	100 SY	\$ _____ per SY	\$ _____
3. Floor Preparation (if required)	100 SY	\$ _____ per SY	\$ _____
4. Furnish and install 4” covered vinyl resilient base	30 LF	\$ _____ per LF	\$ _____
5. Removal and disposal of existing covered base	30 LF	\$ _____ per LF	\$ _____
		<b>SUBTOTAL C</b> (Add totals for lines 1 through 5)	\$ _____

Subtotal A \_\_\_\_\_ + Subtotal B \_\_\_\_\_ + Subtotal C \_\_\_\_\_ = \_\_\_\_\_ Total Evaluation Cost

\*I agree to provide the products and services specified at a price not to exceed the prices listed on this bid form.

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

\*I agree that all activities performed under this contract shall be in strict compliance with the current published manufacturer's requirements. All materials will be new and of the highest quality available. All installation work must meet EPA/Indoor air quality standards and recommendations and must follow CRI and other Green guidelines

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

Submitted By: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_                  Date: \_\_\_\_\_

APPENDIX D

LETTER OF TRANSMITTAL FORM

Items #1 to 4 **MUST EACH BE RESPONDED TO. Failure to respond to all four items WILL RESULT IN THE DISQUALIFICATION OF THE BID!**

1. Identity (Name) and Mailing Address of the submitting organization:

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

2: For the person submitting the bid:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Bidder must identify any employee(s) or elected official(s) of Los Lunas School District that have a financial interest in the Bidder (one of the two **must** be selected):

\_\_\_\_\_ **No Financial Interest**                      \_\_\_\_\_ **Yes, Financial Interest\***

\*Specify by name(s): \_\_\_\_\_

4. Declarations:

- I certify that I am authorized to contractually bind my company.
- On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement as required in Section II, Paragraph C.1.
- I acknowledge receipt of any and all amendments to this IFB.
- I certify that my company/entity/organization commits to comply and act in accordance with (1) Federal Executive Orders and New Mexico State Statutes relating to the enforcement of civil rights, (2) Federal Code 5 USCA 7201 et. Seq., Anti-Discrimination in Employment; (3) Executive Order No. 11246, Equal Opportunity in Federal employment; (4) Title 6, Civil Rights Act of 1964; and (5) Requirements of the American with Disabilities Act of 1990 for work performed as a result of this IFB.

\_\_\_\_\_, 2021

Authorized Signature and Date (**Must be signed by the person identified in item #2, above.**)

## APPENDIX E

### CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a bid or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE INVITATION FOR BID AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed bid or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive bid.

**“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 statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political

committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the invitation for bid and ending with the award of the contract or the cancellation of the invitation for bid.

**“Prospective contractor”** means a person or business that is subject to the competitive sealed bid process set forth in the Procurement Code or is not required to submit a competitive sealed bid because that person or business 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.

Name(s) of Applicable Public Official(s) if any (Completed by State Agency or Local Public Body):  
Los Lunas Schools Governing Committee:

Tina Garcia	District 1
Sonya C’Moya	District 2
Jessie Lewis	District 3
Ragon Espinoza	District 4
Bruce Bennett	District 5

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

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

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

\_\_\_\_\_

(Attach extra pages if necessary)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title (position): \_\_\_\_\_

--OR--

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title (position): \_\_\_\_\_

APPENDIX F

CONFLICT OF INTEREST AND DEBARMENT/SUSPENSION CERTIFICATION FORM

As utilized herein, the term “Bidder” shall mean that entity submitting a proposal, bid, or quote to Los Lunas Schools in response to the above referenced request.

**The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:**

no employee or board member of Los Lunas Schools (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Bidder or in the proposed transaction. Bidder neither employs, nor is negotiating to employ, any Los Lunas Schools employee, board member or close relative, with the exception of the person(s) identified below. Bidder did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Bidder is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in the Bidder, please identify the Legislator:\_\_\_\_\_. List below the name(s) or any Los Lunas Schools employee, board member or close relative who now or within the preceding 24 months as per NMSA 13-1-191.1 (1) works for the Bidder; (2) has an ownership interest in the Bidder (other than as an owner of less than 1% of the Bidder’s stock, if Bidder is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Bidder; (4) has received grant, travel, honoraria or other similar support from Bidder; or (5) has a right to receive royalties from the Bidder.

**DEBARMENT/SUSPENSION STATUS**

The Bidder certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The Bidder agrees to provide proof of registration on Sam.Gov and provide immediate notice to Los Lunas Schools’ Procurement Department in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

**CERTIFICATION**

The undersigned hereby certifies that he/she has read the above **CONFLICT OF INTEREST** and **DEBARMENT/SUSPENSION** status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named **and that the information contained in this document is true and accurate to the best of their knowledge.**

Signature:\_\_\_\_\_

Name of Person Signing (typed or printed):\_\_\_\_\_

Title:\_\_\_\_\_ Date:\_\_\_\_\_

Name of Company (typed or printed):\_\_\_\_\_

Address:\_\_\_\_\_

City/State/Zip:\_\_\_\_\_

Telephone:\_\_\_\_\_

Email:\_\_\_\_\_



**APPENDIX G**

**NO BID FORM**  
IFB 2022-001-HR

In an effort to make the procurement of Los Lunas School District goods and services as competitive as possible, we are soliciting information from persons or businesses who cannot bid. Completion of this form will assist us in evaluating factors, which relate to the competitiveness of our bids. Please check any of the boxes below, which may apply. **THIS FORM IS OPTIONAL.**

- \_\_\_\_\_ Specifications - Restrictive, unclear, specialty item, etc.
- \_\_\_\_\_ Manufacturing - Unique item, production time for model or item has expired, etc.
- \_\_\_\_\_ Bid Time - Insufficient time to properly bid.
- \_\_\_\_\_ Delivery Time - Specified delivery time cannot be met.
- \_\_\_\_\_ Payment - Delay in payment process.
- \_\_\_\_\_ Miscellaneous - Do not wish to bid, do not handle this type of item(s), unable to compete, etc.

The intent in obtaining this information is to utilize it to adjust procedures, if appropriate and to obtain maximum participation in the competitive bid process. Vendor comments are not restricted to those items listed. Please submit any statement relative to this bid, which you feel has an impact on your inability to bid.

**VENDOR STATEMENT**

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Note: Return this form only if you are not submitting a bid

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Firm Name

## APPENDIX H

### BID SUBMITTAL CHECKLIST IFB 2022-001-HR

This checklist is provided as a courtesy to assist Bidders in insuring they submit a properly complete bid. It should NOT be returned with the bid. It is for information purposes only. This checklist is not guaranteed to be all inclusive. Bidders should carefully review the requirements of the IFB and their response before submitting their bid to Los Lunas School District.

ITEM	REFERENCE	YES	NO
Correct delivery address for bid?	I.D		
Preference certificate included? (If bidder is qualified and desires preference eligibility.)	I.G and III.C		
Letter of Transmittal Form complete, <b>SIGNED</b> and included?	II.C.1 and Appendix D		
Price Agreement <b>SIGNED</b> and included?	III.C.4, V.D.1 and Appendix B Attachment 1		
Bid Form completed, <b>SIGNED</b> and included?	III.C.5 and Appendix C		
Vendor Profile	III.C.6		
Proof of Insurance	III.C.7, Appendix B.18		
Campaign Contribution Disclosure Form	III.C.8 and Appendix E		
Conflict of Interest/Debarment Form	III.C.9 and Appendix F		
Copy of Business License	III.C.10		
5 Reference Accounts and Letters	III.C.11		
Receipt of any and all addendums (if issued) acknowledged?	II.C.29 and Bid Form (Appendix D)		
Bid sent in SEALED envelope with proper labeling?	III.E, Appendix C		
Bid sent to ARRIVE prior to deadline?	II.A.6 and II.B.6		