

INVITATION TO BID

Notice is hereby given that the City of Portales, Roosevelt County, New Mexico calls for sealed competitive bids on **ITB #2018-08-12 Fire Substation, NIGP Commodity Code(s): 90922.** The Project consists of the construction of a new fire substation.

The successful bidder must maintain an active license and certification (such as GB98) with the State of New Mexico.

The BID DOCUMENTS may be examined at the following location: Chief Procurement Office, 100 W. First Street. Portales, New Mexico, 88130; Review only copy not to be removed.

Copies of BID DOUCMENTS may be obtained at the office of: Academy Reprographics, 8900-N San Mateo Blvd. NE, Albuquerque, NM 87113. A \$250.00 deposit is required. Checks shall be made out to WHPacific, Inc. The deposit will be refunded provided the bid documents are returned in good condition, un-marked or un-written, within ten (10) calendar days after the bid opening. The bidding documents may be purchased at the cost of administration and reproduction. The bidding documents required to place a bid may be purchased at the cost of administration and reproduction from Academy Reprographics or you may submit a bound copy of the bid documents.

There will be a **MANDATORY PRE-BID** conference at Portales City Hall, 100 W. First Street. Portales, New Mexico, at 1:00 p.m. (MST) Monday, August 27, 2018. Bids from Bidders who do not attend the mandatory pre-bid conference will not be considered.

Bids may be mailed or hand/courier delivered to:

City of Portales
Chief Procurement Officer
100 West 1st Street
Portales, NM 88130

The envelope must be marked: "New Fire Substation." Invitation to Bid No. 2018-08-12; on the lower left-hand corner of the submitted envelope.

It is the Bidder's responsibility to see that the Bid arrives on time.

NOTE: WHEN SHIPPING OVERNIGHT DELIVERY, IT IS RECOMMENDED THAT SHIPMENT BE MADE 2 DAYS PRIOR TO DEADLINE IF POSSIBLE TO ENSURE DELIVERY. IT IS ALSO RECOMMENDED TO VERIFY DELIVERY PRIOR TO DEADLINE. Some of the delivery services do not guarantee Overnight priority delivery to the City of Portales. If the bids are sent by mail to the Purchasing Department, the Bidder shall be responsible for actual delivery of the bid to the Purchasing Department office before the advertised date and hour for the opening. Bids which are delayed will not be considered and will be returned unopened.

Each bid shall be submitted in accordance with the INSTRUCTIONS TO BIDDERS and shall be accompanied by an acceptable Bid Guarantee in the form of a Bid Bond or Certified Check in the amount equal to five percent (5%) of the total bid amount, made payable to CITY OF PORTALES as a guarantee that, if the bid is accepted, the bidder will execute the Contract and will file the required Performance, Labor and Material Payment Bonds within seven (7) calendar days after award of the Contract.

NOTICE OF REGISTRATION REQUIREMENT. Per state law all, contractors (including subcontractors, per a \$60,000.00 cost threshold) must be registered under the Labor Enforcement Fund with the New Mexico Department of Workforce Solutions on the date the bids are accepted for consideration of award and must remain actively registered in order to perform work under this solicitation. The successful Bidder shall provide documentation of such compliance prior to execution of a contract.

Bids will be received at City of Portales Purchasing Department located at 100 W. 1st St., Portales, NM 88130 until **2:00 p.m.,(MST) Tuesday, September 18, 2018.** No bids will be accepted after 2:00 p.m. (MST). Submitted bids will be opened and read aloud at Portales City Hall at 100 W. 1st St. at 2:00 p.m. (MST). Any bids received after closing time will be rejected and returned unopened.

The City of Portales reserves the right to reject any and/or all bids or waive all informalities as deemed in the best interest of the City.

Applicable NIGP Commodity Code(s): 90922

Carla Weems
City of Portales
Chief Procurement Officer

Published:

The Eastern New Mexico News	Publish Date <u>08/12/18</u>
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Provide an affidavit of Publication

Bill to the City of Portales-ATTN: Chief Procurement Officer

Note: This Notice is issued pursuant to the requirements of §13-1-104 NMSA 1978 and must be published not less than 10 calendar days prior to the date set for the receipt of bids (§13-1-113 NMSA 1978) and published in a newspaper of general circulation in the area.