



REQUEST FOR PROPOSALS

RFP NO: 2024-004-HR

FOR TREE TRIMMING, PRUNING, AND REMOVAL SERVICES

ISSUE DATE: February 15, 2024

**NON-MANDATORY PRE-PROPOSAL
ZOOM CONFERENCE*: February 22, 2024 TIME: 1:00 PM MST**

DEADLINE FOR QUESTIONS: March 1, 2024 TIME: 4:30 PM MST

PROPOSAL DUE DATE: March 21, 2024 TIME: 2:00 PM MDT

PROCUREMENT MANAGER: Heather Rindels 505-866-8259 Hrindels@llschools.net

ADDRESS: Los Lunas Schools, PO Drawer 1300, Los Lunas, NM 87031

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other School District Employees do not have the authority to respond on behalf of LLS.

DELIVER PROPOSAL TO:

Los Lunas Schools

Attn: Heather Rindels

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

(If Hand Delivered or via Express Carrier) 119 Luna Avenue, Los Lunas, NM 87031

The date and time received will be stamped on the proposals by the District office. Late Proposals will not be accepted. It is the responsibility of the Offeror to ensure that proposals are delivered on time to the correct address. Late delivery by express carriers will not be accepted.

***A NON-MANDATORY PRE-PROPOSAL CONFERENCE WILL BE HELD**

DATE: Thursday, February 22, 2024 TIME: 1:00 PM MST

Join Zoom Meeting Using this Link:

<https://llschools-net.zoom.us/j/82522966747>

Meeting ID: 825 2296 6747

Commodity Codes: 96888, 98888, 98887, 98889

Contents

- I. INTRODUCTION 1**
 - A. PURPOSE OF THIS REQUEST FOR PROPOSALS 1
 - B. SUMMARY SCOPE OF WORK (SEE ATTACHMENT I)..... 1
 - C. SCOPE OF PROCUREMENT 1
 - D. RESIDENT/VETERAN BUSINESS PREFERENCE..... 1
- II. CONDITIONS GOVERNING THE PROCUREMENT 3**
 - A. SEQUENCE OF EVENTS 3
 - B. EXPLANATION OF EVENTS 3
 - 1. Issue RFP 3
 - 2. Return of “Acknowledgment of Receipt” Form for Participation List..... 3
 - 3. Pre-Proposal Conference..... 4
 - 4. Deadline to submit written questions 4
 - 5. Response to written questions/RFP Amendments..... 4
 - 6. Submission of Proposal..... 4
 - 7. Proposal Evaluation..... 4
 - 8. Notification of Finalists..... 5
 - 9. Best and Final Offers 5
 - 10. Oral Presentations 5
 - 11. Price Agreement Negotiations..... 5
 - 12. Price Agreement(s) Award 5
 - 13. Protest Deadline..... 5
 - C. GENERAL REQUIREMENTS 6
 - 1. Acceptance of Conditions Governing the Procurement 6
 - 2. Incurring Cost 6
 - 3. Prime Contractor Responsibility..... 6
 - 4. Subcontractors 6
 - 5. Amended Proposals..... 6
 - 6. Offerors' Rights to Withdraw Proposal..... 7
 - 7. Proposal Offer Firm..... 7
 - 8. Disclosure of Proposal Contents..... 7
 - 9. No Obligation..... 7
 - 10. Termination 7
 - 11. Sufficient Appropriation 8
 - 12. Legal Review 8
 - 13. Governing Law..... 8
 - 14. Basis for Proposal..... 8
 - 15. Price Agreement Terms and Conditions..... 8
 - 16. Offeror's Terms and Conditions..... 8
 - 17. Contract Deviations 8
 - 18. Offeror Qualifications 9
 - 19. Right to Waive Minor Irregularities 9
 - 20. Change in Contractor Representatives..... 9
 - 21. Notice 9
 - 22. School District Rights..... 9
 - 23. Right to Publish..... 9
 - 24. Ownership of Proposals 9
 - 25. Ambiguity, Inconsistency or Errors in RFP 9
 - 26. Competition 10
 - 27. Confidentiality..... 10
 - 28. Electronic mail address required 10
 - 29. Use of Electronic Versions of this RFP 10
- III. RESPONSE FORMAT AND ORGANIZATION 11**
 - A. NUMBER OF RESPONSES 11
 - B. NUMBER OF COPIES..... 11
 - C. PROPOSAL FORMAT 11

2. *Other Supporting Materials* 12

IV. SPECIFICATIONS **13**

A. INFORMATION 13

 1. *Background* 13

B. [RESERVED] 13

C. MANDATORY REQUIREMENTS 13

 1. *Letter of Transmittal Form (Pass/Fail)* 13

 2. *General Performance Requirements (Pass/Fail)* 13

 3. *Specific Performance Requirements (Pass/Fail)* 13

 4. *Permits and Licenses (Pass/Fail)* 14

 5. *Insurance (Pass/Fail)* 14

 6. *Campaign Contribution Disclosure Form (Pass/Fail)* 14

 8. *Cost Proposal (400 Points Possible)-Submit in a sealed envelope (See Appendix C)* 14

D. DESIRABLE REQUIREMENTS 14

 1. *Experience (250 Points Possible)* 14

 2. *Knowledge and Skill Areas/Technical Approach (200 points Possible)* 15

 3. *References (100 Points Possible)* 15

 4. *Accessibility and Value Added Services (50 Points Possible)* 15

V. EVALUATION **17**

A. EVALUATION POINT SUMMARY 17

B. EVALUATION PROCESS 17

 1. *Initial Review* 17

 2. *Clarifications* 17

 3. *Other Information Sources* 17

 4. *Scoring and Price Agreement Award Recommendation* 17

APPENDIX A **19**

 ACKNOWLEDGEMENT OF RECEIPT FORM 19

APPENDIX B **20**

 GENERAL SERVICES PRICE AGREEMENT 20

 ATTACHMENT I 25

APPENDIX C **28**

 COST PROPOSAL FORM 28

APPENDIX D **29**

 LETTER OF TRANSMITTAL FORM 29

APPENDIX E **31**

 CAMPAIGN CONTRIBUTION DISCLOSURE FORM 31

APPENDIX F **34**

 CONFLICT OF INTEREST AND DEBARMENT/SUSPENSION CERTIFICATION FORM 34

APPENDIX G **35**

 A. DEFINITION OF TERMINOLOGY 35

 B. PROCUREMENT LIBRARY 36

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

Los Lunas School District (LLS) seeks sealed proposals from qualified companies, properly registered and licensed to do business in the State of New Mexico, to provide TREE TRIMMING, PRUNING, AND REMOVAL SERVICES throughout Los Lunas School District.

B. SUMMARY SCOPE OF WORK (See Attachment I)

The scope of work consists of providing tree doctoring, trimming, removal of dead limbs, components, and if necessary the total removal of trees, stumps, etc. to approximately 15 school sites and 8 Department campuses 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 successful offeror(s) shall furnish all labor and materials necessary to provide these services for LLS.

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 fiscal year 2024-2025, and to be renewed one (1) year at a time for subsequent annual renewals upon Board of Education approval of award to include 2025-2026, 2026-2027, and 2027-2028. 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. RESIDENT/VETERAN BUSINESS PREFERENCE

1. Resident Business or Native American Resident Business Preference

The New Mexico Procurement Code provides for 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 proposal, as required by 13-1-22 NMSA 1978.

In order for an Offeror to receive preference as a resident business or Native American resident business, that Offeror must submit a copy of their resident business preference certificate with their proposal. 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.

For more information and application forms, go to:

<https://www.tax.newmexico.gov/businesses/business-preference-certification/>

2. Resident Veterans Business or Native American Resident Veterans Business Preference

Effective July 1, 2012, certain preferences are available to Resident Veteran Businesses. In order for an Offeror to receive preference as a resident veteran business or Native American resident veteran business, that Offeror must submit a copy of their resident veteran business preference certificate with their proposal. 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.

For more information and application forms, go to:

<https://www.tax.newmexico.gov/businesses/business-preference-certification/>

END SECTION I-INTRODUCTION

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events and contains the general requirements governing the procurement.

A. SEQUENCE OF EVENTS

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

ACTION	RESPONSIBILITY	DATE
1. Issue RFP	Procurement Manager (PM)	2/15/24 (Thur)
2. Return of “Acknowledgment of Receipt” Form for Participation List	Potential Offerors (PO)	2/22/24 (Thur)
3. Pre-Proposal Conference via Zoom (Non-Mandatory)	PM	2/22/24 (Thur) 1:00 PM
4. Deadline to Submit Questions	PM	3/1/24 (Fri) 4:30 PM
5. Response to Written Questions/ RFP Amendments	PM	3/8/24 (Fri) 4:30 PM
6. Submission of Proposal	Offerors	3/21/24 (Thur) 2:00 PM
7. Proposal Evaluation	Evaluation Committee (EC)	3/26/24 (Tue)
8. Notification of Finalists	EC	To Be Determined
9. Best & Final Offer (If requested)	Offerors	To Be Determined
10. Oral Presentations (If requested)	Offerors	To Be Determined
11. Price Agreement(s) Negotiations (If needed)	Tentative awardee(s)/School District	4/2/24 (Tue)
12. Price Agreement(s) Award*	Purchasing Director*	4/16/24 (Tue)
13. Protest Deadline	Offerors	5/1/24 (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 RFP

This RFP 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 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 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 potential offeror's organization name shall not appear on the participation list and the potential offeror will not be sent updated information regarding the procurement.

3. Pre-Proposal Conference

A Non-Mandatory Pre-Proposal Conference will be held on the date indicated in Section II.A (Sequence of Events), above at 1:00 PM Local Time via Zoom Video Conference. Potential Offerors are encouraged to review the Request for Proposal document prior to the Pre-Proposal Conference. A public log will be kept of the names of Potential Offerors that attend the Pre-Proposal Conference. Attendance at the Pre-Proposal Conference is not a prerequisite for submission of a proposal but is highly recommended

4. Deadline to submit written questions

Potential offerors may submit written questions as to the intent or clarity of this RFP 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 Cover Page.)

5. Response to written questions/RFP Amendments

Written responses to written questions and any RFP 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 offerors 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 offeror'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 Proposal

OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION 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. PROPOSALS RECEIVED AFTER THIS DEADLINE FOR ANY REASON WILL NOT BE ACCEPTED OR CONSIDERED.

The date and time of receipt will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Manager at the delivery address listed on the cover page. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the "Tree Trimming, Pruning, and Removal Services" Request For Proposals and should reference "RFP #2024-004-HR." Proposals submitted by facsimile or other electronic means **WILL NOT BE ACCEPTED.**

A public log will be kept of the names of all offerors submitting proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing offerors prior to contract award.

7. Proposal Evaluation

The evaluation of proposals will be performed by an Evaluation Committee appointed by LLS. This process will take place during the time period indicated in Section II.A (Sequence of Events), above. During this time, the Procurement Manager may at her option initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

8. Notification of Finalists

The Evaluation Committee may select and the Procurement Manager may notify finalist Offerors on the date indicated in Section II.A (Sequence of Events), above. Only finalists will be invited to participate in the subsequent steps of the procurement. The Evaluation Committee reserves the right not to utilize the finalist process if they deem it in the best interest of the District.

9. Best and Final Offers

Finalists may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers on the date indicated in Section II.A (Sequence of Events), above.

10. Oral Presentations

Finalist Offerors may be required to make an oral presentation to the Evaluation Committee. If so required, the Procurement Manager will schedule the time for each Offeror's presentation. All presentations will be made in the Los Lunas Schools Board Room located at 119 Luna Avenue, Los Lunas, NM 87031. Each presentation will be limited to a fixed amount of time as designated by the Procurement Manager in the Oral Presentation requirement notification

11. Price Agreement Negotiations

If necessary, Price Agreement negotiations shall commence with the most advantageous offeror(s) no later than the date indicated in Section II.A (Sequence of Events), above. In the event that mutually agreeable terms cannot be reached within the time specified, LLS reserves the right to finalize a Price Agreement with the next most advantageous offeror without undertaking a new procurement process.

12. Price Agreement(s) Award

After review of the Evaluation Committee Report and the tentative Price Agreement(s), the Purchasing Director anticipates the Los Lunas School Board will award the Price Agreement(s) 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.

Any Price Agreement(s) awarded shall be awarded to the offeror(s) whose proposal is most advantageous to LLS, taking into consideration the evaluation factors set forth in this RFP.

13. Protest Deadline

Any protest by an offeror must be timely, in conformance with, and will be governed by Sections 13-1-172 through 13-1-176 NMSA 1978. The protest period lasts for fifteen (15) calendar days after an aggrieved vendor becomes aware of a fact or facts that could give rise to a protest. For counting purposes, the day a party becomes aware of what they consider to be a protestable fact is counted as day

#0. The following day is counted as day #1. Such protest period ends at 4:30 PM Local Time on day #15 unless that day falls on a weekend or a holiday recognized by the School District in which case the deadline is extended until 4:30 PM the next business day.

Protests must be written and must include the name and address of the protestor and the Request for Proposals 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, Chief Procurement Officer
Hand-Delivered: 119 Luna Avenue
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).

1. Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the Conditions Governing the Procurement in the letter of transmittal form (see Appendix D). Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

2. Incurring Cost

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

3. Prime Contractor Responsibility

Any contract that may result from this RFP 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 offeror assign any interest in the agreement without prior written consent of LLS. No assignment or transfer shall relieve the offeror from his/her obligations and liabilities.

5. Amended Proposals

An offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly

identified as such in the transmittal letter. LLS personnel will not merge, collate, or assemble proposal materials.

6. Offerors' Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The offeror must submit a written withdrawal request signed by the offeror's duly authorized representative addressed to the Procurement Manager. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm for ninety (90) days after the due date for receipt of proposals or sixty (60) days after the due date for the receipt of a best and final offer, if one is solicited.

8. Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded by the awarding authority. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material which is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the remaining portions of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-I to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an offeror has made a written request for confidentiality, the Purchasing Director shall examine the offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continued prohibition on the disclosure of confidential data.

9. 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.

10. Termination

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

11. Sufficient Appropriation

Any contract awarded as a result of this RFP 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.

12. Legal Review

The School District requires that all offerors agree to be bound by the General Requirements contained in this RFP. Any offeror concerns must be promptly brought to the attention of the Procurement Manager.

13. Governing Law

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

14. Basis for Proposal

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

15. Price Agreement Terms and Conditions

The contract 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. However, LLS reserves the right to negotiate with a successful offeror provisions in addition to those contained in this RFP. The contents of this RFP, as revised or supplemented, and the successful offeror's proposal will be incorporated into and become part of the contract.

Should an offeror object to any of the School District's terms and conditions, as contained in this Section or in Appendix B, that offeror must propose specific alternative language in their submitted proposal. LLS may or may not accept the alternative language, at the School District's sole discretion. General references to the offeror's terms and conditions or attempts at complete substitutions are not acceptable to the School District and could lead to disqualification of the offeror's proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording in order for the proposed alternate wording to be considered.

16. Offeror's Terms and Conditions

Offeror's must submit with their proposal a complete set of any additional terms and conditions which they request be included in a contract negotiated with LLS. LLS may or may not accept the additional language, at the School District's sole discretion.

17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between LLS and the selected offeror and shall not be deemed an opportunity to amend the Offeror's proposal.

18. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any offeror who is not a responsible offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

19. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals 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 Evaluation Committee.

20. 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.

21. 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.

22. School District Rights

LLS reserves the right to accept all or a portion of an offeror's proposal.

23. Right to Publish

Throughout the duration of this procurement process and contract term, potential offerors and contractors must secure from LLS written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or termination of the contract.

24. Ownership of Proposals

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

25. Ambiguity, Inconsistency or Errors in RFP

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

26. Competition

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

27. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of any agreement resulting from this RFP 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.

28. Electronic mail address required

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

29. Use of Electronic Versions of this RFP

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

END SECTION II-CONDITIONS GOVERNING THE PROCUREMENT

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors may submit only one (1) response to this RFP.

B. NUMBER OF COPIES

1. Offerors shall deliver one (1) original copy of their proposal to the location specified on the cover page on or before the closing date and time for receipt of proposals. The original copy should be clearly marked “ORIGINAL” on the front cover and shall contain original signatures.

2. Offerors shall also submit one (1) identical copy of their proposal on a USB flash drive that **DOES NOT** include the sealed cost proposal. This can be included with the copy marked “ORIGINAL”.

C. PROPOSAL FORMAT

All proposals must be printed on standard 8 1/2 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section. Each proposal should be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated with a tab for each item listed below. **MANDATORY ITEMS MARKED WITH AN ASTERIX ***

- a. Table of Contents
- b. Signed Letter of Transmittal Form (See Appendix D)*
- c. Valid In-State Resident, In-State Veteran, Native American Resident, or Native American Veteran Business Preference Certificate (Optional at Offeror’s discretion. See Section I.D.)
- d. General Performance Requirements (statement of concurrence required)*
- e. Specific Performance Requirements (statement of concurrence required)*
- f. Permits and Licenses (statement of concurrence required)*
- g. Certificate of Liability Insurance (proof of insurance or statement of concurrence required)*
- h. Campaign Contribution Form (See Appendix E)*
- i. Conflict of Interest and Debarment Form (See Appendix F)*
- i. Cost Proposal Form (See Appendix C)* **in a sealed and labeled envelope with copy marked “Original” -DO NOT INCLUDE ON FLASH DRIVE**
- k. Proposal Summary (Optional)
- l. Response to Specifications (See IV.D.1-D.4)

m. Other Supporting Material (Optional. See Section III.C.2, below)

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP. Any forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal. Unless otherwise specified in this RFP, all discussion of proposed costs, rates or expenses must occur only on the Price Schedule, Appendix C.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

A proposal summary may be included by Offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

2. Other Supporting Materials

Offerors may attach other materials which they feel may improve the quality of their responses. However, these materials may not be reviewed by members of the Evaluation Committee and **will not** be scored.

END SECTION III-RESPONSE FORMAT AND ORGANIZATION

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. Response to Requirements

Each mandatory requirement in Sections IV.C.1 through IV.C.8, below, requires a vendor response, as indicated. Failure to respond to, or properly comply with, a mandatory requirement may result in the disqualification of the offeror's proposal. Responses to desirable requirements in Sections IV.D.1 through IV.D.4, below, are optional. However, failure to respond to a desirable requirement will result in receiving a score of zero (0) for that desirable requirement.

B. [RESERVED]

(This section not used.)

C. MANDATORY REQUIREMENTS

1. Letter of Transmittal Form (Pass/Fail)

Offeror must complete and submit the "Letter of Transmittal Form", found at Appendix D, with their proposal. The form must be signed and dated by an individual authorized to contractually bind the firm.

2. General Performance Requirements (Pass/Fail)

Offeror must agree to provide the products and services, specified herein and priced by the offeror in their proposal, at a price not to exceed the prices stated in the offerors proposal ("Price Schedule", Appendix C), such prices as may be amended from time to time by mutual agreement of the parties as provided elsewhere herein. Using agencies may negotiate lower prices, by mutual agreement of the parties, on a per-project basis. **A statement of concurrence is required.**

3. Specific Performance Requirements (Pass/Fail)

All activities performed under this contract shall conform to the most current published ANSI (American National Standards Institute) A 300 standards for pruning and tree support systems. All activities performed under this contract shall also conform to the most current published ANSI Z133.1 Standards for safe arboricultural operations. **A statement of concurrence is required.**

4. **Permits and Licenses (Pass/Fail)**

Unless otherwise agreed upon on a per-project basis, the Offeror is responsible to obtain and pay for all permits and licenses required for each project performed under this agreement. This requirement includes, but is not limited to, all permits and fees required by the using agency and any local state, Federal, or other public or private entities’ fees for permits and /or licenses. These costs shall be invoiced on a per-project basis and will be reimbursed. **A statement of concurrence is required.**

5. **Insurance (Pass/Fail)**

Offeror must agree to 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, \$1,000,000 General Aggregate

Motor Vehicle Liability - \$1,000,000 per occurrence, \$1,000,000 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. **Proof of Insurance or a statement of concurrence is required.**

6. **Campaign Contribution Disclosure Form (Pass/Fail)**

Offeror must complete and sign the Appendix E, Campaign Contribution Disclosure Form – whether any applicable contribution has been made or not. Note that there are two (2) different signature sections within the form. (For purposes of this requirement, the applicable elected officials within Los Lunas Schools are President Dr. Michelle Osowski; Vice-President Monica Otero; Secretary Justin Talley; Members Bruce Bennett and David Vickers.)

7. **Conflict of Interest and Debarment Form (Pass/Fail)**

Offeror must complete and sign Appendix F, Conflict of Interest and Debarment Form. This form must be submitted with your proposal.

8. **Cost Proposal (400 Points Possible)-Submit in a sealed envelope (See Appendix C)**

Points will be awarded based on the “Total Hourly Rate” proposed on the Price Schedule and calculated using the following formula:

$$\text{Offeror's Points} = \frac{\text{Lowest Total Hourly Rate}}{\text{This Offeror's Total Hourly Rate}} \times 400$$

D. DESIRABLE REQUIREMENTS

1. **Experience (250 Points Possible)**

- a) Provide information that documents key personnel’s qualifications and certifications.

- b) Provide information that documents key personnel's overall experience and availability to perform all aspects of the work.
- c) Identify project experience with a local public body in New Mexico.
- d) Provide all applicable business licenses, permits and certifications required by the State of New Mexico.
- e) Provide information to demonstrate that your company is capable and qualified to perform the work required by this RFP

Points will be awarded based on the thoroughness and strength of the response as well as the indicated level of successful past performance.

2. Knowledge and Skill Areas/Technical Approach (200 points Possible)

Contractors shall demonstrate and/or describe their knowledge and skills in tree maintenance in the following areas:

- a) Understanding of ANSI Z133.1-88 Tree Care Operations
- b) Understanding and ability to comply with ANSI B175.1-85 Chainsaw Safety
- c) Describe your approach for the removal of a hypothetical Elm Tree in front of an elementary school. Assume the tree is 50 feet high and 3 feet in diameter and the tree would be removed to 15 inches below ground level.

Points will be awarded based on the description of the firm's technical approach and the ability to provide information that documents the tasks that will be performed.

3. References (100 Points Possible)

Offeror shall provide names and current contact information for at least three (3) local public bodies or Government agencies for which your firm has provided similar services. Contact information shall include the name and title of the contact person, as well as the address, phone number, an e-mail address. Offeror must also describe the type of service provided to each, when the service was performed and the duration of the service.

Points will be awarded based on the documentation and information regarding past performance on related projects for government and/or private sector contracts. Describe project costs, quality control, scope of work and ability to meet schedules. References must be provided for the projects listed.

4. Accessibility and Value Added Services (50 Points Possible)

- a) Describe your proximity to and familiarity with defined geographical area(s) in which projects may be located
- b) Describe any other consulting or value-added services that may contribute to the success of a project

Points will be awarded based on the accessibility and proximity of the Offeror to the District in addition to information regarding the Offeror's services and/or knowledge of the industry that will ensure the success of a project.

TOTAL POSSIBLE POINTS = 1000

END SECTION IV-SPECIFICATIONS

V. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point value assigned to each or a Pass/Fail evaluation. These, along with the general requirements, will be used in the evaluation of individual offeror proposals.

REF.	REQUIREMENT	POINTS AVAIL.
IV.C.1	Letter of Transmittal Form	0*
IV.C.2	General Performance Requirements	0*
IV.C.3	Specific Performance Requirements	0*
IV.C.4	Permits and Licenses	0*
IV.C.5	Insurance	0*
IV.C.6	Campaign Contribution Disclosure Form	0*
IV.C.7	Conflict of Interest and Debarment Form	0*
IV.C.8	Cost Proposal- submitted in a sealed envelope	400
IV.D.1	Experience	250
IV.D.2	Knowledge and Skill/Technical Approach	200
IV.D.3	References	100
IV.D.4	Accessibility and Value Added Services	50
TOTAL		1,000
	*Pass/Fail Only	

B. EVALUATION PROCESS

1. Initial Review

All offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive to any mandatory requirement will be eliminated from further consideration. (Except see Section II.C.19)

2. Clarifications

The Procurement Manager may contact the offeror for clarification of the response as specified in Section II, Paragraph B.7.

3. Other Information Sources

The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section II, Paragraph C.18.

4. Scoring and Price Agreement Award Recommendation

a. Responsive proposals will be evaluated and assigned a point value based on the factors in Section IV.

b. Resident Business or Native American Business Preference

- c. Finalist Offerors who are asked and choose to submit revised proposals for the purpose of obtaining best and final offers will have their points recalculated accordingly.
- d. The responsible Offeror whose proposal is most advantageous to the District, taking into consideration the specifications and evaluation factors in Sections IV and V, will be recommended for contract award to the Chief Procurement Officer, and any other required approving authorities, as specified in Section II, Paragraph B.12. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

END SECTION V-EVALUATION

APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT FORM

TREE TRIMMING, PRUNING, AND REMOVAL SERVICES

Los Lunas School District RFP #2024-004-HR

In acknowledgment of receipt of this Request for Proposal, the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix G.

The acknowledgment of receipt should be signed and returned (by fax, e-mail, courier or hand delivery) to the Procurement Manager no later than February 22, 2024.

The firm listed below DOES _____ or DOES NOT _____ intend to respond to this Request for Proposals.

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 Request for Proposals.

Please return to:

Heather Rindels
Los Lunas Schools Purchasing
119 Luna Ave
Los Lunas, NM 87031
Phone: (505) 866-8259
Fax: (505) 866-8262
E-mail: hrindels@llschools.net

APPENDIX B

GENERAL SERVICES PRICE AGREEMENT

Los Lunas School District

**PRICE AGREEMENT #2024-004-HR
TREE TRIMMING, PRUNING, AND REMOVAL SERVICES**

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 provide tree doctoring, trimming, removal of dead limbs, components, and if necessary, the total removal of trees, stumps, etc, on an as-needed basis and as requested by LLS for approximately 15 school sites and various administrative campuses as specified below:

Administration Offices	119 Luna Avenue, 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
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 blanket 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 2024/2025 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 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.

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. Proposal shall include applicable state, and local taxes, however taxes will not be considered when evaluating each proposal.

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 July 1, 2024, expiring June 30, 2025, 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 and Debarment Form, Appendix G Definition of Terminology, RFP 2024-004-HR, RFP amendments and vendor's RFP 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 Request for Proposal RFP 2024-004-HR, dated February 15, 2024 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 Director of Purchasing/Chief Procurement Officer Date
 Los Lunas Schools
 PO Box 1300, Los Lunas, NM 87031
 Phone: 505-865-9636 Maromero@llschools.net

By: _____
 Authorized Firm Representative Title Date

Printed Name: _____

Mailing Address: _____

Phone/Email: _____

Company Name: _____

Fed Tax ID# _____

Attachment I

Scope of Work

1. Contractor shall be a certified arborist, trained in the pruning aspect and techniques of tree trimming. Fine pruning shall consist of the removal of dead, dying, diseased, decayed, interfering, objectionable, obstructing, and weak branches, as well as selective thinning to lesson wind resistance. The removal of such described branches is to include those on the main trunks, as well as those inside the leaf area. Occasional undesirable branches up to one half inch (1/2") diameter, may remain within the main leaf area to its full length when it is not practical to remove it.
2. All cuts shall be made as close as possible to the trunk or parent limb, without cutting into the branch collar or leaving a protruding stub. Bark at the edge of all pruning cuts should remain firmly attached. All branches too large to support with one hand shall be pre-cut to avoid splitting or tearing of the bark. Where necessary, ropes or other equipment should be used to lower large branches or stubs to the ground. No wood treatment will be used. Any equipment that will damage the bark and cambium layer shall not be used on the tree. Climbing spurs, hooks, or irons are typically harmful to live trees. Sharp tools shall be used so that clean cuts will be made at all times.
3. All activities performed under this contract shall conform to the most current published ANSI (American National Standards Institute) A300 standards for pruning and tree support systems.
4. All activities performed under this contract shall conform to the most current published ANSI (American National Standards Institute) Z133.1 standards for safe arboricultural operations.
5. Contractor shall comply with all applicable federal, state and local laws and codes regarding working conditions, hours of employment, overtime regulations, methods and rates of pay and any other regulations regarding employer-employee relationships.
6. Contractor shall provide, at Contractor's expense, all tools of the trade and equipment necessary to perform the work to LLS specifications.
7. Contractor shall make necessary arrangements for storage of tools and/or equipment. LLS will not be responsible for any lost or stolen property.
8. Contractor will schedule and perform requested tree service work within a time period specified by the Maintenance & Operations (M&O) department. M&O will prioritize tree service requests so as to provide a reasonable scheduling window for the Contractor.
9. Contractor shall notify M&O each day after completion of work on campus.
10. When a starting date has been determined by M&O the contractor shall be on the job site on that day and ready to perform work.
11. The Contractor may be provided with a project timeline under which the tree trimming work must be performed. If the work cannot be completed within the established timeline, the Contractor needs to decline the work when it is offered. If a project with a timeline is accepted, the Contractor must complete the work as scheduled.

12. All work at the site shall be performed during regular hours. Work performed after regular hours must have prior approval of M&O. Work required to be performed after regular hours, on weekends or legal holidays, shall be performed at the regular single hourly wage unless it meets the overtime criteria.
13. Overtime shall be paid only for work that meets both of the following criteria and shall not exceed 150% of single hourly rate: 1) requested and pre-approved by M&O and 2) exceeds 40 hours per individual against this Contract in a one-week period, Monday through Sunday.
14. The contractor shall employ only such workers as are skilled in the tasks to which they are assigned. LLS reserves the right to require the Contractor to remove and/or not to assign any employee LLS deems incompetent, careless, insubordinate, or otherwise objectionable to working on LLS jobs.
15. Contractor is required to provide an aerial lift with a minimum reach (working height) of 50 feet when necessary and requested by M&O.
16. Vehicles and equipment used to perform tree care services, (e.g., aerial lift, wood chipper, support vehicles, etc.) will to the extent feasible, be positioned on paved or gravel surfaces. When it is necessary to operate vehicles or equipment on turf or on tree root zones the Contractor shall use ground protection equipment to protect soil from compaction and turf damage.
17. LLS may require that work performed under this contract be conducted by a trained climber without the use of an aerial lift.
18. When arbor-culturally appropriate, the contractor will use disinfectant on tree cutting equipment to prevent the spread of pathogens.
19. When requested, the contractor shall install tree support systems (cables and braces) to reduce the possibility of tree failure. Installation methods and materials shall reflect the most current arboricultural practices.
20. All wood waste and/or nonhazardous debris produced under this contract shall be removed from the job site by the contractor the same day it is produced, unless specific alternative arrangements are made with LLS. The contractor shall collect and remove all waste twigs, sawdust and leaves that have been produced as a result of a tree service activity. The contractor shall not leave debris in LLS dumpsters or in any non-Contractor owned dumpster. The contractor shall not incinerate debris, and/or dump waste by or in the street or road.
21. If debris is identified as hazardous waste, the contractor must contact LLS for proper hazardous waste disposal procedures.
22. No materials shall be salvaged by the contractor or any party or given to any third party without the approval of LLS.
23. Inspections of work areas may be done by LLS after work is complete. LLS may inspect work within 40 hours of work completion. Contractor shall be responsible for and will be notified by LLS of all damage to turf and soil depressions on non-frozen soil and damage to surrounding trees, shrubs and grassy areas.

24. Damage to turf or soil depressions caused by improper operations of vehicles on non-frozen soil will be repaired by LLS with costs charged back to contractor at an hourly labor billing rate plus cost of materials.
25. If overhead utility lines exist, contractor must contact the appropriate utility company and receive prior approval to beginning operations. This also includes any spot checks for underground utilities.
26. Comply with all applicable codes for this type of work.
27. Comply with all federal, state and local laws governing safety, health and sanitation.
28. 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 RFP.

**APPENDIX C
COST PROPOSAL FORM**

**Los Lunas Schools RFP #2024-004-HR
Tree Trimming, Pruning, and Removal Services**

***State Gross receipts tax shall not be included in the Total Proposed Cost**

OFFEROR NAME: _____

This Cost Proposal MUST be sealed in an envelope marked “PRICE PROPOSAL” and must be submitted with the proposal marked “ORIGINAL”. Profit and overhead shall be incorporated into the hourly rates. Do Not include this form on the USB Flash Drive

DESCRIPTION	HOURLY RATE
1. CERTIFIED ARBORIST Rates for tree maintenance provided for the pruning of trees, remove damaged trees if necessary; remove weeds and cleaning of trash litter. Trim dead limbs, and remove limb damage from various trees. Supervise employees, coordinate arrival and use of equipment and assume responsibility for the timely progression of work during operations.	\$ _____/HOUR
2. CLIMBER Rate for an employee who climbs onto the tree and cuts branches. May utilize chain saw and other related equipment and tools.	\$ _____/HOUR
3. GROUND WORKER Aids climber and performs related groundwork such as but not limited to trimming, pruning, cleaning and disposing of all debris.	\$ _____/HOUR
4. EQUIPMENT Rate for equipment needed per job (bucket truck, dump truck, stump grinder, wood chipper, dumpster, etc.	\$ _____/HOUR
TOTAL HOURLY RATE (Sum of Items #1-#4)	\$ _____/HOUR

MILEAGE COST CONSIDERATION:

One (1) way cost to all locations will be charged for distances in excess of a seventy (70) mile radius of the intersection of I-25 and Main Street NW in Los Lunas, NM, and not from the vendor’s place of business. Mileage will be charged one (1) way and not on a round trip basis.

\$ _____/MILE

Submitted By: _____

Authorized Signature: _____

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 PROPOSAL!

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

2: For the person authorized by the organization to contractually obligate the organization:

Name: _____

Title: _____

Email Address: _____

Phone: _____

3. For the person authorized to negotiate the contract on behalf of the organization:

Name: _____

Title: _____

Email address: _____

Phone: _____

4. For the person to be contacted for clarifications:

Name: _____

Title: _____

Email Address: _____

Phone: _____

5. 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 concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.
- I acknowledge receipt of any and all amendments to this RFP.
- 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 RFP.

_____, 2024
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 proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

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 REQUEST FOR PROPOSALS 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 proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to 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 request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

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

Dr. Michelle Osowski	Board President
Monica Otero	Board Vice President
Justin Talley	Board Secretary
Bruce Bennett	Board Member
P. David Vickers	Board Member

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 “Offeror” 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 Offeror or in the proposed transaction. Offeror 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. Offeror did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Offeror is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in the Offeror, 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 Offeror; (2) has an ownership interest in the Offeror (other than as an owner of less than 1% of the Offeror’s stock, if Offeror is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Offeror; (4) has received grant, travel, honoraria or other similar support from Offeror; or (5) has a right to receive royalties from the Offeror.

DEBARMENT/SUSPENSION STATUS

The Offeror 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 Offeror 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

A. DEFINITION OF TERMINOLOGY

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

"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 offeror 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.

"Desirable" refers to the terms "may", "can", "should", "preferably" or "prefers" which identify a desirable or discretionary item or factor. (As opposed to a "mandatory" item or factor.)

"Evaluation Committee" means a body appointed by LLS to perform the evaluation of offeror proposals.

"Evaluation Committee Report" means a report prepared by the Procurement Manager and the Evaluation Committee for submission to appropriate approval authorities for contract award that contains all written determinations resulting from the conduct of a procurement requiring the evaluation of competitive sealed proposals.

"Finalist" is defined as an offeror who meets all the mandatory specifications of this Request for Proposal and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

"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.

"Mandatory" refers to the terms "must", "shall", "will", "is required" or "are required" which identify a mandatory item or factor. (As opposed to a "desirable" item or factor.) Failure to meet a mandatory item or factor may result in the rejection of the offeror's proposal.

"Offeror" is any person, corporation, or partnership who chooses to submit a proposal.

"Procurement Manager" means the person or designee authorized by LLS to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

"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.

"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.

"Request for Proposals" or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Responsible Offeror" means an offeror who submits a responsive proposal 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 proposal.

"Responsive Offer" or "Responsive Proposal" means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity and delivery requirements.

"School District" means Los Lunas School District.

"Statement of Compliance" and "Statement of Concurrence" mean an express, affirmative statement by the offeror in their proposal, 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."

B. PROCUREMENT LIBRARY

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

- New Mexico Procurement Code

<https://nmonesource.com/nmos/nmsa/en/item/4378/index.do#!fragment//BQCwhgziBcwMYgK4DsDW>