



City of Alamogordo

Purchasing Department 2600 N Florida Avenue Alamogordo NM 88310 (575) 439-4115 Fax (575) 439-4117

October 4, 2020

To Whom It May Concern:

The City of Alamogordo is requesting sealed bids for providing the City with Pest Control Services as per attached specifications.

REQUIREMENTS;

1. This will be a Multi-Term contract for one year, with an option to renew for three additional years. You must bid a firm price for all contract years which will be subject to the escalator provision contained in the Instructions and Conditions. Contract renewal must be agreeable between both parties at the end of each year. The first period of performance is November 1st, 2020 through October 31, 2021.
2. The City reserves the right to reject any or all offers and to waive informalities and minor irregularities in bids received.
3. The specifications of acceptable products are not intended to be comprehensive specifications, or in any order of preference. The bidder may offer any products that comply with the governing specifications that are considered equivalent to that which are indicated or specified.
4. Prices shall be filled in for all items on the Bid Schedule. The Bid Schedule must be completed in ink. The address and telephone number must be completed. Any Bid not duly signed will be considered non-responsive. Campaign Contribution Disclosure form (Attachment "A") must be submitted with the bid proposal. Failure to submit either of these forms with the bid proposal may result in disqualification of the bid. The Resident Veterans Preference Certification and form (Attachment "B") shall be submitted if the bidder intends to invoke said preference.

Sealed bids will be received no later than 2:00 p.m., October 16th, 2020 at the Office of the Purchasing Manager located at 2600 N. Florida Avenue, Alamogordo, NM 88310. The City Commission at their regularly scheduled meeting will make an award of the bid. Please mark clearly on the outside of your sealed bid "IFB# 2020-04, Pest Control Services".

CITY OF ALAMOGORDO
INSTRUCTIONS AND CONDITIONS

These Instructions and Conditions are meant to coincide with bids. Several bids have individual requirements. Where there is no mention of specific requirements, these Instructions and Conditions shall govern.

1. PREPARATION OF BID

- A. Unit prices for each unit offered shall be shown unless otherwise specified. In case of a discrepancy between a unit price and an extended price, the unit price will prevail.
- B. Bidders must state a definite time for delivery of supplies or performance of services, unless otherwise specified in the bid. Time, if stated in number of days, will include Saturdays, Sundays, and holidays.
- C. Specifications within this IFB are not meant to exclude any bidder or manufacturer. Where a product characteristic of a sole manufacturer, or where a "Brand Name" is indicated, it will be defined to mean "Acceptable Level" or "Quality Required" by the City of Alamogordo, unless "No Substitute" is indicated.

2. AMENDMENTS OR CHANGES TO BIDS

- A. Any explanation desired by a bidder regarding the meaning or interpretation of a bid, specifications, etc., must be requested in writing, and with sufficient time allowed for a reply to reach the bidder before the opening date. Verbal explanations or instructions given prior to opening of the bid will not be binding.
- B. Occasionally, the City will issue amendments to IFB's after they are mailed to vendors. The amendment will become part of the IFB, and must be attached to the bid proposal.

3. SUBMISSION OF BIDS

- A. Bids must be mailed or hand carried to the City Purchasing Department, 2600 N. Florida Ave., Alamogordo, NM 88310. The envelope must be sealed with the name of bidder, IFB number, and date of opening shown on the outside.
- B. The City of Alamogordo will not be responsible for bids which are mailed in. Bids faxed to the Purchasing Department will not be accepted as a sealed bid.

C. Every effort will be made to begin reading bids at exactly the time specified. However, since it is impossible to begin on the exact second, bids will be accepted until the first envelope is opened. Bids received after the opening of the first envelope will not be considered, and will be returned unopened to the bidder.

D. Bidder must submit name of manufacturer, model name or number, specifications, and applicable guarantees to the City of Alamogordo Purchasing Department, 2600 N. Florida Ave., Alamogordo, NM 88310.

E. Prices shall be filled in for all items on the Bid Schedule. The Bid Schedule must be completed in ink. The address and telephone number must be completed. Any Bid not duly signed will be considered non-responsive.

F. The following Bid documents are to be submitted. (If Applicable):

1. Bid Schedule
- 2.
3. Campaign Contribution Form – Signed (Attachment A)
4. If Claiming Preference (If Applicable)
 - a. New Mexico Resident Veterans - Form (Attachment B) and Certificate
 - b. New Mexico In-State Business - Certificate
 - c. Local Business Preference – Business License

4. MODIFICATION OR WITHDRAWAL OF BID

- A. Bidders may modify or withdraw their bids by written or telegraphic notice prior to the date and time of the bid opening.
- B. A bid may be withdrawn in person at any time before the bid opening provided a receipt is signed by the bidder or his authorized representative.

5. AWARD OF BID

- A. This IFB will be awarded to the responsible vendor whose bid is the most advantageous to the City of Alamogordo, price and other factors considered.
- B. The City of Alamogordo reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received.
- C. This IFB and award is contingent upon available funding.

- D. The City may accept any item or group of items of any bid, unless the bidder qualifies its bid by specific limitations.
- E. Tax exemption certificates will be provided, if necessary, by the Purchasing Department.
- F. In case of default by the bidder, the City shall have the right to cancel and to repurchase from other sources, and will take recourse as provided by law.
- G. A notice of award and/or purchase order mailed, or otherwise provided to the successful bidder will result in a binding contract without further action by either party.
- H. The bidder, if its bid is accepted, hereby expressly binds itself to defend, indemnify, and save harmless the City, its agents, servants, and employees from all claims, suits, and actions of every nature and description brought against the City or its agents. This pledge to indemnify applies to providing materials, equipment, supplies, services, contractual construction, or contractual demolition done by the bidder pursuant to the IFB or by reason of any act or omission, misfeasance of the bidder, its agents, servants, or employees. This paragraph shall equally apply to injuries to bidder's employees.

IN ADDITION TO THE INSTRUCTIONS AND INFORMATION STATED, THE LINES MARKED BELOW ARE APPLICABLE TO THIS IFB:

Each bid MUST be accompanied by a cashier's check, certified check, or bid bond in the amount of five percent (5%) of the total amount bid. This is a guarantee that the bidder, if awarded the contract, will furnish the material as bid. If a cashier's check, certified check, or bid bond is not provided as required, the bid will be rejected.

Successful bidder will be required to submit a performance bond in the amount of 100% of the total amount bid after notification of award.

XX Your bid must be a firm price for the quantities and/or time specified.

Successful bidder will be required to submit a payment bond in the amount of 50% of the total bid.

SPECIAL CONDITIONS

1. All orders are F.O.B.: City of Alamogordo, Central Receiving, 2600 N. Florida Ave., Alamogordo, NM 88310, unless otherwise specified in the IFB.
2. Cost of freight will be incurred by the vendor and will therefore be reflected in the bid amount(s) quoted. All items will be F.O.B. location cited in bid or quote. Failure to include freight costs may result in rejection of the bid or quote.
3. Deliveries to 2600 N. Florida Avenue may be made between the hours of 8:00 a.m. to 12:00 a.m., and 1:00 p.m. to 3:00 p.m.
4. No partial deliveries will be accepted on any one item; deliver complete.
5. City purchase order numbers and vendor stock numbers shall appear on all invoices, packing slips, and the outside of all inventory shipping containers (boxes, pallets, or tag the material itself).
6. Bids will be awarded by unit of issue, not by packaging, or casing of vendor. Exceptions will be made by Central Receiving personnel, who will have the option to accept or reject any or all items.
7. Packing slips must accompany all shipments and indicate the purchase order number.
8. Vendor will provide current copies of all manufacturer specifications and warranties. Failure to include such information may result in rejection of the bid or quotation.
9. Include any written manufacturer guarantees and warranties. Also, include any written guarantees or warranties from the bidder.
10. Bid the closest unit manufacturer's quantity unit pack without breaking the manufacturer's standard pack. Indicate the difference in your bid by circling our quantities being changed and placing your bid to the left of our quantity.
11. TRADE NAMES OR EQUALS:

Whenever in the specifications, any particular materials, process and/or equipment is indicated or specified by patent, proprietary, or brand name, or by name of manufacturer, such wording shall be deemed to be used for the purpose of facilitating description of the material, process, and/or equipment desired, and shall be deemed to be followed by the words "or equal". The lists of acceptable material are not intended to be comprehensive lists, or in any order of preference. The bidder may offer any material, process, and/or

equipment which comply with the governing specifications which the bidder considers to be equivalent to that which is indicated or specified.

12. The City of Alamogordo reserves the right to award in total or by group of items, on the basis of individual items, or any combination of these which is in the best interest of the City.
13. Delivery is requested within 30-45 days after the receipt of the purchase order, unless otherwise stated in the IFB.
14. Notify Central Receiving at (575) 439-4242, at least one working day prior to delivery.
15. All questions about the meaning or intent of the Contract Documents shall be submitted via fax (575) 439-4117 or e-mail bpyeatt@ci.alamogordo.nm.us and cgebhardt@ci.alamogordo.nm.us **Questions received after 12:00 p.m. on October 12, 2020 will not be answered.** Submitted questions will be answered by formal written addenda and will be binding. Oral clarification will not be binding.
16. Any contract over \$20,000.00 "for the construction, alteration, improvement or repair of any public building, structure or highway, or for any public work" requires the furnishing of a labor and materialman's payment bond under Section 13-4-18 NMSA 1978, the "Little Miller Act".
17. If this bid involves the employment of mechanics or laborers, and no bids under \$60,000.00 are received, the project will be re-bid under the New Mexico Public Works Minimum Wage Act.

Attachment "A"

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. 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 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.

THIS FORM 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 either 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 un-reimbursed 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.

"Contract" means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"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.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Codes or is not required to submit a competitive sealed proposal because that person 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.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contributions(s): _____

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)

Bidder Preferences

Resident Veterans Preference

To receive a Veterans Preference pursuant to Section 13-1-21 and 13-1-22 NMSA 1978, a resident veteran’s business shall submit with its bid a copy of a valid “Resident Veterans Preference Certification” issued by the Taxation and Revenue Department. For the purpose of awarding, the State of New Mexico General Services Department Purchasing Division Policy Memo FY13-001 shall apply to a bid submitted by a resident veterans business. For information on obtaining a Resident Veterans Preference Certificate, the bidder should contact the State of New Mexico Taxation and Revenue Department, P.O. Box 5373, Santa Fe, NM 87502-5374, telephone (505) 827-0951.

Certificate and Attachment “B” Must accompany submitted Bid Documents

Is Veterans Preference being claimed? _____YES _____NO

In State Contractor Preference

To receive a resident contractor preference pursuant to Section 13-4-2 NMSA 1978, a contractor shall submit with its bid a copy of a valid resident contractor certificate issued by the taxation and revenue department. For the purpose of awarding, a bid submitted by a resident contractor shall be deemed to be five percent lower than the bid actually submitted. Revenue Department, P.O. Box 5373, Santa Fe, NM 87502-5374, telephone (505) 827- 0951.

Certificate Must accompany submitted Bid Documents

Is In-State Contractor Preference being claimed? _____YES _____NO

Is Residential Preference being claimed? _____YES _____NO
City Registration Number Must be entered.

City Business Registration No.

Residential Preference

Effective March 20, 2015, the Alamogordo City Commission adopted Ordinance No. 1490

establishing Bid evaluation criterion for area businesses. Any business licensed in New Mexico, with a current business registration from the City of Alamogordo, with fixed offices or distribution points within fifteen (15) miles of the city limits of Alamogordo and able to furnish evidence of payment of New Mexico Gross Receipts tax shall qualify. If the Bid from the local business multiplied by 0.90 is less than or equal to the lowest responsible BIDDER, who does not qualify as a local business, the Contract will be offered to the local business at the same price as the lowest Bid. Acceptance of the offer is optional for the local business. If the area business rejects the offer, the Contract will be Awarded to the lowest responsible BIDDER.

Such acceptance by the area business must be in writing and signed by a principal officer of the firm. In addition, the acceptance package must include an affidavit that the area business meets the criterion set forth in the ordinance and an adjusted Bid Schedule such that the grand total is equal to the lowest BIDDER's Price.

An area business is one which:

Is authorized to do and is doing business under the laws of the state;

Possesses a current city business registration;

Maintains fixed offices or distribution points within fifteen (15) miles of the corporate limits of the city. Post office box numbers of residential addresses may not be used solely to establish status as an area business; and

Agrees to furnish evidence, in a form suitable to the city, of its payment of New Mexico gross receipts tax.

In addition to any other criteria that may be used in evaluating a competitive bid, a criterion will be applied for any business that meets the above requirements in awarding a contract for purchase of goods, services, or construction.

Please use link to view complete Ordinance No. 1490 Local Preference.

<http://ci.alamogordo.nm.us/Assets/Ordinance+No.+1490.pdf>

Attachment B

RESIDENT VETERANS PREFERENCE CERTIFICATION

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans preference to this procurement:

Please check one box only

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

“I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

“In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

“I understand that knowingly giving false or misleading information on this report constitutes a crime.”

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven to be incorrect.

PEST CONTROL SPECIFICATIONS

IFB 2020-04

The City of Alamogordo has approximately twenty one (21) locations that need inside and outside crack and crevice, pesticide application on a monthly basis.

1. Pest control services shall be performed in accordance with the standard commercial practice of the industry for the control of insect and rodents. Such as, but not limited to roaches, silver fish, ants, spiders, scorpions and mice.
2. Pest Control service is to be on a regularly monthly basis unless otherwise specified by the city. If pests appear between regularly scheduled visits, an inspection and retreatment shall be accomplished at NO CHARGE to the city.
3. Pesticides used at the Animal Shelter **shall not be harmful** to animals. Successful vendor will be requires to meet with the Animal Control Officer to establish an effective program.
4. Invoices must reference each individual service area to its own particular invoiced amount. Payment will be made for each particular service area. **Signatures are required for each location by a designated city employee.**
5. This contract will be issued for a period of one year, with the option to renew for three additional one year terms. The initial term of this contract will be November 01, 2020 to October 31, 2021.
6. Companies bidding must be certified in the appropriate classifications to be eligible for bid award. Persons administering the pest control must be in possession of a commercial operator's license, **7A and 7B.**
7. **Pesticide Usage** – Material Safety Data Sheets are required on all pesticides and rodenticides that will be used, are to be issued before services are provided to the City of Alamogordo. Pesticides used indoors must be of a low odor. Any rodenticides used must be placed tamper resistant bait stations. Acceptable baits are to be equivalent to the **“B-GON”** product. Crack and crevices service is what is required – habitual baseboard spraying may result in termination of your contract.
8. Retreatment's – If called out for treatment services, you will inspect the problem area and/or building and treat accordingly at no extra charge (except for special circumstances). Response time for re-treatments will be handled on the same day as called out.

IFB 2020-04 Pest Control Services

DESCRIPTION	Address	Sq Footage	TOTAL PRICE
Alamogordo/White Sands Regional Airport 1) Maintenance Shop 2) Terminal 3) Bathroom	3500 Airport Road	600 6,360 160	\$
Alamogordo Family Recreation Center Recreation Facility / Pool	1100 Oregon Avenue	47,000	\$
Alamogordo Senior Center Senior Center Building	2201 Puerto Rice Ave	22,287	\$
Animal Control 1) Office and Lab 2) Kennel/Animal Runs/Service Alley	2910 N Florida Avenue	1,320 3,174	\$
Civic Center Building	800 E. First Street	13,365	\$
Desert Lakes Golf Course 1) Club House 2) Golf Cart Building 3) Maintenance Building	2351 Hamilton Road	6,764 5,000 6,000	\$
Library Building	920 Oregon Avenue	20,764	\$
City Hall Building	1376 E. Ninth Street	23,650	\$
Otero/Greentree Regional Landfill 1) Gate House 2) Office/Work Shop 3) Mobile Home 16 X 76	4528 U.S. Highway 54 S	286 3,575 1,216	\$
Public Safety 1) Main Building 2) La Placita Storage Building	700 Virginia Ave 3102 N Florida Ave	12,700 6687	\$
Public Safety/Fire 1) Fire Station #1 2) Fire Station #2 3) Fire Station #4 4) Fire Station #5 5) Fire Station #6 6) Fire Station #7	619 Texas Ave 2101 S. Walker Road 3310 E. Tenth Street 1492 S. Florida Ave 3100 N Florida 2010 Oregon Avenue	5,400 1,980 4,173 6,400 3,200 4,568	\$
Convenience Center	22 LaVelle Road	1500	\$
Water Filter Plant Maintenance Shop Building Administration Building Lab and Control Room	42 La Luz Gate Road	1500 2700 600	\$
Waste Water Treatment Plant Administration Building Screw Pump Garages (2) South Storage Building Blower Building Disc Filter Building Belt Press Building Electrical Effluent Pump Building Effluent Pump Building	3290 Airport Road	1600 2460 600 2600 3600 1520 144 400	\$
Purchasing Purchasing Office Central Receiving	2600 N Florida 2600 N Florida	1124 5000	\$ \$
Public Works Administration Bldg.	2600 N Florida	1200	\$
	Total		\$

IFB 2020-04 Pest Control Services

Bids are to be received no later than October 16, 2020 by 2:00 p.m.

Name of Company

Address

City, State and Zip Code

Telephone Number

Authorized Signature

Printed Name

Email Address