

# County of Curry



**Invitation to Bid No. 2022/23-06**

**Computer, Network & Peripheral Services for Curry County**

**Issue Date:  
March 6, 2023**

**BID Due:  
March 21, 2023  
Time: 2:00 p.m. Mountain Time**

**Curry County Administrative Complex  
417 Gidding, Suite 100  
Clovis, NM 88101  
Attn: Finance/Purchasing Department  
575-763-6016**

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On behalf of the Board of Curry County Commissioners and pursuant to and in compliance with the NM State Procurement Code, Curry County hereby invites competitive sealed bids from qualified Information Technology (IT) companies to provide IT services for Curry County, Clovis, New Mexico 88101

**IMPORTANT:  
BIDS ARE DUE BY March 21, 2023 AT 2:00 P.M.**

IN THE WAKE OF THE COVID-19 PUBLIC HEALTH EMERGENCY AND TO MINIMIZE PUBLIC HEALTH RISK, BIDS MUST BE SUBMITTED ELECTRONICALLY THROUGH CURRY COUNTY'S PROCUREMENT PROVIDER, VENDOR REGISTRY. REGISTRATION AND ACCESS TO ALL DOCUMENTS IS FREE OF CHARGE. TO REGISTER, PLEASE VISIT THE LINK: [FREE VENDOR REGISTRATION](#). BIDS WILL BE TIME-STAMPED IN THE VENDOR REGISTRY SYSTEM WHEN BIDDER SUBMITS. THE BIDDER WILL RECEIVE AN EMAIL OF THE SUBMISSION FOR THEIR RECORDS. SUCH ELECTRONIC SUBMISSION WILL BE CONSIDERED SEALED BIDS IN CONFORMANCE WITH STATUTE.

**WE LOOK FORWARD TO YOUR BID SUBMISSION.**

**IF THERE IS ANY PROBLEM REGARDING THE FOLLOWING BID SPECIFICATIONS OR CONDITIONS THAT WOULD PREVENT YOU FROM SUBMITTING A BID, CONTACT THE PURCHASING AGENT BY EMAIL AT [lschlimm@currycounty.org](mailto:lschlimm@currycounty.org) IMMEDIATELY FOR CLARIFICATION OR CONSIDERATION OF AN ADDENDUM.**

**BIDS MUST BE SUBMITTED ELECTRONICALLY**

Lorraine Schlimm  
Curry County Purchasing Agent

## **SPECIFIC CONDITIONS**

Bids must be received electronically by March 21, 2023 at 2:00 p.m. Mountain Time. Sealed bids will be publicly opened online via Google Meet. Instructions for participating in the meeting are as follows:

### **ITB #2022.23.06 Computer, Network & Peripheral Services Bid Opening**

Tuesday, March 21 · 2:00 – 2:30pm

Google Meet joining info

Video call link: <https://meet.google.com/ajd-riur-asy>

Or dial: (US) +1 651-560-5567 PIN: 208 109 106#

More phone numbers: <https://tel.meet/ajd-riur-asy?pin=4777453153538>

1. **Criteria for Award:** Award shall be based on the lowest responsible bid prices which meet specifications. Multiple bids may be accepted. The Board of Curry County Commissioners reserves the right to reject any or all bids, to waive any technicalities and to accept the bid(s) which in its judgment is most advantageous to the County.
2. **Guaranteed Performance:** The bidder, if awarded a contract as a result of this bid, guarantees that services will conform to the specifications in this bid. Failure of the bidder to comply with providing a service which meets minimum specifications may result in termination of the award of that item or termination of the contract.

## **SCOPE OF WORK**

Contractor shall provide professional IT services to the County which may include, but not be limited to the following; Assist in the design and planning of County networks, and other information technology equipment as needed, and Provide IT related services, as needed by the County, and Provide troubleshooting and advise the County IT Department, as to any related technology needs, as requested, and Provide consultants who will go to the County offices to assist on-site on an “as needed” basis. The dates and times will be established by and between the parties, as needed. For specific projects, the County will contact Contractor and a time frame for completing the work will be established.

Services must be provided in a professional manner. All work performed, as well as materials used, provided and/or supplies shall, at a minimum, meet, if not exceed, all applicable electrical building code requirements and other standards in place in Curry County and the State of New Mexico.

## **CONTRACT**

The anticipated term of a contract awarded as a result of this BID shall be from the award date a one (1) year term with the right to renew three (3) additional one (1) year terms. All prices, costs and conditions submitted in response to this Invitation to Bid shall remain fixed and valid after the closing

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date for this bid submission and throughout the term of the agreement. The County shall have the option of renewing the existing contract, by mutual agreement, with approval by the Board of Commissioners, or requesting new Bids for services. The rates may be negotiated for each renewal of the contract. A breach of any terms of the contract shall be grounds for immediate termination of the contract. The County may terminate the contract for any reason upon written notice to the other party, made at least thirty days in advance of the termination date.

### **PRE-BID CONFERENCE**

A pre-bid conference is not scheduled. Should you have questions regarding the scope of work, please contact Lorraine Schlimm at [lschlimm@currycounty.org](mailto:lschlimm@currycounty.org)

### **VARIATIONS**

Any variations from, or exceptions to, the conditions and specifications of this bid must be listed on a separate sheet labeled "Exception(s) to Bid Conditions", and attached to the bid.

### **QUOTATION SHEETS**

Bidders shall use the attached Quotation Sheet(s) to submit their bids. The Quotation Sheet(s) must be signed.

### **NEW MEXICO BIDDER'S PREFERENCE**

Pursuant to Sections 13-1-21 & 13-4-2 NMSA 1978, and GSD Rule 1.4.1 NMAC, bidders claiming the 8% preference must be certified prior to the bid opening. The number must appear on the Quotation Sheet(s) in the space provided in order to receive the preference.

### **BID OPENING**

Competitive bids will be accepted until March 21, 2023 at 2:00 p.m. In the wake of the Covid-19 public health emergency and to minimize public health risk, bids must be submitted electronically through Curry County's procurement provider, vendor registry. Registration and access to all documents is free of charge. To register, please visit:

<https://www.currycounty.org/?splash=https%3a%2f%2fvrapp.vendorregistry.com%2fVendor%2fRegister%2fIndex%2fcurry-county-nm-vendor-registration&isexternal=true>

Bids will be time-stamped in the vendor registry system when bidder submits. The bidder will receive an email of the submission for their records. Such electronic submission will be considered sealed bids in conformance with statute.

### **RESERVATIONS**

The Curry County Commission reserves the right to reject any or all bids, to waive any technicalities, to accept in whole or in part such bid or bids as may be

deemed in the best interest of the County.

## **SAFETY REQUIREMENTS**

It shall be the contractor's responsibility to provide for the safety of its workers and the public in compliance with the requirements of insurance and public health and safety standards.

## **AWARD**

The award may be made to the bidder(s) providing a responsive, responsible bid that meets and satisfies all of the requirements herein and results in the lowest overall cost to the County. When determining the lowest responsive bid, the normal services hours will be used. If there are multiple bidders with the same rate, emergency call out rates and material mark-up will be considered. The award will be made by the Curry County Commission at their regularly scheduled meeting. Bid prices must be good for ninety (90) days subsequent to date of opening.

## **QUESTIONS**

Questions regarding the specifications stated within the bid or the bidding process should be directed to Lorraine Schlimm, Purchasing Agent at [lschlimm@currycounty.org](mailto:lschlimm@currycounty.org).

Written questions/requests must be submitted no later than 2:00 PM (Mountain Daylight Time) on March 13, 2023 and must include the bidder's name, mailing address, email address, telephone and firm he/she represents. Only written questions/requests that are sent to the aforementioned email address will be considered. Oral questions/requests will not be considered. Written oral questions/request submitted to any other Department or contact will not be considered.

## **GENERAL CONDITIONS**

1. Bid Forms: All pages included in this Invitation to Bid that are marked "**BID FORM**" must be completed and returned as part of the bid document. All bids must be completed and securely sealed prior to submitting to the purchasing office. No un-sealed, faxed or e-mailed bids are acceptable.
2. Bids Binding Ninety (90) days: Unless otherwise specified all formal bids submitted shall be binding for ninety (90) calendar days following bid opening date, unless the contractor(s), upon request of the County Manager, agrees to an extension.
3. Payment Terms: For all goods/services provided by the successful contractor(s), payment shall be made net thirty (30) days from invoice date after receipt of goods/services unless otherwise specified on bid form or as otherwise agreed by both parties. All invoices shall be submitted directly to the Curry County Finance Department at 417 Gidding, Suite 100, Clovis, NM 88101. The successful contractor(s) must submit and have a completed W9 form on file with the County prior to any payments being issued.

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For all services paid by Credit Card, standard payments are usually made within 3-5 business days. All services made by credit card require a receipt. Invoices shall not be submitted separately if payment is made with credit card. Curry County shall not pay any fees when utilizing a credit card for payment.

4. Equivalency: The County hereby reserves the right to approve as equivalent, or to reject as not being equivalent, any item the contractor(s) proposes to furnish which contains variations from specification requirements but may comply substantially therewith. Such decisions are strictly at the discretion of the County.
5. If there is any clarification, problem, ambiguity or question regarding this bid, you must contact the Procurement Officer or designee prior to the bid opening. Clarifications and addenda will be considered prior to the bid opening. Answers provided regarding the bid specifications or bid package **MUST** be answered by the Procurement Officer or designee. Questions answered by any other person or County official shall be considered completely nonapplicable to the legal provisions of this bid, except as specifically authorized by the Procurement Officer.
6. Restrictive Specifications: It is the responsibility of the prospective contractor(s) to review the entire Invitation to Bid (ITB) packet and to notify the purchasing department if the specifications are formulated in a manner which would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the purchasing department not less than seventy-two (72) hours prior to the time set for bid opening.
7. An in-state resident, resident veteran, or Native American preference will be given to all resident New Mexico businesses that have been issued certification by the State of New Mexico. To qualify for the preference, the bidder must list a valid resident business certificate number and shall submit a copy of the certificate with the bid. If you have a question regarding a Resident Business (Resident Veteran or Native American Business) Certification, or wish to be given a number, you may contact the New Mexico State Department of Taxation and Revenue at 505-827-0951. This number is valuable to have as it allows the county to consider your bid at five to ten percent less than the amount submitted, and could mean a difference in award. Please note that this number is NOT your State CRS Number (i.e. 01-503047-004). In addition, **any preference numbers issued by the NM State Purchasing Office were valid only through December 31, 2011 and must be re-issued through the Taxation and Revenue Department.**
8. Bidders shall list on a separate sheet of paper any variations from or exceptions to the conditions and specifications of this bid. **This sheet shall be labeled "Exception(s) to Bid Conditions" and shall be included with bid.**

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9. Non-collusion: Contractors, by submitting a signed bid, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under New Mexico or United States law.
  
10. Non-discrimination Statement: Curry County in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all contractors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Please refer to complete Curry County Title VI Plan, specifically Appendices A and E at <http://www.currycounty.org/dr/miscellaneous>.
  
11. Qualifications of Bidders: The County Purchasing Officer may make such investigations as he/she deems necessary to determine the ability of the contractor to perform the work, and the contractor shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such contractor fails to satisfy the County that such contractor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
  
12. The State of New Mexico's Procurement Code, Section 13128 through Section 131199 NMSA 1978, imposes civil and criminal penalties for its violations. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
  
13. Curry County reserves the right to reject any bid from a contractor who previously failed to perform properly, or complete on time, contracts of similar nature, or to reject the bid of a contractor who is not in a position to perform such a contract satisfactorily. Such is at the discretion of the County.
  
14. The successful bidder agrees to protect, defend and save the County, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the County under this agreement.
  
15. If a bidder to whom a bid is awarded refuses to accept the award or, fails to deliver in accordance with the contract terms and conditions, the County may,

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in its discretion, suspend the contractor for a period of time from entering into any contracts with Curry County.

16. This solicitation is governed by the laws of the State of New Mexico. By signing and submitting a bid, the parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract or purchase order, must be brought in the Ninth Judicial District in and for Curry County, State of New Mexico, and each party shall pay its own costs and attorney fees.
17. Successful bidder(s) must, in performance of work, agree to fully comply with all applicable federal, state and local laws, rules and regulations. The contractor(s) will be required to carry the following minimum insurance coverage with Curry County named as additional insured on all policies:
  - a. General and professional liability insurance in the amount of \$1,050,000 single limit, and \$2,000,000 aggregate
  - b. Workers' Compensations insurance as required by state statute.
18. It is the responsibility of the bidder(s) to ensure that any addenda issued related to this Invitation to Bid have been received prior to submitting a bid. The County guarantees that any addenda issued will be distributed and available to every party on the Distribution List for this solicitation. The County will not accept responsibility for addenda not being obtained, and will not guarantee that addenda will be forwarded or available if the original packet was not obtained as directed.
19. The successful bidder(s) shall not subcontract any portion of the Price Agreement without the prior written approval of the Procuring Agency. No such subcontracting shall relieve the Contractor(s) from its obligations and liabilities under this Price Agreement, nor shall any subcontracting obligate payment from the Agency.



**BID FORM 1  
QUOTATION SHEET**

**SERVICES (Monday through Friday, 8 a.m. to 5:00 p.m.):**

1. Hourly Rate \$ \_\_\_\_\_ per hour

**EMERGENCY CALL OUT (5:00 p.m. to 8:00 a.m.):**

1. Hourly Rate \$ \_\_\_\_\_ per hour

**MATERIALS (PERCENTAGE MARK-UP ON COST OF MATERIALS)**

- 1. General Materials – not on hand at job site \_\_\_\_\_%
- 2. On Hand Materials \_\_\_\_\_%
- 3. Special Order Materials \_\_\_\_\_%
- 4. Permits \_\_\_\_\_%

The undersigned hereby offers to furnish and deliver the services as specified above at the prices and terms there stated, and in strict accordance with the specifications and general conditions of the Invitation to Bid, all of which are made a part of this offer. This offer must be good for at least ninety (90) days subsequent to the bid opening date.

\*\* Bidders shall list on a separate sheet of paper any variations from or exceptions to the conditions and specifications or pricing structure of this bid. **This sheet shall be labeled "Exception(s) to Bid Conditions" and shall be included with bid.** \*\*

Signed \_\_\_\_\_

Printed/typewritten name \_\_\_\_\_

Title \_\_\_\_\_ New Mexico Bidder's Preference Number \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_

**BID FORM 2**  
**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: Fidel Madrid, Dusty Leatherwood, Brad Bender, Robert Thornton, Seth Martin, Anastasia Hogland, Randa Jesko, Kendall Kempf, Mike Reeves, Hollie Barnett.

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By:

\_\_\_\_\_

Relation to Prospective Contractor:

\_\_\_\_\_

Date Contribution(s) Made:

\_\_\_\_\_

\_\_\_\_\_

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Amount(s) of Contribution(s)

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Nature of Contribution(s)

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Purpose of Contribution(s)

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(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)

**BID FORM 3  
RESIDENT/VETERANS PREFERENCE CERTIFICATION FORM**

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

**Please check one box only**

**Resident Veterans:**

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$3M allowing me the 10% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime

**Resident Businesses:**

I declare under penalty of perjury that my business is a New Mexico resident business 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 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 veteran's preference, I agree to report to the State's Division of the General Services Department the awarded amount involved. I will indicate in the report the awarded 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.

**Native American**

Under the law, Native American-owned companies will receive either an 8% or 10% equivalent based on whether they are also a veteran-owned business. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

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

**A valid New Mexico Resident Business, New Mexico Veteran's Resident Business or Native American Certificate must be provided in order to receive preference.**

I do not claim New Mexico Resident Business, New Mexico Veteran's Resident Business or Native American preference on this bid.

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\_\_\_\_\_  
(Signature of Business Representative) \*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory for the Business.