

The Town of Taos requests proposals from interested, qualified, licensed firms to provide medical services for pre-employment job physical examinations, fit for duty physical examinations and/or other medical tests or services, as required for the Town of Taos.

**Scope of Work**

Contractor shall provide facility, labor, materials, tools and incidentals necessary to provide pre-employment physical examinations, fit for duty examinations, review Tuberculosis Skin Test Results, administer vaccines including but not limited to (Flu, Tetanus, Hepatitis Vaccines, Titer Test and Booster vaccines) and/or other medical tests or services, as required, for the Town of Taos. Contractor must provide Respirator physical and Respirator Questionnaire per Occupational Safety and Health Administration (OSHA) requirements. Contractor must provide results of physical examinations to the applicant and/or to the Town of Taos Human Resources Director or designated Human Resources staff no later than three (3) days after the exam has been performed.

Proposals must include the following information in the order requested below.

- Qualifications of the Firm: This shall include a brief description of the Offeror's and any sub consultant's qualifications and summary of previous experience.
- Number of years in business and primary services provided
- Contact information: name of person duly authorized to find the firm, address, telephone and email address;
- Copy of state license certificate
- Cost proposal, provided by Offeror
- The attached Campaign Disclosure form must be signed and included in your response

The successful respondent will be required to enter into a written Agreement with the Town of Taos.

Any cost incurred by the respondent in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the respondent.

A public log will be kept of the names of all respondents who submit proposals. Consistent with Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing respondents prior to contract award.

The Procurement Officer reserves the right to amend and/or cancel this bid/proposal invitation prior to the time and date of the bid opening.

The Procurement Officer reserves the right to correct any bid/proposal awarded erroneously as a result of a clerical error on the part of the Town of Taos.

The Procurement Officer reserves the right to waive any minor or technical irregularities in any proposal that do not alter the price, quality or quantity of services, systems or items of tangible personal property being offered and the right to reject any proposal mistakenly awarded as a result of clerical, arithmetical, or other error on the part of the Town of Taos.

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

**Contact Information & Deadlines**

Any questions or clarifications regarding this RFP may be directed to:

Tamara Chavez, Human Resources Director  
(575) 751-2011

Shirley Mondragon, Human Resources Administrative Assistant  
(575) 751-2009

## **EQUAL EMPLOYMENT OPPORTUNITIES**

The Contractor and his subcontractors shall not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to his hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, national origin or ancestry. Breach of this covenant may be regarded as a material breach of the contract. (Laws 1949, Ch. 161, S.5) (New Mexico Statutes relating to Equal Employment Opportunities on Government Contracts.) The Contractor and his subcontractors shall comply with the Federal Civil Rights Act of 1964 and Title 7 of that Act revised in 1979.

### **Scope of Procurement**

The Town of Taos intends to enter into an initial one-year contract with the successful Respondent for the services contemplated by this Request for Proposals. Any such contract is subject to **availability of funds, and/or other terms and conditions.** In no case will the contract, including all renewals, exceed a total of four (4) years in duration. Subsequent contracts for the same services will be subject to a new RFP process and Management approval as called for by law and Town ordinances and policies.

**Please forward your response to the RFP to: Shirley Mondragon, HR Administrative Assistant, Town of Taos, 400 Camino de la Placita, Taos, New Mexico 87571; Fax: 575-737-2666. Proposals must be received in the Town's Human Resources Department by 4:00PM June 20, 2019**

## **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 the 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 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 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 AND PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAD 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 Code 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** applies to contributions made to the following Public Officials:  
**DANIEL R. BARRONE, MAYOR**

**COUNCIL MEMBERS:**

**NATHANIEL EVANS  
GEORGE “FRITZ” HAHN**

**DARIEN D. FERNANDEZ  
PASCUALITO M. MAESTAS**

Contribution made by: \_\_\_\_\_

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

Name of Applicable Public Official: \_\_\_\_\_

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

Amount(s) of Contributions(s) \_\_\_\_\_

Nature of Contributions (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 official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)