

**Town of Silver City  
Invitation for Bids**

**BID 17/18-5  
IMPOUND BUILDING**

Bid Opening Date and Time:

**March 28, 2018 @ 11:00 am**

/S/

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Approval:  
Alex C. Brown, Town Manager/Finance Director

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Erika Martinez, Purchasing Agent

**The Procurement Code, §13-1-28 through 13-1-199 NMSA, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and criminal kickbacks.**

## **Invitation for Bid**

The Town of Silver City will receive bids on a general contract for an **Impound Building**. All bids must be on the total project; segregated bids will not be accepted.

Bids will be received at the **Town of Silver City Purchasing Department, 101 W. Broadway, Silver City NM 88061 until March 28, 2018 at 11:00 a.m.** Bids will be read aloud shortly there after at the same location.

Plans and Specifications for said work may be examined and/or obtained at the office of the Town Purchasing Agent at 101 W. Broadway, Silver City, NM 88061, (575) 534-6352.

Bidders shall clearly mark on the outside of the sealed bid envelope **Town of Silver City- BID NO: 17/18-5 Impound Building** and give bidder's name and address.

## **General Conditions**

The following bid is made for furnishing goods or services to the Town of Silver City. The bidder declares that the amount and nature of the goods or services to be furnished is understood and that the nature of this bid is in strict accordance with the conditions set forth and is a part of this bid and that there will at no time be a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the bids are opened.

The bidder, in submitting this bid, represents that he/she is an equal opportunity employer and will not discriminate with regard to race, religion, color, national origin or sex in the performance of this contract.

The Town reserves the right to reject any or all bids or to waive technicalities at its option when in the best interest of the Town.

Pursuant to Section 13-1-108 NMSA 1978, the total amount bid shall exclude all applicable taxes including applicable state gross receipts tax or applicable local option tax. The Town will pay for any taxes due on the contract and will pay any increase in applicable taxes which become effective after the date the contract is entered into in addition to the bid total base upon separate billings which the successful bidder shall submit with each request for payment. Taxes shall be shown as a separate amount on such billings or request for payment and shall separately identify each tax being billed.

Bids deposited with the Town cannot be withdrawn prior to the time set for opening bids. Request for non-consideration of bids must be made in writing to the Purchasing Agent and received by the Town prior to the time set for opening bids. After other bids are opened and publicly read, the bid for which non-consideration is properly requested may be returned unopened. The bid may not be

withdrawn after the bids have been opened and the bidder, in submitting the same, warrants and guarantees that his bid has been carefully reviewed and checked and that it is in all things true and accurate and free of mistakes and that such bid will not and cannot be withdrawn because of any mistake committed by the bidder.

After bids are opened and publicly read, the bids will be tabulated for comparison on the basis of the bid prices and quantities shown in the bid. Until final award by the Town of Silver City, the Town reserves the right to reject any or all bids, to waive technicalities and to re-advertise, or proceed to do the work otherwise when the best interest of the Town will be realized.

Bids will be considered irregular if they show any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate bids or irregularities of any kind. However, the Town reserves the right to waive any irregularities and to make the award in the best interest of the Town. The Town reserves the right to reject any bid or any part of a bid in part and all bids are subject to reservation.

The successful bidder may not assign the rights awarded and duties of an award without the written consent of the Town. Such consent shall not relieve the assignor of liability in event of default by his assignee.

The Town of Silver City has designated a Purchasing Agent, who is responsible for the conduct of this procurement whose name; address and telephone number are listed below:

Erika Martinez –Purchasing Agent  
Town of Silver City  
P.O. Box 1188  
Silver City, NM 88062  
Telephone Number: (575) 534-6352  
Fax Number: (575) 534-6377  
E-mail: [purchasing@silvercitynm.gov](mailto:purchasing@silvercitynm.gov)

**All deliveries via hand delivery or express carrier should be addressed as followed:**

Erika Martinez–Purchasing Agent  
Town of Silver City  
101 W. Broadway  
Silver City, NM 88061

**All deliveries via common mail services should be addressed as follows:**

Erika Martinez–Purchasing Agent  
Town of Silver City  
P.O. Box 1188  
Silver City, NM 88062

Any inquiries or requests regarding this procurement should submit to the Purchasing Agent in writing. Only those questions answered by the person listed above will be legal and binding.

## DEFINITIONS

**Contract:** an agreement for the procurement of items of tangible personal property or services.

**Contractor:** the successful bidder.

**Department:** a department or sub-department within the Town of Silver City organization.

**Determination:** the written determination of a decision of a procurement manager/agent including findings of fact to support a decision. A determination becomes part of a procurement file to which it pertains.

**Mandatory:** the terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor. Failure to meet a mandatory factor may result in rejection of bid.

**Bidder:** is a person, corporation, or partnership who chooses to submit a bid.

**Purchasing Agent:** the person or designee authorized by the Town to manage or administer a procurement requiring the evaluation of competitive sealed bids. This person may also be known as the “Purchasing Agent”, “Purchasing Officer”, or “Purchasing Supervisor”.

**Responsible Bidder:** a bidder who submits a responsible bid and who has furnished, when required, information and data to prove that his 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 described in the bid.

**Responsive Bid:** an offer or bid which conforms in all material respects to the requirements set forth in the invitation for bids. Material respects of an invitation for bids include, but are not limited to price, quality, quantity or delivery requirements.

## CONDITIONS GOVERNING THE PROCUREMENT

This section of the bid contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

## SEQUENCE OF EVENTS

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

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1. Issue of Bid	Agency	3/7/18
2. Distribution List Response Due	Bidder	N/A
3. Pre-Bid Conference	Agency	N/A
4. Deadline to Submit Questions	Bidder	3/20/18
5. Bid Submission	Bidder	3/28/18
6. Contract Award	Town Council	4/10/18
7. Protest Deadline	Anyone Participating In Bid	4/25/18

## EXPLANATION OF EVENTS

1. **Issue of Bid**  
The bid is being issued by the Town of Silver City on **March 7, 2018**.
2. **Distribution List Response Due**  
(Not applicable for this bid)
3. **Pre-Bid Conference**  
(Not applicable for this bid)
4. **Deadline to Submit Additional Written Questions**  
Potential bidders who have submitted their Distribution List Response, may submit additional written questions as to the intent or clarification of this Request for Bids until close of business on **March 20, 2018**. All written questions must be addressed to the Purchasing Agent.
5. **Submission of Bids**  
**ALL BIDS MUST BE RECEIVED FOR REVIEW BY THE PURCHASING AGENT OR DESIGNEE NO LATER THAN 11:00 A.M. MOUNTAIN DAYLIGHT TIME ON March 28, 2018.** Bids received after deadline will not be accepted or will be returned unopened. The date and time will be recorded on each bid. Bids must be addressed and delivered to the Purchasing Agent at the address listed in these bid documents. Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to **BID NO: 17/18-5 IMPOUND BUILDING**. Bids submitted by facsimile will not be accepted. A public log will be kept of the names of all bidders who have submitted bid(s).
6. **Contract Award**  
On **April 10, 2018** Town Council will review for award/rejection the recommendation of the Purchasing Agent and Town Staff. **This date is subject to change at the discretion of the Mayor and Town Council.**
7. **Protest Deadline**  
Any protest by a bidder must be in conformation with Section 71 of the Town of Silver City Procurement Policy. The fifteen (15) day protest period for responsive bidders shall begin on the day following the bid award/rejection and will end as of the close of business on **April 25, 2018**. Protest must be written and must include the name and address of the protestor and the request for bid number. It must also contain a statement of grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Town Purchasing Agent. The protest must be delivered to the Purchasing Agent:

### **MAILED TO:**

Erika Martinez-Purchasing Agent  
Town of Silver City  
P.O. Box 1188  
Silver City, NM 88062

**HAND DELIVERED or EXPRESS MAILED TO:**

Erika Martinez-Purchasing Agent  
Town of Silver City  
101 W. Broadway  
Silver City, NM 88061

Protests received after the deadline will not be reviewed or accepted.

**OTHER GENERAL REQUIREMENTS**

1. **Incurring Costs**  
Any cost incurred by the bidder in preparation, transmittal, presentation or any bid or material submitted in response to this bid shall be born solely by the bidder.
2. **Amended Bid**  
A bidder may submit an amended bid before the deadline for receipt of bids. Such amended bid must be a complete replacement for a previously submitted bid and must be clearly identified as such in the transmittal letter. The Town personnel will not merge, collate, or assemble bid material.
3. **Termination**  
This bid solicitation may be canceled at any time and any and all bids may be rejected in whole or in part when the Town determines such action to be in its best interest.
4. **Number of Responses**  
Bidders shall submit only one bid.
5. **Letter of Transmittal (THIS MUST BE INCLUDED IN YOUR BID DOCUMENTS). Any company/person not submitting this request will be considered non-responsive.**

The letter of transmittal MUST (be typed):

- 1) identify the organization or individual submitting the bid;
  - 2) identify the name and title of the person authorized to contractually obligate the organization or individual;
  - 3) identify the names, titles, telephone and fax numbers of persons to be contacted for clarification of bid;
  - 4) identify the mailing address of the company;
  - 5) identify the New Mexico CRS # and Federal Tax Identification Number or Social Security Number.
  - 6) acknowledge receipt of any and all amendments or addendums of bid; and
  - 7) be signed by the person authorized to contractually obligate the organization
6. **Bid Form**
    - 1) All bids will be submitted typewritten or printed in ink.
    - 2) Bid price of each item on the form will be stated in numerals. In the case of error in price, the unit price shall govern (versus extended price); and
    - 3) The Town of Silver City reserves the right to deduct individual priced items as it sees necessary in order to meet budget and award bid
  7. **Bid Opening**  
The person opening the bids will adhere to the following procedure:

- 1) Name the bidder;
- 2) Check for acknowledgment of addenda/amendments;
- 3) Check for proper signature on transmittal letter;
- 4) Call out items identified in bid and their respective prices.

8. **Rejection of Bid**

The Town reserves the right, for any reason whatsoever, to refuse or reject any or all bids, to withdraw this item from the sale without prior notice, to cancel any or all sales at any time without notice. All sales are subject to approval by the Town of Silver City Purchasing Agent.

9. **Evaluation of Bids**

If a contract is to be awarded, it will be awarded to the lowest (or highest when call for bid is for the sale of items) responsive, responsible bidder, whose evaluation by the Town indicated to the Town that the award will be most advantageous and in its best interest.

10. **Bid Opening**

The person opening the bids will adhere to the following procedure:

- a. name the bidder;
- b. check for acknowledgment of addenda/amendments;
- c. check for proper signature on transmittal letter;
- d. check for list of subcontractors if applicable; and
- e. call out items identified in bid and their respective prices.

11. **Term**

The Town of Silver City reserves the right to request additional materials aggregate materials listed in this bid for a period not to exceed one year from date of award. Cost of aggregate shall remain firm for the remainder of this agreement.

12. **Award**

The Town of Silver City reserves the right to award each item individually, by groups or in its entirety to the supplier(s) meeting bid specifications, submitting the lowest bid and in the Town's best interest.

13. **Invoicing**

Invoices should be delivered to the Town of Silver City as follows:

Town of Silver City  
Attn: Accounts Payable Department  
PO Box 1188  
Silver City NM 88062

## **BID SPECIFICATIONS**

The Town of Silver City wishes to purchase an impound building for the Silver City Police Department.

### **Location for Impound Building**

The lot for the impound building can be viewed at the following location by appointment during normal business hours:

1011 N Hudson St. (Behind Police Department)  
Silver City, NM 88061  
Contact: Ed Reynolds, Police Chief, (575) 956-1243

#### SUMMARY OF QUANTITIES BID LOT #1- STEEL BUILDING

ITEM NO	ITEM DESCRIPTION	UNIT	ESTIMATED UNITS
1	CLEARING AND GRUBBING	L.S.	1
2	BASECOURSE FILL FOR BUILDING PAD-COMPACTED TO 95% ASTM D-1557	C.Y.	47
3	REINFORCED CONCRETE SLAB FOUNDATION FOR 25X50 BUILDING APPROX 24 C.Y.	L.S.	1
4	PRE-ENGINEERED STEEL BUILDING 25'X50'X14' EAVE HEIGHTS, INSULATED W (1) 4'X7' STEEL MAN DOOR 22 GAUGE STEEL SHELL	L.S.	1
5	26 GAUGE STEEL PANEL INSIDE OF EXTERIOR WALLS	S.F.	1,668
6	(2) INTERIOR DIVIDED WALLS-2X4 FRAMING W/GYPSUM COVER BOARD-1/2" THICK ON BOTH SIDES	L.S.	1
7	GYPSUM COVER BOARD-5/8" THICK FIRE STOPS IN ATTIC	S.F.	208
8	12'X12' 24 GA HEAVY DUTY STEEL ROLL UP DOORS	EACH	3
9	3'X7' STEEL MAN DOOR HEAVY DUTY	EACH	3
10	12'X8' CONCRETE APRON AT ROLL UP DOOR	C.Y.	4
11	4'X8' CONCRETE APRON AT MAN DOOR	C.Y.	0.4
12	ELECTRIC POWER SERVICE W/LIGHTING AND OUTLETS	L.S.	1
13	TESTING ALLOWANCE PER -SECTION 01 40 00	ALLOW	2
14	CONSTRUCTION STAKING BY CONTRACTOR	L.S.	1
15	LABOR		
16	SHIPPING/DELIVERY		

#### SUMMARY OF QUANTITIES BID LOT #2- CMU BUILDING

ITEM NO	ITEM DESCRIPTION	UNIT	ESTIMATED UNITS
1	CLEARING AND GRUBBING	L.S.	1
2	BASECOURSE FILL FOR BUILDING PAD-COMPACTED TO 95% ASTM D-1557	C.Y.	47
3	REINFORCED CONCRETE SLAB FOUNDATION FOR 25X50 BUILDING APPROX 24 C.Y.	L.S.	1
4	CMU BUILDING 25'X50'X14' EAVE HEIGHT, W/REINFORCEMENT	S.F.	1,670
5	TSS 16"X6"X3/8" STEEL LEDGER ABOVE ROLL UP DOOR	L.F.	48
6	12'X12' 24 GA HEAVY DUTY STEEL ROLL UP DOORS	EACH	3
7	3'X7' STEEL MAN DOOR HEAVY DUTY	EACH	3
8	GABLE ROOF PRE-MANUFACTURED TRUSSES	S.F. FLR	1,250
9	METAL ROOFING-3/4" PLYWOOD DECKING, ASPHALT VAPOR BARRIER, STEEL ROOF PANELS (1,653 SQ FT), INCLUDING FLASHING, GUTTER, AND DOWNSPOUTS	L.S.	1
10	GYPSUM COVER BOARD-5/8" THICK FIRE STOPS IN ATTIC	S.F.	1,250
11	BLOWN IN ATTIC INSULATION-8"	S.F.	1,250
12	(2) INTERIOR DIVIDED WALLS-2X4 FRAMING W/GYPSUM COVER BOARD-1/2" THICK ON BOTH SIDES	L.S.	1
13	GYPSUM COVER BOARD-5/8" THICK FIRE STOPS IN ATTIC	S.F.	208
14	12'X8' CONCRETE APRON AT ROLL UP DOOR	C.Y.	4
15	4'X8' CONCRETE APRON AT MAN DOOR	C.Y.	0
16	ELECTRIC POWER SERVICE W/LIGHTING AND OUTLETS	L.S.	1
17	TESTING ALLOWANCE PER -SECTION 01 40 00	ALLOW	2
18	CONSTRUCTION STAKING BY CONTRACTOR	L.S.	1
19	LABOR		
20	SHIPPING/DELIVERY		

The bidder is responsible for securing items delivered. The bidder must notify the Police Department no less than 48 hours prior to delivery of items.



**APPENDIX A**  
**COST SHEET**  
**BID 17/18-5**  
**IMPOUND BUILDING**

SUMMARY OF QUANTITIES				
BID LOT#1- STEEL BUILDING				
ITEM NO	ITEM DESCRIPTION	ITEM QTY	COST PER UNIT	EXTENDED COST
1	CLEARING AND GRUBBING			
2	BASECOURSE FILL FOR BUILDING PAD-COMPACTED TO 95% ASTM D-1557			
3	REINFORCED CONCRETE SLAB FOUNDATION FOR 25X50 BUILDING APPROX 24 C.Y.			
4	PRE-ENGINEERED STEEL BUILDING 25'X50'X14' EAVE HEIGHTS, INSULATED W (1) 4'X7' STEEL MAN DOOR 22 GAUGE STEEL SHELL			
5	26 GAUGE STEEL PANEL INSIDE OF EXTERIOR WALLS			
6	(2) INTERIOR DIVIDED WALLS-2X4 FRAMING W/GYPSUM COVER BOARD-1/2" THICK ON BOTH SIDES			
7	GYPSUM COVER BOARD-5/8" THICK FIRE STOPS IN ATTIC			
8	12'X12' 24 GA HEAVY DUTY STEEL ROLL UP DOORS			
9	3'X7' STEEL MAN DOOR HEAVY DUTY			
10	12'X8' CONCRETE APRON AT ROLL UP DOOR			
11	4'X8' CONCRETE APRON AT MAN DOOR			
12	ELECTRIC POWER SERVICE W/LIGHTING AND OUTLETS			
13	TESTING ALLOWANCE PER -SECTION 01 40 00			
14	CONSTRUCTION STAKING BY CONTRACTOR			
15	LABOR			
16	SHIPPING/DELIVERY			
	TOTAL BID			
ESTIMATED DATE OF DELIVERY: _____				
SIGNED: _____				
TITLE : _____				
DATE: _____				

SUMMARY OF QUANTITIES				
BID LOT#2- CMU BUILDING				
ITEM NO	ITEM DESCRIPTION	ITEM QTY	COST PER UNIT	EXTENDED COST
1	CLEARING AND GRUBBING			
2	BASECOURSE FILL FOR BUILDING PAD-COMPACTED TO 95% ASTM D-1557			
3	REINFORCED CONCRETE SLAB FOUNDATION FOR 25X50 BUILDING APPROX 24 C.Y.			
4	CMU BUILDING 25'X50'X14' EAVE HEIGHT, W/REINFORCEMENT			
5	TSS 16"X6"X3/8" STEEL LEDGER ABOVE ROLL UP DOOR			
6	12'X12' 24 GA HEAVY DUTY STEEL ROLL UP DOORS			
7	3'X7' STEEL MAN DOOR HEAVY DUTY			
8	GABLE ROOF PRE-MANUFACTURED TRUSSES			
9	METAL ROOFING-3/4" PLYWOOD DECKING, ASPHALT VAPOR BARRIER, STEEL ROOF PANELS (1,653 SQ FT), INCLUDING FLASHING, GUTTER, AND DOWNSPOUTS			
10	GYPSUM COVER BOARD-5/8" THICK FIRE STOPS IN ATTIC			
11	BLOWN IN ATTIC INSULATION-8"			
12	(2) INTERIOR DIVIDED WALLS-2X4 FRAMING W/GYPSUM COVER BOARD-1/2" THICK ON BOTH SIDES			
13	GYPSUM COVER BOARD-5/8" THICK FIRE STOPS IN ATTIC			
14	12'X8' CONCRETE APRON AT ROLL UP DOOR			
15	4'X8' CONCRETE APRON AT MAN DOOR			
16	ELECTRIC POWER SERVICE W/LIGHTING AND OUTLETS			
17	TESTING ALLOWANCE PER -SECTION 01 40 00			
18	CONSTRUCTION STAKING BY CONTRACTOR			
19	LABOR			
20	SHIPPING/DELIVERY			
	TOTAL BID			
ESTIMATED DATE OF DELIVERY: _____				
SIGNED: _____				
TITLE : _____				
DATE: _____				