



Southwest Regional Education Cooperative
Business Office
405 N. Date Street, Suite 8
Truth or Consequences, New Mexico 87901
Vicki K. Chávez, Executive Director

Invitation to Bid

#20-02

Commodity Code: 07180

Notice is hereby given that Southwest Regional Education Cooperative (SWREC) is issuing an Invitation to Bid (ITB) to procure vehicles for staff use. This procurement is being done on behalf of SWREC and will result in a price agreement between the awarded bidder and SWREC. The resulting price agreement may be used by other entities with permission from SWREC. Bids will be received and opened at:

Organization: Southwest Regional Education Cooperative
Procurement Officer: ATTN: Priscilla Cabral
Address: 405 N. Date Street, Ste. 8
Truth or Consequences, NM 87901
E-Mail Address: pcabral@swrecnm.org

Bids will be accepted and receipted with a date stamp and time recorded until **2:00 PM, MST August 30, 2019**. All bids received will be publicly opened at the Business Office located at the above address and read aloud at **9 AM, MST September 3, 2019**. Any bids received after the August 30, 2019 2:00 PM MST deadline will be not be considered for award and returned to the bidder unopened. Delivery by hand or courier is highly recommended to help ensure bid is received prior to deadline date and time.

Bidders must note, SWREC will be utilizing a trade in of one of the organization's older vehicles. Bidder must include estimated trade in value of the vehicle along with their bid price on the bid form.

The complete ITB can be found at www.swrecnm.org 'Services' tab at the top of the page under Fiscal Management and Purchasing.

Southwest Regional Education Cooperative reserves the right to accept or reject any or all items upon which prices are quoted and to waive any irregularities contained in the bid.

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

Issuance: August 16, 2019
Published: August 16, 2019

Priscilla Cabral, *CPO*
Southwest Regional Education Cooperative



Invitation to Bid #20-02

Southwest Regional Education Cooperative (SWREC) will issue an invitation to bid to procure a new vehicle for staff use at their Business Office located in Truth or Consequences, New Mexico. This procurement is being done on behalf of SWREC and will result in a price agreement that may be used by other entities with permission of SWREC. The SWREC will utilize one of the older vehicles it owns to use as a trade in for credit towards this new vehicle. The purpose for the vehicle is to travel to various locations around the State of New Mexico to attend school site visits, regional meetings, professional development trainings, and facilitate events.

Minimum Specifications for Items:

- Air Bag: factory installed
- Air conditioning: factory installed
- Brakes: Anti-lock
- Cruise control and tilt wheel
- Defogger: Electric, rear window, factory installed
- Keys: two (2) ignition keys
- Mirrors: Outside, right and left mounted, day and night inside rear view mirror
- Power windows/door locks
- Tires: factory standard
- Transmission: Automatic

Specific Conditions:

- Bids must be received 2:00 P.M. MST by August 30, 2019. Late bids will not be considered or accepted
- Bid(s) will be awarded based on the lowest price received, also taking into account the New Mexico Resident Business and New Mexico Resident Veteran Business Preference.
- All bids must be clearly and distinctly printed or typed and submitted on the form provided by SWREC, otherwise, the bid will not be considered.
- An authorized representative must sign the bid form. Bid(s) submitted without an authorized signature will be labeled as 'disqualified' from the bid and not considered.
- **All specifications are mandatory and bids will be evaluated on a pass/fail basis.**

Item #1:

- **Brand name or equal** to 2019 model Chevrolet Equinox. The use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition



- Unit must be in color silver/grey or gold/tan as to conform to existing SWREC vehicles. Bid must include a photo of the actual vehicle in order to confirm this condition is met
- Interior all weather floor mats
- Interior all weather cargo mat
- Driver, passenger, rear windows: factory standard tint
- Unit shall be new
- Unit shall include standard items as listed in manufacturer's literature
- Unit shall be serviced and ready for operation no later than 10 days after bid award
- Bidder must include on bid form the estimated trade in value of:
 - 2014 Chevrolet Equinox - mileage as of August 13, 2019 is 101,636 miles
- Trade in vehicle may be inspected for the purpose of developing the estimate trade in value only by appointment until 4:00 P.M. August 23, 2019.
- Delivery, taxes, and other fees must be listed separate from the bid amount

Item #2

- **Brand name or equal** to 2019 model Ford Fusion. The use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition
- Unit must be in color silver/grey or gold/tan as to conform to existing SWREC vehicles. Bid must include a photo of actual vehicle in order to confirm this condition is met
- Interior all weather floor mats
- Driver, passenger, rear windows: factory standard tint
- Unit shall be new
- Unit shall include standard items as listed in manufacturer's literature
- Unit shall be services and ready for operation no later than 10 days after bid award
- Delivery, taxes, and other fees must be listed separate from the bid amount

Terms & Conditions

1. **Bid Forms:** Bids shall be submitted only on the bid form provided by Southwest Regional Education Cooperative (SWREC). The bidder shall submit one (1) copy signed by an authorized representative of the business.
2. **Bids Binding:** Unless otherwise specified, all formal bids submitted shall be binding for thirty (30) calendar days following bid opening date.
3. **Trade-In:** Trade in estimate will only be utilized for one (1) purchase by SWREC. Any other entities wishing to utilize a trade in for their own purchase must receive an estimated value from a vendor separately from this invitation to bid.
4. **Payment Terms:** For all purchases made by Purchase Order, payment shall be made net 30 days from invoice date after receipt of goods/service unless otherwise specified on the bid form



or as otherwise agreed upon by both parties. All invoices must be submitted to: Southwest Regional Education Cooperative at 405 N. Date Street, Suite 8, Truth or Consequences, NM 87901. SWREC must have a valid W-9 Form on file prior to any payments being issued.

5. **Taxes:** Price as shown on the bid proposal form shall **exclude** gross receipts tax; however, the applicable gross receipts tax shall be shown as a separate amount on each billing made under the contract. SWREC is exempt from gross receipts tax for the purchase of tangible personal property only. A Type 9 Nontaxable Transaction Certificate may be obtained from SWREC which will substantiate a deduction from the gross receipts tax.
6. **Equivalency:** SWREC reserves the right to approve as equivalent, or to reject as not being equivalent, any items the bidder proposes to furnish which contains variations from specification requirement but may comply substantially therewith. Such decisions are strictly at the discretion of SWREC.
7. **Clarifications:** Clarifications, problems, or questions regarding this bid must be addressed to the procurement officer prior to the bid opening. Answers provided regarding the bid specifications or bid packet must be answered by the procurement officer or designee. Questions answered by any other person or SWREC official shall be considered completely non-applicable to the legal provisions of this bid, except as specifically authorized by the procurement officer.
8. **Preference:** An in-state Resident or Resident Veteran Preference will be given to all resident New Mexico businesses that have been issued a valid certificate by the New Mexico Taxation and Revenue Department. To qualify for the preference, the bidder must submit a copy of the certificate with the bid. This preference allows SWREC to consider the bid at 5% or 10% less than the total amount submitted.
9. **Bid Forms:** All pages included in this ITB 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 SWREC. Unsealed, faxed or e-mailed bids will not be accepted or considered.
10. **Quantity:** SWREC will not guarantee that more than one (1) item as described in the specifications will be purchased by any of the entities utilizing the price agreement, if any. The resulting price agreement will list the price for each item in the invitation to bid so that other entities may choose which item they wish to purchase for the price agreement amount.
11. **Brand Names & Model Numbers:** Any brand names and model numbers used herein are stated as a matter of convenience to indicate the level of quality for materials and workmanship; type of item needed; and, expected capabilities. *As required by Law, demonstrably equal products will be given full consideration and the bidder is invited to offer such, except where it is clearly stated that such brand names and/or models are specified for the purpose of standardization.* Where items vary from these specifications or where items offered are other than the brand name and/or model number stated herein, the Bidder must clearly note all variances on a separate paper titled "Exceptions to Specifications" and must include this in their bid package along with any technical literature or documentation clearly showing supporting evidence of equality or superiority to that which was specified herein. Equivalency will be determined by SWREC based on information provided and submitted with the bid.



12. **Non-collusion:** Vendors, by submitting a signed bid or proposal, 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.
13. This bid and the resulting price agreement is available for use by Southwest Regional Education Cooperative, its Member Districts (Animas Public Schools, Cobre Consolidated Schools, Deming Public Schools, Lordsburg Municipal Schools, Reserve Independent Schools, Silver Consolidated Schools, Truth or Consequences Municipal Schools), and any other State, Schools or local government agency, as provided for by law, at the discretion of the contracted vendor(s).
14. The State of New Mexico's Procurement Code, Section 13-1-28 through Section 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violations. In addition, the New Mexico Criminal Statutes imposes felony penalties for illegal bribes, gratuities and kickbacks.
15. SWREC reserves the right to reject any bid from a bidder who previously failed to perform properly, or complete on time, contracts of similar nature, or to reject the bid of a bidder who is not in a position to perform such a contract satisfactorily. Such is at the discretion of SWREC.
16. If a bidder/Contractor to whom a bid is awarded refuses to accept the award or, fails to deliver in accordance with the contract terms and conditions, SWREC may, in its discretion, suspend the bidder/contractor for a period of time from entering into any contracts with SWREC.
17. The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified herein by SWREC.
18. All prices and payments must be in U.S. dollars. SWREC is exempt from tax on most tangible items.
19. Successful bidder must, in performance of work on this project, agree to fully comply with all applicable federal, state and local laws, rules and regulations.
20. It is the responsibility of the bidder to ensure that any addenda issued related to this Invitation for bids have been received prior to submitting a bid. SWREC will notify parties of any addenda issued and will distribute and make available to all that have submitted an Intent to Respond for this solicitation. SWREC 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.
21. **Manufacturer's Information:** Any bid made in response to this invitation must include the manufacturer's make and model number (as applicable and if practical) of each item and literature clearly describing the item. Failure to provide this information may result in rejection of the bid.
22. **Public Inspection:** Each bid shall be open to public inspection, except to the extent the bidder designates trade secrets or other proprietary data to be confidential if applicable. Material so designated shall accompany the bid and each page shall be clearly marked and readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid. Designating the entire bid as confidential is not acceptable. Prices and makes and models or catalog numbers of the items offered, deliveries and terms of payment



Southwest Regional Education Cooperative
Business Office
405 N. Date Street, Suite 8
Truth or Consequences, New Mexico 87901
Vicki K. Chávez, Executive Director

shall be publicly available at the time of the opening of the bid regardless of any designation to the contrary. SWREC shall endeavor to restrict distribution of the material designated as confidential to only those individuals involved in the review and analysis of the bids. Bidders are cautioned that materials designated confidential may nevertheless be subject to disclosure to any New Mexico citizen under the Inspection of Public Records Act (Sections 14-2-1 through 14-2-3 N.M.S.A. 1978)

- 23.** All purchases are governed by the statutes of the State of New Mexico and the regulations of Southwest Regional Education Cooperative.



Southwest Regional Education Cooperative
Business Office
405 N. Date Street, Suite 8
Truth or Consequences, New Mexico 87901
Vicki K. Chávez, Executive Director

BID FORM

ITB #: 20-02

OPENING 09/03/2019

405 N. DATE STREET, SUITE 8

TRUTH OR CONSEQUENCES, NM 87901

BIDDER INFORMATION

BUSINESS NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

BID AUTHORIZED CONTACT (Must sign bid): _____

The bidder accepts all of the terms and conditions of the Invitation to Bid. This bid will remain subject to acceptance for thirty (30) days after the day of the bid opening.

In submitting this bid, the bidder represents that:

1. The bidder has received and examined all bidding documents.
2. The bidder acknowledges any addenda issued (if any) by initialing as follows:
____ Addendum #1 ____ Addendum #2 ____ Addendum #3
NOTE: if SWREC has not issued any addendums for this solicitation, bidder may enter N/A in each space above.
3. The bidder has been familiarized with the nature and extent of the bidding documents, work, locality and all applicable conditions, laws and regulations that in any manner may effect cost, progress, performance, or furnishing of the work or products
4. Bidder has notified the procurement officer by written notice of any conflicts, errors, or discrepancies discovered in the bidding documents, and the written resolution thereof by the procurement officer is acceptable to the bidder.
5. The bid is genuine and not made in the interest of, or behalf of, any undisclosed person, firm or corporation; the bidder has not directly or indirectly induced or solicited any bidder to submit false information; the bidder has not solicited or induced any person, firm or corporation to refrain from bidding; the bidder has not sought by collusion to obtain for themselves any advantage over any other bidder or over SWREC.
6. Bidder understand that acceptance and formal award of this bid, along with the placement of order(s) related to this bid, constitutes a complete and binding contract for items and services as specified.



Southwest Regional Education Cooperative
 Business Office
 405 N. Date Street, Suite 8
 Truth or Consequences, New Mexico 87901
 Vicki K. Chávez, Executive Director

BID FORM

ITB #: 20-02

OPENING 09/03/2019

405 N. DATE STREET, SUITE 8

TRUTH OR CONSEQUENCES, NM 87901

The bidder, in conformance with this invitation for bids, hereby submits the following bid for the following items:

Item #1	Price
Vehicle	
All Weather Floor Mats	
All Weather Cargo Mat	
Delivery to Entity	
Total Bid:	

Item #2	Price
Vehicle	
All Weather Floor Mats	
Delivery to Entity	
Total Bid:	

Trade Information (for SWREC vehicle only)	Price
2014 Chevy Equinox (Mileage 101,636)	
Estimated Trade In Value:	

Tax	Price
Applicable Taxes	
Total Tax:	



Southwest Regional Education Cooperative
Business Office
405 N. Date Street, Suite 8
Truth or Consequences, New Mexico 87901
Vicki K. Chávez, Executive Director

BID FORM

ITB #: 20-02

OPENING 09/03/2019

405 N. DATE STREET, SUITE 8

TRUTH OR CONSEQUENCES, NM 87901

New Mexico Resident Business Certificate Number: _____
Copy of valid certificate to be submitted with bid

OR

New Mexico Resident Veteran Business Certificate Number: _____
Copy of valid certificate to be submitted with bid

SIGNATURE OF AUTHORIZED BID CONTACT



Southwest Regional Education Cooperative
Business Office
405 N. Date Street, Suite 8
Truth or Consequences, New Mexico 87901
Vicki K. Chávez, Executive Director

BID FORM

ITB #: 20-02

OPENING 09/03/2019

405 N. DATE STREET, SUITE 8

TRUTH OR CONSEQUENCES, NM 87901

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 (2) 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 (2) years prior to the date the contractor signs the contract, if the aggregate total 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 (\$250.00) over the two (2) year period.

ANY PROSPECTIVE CONTRACTOR MUST FILE THIS **FORM** 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 an individual who volunteers a portion or all of their time in 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 to 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.



Southwest Regional Education Cooperative
Business Office
405 N. Date Street, Suite 8
Truth or Consequences, New Mexico 87901
Vicki K. Chávez, Executive Director

BID FORM

ITB #: 20-02

OPENING 09/03/2019

405 N. DATE STREET, SUITE 8

TRUTH OR CONSEQUENCES, NM 87901

DISCLOSURE OF CONTRIBUTIONS:

Contribution made by: _____ Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____ Date contribution(s) Made: _____

Amount(s) of Contributions: _____

Nature of Contributions(s): _____ Purpose of Contributions(s): _____

Signature. Title. Date

--OR--

**NO CONTRIBUTION(S) IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250.00)
WERE MADE to an applicable public official by me, a family member or representative.**

Signature, Title, Date



Southwest Regional Education Cooperative
 Business Office
 405 N. Date Street, Suite 8
 Truth or Consequences, New Mexico 87901
 Vicki K. Chávez, Executive Director

INTENT TO RESPOND

This acknowledgement of receipt shall be signed and submitted to the procurement officer no later than **4:00 PM MST August 23, 2019**. Failure to return this form with the intention of submitting a bid may jeopardize the Bidder's access to written questions and the SWREC's written responses to those questions as well as addendums if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE #: (___) _____

EMAIL: _____ FAX #: (___) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

ALTERNATE CONTACT INFO

NAME: _____ EMAIL: _____

PHONE #: (___) _____

This name and address will be used for all correspondence related the ITB.

Place an 'X' on the appropriate statement below:

- ___ Firm **DOES INTEND** to respond to this Invitation to Bid
- ___ Firm **DOES NOT INTEND** to respond to this Invitation to Bid

Procurement Officer:

Name: Priscilla Cabral, CPO
 Entity: Southwest Regional Education Cooperative #10
 Phone: 575-894-7589
 Fax: 575-894-7584
 Email: pcabral@swrecnm.org