

County of Mora
State of New Mexico

Request for Proposals

Licensed Electrical Contractor Services



RFP No. ELEC-2022

Sealed Proposals Submitted to:

Mora County Manager's Office

1 Courthouse Drive, P.O. Box 580

Mora, NM 87732

ATTN: Sandra Romero, Procurement Officer

Date Proposals Submitted by:

August 1, 2022

1:00 P.M.

Proposals must be submitted in a sealed envelope that is clearly marked

"RFP No. ELEC-2022 – Do Not Open"

The Board of Commissioners of Mora County, State of New Mexico is requesting competitive sealed proposals for **Licensed Electrical Services** (Contractor), including but not limited to provide Information Electrical Services to provide electrical services at the highest level to the County. Six (6) copies of the proposals shall be submitted no later August 1, 2022 at 1:00 p.m. at the Mora County Manager's Office located at 1 Courthouse Drive, P.O. Box 580, Mora, NM 87732.

Proposals will be reviewed and ranked by an Evaluation Review Committee. A Recommendation will then be made to the Mora County Commission for award to the firm whose proposal is determined to be the most advantageous to the County based on the specific evaluation criteria.

A. CONTRACT PERIOD AND RENEWAL OPTIONS

The term of the contract will be from August 18, 2022 through August 18, 2023. At the end of that time, and for a period of three years until August 18, 2026, the County shall have the yearly option of renewing the existing contract, by mutual agreement, with approval by the Board of Commissioners, or requesting new proposals for services. A breach of any terms of the contract shall be grounds for immediate termination of the contract. Either party 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.

B. SCOPE OF WORK

The County desires to enter into a non-exclusive contractual relationship with a contractor for Electrical Services with the County of Mora, including but not limited to the following:

1. Mora County is seeking proposals from qualified, knowledgeable, and experienced companies to provide Electrical Services. We encourage companies to submit the most comprehensive proposal possible offering the highest quality of service.
2. The nature of the service will be ongoing support and coordination with the in-house Electrical Services. The company chosen will need to work closely with a variety of departments within the organization, providing work as needed or instructed.
3. Contractor will provide general professional services on an as-needed basis primarily during normal business hours: M-F 8:00 a.m. to 5:00 p.m. on-site. However, vendor must be available 24 hours a day 7 days a week, including holidays.
4. Completes quotes for all County departments that need electrical services.
5. Submit a monthly invoice to the County Manager's office. The invoice must detail who performed the service, the time involved and the specific question or matter addressed.

C. PROPOSAL CONTENT

Submit the following information as a part of the proposal, as follows:

1. Qualifications and have been in business for at least five (5) years providing Information Electrical Services. Give a complete summary of current work load, anticipated work load, and ability to perform work required on a timely basis. Identify and describe fully any areas that are having possible issues.
2. Have measurable and demonstrated successful experience in providing specified Services for like size business and operations;
3. **FEE.** Submit the attached fee proposal sheet for hourly rate in a separate sealed envelope. The county reserves the right to select the fee that is most advantageous to the County. Please list your fee at the bottom of the hourly fee proposal sheet and state "Electrical Services shall be at \$_____ per hour."

Proposals received which do not include all the above listed requirements shall be considered incomplete. Incomplete proposals may not be considered.

D. EVALUATION

Proposals will be evaluated on the basis of the following criteria. Each proposal may be awarded points up to the amount listed below:

Criteria	Maximum possible points
1. Experience and expertise in Electrical Services	25
2. Qualifications in Electrical Services	25
3. Fee Proposal	25

The proposals will be evaluated by a selection committee which may conduct interviews with any or all firms. A recommendation will then be submitted to the Mora County Board of Commissioners for award of the contract.

F. NOTICE

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

Confidentiality of computer information and data is vital. The selected contractor and their employees will be required to sign and adhere to a confidentiality clause that information in the system must remain confidential under penalty of law.

G. QUESTIONS

Questions concerning this Request for Proposals should be directed to Sandra Romero, Procurement Officer at (575) 387-5279.

FEE PROPOSAL BASED UPON HOURLY RATE

I (we), the undersigned, will provide electrical services for the County of Mora, New Mexico, as outlined in the Request for Proposals, at the hourly fee of \$_____ per hour. This fee does not include applicable taxes. Please describe your typical billing practices, e.g. your incremental rate for partial hours or minimum charge and if there are any services that you do not normally charge for:

Signed _____

Printed Name _____

Title _____

Address _____

Phone _____ Fax _____

Date _____

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, 13-1-191.1 (2006), any person 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 shall void an executed contract or cancel a solicitation or proposed award for a proposed contract 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.

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, which 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, this 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" included 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.

"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.

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 Contribution(s) _____

(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.

Type or Printed Name

Date

Signature

Title (Position)

Company Name

Attachment to Campaign Contribution Disclosure Form

Request for Proposal

Mora County is requesting Proposals for Electrical Services. RFP packets and specifications may be requested electronically at sjromero@countyofmora.com or through a downloaded version on our county website, www.countyofmora.com. Mailed proposals should be addressed to the County Finance Department, P.O. Box 580, Mora, New Mexico 87732, with the envelope marked, "RFP No. ELEC-2022 ELECTRICAL SERVICES" on the lower hand corner of the envelope (faxed or emailed bids will not be accepted) and submitted no later than August 1, 2022 @ 1:00 pm.

It shall be the responsibility of the person(s) submitting a proposal to see that their proposal is delivered by mail by the date and time set for this Request for Proposals. If the mail or delivery of the proposal is delayed beyond the opening date and time, the proposal thus delayed will not be considered. A public opening date will be held and any person will be able to attend on the 3rd day of August 2022, at 8:00 AM.

The County of Mora reserves the right to reject any/or all proposals submitted.

County of Mora:

Michael Rivera, Mora County Manager

Sandra Romero, Chief Procurement Officer

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Mora County Website: July 18, 2022