

**County of Mora**  
**State of New Mexico**

**Request for Proposals**

**Water Tank for CHET VFD**



**RFP No. Water Tank-2023/CHET VFD**

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:  
April 25, 2023  
2:00 P.M.

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

**"RFP No. Water Tank-2023-CHET VFD – Do Not Open"**

The purpose of the Request for Proposal (RFP) by the Board of Commissioners of Mora County is to solicit sealed proposals to establish a contract through competitive negotiations for the procurement of 1 Water Tank delivered and unloaded. Five (5) copies of the proposal should be submitted not later than April 25, 2023, at 2:00 PM at the Mora County Manager's Office located at 1 Courthouse Drive, PO Box 580 Mora, New Mexico 87732. All proposals must be typewritten on standard 8 ½" x 11" paper. Any cost incurred by the Offeror in preparation & transmittal in response of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. No late proposals will be accepted whether hand delivered, mailed or special delivery. Do not rely on overnight delivery without including some lead-time. It is recommended that extra days be included in the anticipated delivery date to ensure delivery is timely. The outside of the envelope should clearly indicate the following information:

Proposal number: Water Tank-2023-CHET VFD  
Title of the Proposal: Water Tank for CHET VFD  
Name & Address of the Vendor:

Proposals will be reviewed and ranked by an Evaluation Committee. A recommendation will then be made to the Mora County Commission for award to the vendor whose proposal is determined 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 May 15, 2023, through June 15, 2023. 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 of Mora is seeking a vendor that can provide 1 water storage tank, 40,000 gallon and appurtenances.

- 1 - Water Storage tank, 10 ft. diameter, for Fire Protection (Traffic Rated)
- 2 -24" FRP Manway with Fiberglass cover
- 2 -24" I.D. Manway Gasket & Hardware
- 2 -24" I.D. Manway Extensions-4 ft tall
- 1 -6" FRP Tangentially mounted flanged fitting
- 1 -Anti Vortex plate for 6" Flange
- 1 -Full bottom drain reinforcement (Outlet)
- 1 -8" Vent/Level Indicator with Connection Flange
- 1 -Dual fill with Connection Fitting and Piping
- Concrete Deadman Anchoring System
  - 1 -Set of Fiberglass Straps 10' Tank
  - 1 -Set of Galvanized Turnbuckles 10' Tank
  - 1 -Set of Pre-Cast Concrete Deadman for 10' X 40,000 Gallon Tank
- NRCS & EQIP Approved, NSF/ANSI 61 Certified, FDA Regulation 21.  
CFR 1177.152, NRCS NM Standard Code 614, Sept 2011.

Price quoted must include delivery and unloading at the CHET Volunteer Fire Station, 3 County Road B028 Cleveland, NM 87715, Mora County, NM within 30 days of bid award.

The resulting contract will be a single award.

This procurement will result in a contractual agreement between two parties; the procurement may ONLY be used by those two parties exclusively.

### **C. PROPOSAL CONTENT**

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

1. **Availability of product**
2. **Ability of vendor to provide product on a timely basis.**
3. **FEE.** Submit the attached fee proposal sheet for product cost 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 proposal sheet and state.
4. **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

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 based on the following criteria. Each proposal may be awarded points up to the amount listed below:

	Maximum possible points	Criteria
1. Availability of product	25	
2. Ability to provide product on timely basis	25	
3. Scheduling availability	25	
4. 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.

#### **E. 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 kickbacks.

#### **F. QUESTIONS**

Inquiries concerning this Request for Proposals should be submitted in writing to Sandra Romero, Procurement Officer at [sromero@countyofmora.com](mailto:sromero@countyofmora.com). Replies will be issued by Addenda mailed or emailed to all parties recorded by the Contracting Agency as having received the Request for Proposals. Questions received less than five days prior to the date for opening of proposals will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations of clarifications will be without legal effect.

**FEE PROPOSAL**

I (we), the undersigned, will provide products for the County of Mora, New Mexico, as outlined in the Request for Proposals, at the product fee of \$\_\_\_\_\_. This fee does not include applicable taxes. Please describe your typical billing practices.

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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



[www.countyofmora.com](http://www.countyofmora.com)

**Attachment to Campaign Contribution Disclosure Form**