



**MORA COUNTY
STATE OF NEW MEXICO**

Invitation to Bid for Purchase of Semi-Truck

**THE DEADLINE TO RECEIVE BIDS IS NO LATER THAN 10:00 AM ON
TUESDAY, AUGUST 6, 2024**

BID SUBMISSION BY HARD COPY ONLY TO:

Mora County Finance Office
ATTN: Adelita Encinias, Chief Procurement Officer
1 Courthouse Drive
Mailing Address: P.O. Box 580
Mora, NM 87732

Bids must be submitted in a sealed envelope that is clearly marked:
“ITB No. 2024 Invitation to Bid for Purchase of Semi-Truck”

INSTRUCTIONS:

- **Bid Forms must be completed in full and returned with the Bids which must be submitted in an opaque, sealed envelope that is clearly marked: “ITB No. 2024- INVITATION TO BID FOR PURCHASE OF SEMI-TRUCK --- DO NOT OPEN”.**
- This Invitation to Bid is subject to the Terms and Conditions shown on the following pages and any/all additional instructions contained herein.
- Bids must be received in the County Finance Office by the date and time as indicated herein.
- **Any Bid received after the specified time and date will not be accepted and will be returned to the sender unopened. Bids forwarded via fax or email will not be accepted.**
- This invitation for bid may be withdrawn at any time by Mora County.
- **Failure to complete the bid form in accordance with all instructions provided is cause for this office to reject the bid.**

THE PROCUREMENT CODE SECTIONS 13-1-23 THROUGH 13-1-99 NMSA 1978, IMPOSES CIVIL AND CRIMINAL STATUTES WHICH IMPOSE FELONY PENALTIES FOR BRIBES, GRATUITES, AND KICKBACKS.

- **POSTING DATE: July 27, 2024**
- **DUE DATE AND TIME: August 6, 2024 @ 10:00 a.m.**
- **LOCATION OF BID OPENING: Mora County Finance Office**

PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASES, AND AMENDMENTS ASSOCIATED WITH THIS BID WILL BE POSTED ON THE COUNTY WEBSITE AT: <https://countyofmora.com>

**ACKNOWLEDGEMENT OF RECEIPT FOR BID NO:
“ITB No. 2024 Invitation to Bid for Purchase of Semi-Truck”**

TITLE: THE COUNTY OF MORA SEMI-TRUCK

NOTE: ONLY POTENTIAL VENDORS WHO COMPLETE AND RETURNED THIS FORM WILL RECEIVE COPIES OF ADDENDUMS, IF ISSUED

This signed Acknowledgement of Receipt Form must be received no later than THURSDAY, AUGUST 1, 2024 by 10:00 A.M.

In acknowledgement of receipt of the above referenced BID Packet, the undersigned agrees that he/she has received a complete copy.

VENDOR NAME:

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

PRINTED NAME OF AUTHORIZED REPRESENTATIVE:

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO: _____ FAX NO: _____

E-MAIL: _____

RETURN TO:
Adelita Encinias, Chief Procurement Officer
1 Courthouse Drive, P.O. Box 580
Mora, New Mexico 87732
aencinias@countyofmora.com

**Faxed and/or emailed acknowledgement of receipt forms will be accepted due to the timeline for submission of bids. NOTE: This only applies to the acknowledgement of receipt form.
Bids cannot be emailed or faxed!**

ITB No. 2024 Invitation to Bid for Purchase of Semi-Truck

1. **SPECIFICATIONS:** Mora County is requesting bids for the purchase of a semi-truck to be placed into service with the Mora County Road Department. The following specifications are required: 2020 or newer semi-truck, 400 hp Cummins Diesel engine, 10 new tires, a wet kit with 2 lines, 10-15 speed transmission, less than 170,000 miles, a beacon light (on top of cab), and a warranty of, no less than, 12 months or 50,000 miles whichever occurs first.
2. **APPROPRIATIONS:** The County reserves the right to withdraw this bid or the purchase of the semi-truck at any time, for any reason, without penalty, by giving at least thirty (30) days written notice to the successful vendor. Written notice shall be deemed delivered when deposited in the United States Mail and certified. In addition, any bid award issued as a result of the Invitation to Bid may be terminated if insufficient appropriations or authorizations exist.
3. **ASSIGNMENT:** A Vendor shall not transfer, sell, assign, sublicense, pledge or otherwise dispose of in any way its interest in any award, without having first obtained the prior written consent of the County to do so. Any attempt by a Vendor to do any of the foregoing without such consent shall be null and void and may result in disqualification of the Vendor or termination of any contract resulting from this solicitation. The County's consent to any of its duties to perform all agreements, covenants, and conditions set forth in this solicitation or any resulting award.
4. **IDENTITY OF THE VENDOR:** Each Bid shall identify the company submitting the bid and shall further identify its organizational structure (e.g., sole proprietorship, corporation, etc.), whether the company is authorized to do business in the State of New Mexico, where the organization is based, where its principal place of business is located and, if a corporation, where it is incorporated.
5. **CONTACT PERSON:** Each Bid shall identify the names, titles, and telephone numbers of person whom the County may contact for clarification or for further information.
6. **RESPONSE TO SPECIFICATIONS:** Each Bid shall provide a written response to each specification requirement. If an Offeror is unable to provide an item, which is required by the specifications, it shall take written exception to the specification.
7. **ACCEPTANCE OF TERMS:** Each Bid shall explicitly indicate the business acceptance of the additional terms and conditions set forth in this Invitation to Bid. If the organization proposes alternative terms and conditions, it shall identify them in the bid.

8. BID OF OFFEROR: Each Offeror shall submit a completed Bid Form.
9. CANCELLATION OF THE INVITATION TO BID: The County reserves the right to cancel this Invitation to Bids at any time, and to reject any or all bids in whole or in part, or otherwise proceed in the best interests of the County. This Invitation to Bid in no manner obliges the County or any of its agencies to the eventual purchase of any product or service, whether explicitly described or implied herein, until confirmed by a written award of bid and/or Purchase Order.
10. PROHIBITED CONTACT WITH COUNTY EMPLOYEES: Vendors are specifically notified that any attempt to contact any person in the County of Mora other than the party listed herein concerning this procurement, shall be caused to reject said Vendor from further consideration.
11. QUESTIONS/SUGGESTIONS:
Questions and/or suggestions concerning this Invitation to Bid shall be submitted in writing no later than two (2) business days prior to the Bid Closing Date and shall be directed to:

Adelita Encinias
Chief Procurement Officer
P.O. Box 580 Mora, NM 87732
Ph: (575) 387-5279
Fax: (575) 387-9022
Email: aencinias@countyofmora.com

Note: Information provided in this Request for Bid shall only be used for the purpose of submitting a Bid Offer to Mora County and shall not be used, released, or disclosed for any other purpose or use.

2024 PURCHASE OF SEMI-TRUCK

BID FORM

VENDOR NAME:

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

PRINTED NAME OF AUTHORIZED REPRESENTATIVE:

ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

PHONE NO: _____ EMAIL: _____

QUOTE AND SPECIFICATIONS OF THE SEMI-TRUCK WHICH YOU ARE
BIDDING ALONG WITH WARRANTY INFORMATION:

Note: The Vendor shall submit a quote for Purchase of Semi-Truck as set forth in the specifications above. The Bid shall also be submitted in a dollar amount.

I hereby agree and clarify to the following conditions of the bid:

- Semi-Truck must meet with the approval of Mora County through its County Manager and/or designee and may be subject to inspection.
- Mora County has the right to refuse any semi-truck that is not consistent with the bid specifications.

ITB No. 2024 Invitation to Bid for Purchase of Semi-Truck

- Mora County has the right accept all bids, reject any bids, waive any technicality in a bid, and ask the Vendor for clarification and/or inspection of the semi-truck prior to award and approval by the Mora County Commission.

RETURN TO:
ADELITA ENCINIAS, CHIEF PROCUREMENT OFFICER
1 COURTHOUSE DRIVE, P.O. BOX 580
MORA, NM 87732