



**MORA COUNTY
STATE OF NEW MEXICO**

Invitation to Bid for Propane for Volunteer Fire Departments

**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 Propane for Volunteer Fire Departments”

INSTRUCTIONS:

- **Bid Forms must be completed in full and returned with the Bids which must be submitted in a sealed envelope that is clearly marked: “ITB No. 2024- INVITATION TO BID FOR PROPANE FOR VOLUNTEER FIRE DEPARTMENTS-- 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- This invitation for bid may be withdrawn at any time by Mora County.
- **Submit Bid Offer in an opaque, sealed envelope. Identify on the envelope: “ITB No. 2024- INVITATION TO BID FOR PROPANE FOR VOLUNTEER FIRE DEPARTMENTS-- DO NOT OPEN”.**
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.

**ACKNOWLEDGEMENT OF RECEIPT FOR BID NO:
“ITB No. 2024 Invitation to Bid for Propane for Volunteer Fire Departments”**

TITLE: THE COUNTY OF MORA PROPANE FOR VOLUNTEER FIRE DEPARTMENTS

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 Propane for VFD

ITB No. 2024 Invitation to Bid for Propane for Volunteer Fire Departments

1. **SPECIFICATIONS:** The County of Mora Fire Services require heated facilities to house its firefighting apparatus and equipment. Therefore, the County of Mora (hereafter “the County”) seeks bids from qualified vendors for the following propane services at all Mora County fire stations: (1) supply propane to all listed fire stations and sites, and (2) provide gas appliance maintenance and repair service (on an emergency basis when required) to all fire stations and locations.

LOCATIONS

Chacon Fire Department
CR B-007
MM 6 State Highway 121

CHET Fire Department
3 CR B-028
MM 32.1 State Highway 518

CHET Sub Station
21 State Highway 121
MM.2

Mora Fire Department
602 State Highway 518
MM 30.5

LMC Main Station
1398 State Highway 518
MM 13.9

LMC Sub Station
90 CR A-005
MM 16.3-State Highway 94

Buena Vista
95 CR C-001
MM 21.8 State Highway 518

Golondrinas
565 Highway 61
MM 5.6

Guadalupita
1751 State Highway 434
MM 17.5

Guadalupita Sub Station
1751 State Highway 434
MM 17.5

Ocate
1752 State Highway 120
MM 17.5

Ocate Sub Station
54B CR C-003
State Highway 94 MM 16.3

Watrous
202 Concord Street
MM 22.3 State Highway 161

Rainsville
105 CR A-029
MM 4, State Highway 442

Mora Repeater Site
GPS Coordinates:
35° 56' 36.94" N
105° 21' 14.92" W
Note: This is a primitive road

2. PROVISION OF PROPANE: The contractor shall keep all propane tanks filled throughout the four seasons of the contract term.
3. FUEL PRICING: Vendor shall submit the total set price per gallon for propane to be delivered. This price is inclusive of all overhead costs and delivery. Bids are to be submitted for, total set price per gallon delivered. The price should be firm for one year.
4. APPLIANCE MAINTENANCE: Vendor shall provide a quote the cost associated with gas appliance maintenance and repair service (on an emergency basis when required).
5. SERVICE TERM: The initial term of the proposed contract shall be from the contract execution date for a period of one (1) year; with possible renewal every year for up to three

years subject to County Commission approval. (Section 13-1-150 NMSA.) The bid award and initial contract must be approved by the Mora County Commission.

6. APPROPRIATIONS: The County reserves the right to cancel the contract 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 contract awarded as a result of the Invitation to Bid may be terminated if insufficient appropriations or authorizations exist.
7. LICENSING: The Vendor awarded the contract shall possess a current business license, in the State of New Mexico, and a business license in Mora County and shall obtain and hold such additional licenses as are reasonably required to accomplish his or her duties under this Agreement.
8. TAXES: The Vendor awarded the Contract shall be responsible for the payment of all federal, state, local taxes on monies received pursuant to any contract award.
9. ASSIGNMENT: A Vendor shall not transfer, sell, assign, sublicense, pledge or otherwise dispose of in any way its interest in any contract, 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 contract.
10. 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.
11. BINDING THE VENDOR: Each Bid shall identify, by title and/or position, the person authorized by the organization to enter a Contract with the County. That person shall sign the bid. The Bid shall bind the organization to complete the work described in the Bid.
12. 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.
13. 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.

14. 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.
15. BID OF OFFEROR: Each Offeror shall submit a completed Bid Form.
16. 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 contract and/or Purchase Order.
17. 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.
18. QUALIFICATIONS: The Vendor shall be experienced in, knowledgeable, and fully capable of providing the propane and providing emergency maintenance of gas appliances as required under this bid.
19. 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 PROPANE FOR VOLUNTEER FIRE DEPARTMENTS
MORA COUNTY**

Bid Form

VENDOR NAME:

SIGNATURE OF AUTHORIZED REPRESENTATIVE:

PRINTED NAME OF AUTHORIZED REPRESENTATIVE:

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE NO: _____ **FAX NO:** _____

EMAIL: _____

FUEL PRICE: _____

APPLIANCE MAINTENANCE QUOTE: _____

Note: Vendor shall submit the total set price per gallon for propane to be delivered. This price is inclusive of all overhead costs and delivery. Bids are to be submitted for, total set price per gallon delivered. The price should be firm for one year.

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

- Mora County has the right to accept any bid, accept all bids or a combination of bids, reject any bid, reject all bids, waive any technicality in a bid, and right to ask supplier for clarification prior to award and approval by the Mora County Commission.
- Vendor agrees to all terms and conditions set forth in the Invitation to Bid.

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

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