



**MORA COUNTY  
STATE OF NEW MEXICO**

**Invitation to Bid for Pit Run Material**  
**RE-ISSUED**

ITB No: 2024-004 Pit Run Material

**THE DEADLINE TO RECEIVE BIDS IS NO LATER THAN 9:30 AM ON  
TUESDAY, OCTOBER 29, 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, and required documents set forth below, must be submitted  
in a sealed envelope that is clearly marked:  
"ITB No. 2024-004 Pit Run Material"

**ITB No. 2024-004 Pit Run Material (Re-Issued)**

**NOTICE:**

Due to technical and procedural irregularities with past bids, Mora County reissues the following Invitation to Bid for Pit Run Material.

**INSTRUCTIONS:**

- Bid Forms must be completed in full and returned in a sealed envelope that is clearly marked: "ITB No. 2024-004 Pit Run Material—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.
- **Pre-Bid Conference:** A Pre-Bid Conference is scheduled to take place on Tuesday, October 22, 2024, at 9:00 a.m. The purpose of the conference is to explain the procurement requirements. Nothing stated at the Pre-Bid Conference shall change this Invitation to Bid.
- **Bid Submission Deadline:** Bids must be received in the County Finance Office located at 1 Courthouse Drive, Mora, New Mexico, 87732, by the Chief Procurement Officer, Adelita Encinias, or her designee, no later Tuesday, October 29, 2024, at 9:30 a.m.
- **Recording Receipt:** Upon its receipt, each bid and modification shall be time-stamped but not opened and shall be stored in a secure place by the Chief Procurement Officer or her designee until the time and date set for bid opening.
- **Public Bid Opening:** Bids will be open on Tuesday, October 29, 2024, at 9:45 a.m. at the Mora County Complex located at 1 Courthouse Drive, Mora, New Mexico 87732. Those who wish to attend should check in at the Mora County Finance Office.
- **Late bids, Late Withdrawals, and Late Modifications:** Any bid or any withdrawal or modification of a bid received after the time and date for opening of bids at the place designated for opening will be considered late. (Note: The bid submission deadline is 9:30 a.m.; this means 9:30:00 a.m. and not 9:30:59 a.m.)
- This invitation for bid may be withdrawn at any time by Mora County.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 the Mora County Chief Procurement Officer to reject the bid.
- **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.**

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.

**ITB No. 2024-004 Pit Run Material (Re-Issued)**

**ITB No. 2024-004 Pit Run Material (Re-Issued)**

1. **SPECIFICATIONS:** Mora County seeks to purchase Pit Run Material which is suitable for use by the Mora County Road Department, including but not limited for road base. The County will determine the suitability of the material for its use. The Pit Run Material must be located in Mora County in order to ensure ready availability of the material and to minimize costs to the Mora County Road Department related to transport of said material. The County will need pick up the material “as needed.” The Vendor will need to provide access to the material on a twenty-four hour basis, seven days a week. The County will be responsible for processing the material. The Vendor will be responsible for materials testing by a commercial testing laboratory. **Bids are to specify the cost of material per cubic yard.** (In the event a Vendor specifies the price per ton, the Bid will be deemed non-responsive).
  
2. **PRE-BID CONFERENCE:** A Pre-Bid Conference is scheduled to take place on Tuesday, October 22, 2024, at 9:00 a.m. The purpose of the conference is to explain the procurement requirements. Nothing stated at the Pre-Bid Conference shall change this Invitation to Bid and changes can only occur through written amendment as authorized under New Mexico law. The Pre-Bid Conference will be conducted in person and a link via Zoom for virtual attendees is provided as follows: <https://us06web.zoom.us/j/89271887321?pwd=kta0b64ePsLIVagnIsbxo9WWOiFPWu.1>
  
3. **TERM:** The term of this Agreement shall be for one (1) year from the date of award with the option to extend for a period of three (3) additional years, on a year-to-year basis, by mutual agreement of all parties and approval of the Mora County Commission at the same price, terms, and conditions. This Agreement shall not exceed a total of four (4) years. (Section 13-1-150 NMSA.) The bid award, and subsequent contract issuance, must be approved by the Mora County Commission. The bid award is subject to inspection of the Pit Run Material by County personnel and satisfaction of all necessary disclosures set forth herein, or as otherwise requested by Mora County.
  
4. **BID AWARD:** Bids will be awarded based on the evaluation criteria set forth below. Mora County reserves the right to award this Invitation to Bid through multiple award if it best serves the interest of Mora County.

The Chief Procurement Officer or her designee reserves the right to accept and/or reject any and all bids, to waive technical irregularities, and to award the bid, subject to Commission approval, to the Bidder(s) whose bid is deemed in the best interest of Mora County.

5. **EVALUATION CRITERIA:** The following evaluation criteria may be used to determine acceptability of the Pit Run Material: (1) overall cost of the material per cubic yard, (2)

proximity of the Pit Run Material to ensure accessibility and minimize cost to the Mora County Road Department related to material transport, and (3) inspection of the site and material by Mora County personnel. This is the only criteria that may be considered in the bid evaluation process.

6. TERMINATION AND 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 Bidder(s). 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 Bidder(s) 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 its duties under this Agreement.
8. TAXES: The Bidder(s) awarded the Contract shall be responsible for the payment of all federal, state, local taxes on monies received pursuant to any contract award.
9. LATE PAYMENT BY MORA COUNTY: Any contract(s) resulting from this Invitation to Bid shall contain a clause allowing for late payment charges against Mora County in the amount and under the conditions set forth in Section 13-1-158 NMSA 1978.
10. ASSIGNMENT: A Bidder 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 Bidder to do any of the foregoing without such consent shall be null and void and may result in disqualification of the Bidder 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.
11. IDENTITY OF THE BIDDER: 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.
12. BINDING THE BIDDER: 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 the specifications described in the Bid.

13. 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.
14. RESPONSE TO SPECIFICATIONS: Submission of a bid shall indicate that the Offeror is compliant with the specifications set forth in the Invitation to Bid.
15. 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.
16. BID OF OFFEOR: Each Offeror shall submit a completed Bid Form.
17. MULTIPLE AWARDS: Pursuant to the New Mexico Procurement Code, Sections 13-1-153 and 13-1-154, Mora County reserves the right to issue multiple awards to obtain the items listed. Multiple awards are recommended to ensure availability of material and timely delivery. Awards will be made to meet the best interests of Mora County.
18. CANCELLATION OF THE INVITATION TO BID: The County reserves the right to cancel this Invitation to Bid at any time, and to reject any or all bids in whole or in part when it is in the best interest of Mora 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.
19. PROHIBITED CONTACT WITH COUNTY EMPLOYEES: Offerors 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 Offeror from further consideration.
20. AMENDMENT TO ITB: An amendment to the ITB may be issued and will be distributed within a reasonable time to allow prospective bidders to consider them in preparing their bids. If the time and date set for receipt of bids will not permit such preparation, the time shall be increased to the extent possible in the amendment or, if necessary, by other electronic means and confirmed in the amendment. Mora County shall send any bid amendment to all prospective bidders known to have received the ITB. Otherwise, bidders can find any ITB amendment at the County's website.
21. NOTICE PERTAINING TO NEW MEXICO LAW AND PENALTIES: The New Mexico Procurement Code, Section 13-1-28 through Section 13-1-199 NMSA 1978, imposes civil, misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statues impose felony penalties for bribes, gratuities, and kickbacks.

# Bid Form

## ITB No. 2024-004 Pit Run Material (Re-Bid)

Bidder MUST complete and sign this form in order for the Bid to be valid.

Please type or print clearly.

COMPANY NAME: \_\_\_\_\_

DBA (If applicable): \_\_\_\_\_

ORGANIZATIONAL STRUCTURE (Check One):  Sole Proprietorship  LLC  Corporation

Other: \_\_\_\_\_ If a corporation, where is it incorporated: \_\_\_\_\_

IS THE COMPANY AUTHORIZED TO DO BUSINESS IN NEW MEXICO?  Yes  No

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

WHERE IS THE BUSINESS BASED/PRINCIPAL PLACE OF BUSINESS? \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NM TAXPAYER ID: \_\_\_\_\_ FEDERAL TAX ID: \_\_\_\_\_

BID PRICE FOR PIT RUN MATERIAL (Per Cubic Yard): \$ \_\_\_\_\_

**\*\*NOTE:** This bid amount excludes applicable gross receipts tax, but the Vendor is required to pay such tax including any increase in the tax becoming effective after the contract is entered into.

LOCATION OF THE PIT RUN MATERIAL (PHYSICAL ADDRESS): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print or Type Name: \_\_\_\_\_

***I hereby affirm and certify to the following conditions of the bid:***

- The information contained in this bid form is true and correct.
- 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.
- Offeror agrees to all terms, conditions and requirements 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

ITB No. 2024-004 Pit Run Material (Re-Issued)

**ACKNOWLEDGEMENT OF RECEIPT FOR BID NO:  
"ITB No. 2024-004 Pit Run Material"**

**NOTE: ONLY POTENTIAL OFFERORS 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 Tuesday, October 22, 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.

**OFFEROR NAME:**

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**SIGNATURE OF AUTHORIZED REPRESENTATIVE:**

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**PRINTED NAME OF AUTHORIZED REPRESENTATIVE:**

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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](mailto: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. 2024-004 Pit Run Material (Re-Issued)**

**County Commissioners**

**George Trujillo**  
Commission Chair

**Johnny Trujillo**  
Commission Vice-Chair

**Veronica Serna**  
Member



**Topic: Pre-Bid Conference**

**Time: Oct 22, 2024 11:00 AM Mountain Time (US and Canada)**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/89271887321?pwd=pta0b64ePsLIVagnIsbxo9WWOiFPWu.1>**

**Meeting ID: 892 7188 7321**

**Passcode: 590579**

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Mora, N.M. 87732  
Phone (575)387-5279  
Fax (575) 387-9022