



**MORA COUNTY
STATE OF NEW MEXICO**

Invitation to Bid for Dump Truck

ITB No: 2024-004 Dump Truck

**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 Dump Truck"

INSTRUCTIONS:

ITB No. 2024-004 Dump Truck

- Bid Forms must be completed in full and returned in a sealed envelope that is clearly marked: “ITB No. 2024-004 Dump 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.
- **Pre-Bid Conference:** A Pre-Bid Conference is scheduled to take place on Tuesday, October 22, 2024, at 11:00 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 10:15 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- This invitation for bid may be withdrawn at any time by Mora County.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 Dump Truck

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1. **SPECIFICATIONS:** Mora County is requesting bids for the purchase of a Dump Truck to be placed into service with the Mora County Road Department. The following specifications are required: 2020 or newer Dump 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. **PRE-BID CONFERENCE:** A Pre-Bid Conference is scheduled to take place on Tuesday, October 22, 2024, at 11:00 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=kta0b64ePslIVagnlsbxo9WWOiFPWu.1>
3. **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 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 whose bid is deemed in the best interest of Mora County.
4. **EVALUATION CRITERIA:** The following evaluation criteria will be used to determine award of the bid: (1) price and (2) inspection of the vehicle, if deemed necessary by Mora County.
5. **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. 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.
6. **LICENSING:** The Bidder awarded the contract shall possess a current business license, in the State of New Mexico and shall obtain and hold such additional licenses as are reasonably required to accomplish its duties under this Agreement.
7. **TAXES:** The Bidder awarded the Contract shall be responsible for the payment of all federal, state, local taxes on monies received pursuant to any contract award.

8. LATE PAYMENT BY MORA COUNTY: Any contract 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.
9. 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.
10. 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.
11. 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.
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: Submission of a bid shall indicate that the Offeror is compliant with the specifications set forth in the Invitation to Bid.
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 OFFEOR: 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 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.
17. 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.

18. 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.
19. 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 statutes impose felony penalties for bribes, gratuities, and kickbacks.

Bid Form
ITB No. 2024-004 Dump Truck (Re-Issued)

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: _____

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

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

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

**ACKNOWLEDGEMENT OF RECIEPT FOR BID NO:
"ITB No. 2024-004 DUMP TRUCK"**

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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:

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. 2024-004 Dump Truck

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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=ktA0b64ePslVagnlSbxo9WWOiFPWu.1>

Meeting ID: 892 7188 7321

Passcode: 590579

One tap mobile

+17193594580,,89271887321#,,,,*590579# US
+12532050468,,89271887321#,,,,*590579# US

Dial by your location

- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 408 638 0968 US (San Jose)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 876 9923 US (New York)
- +1 646 931 3860 US

Meeting ID: 892 7188 7321

Passcode: 590579

Find your local number: <https://us06web.zoom.us/j/kO0onb8Xq>