



**MORA COUNTY
STATE OF NEW MEXICO**

**Invitation to Bid for Propane (VFD)
RE-ISSUED**

ITB No: 2024-004 Propane

**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 Propane"

NOTICE:

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

INSTRUCTIONS:

- Bid Forms must be completed in full and returned in a sealed envelope that is clearly marked: "ITB No. 2024-004 Propane—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 10:00 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 10:00 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- This invitation for bid may be withdrawn at any time by Mora County.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.

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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 for the cost associated with gas appliance maintenance and repair service (on an emergency basis when required).

5. PRE-BID CONFERENCE: A Pre-Bid Conference is scheduled to take place on Tuesday, October 22, 2024, at 10:00 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>
6. 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 regarding 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 satisfaction of all necessary disclosures set forth herein, or as otherwise requested by Mora County.
7. 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.

8. EVALUATION CRITERIA: The following evaluation criteria will be used to determine award of the bid: (1) lowest price for fuel and (2) quote for appliance repair.
9. 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.
10. LICENSING: The Bidder 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.
11. 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.

12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. RESPONSE TO SPECIFICATIONS: Submission of a bid shall indicate that the Offeror is compliant with the specifications set forth in the Invitation to Bid.
18. 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.
19. BID OF OFFEOR: Each Offeror shall submit a completed Bid Form.
20. 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.

21. 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.

22. 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.

23. 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
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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: _____

FUEL PRICE FOR PROPANE: \$ _____

APPLIANCE MAINTENANCE QUOTE: _____

***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 BUSINESS (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

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**ACKNOWLEDGEMENT OF RECEIPT FOR BID NO:
"ITB No. 2024-004 PROPANE"**

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!

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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

P.O. Box 580
Mora, N.M. 87732
Phone (575)387-5279
Fax (575) 387-9022

