



ALBUQUERQUE PUBLIC SCHOOLS INVITATION TO BID

BID # 20-007DD

BID TITLE: Floor Care Equipment and Replacement Parts

BUYER CONTACT INFORMATION

Name	Daniel Dominguez
Phone Number	505-878-6119
E-Mail	Daniel.dominguez@aps.edu
<i>Any inquiries or requests regarding clarification of this BID document shall be submitted to the buyer in writing. Proposers may contact ONLY the buyer regarding the terminology stated in the procurement documents.</i>	

BID SCHEDULE

Action	Date & Time
Bid Issued	7/19/2019
Pre-Bid Meeting	N/A
Pre-Bid Meeting Location	N/A
Deadline for Questions	7/29/2019 @ 5:00pm (local time)
Bid Due Date & Time	8/8/2019@ 2:00pm (local time)
Proposals must be received by the due date and time. No late proposals will be accepted. The only acceptable evidence to establish the time of receipt is the date/time stamp imprint from the APS Procurement bid clock.	

BID SUBMITTAL LOCATION

Physical Address (No USPS Mail*) For Walk-in Delivery or Carrier Service (UPS, FedEx, etc.)	USPS Mailing Address Allow 5 additional business days for APS internal delivery
Albuquerque Public Schools ATTN: Procurement Department 6400 Uptown Blvd. NE, Suite 500E Albuquerque, NM 87110	Albuquerque Public Schools ATTN: Procurement Department, City Center, Suite 500E P.O. Box 25704 Albuquerque, NM 87124-0704
<p>Ensure that the following bid information is clearly labeled on the sealed package containing the bid submission. Please note: if the sealed bid is placed inside a carrier envelope or package for shipping, all of this information must be re-written and clearly visible on the outermost envelope or package containing the sealed bid:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Offeror's Business Name (not an individual's name) <input type="checkbox"/> Bid Number & Title <input type="checkbox"/> Bid Due Date & Time <p>*APS does not have a mailbox on site. US Postal Service Mail is accepted only at the PO Box address. If a letter or parcel is mailed via the USPS to the APS physical address, it will NOT reach our office.</p>	

BID TERM

<p>APS reserves to right to enter into an eight (8) year indefinite quantity contract with awarded Bidder(s).</p>

SUBMISSION COVER SHEET

REQUIRED: (Submit with your bid.)

BIDDER ACKNOWLEDGEMENT: By responding to this Bid, the undersigned Bidder (1) acknowledges that he or she agrees to the terms and conditions set forth in this Bid; (2) certifies that the Bidder has not, either directly or indirectly, entered into action in restraint of full competition in connection with the bid submitted to the District; and (3) agrees to furnish the materials, supplies or services as required within the time specified under the conditions imposed at the price indicated.

PLEASE PRINT LEGIBLY

Signature of Authorized Representative: _____ Contractor's License #: _____
(If Applicable)

Type or print name of above: _____ Address 1: _____

Name of Firm: _____ Address 2: _____

Telephone No.: _____ E-Mail: _____

Resident/Veterans Preference Certification No. (If applicable): _____

Contact information for Sales Department:

Contact information for POs/Invoicing/Etc.:

Name of Contact: _____ Name of Contact: _____

Telephone No.: _____ Telephone No.: _____

Email Address: _____ Email Address: _____

***** IF ANY OF THIS CONTACT INFORMATION CHANGES, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY APS PROCUREMENT. *****

BID SUBMITTAL REQUIREMENTS AND CHECKLIST

Please submit your completed bid, including the following items. Note that the requested information is mandatory and **failure to submit these items with your response may deem it non-responsive and may be disqualified.** Submittals must be in the following order and all items must be included in your response to this bid.

PRINTED SUBMITTALS:

- Submission Cover Sheet **SIGNED ***REQUIRED*****
- Bid Pricing List – **DO NOT SUBMIT ANY PRINTED CATALOGS.**
- Specification Exception Form **SIGNED**
- Completed Conflict of Interest and Debarment/Suspension Form (see Compliance section) **SIGNED**
- Campaign Contributions Disclosure Form (see Compliance section) **SIGNED**
- Resident Contractor (or Veteran Resident Contractor) Preference Certificate (if applicable)
- Addendums (if applicable) – **before** submitting your bid, please check for addendums here:
<http://www.aps.edu/procurement/current-bids-and-rfps>

ELECTRONIC SUBMITTALS:

- Submit an identical copy of your sealed bid on a flash drive.
- Electronic Price List/Catalog (either include a web-link where your pricing lists/catalogs can be found (in the space provided on the Electronic Bid Pricing List) **or** include a flash drive with your pricing list/catalogs)
- Electronic Bid Pricing List – please find an excel spreadsheet on the APS Procurement website here:
<https://www.aps.edu/procurement/current-bids-and-rfps> Fill in all **highlighted** fields in the spreadsheet. **DO NOT E-MAIL.** Submit with your sealed bid on a flash drive.

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INSTRUCTIONS FOR ALL BIDDERS

1. **READ ALL DOCUMENTS.** Bidders must familiarize themselves with all documents contained herein; it is mandatory that all submitted bids be in compliance with all the provisions contained in the Invitation to Bid. No claim shall be made nor will one be allowed the bidder for negligence, misunderstanding, or error in this regard.

The submission of a bid constitutes a representation by the bidder that the bidder has made all appropriate examinations, investigations, and analysis and has made provision as to the cost thereof in the bid.

Bidders should promptly notify the buyer of any ambiguity, inconsistency, error, or missing attachments which they may discover upon examination of the Bid. Any response made by the District will be provided in writing to all Bidders by addendum, no verbal responses shall be authoritative.

2. **ELECTRONIC BID DOCUMENTS.** This Bid is being made available by electronic means. In the event of conflict between a version of the Bid in the Bidder's possession and the version maintained by APS, the Bidder acknowledges that the version maintained by APS shall govern.
3. **FORMS AND ATTACHMENTS.** Each bid must be submitted on the prescribed form.

It is the responsibility of every bidder to ensure they have downloaded the latest version of each bid, including any addendum(s) which may have been issued and posted on the APS Procurement Department Website. Bidders should revisit the website (<http://www.aps.edu/procurement> then select "See Current Bids and RFPs") prior to the due date before submitting their bid to Albuquerque Public Schools. All addendums must be acknowledged in the submitted bid. It is the bidder's responsibility to ensure the bid arrives before the due date and time. Bidders are cautioned that "late is late". It is the responsibility of the Bidders to allow sufficient time for the hazards of traffic, weather, finding parking, locating the proper office, third party delivery, US Postal Service mail delivery, etc.

No Addendum will be issued later than SEVEN (7) days prior to the date for receipt of Bids, except an Addendum withdrawing the Bid or one which extends the date for receipt of Bids.

4. **PRINTED OR TYPED RESPONSE.** All blank spaces for bid prices must be filled in with ink or typewritten.
5. **CORRECTIONS.** Corrections shall be initialed in ink by the person signing the bid.

Bidders will be allowed to withdraw their bid at any time prior to the deadline for receipt of bids. The Bidder must submit a written withdrawal request to the Buyer and signed by the Bidder to withdraw their offer. The approval or denial of withdrawal requests received after the deadline for receipt of the bids is governed by the applicable procurement regulations.

A bidder may submit an amended bid prior to the deadline for receipt of bids. Such an amended bid must be a complete replacement for a previously submitted bid and must be clearly identified as such in the transmittal letter. APS personnel will not collate or assemble bid materials for the bidder.

6. **PRICE IS ALL INCLUSIVE.** The bid price shall be a delivered price. All materials shall be shipped F.O.B. Destination Freight prepaid as specified in the Invitation to Bid.

All costs incurred by a Bidder in connection with responding to this Bid, the selection process undertaken in connection with this procurement, and any negotiations with the District will be borne by the Bidder.

7. **BRAND NAMES.** Where a brand-name or equal specification is used in a solicitation, the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. If a vendor proposes an "equal" to scope of work/specifications, APS is the sole interpreter of the scope of work/specifications and sole judge as to whether the "equal" proposed complies with the scope of work/specifications. If an "equal" is proposed, APS may request a sample at the bidder's expense.

8. **BID PRICING DURATION.** Responses, including bid prices, will be considered firm for ninety (90) days after the due date of the bid.
9. **PRICE DISCREPANCY.** Bidders shall note that prices previously submitted via any informal quotation (verbal or in writing) are hereby superseded and will not be considered for award. If you have previously submitted an informal quotation, you must participate in this bid to be considered for an award.

If bidder offers more than one brand or price per item, APS shall evaluate bids and award the products that are in the District's best interest with regards to pricing and quality.

Bidders offering other than specified goods must submit a specification sheet and complete product data for evaluation purposes.

10. **EXPLANATIONS, EXCEPTIONS.** Any exceptions to the scope of work and/or specifications shall be listed separately in the submitted bid and unless otherwise stated, specifications attached are the minimum requirements.

The buyer, after review of the bids may request clarifications on information submitted by any and all bidders in a written format, with a specified deadline for response.

The District reserves the right in its sole discretion to waive minor informalities in bids submitted provided that such informalities have no effect on price, quality, quantity, fitness, delivery or any matter to be evaluated in making a selection and confer no material advantage on the Bidder whose non conformity is waived.

11. **AWARD CRITERIA.** The bid will be awarded to the lowest responsible and responsive Bidder that meets or exceeds the specifications/scope of work outlined in the Bid Documents. Albuquerque Public Schools reserves the right to the sole judge to determine "meets or exceeds".

Albuquerque Public Schools reserves the right to award by item, group of items, or total bids; to reject any and all bids in whole or in part, if it is in the best interests of Albuquerque Public Schools. Additionally, the District reserves the right to reject any or all bids for any reason that the District determines prudent. Such rejection shall not result in any penalty to the District, but shall be deemed a cost of doing business by the bidder.

If this bid results in a non-exclusive discount pricing agreement, more than one award may be made. No commitment is made by the District as to quantity and frequency of purchase. Albuquerque Public Schools reserves the right to purchase items referenced under this agreement using any other method and from any other vendor as deemed necessary and in the best interest of the District.

In the event APS receives comparable pricing structures and list prices in the same categories, then APS may choose to (1) award to the vendor who submits the more comprehensive price list or (2) make multiple awards in that category.

12. **PREFERENCES.** Bids may be awarded preference in compliance with NMSA 13-1-21 for New Mexico In-State Resident Business and Resident Veteran Business. Bidders shall include in their bid a copy of the certificate issued by State of New Mexico Taxation & Revenue. If Bid is Joint Venture, Bidder shall state in submitted bid the percentage of work that will be performed by Resident Business and/or Resident Veteran Business. Please Note: A Bid cannot be awarded both a resident preference and a resident veteran business preference. Additionally, preferences are not applicable for federal fund purchases.

13. **TIMELY SUBMISSIONS.** Bids must be submitted by the due date and time. Albuquerque Public Schools does not accept bids electronically, by fax, or email, as a hardcopy with original signature must be submitted. Any and all Bids not received by the submission date and time shall be rejected.

APS may in its sole discretion extend the time for the submission of bids upon a finding that it is in the interest of the District to do so. Such extensions shall be by addendum, which may be issued before the submission due date.

Any and all bids not received by the Bid submission due date and time shall be rejected. No late bids will be accepted under any circumstances, not even if the delivery company is late. It is recommended to send your bid early.

14. **BID CANCELLATION OR REJECTION.** This bid may be canceled or may be rejected in whole or in part when it is in the best interest of Albuquerque Public Schools.

The District reserves the right to eliminate any Bidder who submits incomplete or inadequate responses or is not responsive to the requirements of this Bid.

15. **BID OPENING.** The contents of the bid will be available to the public at bid opening. The Procurement Department will not disclose or make public any pages of a bid on which the Bidder has stamped or imprinted “proprietary” or “confidential” subject to the following requirements.

Proprietary or confidential data shall be readily separable from the bid in order to facilitate eventual public inspection of the non-confidential portion of the offer. Confidential data is normally restricted to confidential financial information concerning the Bidder’s organization and data that qualifies as trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

Any sole response that is received may be rejected by the District depending on available competition and timely needs of the District. The District reserves the right to award the contract to the responsible bidders submitted responsive bids with resulting agreements most advantageous and in the best interest of the District.

The District reserves the right to eliminate any Bidder who submits incomplete or inadequate responses or is not responsive to the requirements of this Bid.

16. **NEGOTIATIONS.** APS reserves the right to negotiate pricing with successful bidder(s) for equipment/parts/materials related to this contract but which are not specifically included herein.

17. **MULTI-AWARD.** The District reserves the right to multi-award contracts as necessary for adequate delivery or service in accordance with 13-1-153 NMSA.

18. **AFTER AWARD.** The District reserves the right to increase or decrease the quantity of any item called for, add additional related items as the District deems necessary, or to eliminate any item entirely.

It is mutually understood and agreed that the successful bidder(s) shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order, contract, or his/her right, title of interest therein, or power to execute such purchase order or contract to any other person, company or corporation without the previous written consent of APS.

This procurement in no manner obligates Albuquerque Public Schools until a valid signed Price Agreement or valid Purchase Order is executed.

Any resulting purchases under the bid will be made by Albuquerque Public Schools purchase order or procurement card. Quotes provided to Albuquerque Public Schools will be quoted as provided on the Invitation to Bid and will reference the Price Agreement number so verification of pricing can be made.

19. **DEFINITIONS.** Definition of Terminology: This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

“Agency” shall mean Albuquerque Public Schools (APS)

“Contract” shall mean an agreement for the procurement of items of tangible personal property or services.

“Contractor” shall mean the successful bidder

“Determination” shall mean the written documentation of a decision of a procurement manager including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

“Desirable” the terms “may”, “can”, “should”, or “prefers” identify a desirable or discretionary item or factor.

“F.O.B. Destination” shall mean shipping costs are included in the bid price and title/ownership is transferred to APS upon delivery at the APS site designated on the purchase order.

“Invitation to Bid” or “Bid” shall mean all documents, including those attached or incorporated by reference, used for soliciting bids.

“Mandatory” the terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Bidder’s bid.

“Offeror”, “Bidder”, or “Proposer” is any person, corporation, or partnership who chooses to submit a bid.

“Purchase Order” shall mean the document, which directs a contractor to deliver items of tangible personal property or services pursuant to an existing contract.

“Responsible Bidder” shall mean a Bidder who submits a responsive bid and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible property described in the bid.

“Responsive Bid” shall mean a bid, which conforms in all material respects to the requirements set forth in the Bid.

TERMS & CONDITIONS

1. **REQUEST(S) NOT DEFINED IN SCOPE OF WORK:** Contractor shall be held responsible to NOT fill requests which are clearly beyond the defined scope of this contract. Should such requests occur, contractor has the responsibility of calling such violations to the attention of the APS Procurement Officer.
2. **MINIMUM AMOUNT:** Albuquerque Public Schools does not guarantee a minimum amount of purchases in conjunction with award of this invitation to bid.
3. **PRICING ESCALATION:** Price escalation will be considered only at the time the contractor is able to submit written documentation that adequately justifies need for pricing escalation, to include the proposed new pricing structure. The District will review the information and render a Determination accepting or rejecting the new proposed pricing.
4. **TAXES:** APS holds a Class 9 Nontaxable Transaction Certificate and is exempt from payment of taxes on tangible personal property. A NTTC will be issued upon request.
5. **NON-APPROPRIATION:** The District's obligation to make payment under the terms of this bid is contingent upon its appropriation of sufficient funds to make those payments. If the District does not appropriate funds for the continuation of this procurement, this procurement will terminate upon written notice of that effect to the Principal. The District determination that sufficient funds have not been appropriated is firm, binding and not subject to review.
6. **PROCUREMENT CODE:** The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.
7. **TERMINATION:** Either party may terminate this contract as follows:
 - A. Termination by the Contractor
 1. The contractor may terminate this contract only if Albuquerque Public Schools fails to comply with any provisions of this contract and after receiving notice of the noncompliance the District fails to cure the noncompliance within ten (10) days, or
 2. By written mutual agreement between the Contractor and the District.
 - B. Termination by the District
 1. For Cause
 - a. The occurrence of either one of the following events will justify termination for cause:
 - i. Contractor's persistent failure to perform the work in accordance with the contract documents (including but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment).
 - ii. Contractor's violation in any substantial way of any provisions of this contract.
 - b. If either one of the events identified above occur, the District may, after giving Contractor (and the surety, if any) ten (10) days written notice, terminate the service of Contractor, exclude Contractor from site, and take possession of the work. Contractor shall be paid for project costs incurred up to the date of termination but shall not be paid for loss of profits resulting from such termination.
 - c. Where Contractor's services have been so terminated by the District, the termination will not affect any rights or remedies of District against contractor then existing or which may thereafter accrue. Any retention or payment of moneys due the Contractor by the District will not release the Contractor from liability.
 2. For Convenience
 - a. Upon ten (10) days written notice to contractor, APS may without cause and without prejudice to any other right or remedy of APS elect to terminate the contract.
 - b. In such case, Contractor shall be paid (without duplication of any items):

- i. for completed and acceptable work executed in accordance with the contract documents prior to the effective date of termination,
 - ii. for expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the contract document in connection with uncompleted work.
 - c. Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.
8. **INDEMNIFICATION**: The Bidder shall be responsible for damage to persons or property that occurs as a result of his fault or negligence, or that of any of his employees, agents or subcontractors. He shall save and hold harmless Albuquerque Public Schools against any and all loss, cost, damage, claims, expense or liability in connection with the performance of the contract. Any equipment or facilities damaged by the Bidders' operation shall be repaired and/or restored to their original condition at the Bidder's expense.
9. **INSURANCE (If Applicable)**: The successful Bidder shall (if applicable) purchase and maintain statutory limits of Worker's Compensation, and Public Liability and Automobile Liability insurance approved by APS at the time of contract award. Albuquerque Public Schools shall be included as a loss payee and/or additional insured. Public Liability and Automobile Liability insurance shall include at least the following coverage:
- a. **Commercial General Liability (CGL)**: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
 - b. **Automobile Liability**: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
 - c. **Workers' Compensation**: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
 - d. **Professional Liability (Errors and Omissions)**: Insurance appropriate to the Contractor's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate

Contractor shall furnish Owner with certificates of insurance with the contract documents and prior to the commencement of work.

NOTE: Certificate holder shall be:	Albuquerque Public Schools.
Certificate of Insurance forwarded to:	Albuquerque Public Schools Procurement Department 6400 Uptown Blvd. NE, Suite 500E Albuquerque, NM 87110

10. **AUDIT**: The District reserves the right to audit the contractor's records associated with this contract at any time during the contract period and for a period of up to three years following the expiration or termination of the agreement. Such audit may be conducted by District personnel or a third party under contract with the District. The District shall give the contractor reasonable notice prior to the conduct of any audit and upon receiving the notice from the District the contractor agrees to fully cooperate with the auditors. If contractor subcontracts any portion of its obligation to another party, contractor shall guarantee District's access to books and records of such party.

11. **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor performing services for the District. The Contractor shall not accrue leave, retirement, insurance, or any other benefits afforded to employees of the District as a result of this procurement.
12. **PROCUREMENT UNDER EXISTING CONTRACTS:** In accordance with NMSA 13-1-129, Bidders are hereby notified that other governmental entities within the State of New Mexico, or as otherwise allowed by their respective governing directives, may contract for services with the awarded Bidder. Contractual engagements accomplished under this provision shall be solely between the awarded proposer and the contracting entity with no obligation by Albuquerque Public Schools.
13. **DEBARMENT OR SUSPENSION:** A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of 13-1-177 through 13-1- 180, and 13-4-11 through 13-4-17 NMSA 1978 as amended, shall not be permitted to do business with the District and shall not be considered for award of the contract during the period for which it is debarred or suspended with the District.
14. **CONFLICT OF INTEREST:** By submitting a bid, the proposer certifies that no relationship exists between the proposer and the District that interferes with fair competition or is a conflict of interest; and no relationship exists between such propose and another person or firm that constitutes a conflict of interest that is adverse to the District.
15. **NON-DISCLOSURE:** The proposer shall not disclose any information relating to students, and employees of APS other than such information that may be authorized by the individual student or employee. Vendor agrees to indemnify and hold harmless APS from any damages, claims, liabilities, and costs including reasonable attorney fees in the event any unauthorized release of such information occurs.
16. **DELIVERY:** The goods shall be delivered free of the rightful claim of any third person, any security interest or other lien. Unless otherwise agreed all goods called for in this Bid shall be tendered in a single delivery and payment is due only upon such delivery (NET 30).
17. **FOB:** Unless stated otherwise, the price for goods is FOB: Destination (District's designated address).
18. **DELAYS IN DELIVERY:** Time is of the essence and this purchase may be subject to termination for failure to deliver on time, unless delay was caused by APS. If delay in delivery is foreseen, Seller must notify the APS Requesting Department of late delivery, cause of late delivery and remedy for late delivery.
19. **INSPECTION:** Final inspection will be made at the destination upon completion of delivery of goods/services. Final inspection shall include any testing or inspection procedures required by the specifications.
20. **ACCEPTANCE:** Acceptance of delivery of goods/services shall not be considered acceptance of the goods/services furnished. Acceptance occurs when the Requesting Department, after a reasonable opportunity to inspect the goods/services, signifies to the seller that are goods/services are conforming and fails to make an effective rejection.
21. **BUYERS REVOCATION OF ACCEPTANCE:** Requesting Department can revoke acceptance of goods when it is discovered, in a reasonable time, that the Sellers non-conforming goods substantially impair the value of the goods.
22. **SELLERS RIGHT TO CURE A NON-CONFORMING DELIVERY OF GOODS:** The Seller, upon notice of revocation of acceptance, shall correct without charge and deliver conforming goods in a reasonable time
23. **ASSIGNMENTS:** The awarded Contractor shall not assign nor delegate specific duties as part of this Bid nor transfer any interest nor assign any claims for money due or to become due under this Bid without the written consent of APS.

24. PROMOTIONAL GIFTS AND ACTIVITIES: APS policy prohibits the distribution of jackets, shirts, caps, or any other clothing items with company or product logo or any other form of advertising to its employees. Furthermore, APS employees are prohibited from entering drawings, contests, or other promotional/advertising activities with vendors or potential vendors in connection with a procurement action.

25. PROTEST: Any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Purchasing Office in accordance with the requirements of the Contracting Procurement Regulations and the State Procurement Code. The protest should be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the facts or occurrences giving rise thereto (13-1-172 NMSA 1978). The protest must be in writing and delivered to the Executive Director - Procurement Department, Albuquerque, New Mexico

In the event of a timely protest under this section, the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (13-1-173 NMSA 1978).

The Purchasing Agent or his designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning a procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (13-1-174 NMSA 1978).

The Purchasing Agent or his designee shall promptly issue a determination relating to the protest. The determination shall:

- I. State the reasons for the action taken; and
- II. Inform the protestant of the right to judicial review of the determination pursuant to 13-1-183 NMSA 1978.

A copy of the determination issued under 13-1-175 NMSA 1978 shall immediately be mailed to the protestant and other Offerors involved in the procurement (13-1-176 NMSA 1978)

SPECIFICATIONS

1. **Scope of Work:** The purpose of this bid is to establish pricing for an indefinite quantity of Floor Care Equipment and Replacement Parts from authorized companies for product on demand. Orders will be placed as needs develop. **PLEASE DO NOT BID UNLESS YOU HAVE AUTHORIZATION TO SELL FLOOR CARE EQUIPMENT AND REPLACEMENT PARTS IN THE STATE OF NEW MEXICO AND ARE A LEGITIMATE REPRESENTATIVE OF THE ITEMS REQUESTED.**

The purpose of this bid is to establish pricing for product on demand. Orders will be placed for delivery to sites throughout the district as well as for warehouse stock. There may also be some walk-in-trade.

2. **Delivery:** Delivery times quoted must be accurate. Failure to meet the quoted times may result in cancellation of contract and an alternate bidder will be assigned at the discretion of APS. Deliveries will be made at various times during the contract period. Emergency orders may be required.

APS recognizes that when quantities may vary, it will be difficult to determine freight rates. Therefore, in the pricing section, use the minimum amount space to specify the minimum dollar amount for which your firm will absorb the freight charges. For orders under this amount, vendor will prepay and add exact freight to the invoice.

3. **Awarded Pricing Agreements:** Upon award, APS will issue a pricing agreement which will be in effect for the duration of the contract and which will accommodate multiple billings as work is completed.

4. **Order Placement:** Orders will be placed by the Purchasing Department. A purchase order will be issued referencing the PA number. Do not accept telephone/facsimile orders from school/departments without prior approval from the Purchasing Department. **APS will not pay for unauthorized purchases.**

Prior to approval from the Purchasing Department, APS Schools/Departments will contact the awarded vendor(s) to obtain **quotes**. However, no goods/services shall be provided or be in production until the vendor receives the official Purchase Order document from the APS Procurement Department via e-mail.

5. **Invoicing Procedures:** Itemized invoices, clearly referencing the appropriate purchase order (PO) number shall be submitted to APS Accounts Payable, P.O. Box 25704, Albuquerque, NM, 87125.

6. **Price List and Discounts:** Bid price will be indicated as a percentage of discount off the **price list/catalog**. Discounts will be applied to the most recent issue.

*The bid price list (page 17) is not all inclusive and other items may be requested by the Maintenance and Operations Department for a discount of the price list/catalog.

7. **Guarantee:** All bidders must guarantee full satisfaction of their products' use or permit unsatisfactory product to be returned **collect** for full money refund. Bidders will replace damaged items at no cost to APS.

8. **Basis of Award:** APS will award to the low responsible and responsive bidder(s) who shall offer the deepest discount for comparable product. Bid any or all categories. APS reserves the right to make multiple awards as may be necessary to have all product categories represented or as may otherwise be in the best interest of the District.

If a particular item is determined to be "not standard in the industry" by at least half of the bidders, then that item will be deleted from the bid for evaluation purposes.

9. **Quantities:** The estimated quantities as shown are a projected/proportional annual usage based on historical data. This is not a commitment to purchase. The information is included to provide a potential bidder with some idea of possible contract activity.

10. **Packaging:** APS will not require a vendor to break even cartons at time of order. The required quantity will be adjusted +/- to accommodate the vendor's stated packaging. If no adjustments are noted, packaging will be assumed to be as specified with no deviations. Leave no reasonable doubt as to what you intend to furnish in satisfaction of any potential order.

11. Pallet Requirements: Any shipments received as a result of purchase orders generated from awards on this solicitation shall be palletized if the quantity of cartons in the shipment is more than twenty (20) and/or if the total shipment weight exceeds two hundred (200) pounds.

Palletized product(s) must be shrink-wrapped to avoid shifting in transit and during unloading. Palletized products must not exceed four feet in height.

All palletized cartons shall have externally facing labels identifying cartons and quantity. It is acceptable to mix products on a single pallet as long as smaller quantities of like items are placed together toward the top and the entire pallet is stacked as may be physically and commercially sensible.

Purchase orders will not specify palletizing requirements. Bidder's signature on this bid signifies understanding and acceptance of APS pallet requirements. APS reserves the right to reject shipments that are not palletized.

12. Samples, Product Information and Technical Specifications: Samples, product information and/or technical data are required when submitting a bid for items other than as specified. APS does not provide written request for samples other than this bid. The burden of proof shall lie with the bidder. If the item specifications require samples other than as indicated in this clause, the specifications shall govern.

Please note the bid specifications carefully. If a sample is required, please submit under separate cover unless item is very small and can be enclosed in your regular bid envelope. Sample product must reference the bid number, item number, and your company.

Regardless of instructions, APS reserves the right to request samples at any time during the evaluation process. The samples received will be used to determine quality, durability, and compliance with specifications. All samples are to be of the same quality as those materials to be supplied by the successful bidder(s) upon bid award. They shall be free of charge and be submitted and removed by the bidder at their expense. Award samples may be held for comparison with deliveries. APS shall not be held responsible for any samples damaged or destroyed in examination or testing. Bidder will have five (5) working days after notification to supply the desired item(s). Samples not received within the five day time period will disqualify the bidder as non-responsive. Samples not removed within ten (10) days after notice to the bidder will be regarded as abandoned and APS shall have the right to dispose of them as its own property.

Successful bidder(s) must provide catalogs, brochures, cross-reference sheets and/or related literature as needed by APS.

13. Electronic Catalog: Can your company provide electronic catalogs? If so, what are your electronic catalog capabilities?

14. **Lot #1: Floor Care Equipment:** It is the intent of these specifications to describe the necessary requirements. The units shall be of the latest type and model in current production. All parts and/or components not specifically mentioned, but which are required for a complete unit shall not be removed or omitted for the reason that the bid did not itemize a particular detail. All units shall conform in design, strength, quality of material and workmanship to the highest standards of engineering practice. Dimensions, weight etc. are considered approximate insofar as lesser tolerance does not compromise the intended use or safety of the equipment. The equipment to be supplied to Albuquerque Public Schools must comply with all OSHA requirements and industry safety standards.

The bid list provides for equipment APS expects to purchase over the term of the contract; however APS reserves the right to negotiate for like equipment not specifically listed in the bid should the need for such equipment arise. Manufacturer's specification sheet, current price list page, and warranty information must be submitted for each machine bid.

15. **Lot #2: Replacement Parts:** APS shall order replacement parts for equipment currently owned throughout the district as well as equipment newly acquired under this contract. The bid list provides a pricing structure for the more commonly ordered items; however, APS reserves the right to negotiate pricing for replacement parts not specifically listed.

Submit manufacturer's literature or technical data with return bid. APS may also require product demonstration.

SPECIFICATIONS

LOT I

1. WET/DRY ELECTRIC VACUUM WITH ACCESSORIES

- 16 gallon. Capacity
- Crack-proof, corrosion-proof tank with 5 year warranty
- 2.25 HP, 15 amp blower style motor
- 155 V portable vacuum with two rear wheels and two front swivel casters
- 51" static waterlift-184 CFM air
- Hinged tank for easy emptying
- External filter resists clogging
- Detachable power head
- 15' x 1 ½ static conductive urethane hose with sleeve
- Two piece double curve wand
- 14" squeegee floor tool

Reference Model: Tornado 98995

2. HIGH SPEED FLOOR MACHINE

- 2000 RPM, 50' safety cable 12 ga. 3 wire
- D.C. 1 ½ H.P. motor
- Insulated, non-conductive dual trigger switches
- Housing of 12 gauge or 1/8" steel superstructure, fully bumper guarded
- Quick release foot operated adjustable locking mechanism handle
- Unit to include balance pad driver with pad retainer
- Minimum 5" non-marking ball bearing wheels
- 4" stair climbing/transport wheels
- Warranty: 3 years

Reference Model: Tornado 99482, or Thoro-Matic TM2000 or Pullman/Holt GB2000DC

3. 20" FLOOR MACHINE-POLISHER AND WET SCRUBBER

- 20" brush or pad diameter, 175 RPM, 50' safety cord
- 1 H.P. motor
- Non-conductive dual switch levers
- Non-marking wheels
- Cam operated handle, bolted to the base
- Unit to be priced with and without pad driver

**Reference Model: Power-Flite C201 or
Mustang Standard
#5903422 - 20" Floor Machine
#2892801 20" Pad driver**

4. DRY VACUUM

- Current: Standard 110 AC-DC
- Cord: 35" or 10.6m 16-3SJT
- Motor: 1200 w. 1.6 HP, 2 stage, 2 speed
- Sound level: 47/49 db (A)
- Water lift: 110"
- Weight: 18# approximate
- Capacity: 4/5 gal.
- Mounting: 2-Ball Bearing 3" swivel casters, front; 2 fixed 6" wheels, rear
- CFM: 114
- Standard Filtration: 0.5 micron Tritex

Reference Model: NVQ 380 – Nacecare Solutions

5. UPRIGHT COMMERCIAL CARPET VACUUM

- Motor: 6.7 amps, 120 volts, 60Hz
- Dust Bag: 906 cu. In. (.42 bu.) top-fill combination cloth dust bag
- Brush roll assembly: 16" (40.6cm) aluminum core with replaceable nylon bristle strips and steel beater bars
- Adjustment: Handle-three positions; Pile height-six positions
- Nozzle: 16" (40.6cm)
- Bumper: Non-marking vinyl on front and sides
- Wheels: Four heavy-duty phenolic
- On/off Switch: Foot operated
- Cord: 50' (15.2m) UL-Listed, 18-3, non-marking vinyl, three-prong plug
- Headlamp: Bright, easily replaceable lamp
- Dimensions: Handle minimum height 44", motor cover height 6" (15.2cm)
- Maximum Weight: 18.5 lb.
- Shipping Weight: 20 lb (9.1 kg)

**Reference Model: Power Flite PF757 CVC
or Kent KC-165C or Sanitaire SC899E**

BID PRICE FORM

**PRICING SHEETS
LOT I**

1. WET/DRY EXTERNAL FILTER VACUUM WITH ACCESSORIES

1. Brand/Model _____
2. Date of Price List _____
3. Current List Price _____
4. Minimum discount from List _____
(You may offer additional discounts for quantity e.g. 5-8 extra 10% etc.) .

5. Warranty (attach copy to bid) _____
6. Is your firm an authorized distributor? _____
7. What is your lead-time on this product _____
8. Define your pricing structure for parts: _____
(list less 10%, cost + 10%, etc.) _____

2. HIGH SPEED FLOOR MACHINE

1. Brand/Model _____
2. Date of Price List _____
3. Current List Price _____
4. Minimum discount from List _____
(You may offer additional discounts for quantity e.g. 5-8 extra 10% etc.)

5. Warranty (attach copy to bid) _____
6. Is your firm an authorized distributor? _____
7. What is your lead-time on this product _____
8. Define your pricing structure for parts: _____
(list less 10%, cost + 10%, etc.) _____

3. 20" FLOOR MACHINE-POLISHER AND WET SCRUBBER

- 1. Brand/Model _____
- 2. Date of Price List _____
- 3. Current List Price including pad driver _____
- 4. Current list price without pad driver _____

(You may offer additional discounts for quantity e.g. 5-8 extra 10% etc.)

-
- 5. Warranty (attach copy to bid) _____
 - 6. Is your firm an authorized distributor? _____
 - 7. What is your lead-time on this product _____
 - 8. Define your pricing structure for parts: _____
- (list less 10%, cost + 10%, etc.) _____

4. DRY VACUUM

- 1. Brand/Model _____
- 2. Date of Price List _____
- 3. List Price with basic dry pick-up kit _____
- 4. Minimum discount from list _____

(You may offer additional discounts for quantity e.g. 5-8 extra 10% etc.)

-
- 5. Warranty (attach copy to bid) _____
 - 6. Is your firm an authorized distributor? _____
 - 7. What is your lead-time on this product _____
 - 8. Define your pricing structure for parts: _____
- (list less 10%, cost + 10%, etc.) _____

5. UPRIGHT COMMERCIAL CARPET VACUUM

- 1. Brand/Model _____
- 2. Date of Price List _____
- 3. Current List Price _____
- 4. Minimum discount from List _____

(You may offer additional discounts for quantity e.g. 5-8 extra 10% etc.)

- _____
- 5. Warranty (attach copy to bid) _____
 - 6. Is your firm an authorized distributor? _____
 - 7. What is your lead-time on this product _____
 - 8. Define your pricing structure for parts: _____
- (list less 10%, cost + 10%, etc.) _____
- _____

***Price lists, manufacturer specification sheets; and warranty
Information must be submitted with bid**

**REPLACEMENT PARTS FOR NSS MODEL M1-1 DRY PIGGY TYPE VACUUM
CLEANER**

LOT 2

Lead time for replacement parts:

Item No.	Stock No.	Description	Estimated Quantity	Unit Price	Total
1.	10-890-9 APS reference 55-5160	Armature with Bearings NSS 10-9-8909	75 each	_____	_____
2.	10-360-9 APS reference 55-5020	Bag Rod Assembly NSS-10-9-3609	50 each	_____	_____
3.	10-453-2 APS reference 55-5070	End Plate NSS 10-9-4532	25 each	_____	_____
4.	10-252-9 APS reference 55-5080	Fan Hood NSS 10-9 2529	180 each	_____	_____
5.	02-049-1 APS reference 55-5050	Front Casters NSS 02-9-0491	50 each	_____	_____
6.	10-992-1 APS reference 55-5000	Motor Bearings NSS-10-9-9921	200 each	_____	_____
7.	10-469-1 APS reference 55-5030	Motor Brushes NSS-10-9-4691	200 each	_____	_____
8.	04-058-1 APS reference 55-100	Rear Wheel NSS-04-9-0581	100 each	_____	_____
9.	10-251-9 APS reference 55-5140	Safety Trap with Screws NSS-10-9-2309	10 each	_____	_____

LOT #2, Continued:**REPLACEMENT PARTS FOR NSS MODEL M1-1 DRY PIGGY TYPE VACUUM CLEANER**

Item No.	Stock No.	Description	Estimated Quantity	Unit Price	Total
10.	10-464-8 APS reference 55-5090	Suction Fan NSS 10-9-4642	200 each	_____	_____
11.	02-451-9 APS reference 55-5120	Switch with Screws NSS 02-9-4519	100 each	_____	_____
12.	10-109-1 APS reference 55-5010	Black Filter Bag NSS 10-9-3011	240 each	_____	_____
13.	30-103-9 APS reference 55-5040	Carpet Tool NSS 30-9-1039	100 each	_____	_____
14.	25-510-1 – 25-001-9 - APS reference 55-5060	Hose with Coupling NSS 25-9-5101-Hose	240 each	_____	_____
15.	30-217-9 APS reference 55-5110	Squeegee Tool NSS 30-9-2179	20 each	_____	_____
16.	22-040-9 APS reference 55-5130	Wand NSS 22-9-0409	100 each	_____	_____
17.	25-001-9 APS reference 55-5150	Swivel Hose Coupling NSS 25-9-0019	100 each	_____	_____
18.	10-470-2 APS reference 55-5170	Bearing Housing NSS 10-9-4702	50 each	_____	_____
19.	10-467-2 APS reference 55-5180	Motor Brush Housing NSS 10-9-4672	30 each	_____	_____

LOT #2, Continued:

REPLACEMENT PARTS FOR NSS MODEL M1-1 DRY PIGGY TYPE VACUUM CLEANER

Item No.	Stock No.	Description	Estimated Quantity	Unit Price	Total
20.	10-267-1 APS reference 55-5190	Vinyl Bumper NSS 10-9-2671	50 each	_____	_____
21.	10-468-1 APS reference 55-5200	Brush Holder NSS 10-9-4681	50 each	_____	_____
22.	10-878-9 APS reference 55-5210	Motor Frame/Brush Holder NSS 10-9-8789	15 each	_____	_____
23.	10-399-9 APS reference 55-5025	Clamp for Filter Bag NSS 10-9-3999	200 each	_____	_____
24.	10-875-1 APS reference 55-5035	Core and Coil, 115v NSS 10-9-8751	25 each	_____	_____

Discount from list on items not listed within this category _____%

Firm Name: _____

SPECIFICATIONS EXCEPTION FORM

Note: Your bid may be rejected if you do not sign and submit this page.
Bid on materials, supplies, or equipment with varying specifications may be considered by Albuquerque Public Schools. However, in the interest of fairness and sound business practice it should not be the responsibility of APS to probe for information concerning items which you intend to furnish. Therefore, if your bid differs from the specifications or if you take exemption to any of the requirements, such information must be clearly stated in the space following. Failure to do so may result in forfeiture of bid bond, if applicable, or seller may be found in default.

I do meet specifications: _____

Signature

Exceptions are as stated: _____

Signature



COMPLIANCE

(REQUIRED LEGAL FORMS)

All of the following forms must be signed and submitted with your proposal or your bid may be rejected.

**CONFLICT OF INTEREST AND
DEBARMENT/SUSPENSION CERTIFICATION FORM**

CONFLICT OF INTEREST

As utilized herein, the term "Vendor" shall mean that entity submitting a proposal to Albuquerque Public Schools in response to the above referenced bids/request for proposals.

The authorized Person, Firm and/or Corporation states that to the best of his/her belief and knowledge:

No employee or board member of Albuquerque Public Schools (or close relative), with the exception of the person(s) identified below, has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any Albuquerque Public Schools employee, board member or close relative, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made. If the Vendor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Vendor, please identify the legislator: _____ List below the name(s) of any Albuquerque Public Schools employee, board member or close relative who now or within the preceding 12 months (1) works for the Vendor; (2) has an ownership interest in the Vendor (other than as an owner of less than 1% of Vendor's stock, if Vendor is a publicly traded corporation); (3) is a partner, officer, director, trustee or consultant to the Vendor; (4) has received grant, travel, honoraria or other similar support from Vendor; or (5) has a right to receive royalties from the vendor. _____

DEBARMENT/SUSPENSION STATUS

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Federal Government, or any State agency or local public body, or in receipt of a notice or proposed debarment from any Federal or State agency or local public body. The vendor agrees to provide immediate notice to Albuquerque Public School's Purchasing Department in the event of being suspended, debarred or declared ineligible by any department or agency of the Federal government, or any agency of local public body of the State of New Mexico, or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST and DEBARMENT/SUSPENSION Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named **and that the information contained in this document is true and accurate to the best of their knowledge.**

Signature: _____ Date _____

Name of Person Signing (typed or printed): _____

Title: _____

Email: _____

Name of Company (typed or printed): _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____ Email: _____



CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Prospective contractor**” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature Date Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature Date Title (Position)

