

INVITATION FOR BIDS
FOR
SEDIMENT REMOVAL AND RIP-RAP PLACEMENT
SERVICES

As Requested by

THE SOUTHERN SANDOVAL COUNTY ARROYO
FLOOD CONTROL AUTHORITY



IFB No. 2021-01

BID DUE DATE: March 11, 2021, 3:00 pm

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**SOUTHERN SANDOVAL COUNTY ARROYO
FLOOD CONTROL AUTHORITY
(SSCAFCA)**

**SEDIMENT REMOVAL AND RIP-RAP PLACEMENT SERVICES
IFB No. 2021-01**

1. INTRODUCTION

1.1. Overview. Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA), a political subdivision of the State of New Mexico, requests competitive sealed bids for sediment removal and rip rap installation at SSCAFCA’s facilities.

1.2. Scope of Work/Specifications. Offerors should demonstrate their ability to provide the following services:

The work will consist of construction to include either emergency or planned sediment removal from existing SSCAFCA facilities and planned or emergency installation of rip-rap within SSCAFCA facilities.

Work orders issued by SSCAFCA are based on inspections performed by SSCAFCA which identify tasks to be completed. Payment will be based on the completed and accepted earth moving and/or rip-rap installation in the field and the unit prices as listed in this bid. Total cost limits to be paid will be mutually agreed upon prior to authorizing any work assignment. Cost limits will not be exceeded without written authorization by SSCAFCA. It is possible that there may be numerous Work Orders assigned to a contractor and underway at any time during the duration of this agreement, however SSCAFCA makes no guarantee as to the amount of work to be requested.

The Standard Specifications for this Price Agreement are the New Mexico Standard Specifications for Public Works Construction (NMAPWA) 2005 Edition, published by the New Mexico Chapter of the American Public Works Association. Specifically, Section 603 for rip-rap placement (included in this package in Appendix C).

Complete copies of the Standard Specifications may be purchased from Albuquerque Reprographics, 4716 McLeod NE Albuquerque, NM 87109.

Supplemental Technical Specification 1507 (included in this package in Appendix C) may be used for measurement of earthwork. SSCAFCA will procure the services of a surveyor if this option is used. Contractor will not be responsible for the cost of surveying.

The cost of equipment, labor, fuels, mobilization and materials r) shall be included in each unit price. The unit prices shall include equipment, labor, supervision, transportation to and

from the job site, etc. Unit prices shall not include New Mexico Gross Receipts Tax or local Tax.

(See NMSA 1979, Section 13-1-82 (1984) & Section 13-1-87 (1987)).

2. CONDITIONS GOVERNING PROCUREMENT

2.1. Overview. This section of the Invitation for Bids (IFB) contains the schedule for the procurement, describes the major events and milestones and specifies general conditions governing the procurement.

2.2. Schedule of Events. SSCAFCA will make every effort to adhere to the following schedule:

Action	Responsibility	Date	Time
Issue IFB	SSCAFCA	February 21, 2021	NA
Deadline to Submit Written Questions	Potential Offerors	March 2, 2021	5:00 PM
Response to Written Questions	SSCAFCA	March 5, 2021	5:00 PM
IFB Addenda	SSCAFCA	If applicable, no later than March 5, 2021	5:00 PM
Submission of Bids	Offerors	March 11, 2021	3:00 PM
Bid Opening	SSCAFCA	March 11, 2021	3:00 PM
Notice of Award	SSCAFCA	March 12, 2021	
Finalize Contract (upon SSCAFCA Board approval)	SSCAFCA/Offeror	March 18, 2021	
Protest Deadline	Offerors	10 days following notification of award	

2.2.1 Written Questions and Amendments. All questions about the meaning or intent of the Bidding Documents are to be submitted to SSCAFCA in writing, **via email, to dcasaus@sscafca.com**. Please use the subject line “IFB 2021-01 – Question” in any correspondence requesting clarification. Interpretations or clarifications considered necessary by SSCAFCA in response to such questions will be issued by Addenda via SSCAFCA’s website, www.sscafca.org. It is the bidder’s responsibility to check the web site to obtain addenda. Questions received after the deadline for written questions as stated in the bid will not be answered. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

2.2.2 Addenda and Communications. All addenda and communications will also be posted to SSCAFCA’s website.

It is the responsibility of all potential Offerors to check the website for questions and responses and to ensure that all addenda have been received before submitting their bid.

2.2.3 Submission of Bid. All Offeror bids must be received by SSCAFCA no later than the date and time specified in the Schedule of Events. Bids received after this deadline will not be accepted. The date and time of receipt will be recorded on each bid. Bids must be hand delivered or mailed to:

**Southern Sandoval County Arroyo Flood Control Authority
Attention: Deborah Casaus, Fiscal Services Director,
CPO
1041 Commercial Dr. SE
Rio Rancho, New Mexico 87124**

Bidders must complete the forms provided in this Invitation for Bids, Appendix D. Bids must be submitted in a sealed package or envelope listing the following information on the outside:

**Sediment Removal and Rip-Rap Placement Services
IFB No. 2021-01**

SSCAFCA shall not be responsible for bids that are mailed and not received by the time specified in this section. Receipts for hand delivered bids may be issued by SSCAFCA (upon request).

2.2.4 Bid Evaluation. The bids will be opened directly after the 3:00 pm, March 11, 2021 deadline, for receipt of the bids, by SSCAFCA personnel. The award of the bid will be to the responsible bidder with the lowest responsive Total Bid Price for each of the Cost Tables (Scheduled and Emergency work schedules). Additional awards may be made based upon the unit price(s) for all items at SSCAFCA's discretion. The cost of materials, as applicable, shall be included in each unit price. All unit prices shall include equipment, labor, supervision, transportation to and from the job site, etc. Hourly rates and unit prices shall not include New Mexico Gross Receipts Tax or local tax.
(See NMSA 1978, Section 13-1-82 (1984) & Section 13-1-87 (1987)).

2.2.5 Pursuant to the Procurement Code, NMSA 1978, Sections 13-1-153 and 13-1-154, SSCAFCA reserves the right to issue multiple awards to obtain the items listed. Multiple awards are recommended to ensure availability and timely delivery. Awards will be made to meet the best interests of the SSCAFCA.

2.2.6 Finalize Contract. The Contract will be finalized with the lowest bidder. In the event that mutually agreeable terms cannot be reached, SSCAFCA reserves the right to terminate negotiations with that Offeror. The Contract will be presented to the SSCAFCA Board of Directors for its approval on the date specified in the Schedule of Events.

2.2.7 Protest Deadline. The ten (10) day protest period for Offerors shall begin on the day following the notification of the contract award and will end at 5:00 pm MST on the tenth calendar day following the notification of the contract award. Protests must be submitted in writing and must include the name and address of the protestant and the IFB number. It must also contain a statement of grounds for protest and be addressed and delivered to the Point of Contact.

2.3. General Requirements.

2.3.1 Offerors shall carefully read the information contained in this IFB and submit a complete response to all requirements and questions as directed. Incomplete bids may be considered non-responsive and subject to rejection.

2.3.2 Bids and any other information submitted by Offerors in response to this IFB shall become the property of SSCAFCA.

2.3.3 Bids that are qualified with conditional clauses, alterations, or irregularities of any kind are subject to rejection by SSCAFCA, at its option.

2.3.4 It is incumbent upon each Offeror to carefully examine all specifications, terms, and conditions contained herein. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, (facsimile transmissions acceptable, email is preferred) through the Point of Contact named above. SSCAFCA will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. If it becomes necessary to revise or amend any part of this IFB, notice may be obtained by accessing our website. Respondents in their bid must acknowledge receipts of amendments.

Each Offeror should ensure that they have received all addenda and amendments to this IFB before submitting their Bid and shall acknowledge addenda on the bid form (included in Appendix D).

2.3.5 A bid may be amended or withdrawn in person at any time **BEFORE** the scheduled due date and time of bids provided a receipt for the withdrawn bid is signed by the Offeror's authorized representative. An amendment must be a complete replacement for a previously submitted bid and must be clearly identified in a transmittal letter signed by the Offeror's authorized representative. SSCAFCA reserves the right to request proof of authorization to withdraw or amend a bid.

2.3.6 All information, documentation, and other materials submitted in response to this IFB are considered non-confidential and/or non-proprietary and are subject to public disclosure after the solicitation is completed.

- 2.3.7 SSCAFCA may, in the evaluation of bids, request clarification from Offerors regarding their bids, obtain additional material or literature, and pursue other avenues of research as necessary to ensure that a thorough evaluation is conducted.
- 2.3.8 By submitting a bid in response to this IFB, the Offeror accepts the evaluation process and acknowledges and accepts that determination will require subjective judgments by SSCAFCA.
- 2.3.9 Offeror acknowledges and accepts that any expense incurred from the Offeror's participation in this IFB process shall be at the sole risk and responsibility of the Offeror.
- 2.3.10 SSCAFCA expects the highest level of ethical conduct from Offerors including adherence to all applicable laws regarding ethical behavior. The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199 (1984 as amended), imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
- 2.3.11 After evaluating all bids, SSCAFCA will attempt to negotiate final terms of a Contract with selected Offerors, on such terms as SSCAFCA deems in its best interest. SSCAFCA reserves the right to negotiate all elements of the Contract.
- 2.3.12 SSCAFCA shall evaluate any potential conflict of interests identified and determine if it is a direct conflict of interest. A direct conflict of interest shall be cause for disqualifying an Offeror from consideration. SSCAFCA's determination shall be final.
- 2.3.13 Any applicable Resident Business preference or Veteran's Resident Business preference shall be applied in accordance with Section 13-1-21 and 13-1-22, NMSA 1978. In order to claim a preference, contractor must attach a copy of the appropriate certificate demonstrating eligibility for the preference.

3. BID FORMAT AND SUBMISSION REQUIREMENTS

Failure to submit any of the documents listed below may result in your bid being deemed nonresponsive.

- 3.1. Number of Copies.** Offeror must submit 1 original and 1 copy of its bid in a sealed envelope or container.
- 3.2. Bid Format.** Bids shall be submitted on the form included in this IFB titled "Unit Price Bid Proposal". The form must be completed in its entirety and signed by an authorized representative.

3.2.1 Other Required Documents. The following list of documents must be submitted with the Bid:

- a. Certificate of comprehensive general liability insurance of at least one million dollars (\$1,000,000).**
- b. Campaign Contribution Disclosure Form.** In accordance with the Procurement Code, Section 13-1-28, all prospective contractors who are seeking to enter into a contract with a state agency or local public body (SSCAFCA) are required to file the attached “Campaign Contribution Disclosure Form” with that state agency or local public body, in this case SSCAFCA. This form must be filled out in its entirety and submitted with the offer.
- c. Acknowledgement of Addenda.** Acknowledge Addenda on Bidder’s Representations Form (if applicable). If no addenda, leave blank.