

IFB 2021-1



ARFF MODULAR/MANUFACTURED BUILDING BELEN, NEW MEXICO

Issued: February 14, 2021

Due: March 2, 2021 @
3pm

City of Belen
100 S. Main Street
Belen, NM 87002

CITY OF BELEN

IFB 2012-01

Project Description:

The City of Belen is soliciting formal bids for a new modular/manufactured building to serve as office space for the Fire Department's Aircraft Rescue and Firefighting (ARFF) Unit at Belen Regional Airport.

Specifications and requirements are listed on the **NOTICE TO CONTRACTORS/ MANUFACTURERS**

This IFB is issued on behalf of the City of Belen by the Procurement Officer, which is the **SOLE POINT OF CONTACT** DURING THE PROCUREMENT PROCESS. Any inquires or requests during the procurement process shall be directed to the following point of contact:

Issuing Office: City of Belen
 Roseann Peralta, Finance Director CPO
 100 S. Main St.
 Belen, NM

Advertised: February 14, 2021 – Albuquerque Journal

INSTRUCTIONS TO BIDDERS

1. Defined Terms.

Certain additional terms used in these Instructions to Bidders have the meanings indicated below which are applicable to both the singular and plural thereof.

- 1.1 BIDDER — one who submits a Bid directly to OWNER as distinct from a sub-bidder, who submits a bid to a BIDDER.
- 1.2 Issuing Office —the office on behalf of which this IFB is issued by the City. The Issuing office is the SOLE POINT OF CONTACT during the procurement process. Any inquires or requests during the procurement process shall be directed to the issuing office.
- 1.3 Successful Bidder — the responsible BIDDER offering the lowest, responsive bid to whom OWNER (on the basis of OWNER's evaluation as hereinafter provided) makes an award.

2. OWNER may make such investigations it deems necessary to determine the ability of the BIDDER to perform the Work, and the BIDDER shall within seven (7) calendar days furnish to the OWNER all such information and data for this purpose as the OWNER may request. OWNER reserves the right to reject any bid if the evidence submitted by, or investigation of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the Agreement and to complete the Work contemplated herein.

- 2.1 It is the responsibility of each BIDDER before submitting a Bid: To consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work;
- 2.2 The submission of a Bid will constitute an incontrovertible representation by BIDDER that BIDDER has reviewed all documents related to this engagement.

3. Interpretations and Addenda.

- 3.1 All questions about the meaning or intent of the Bidding Documents shall be submitted to OWNER in writing. Interpretations or clarifications considered necessary by OWNER in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by the Issuing Office as having received the Bidding Documents. Questions received less

than ten (5) calendar days prior to the date for opening of Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

- 3.2 Addenda may also be issued to modify the Bidding Documents as deemed advisable by OWNER.

4. Bid Form.

- 4.1 Prices shall be filled in for all items on the Bid Form
- 4.2 BIDDER shall include all applicable taxes, except New Mexico Gross Receipts Tax, in all bid amounts, including Lump Sum, Unit Price and Alternate Bid amounts. The Bid Form shall contain a separate entry for New Mexico Gross Receipts Tax immediately preceding the Base Bid. All names must be typed or printed in ink below the signature.
- 4.3 BIDDER shall acknowledge receipt of all Addenda by entering the number and date of each addendum in the space provided on the Bid Form.
- 4.4 The address and telephone number for communications regarding the Bid must be shown.
- 4.5 If BIDDER is an out-of-state corporation, evidence of authority to conduct business as an out-of-state corporation in New Mexico shall be provided in accordance with Paragraph 3 above.

5. Submission of Bids.

Bids shall be submitted at the time and place indicated in the Advertisement or Invitation to Bid and shall be enclosed in a sealed envelope, marked with the Project title and name and address of BIDDER. If the Bid is sent through the mail or other delivery system the sealed envelope shall be enclosed in a separate envelope with the notation “**2021-1 ARFF BUILDING BID ENCLOSED**” on the face of it.

Delayed Opening or Closing of City Offices: In the event that City Hall is officially on a delayed opening for any reason (for example, inclement weather) and City Hall is not open at least two (2) hours prior to bid opening, the deadline for bid and proposal submissions will be delayed for exactly the amount of time indicated in the official City announcement. For example, if City Hall is on a two (2) hour delay, deadline for receipt of bids and proposals due prior to 12:00 p.m. will be delayed by two (2) hours and bids due after 12:00 p.m. will be due at their regularly scheduled time. Also, if City Hall is officially closed for any reason (such as inclement weather) for all or part of the day that submission of bids is due (other than an official, announced delayed opening), bids will be due at the same time on the following business day. Any delayed opening or closing of City Hall will be announced on the City's website, <http://www.belen.gov>.

5.1 ADDITIONAL REQUIREMENTS:

- a) Layout of building, Model, external and internal pictures of building
- b) Anticipated means and time of delivery (if chosen)

6. Modification and Withdrawal of Bids.

- 6.1 Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the scheduled closing time for receipt of Bids.
- 6.2 If, within twenty-four (24) hours after Bids are opened, any BIDDER files a duly signed, written notice with OWNER and promptly thereafter demonstrates to the reasonable satisfaction of OWNER that there was a material and substantial mistake in the preparation of its Bid, that BIDDER may withdraw its Bid. Thereafter, that BIDDER will be disqualified from further bidding on the Work to be provided under the Contract Documents.

7. Opening of Bids.

BIDDERS are invited to be present at the Bid Opening. The person(s) reading the bids will adhere to the following procedure prior to reading the amount of the bid:

- 7.1 Read name of BIDDER.
- 7.2 Verify BIDDER's acknowledgment of Addenda.
- 7.3 Determine whether the Bid Proposal is signed.
- 7.4 Read the amount of bid

If any of the above requirements have not been met, the bid shall be read after the deficiency or deficiencies have been announced and noted.

8. Bids to Remain Subject to Acceptance.

All Bids shall remain subject to acceptance for the period of time after the scheduled closing time for receipt of bids as indicated on the Bid Form, but OWNER may, in its sole discretion, release any Bid.

9. Award of Contract

All Bids shall remain subject to acceptance for the period of time after the scheduled closing time for receipt of bids as indicated on the Bid Form, but OWNER may, in its sole discretion, release any Bid.

9.1 OWNER reserves the right to reject any or all Bids, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional Bids and to reject the Bid of any BIDDER if OWNER believes that it would not be in the best interest of the Project to make an award to that BIDDER, whether because the Bid is not responsive or the BIDDER is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by OWNER. OWNER also reserves the right to waive all informalities not involving price, time or changes in the Work and to negotiate contract terms with the Successful Bidder. OWNER reserves the right to cancel the opportunity for submission of bids. OWNER further reserves the right to reject for OWNER's convenience all bids submitted. BIDDERS shall not be entitled to recover damages of any nature against OWNER for OWNER's rejection of all bids, for cause or for convenience.

9.2 If a Contract is awarded, it will be awarded to the lowest responsive bid submitted from a responsible BIDDER on the Base Bid shown on the Bid Form.

9.3 In the event that two (2) or more of the bids submitted are identical in price and are the low bid, the OWNER may award by lottery to one of the identical low Bidders.

10. Non-Appropriations.

The terms of this Agreement and all amounts payable hereunder are contingent upon sufficient appropriations therefore by the City's Governing Body. If sufficient appropriations are not made, the City shall notify the Contractor.

11. PURCHASING OFFICE

This IFB is issued on behalf of the City of Belen by the Purchasing Office, which is THE SOLE POINT OF CONTACT DURING THE PROCUREMENT PROCESS.

Communications initiated by a bidder to this IFB with members of the Governing Body or City personnel, other than as coordinated by the Point of Contact noted below, shall be grounds for Offeror disqualification. Any inquiries or requests during this procurement shall be submitted to the following Point of Contact in writing:

City of Belen
Finance Office
Attention: Roseann Peralta, Finance Director CPO
100 S. Main St.
Belen, NM 87002
505-966-2738
roseann.peralta@belen-nm.gov

Return of Acknowledgement Form for Distribution List. Potential Bidders should return by email, registered mail or in person the Acknowledgement Form (see on next page) to have firm placed on the procurement distribution list. Failure to return this form will prevent the potential Bidder's firm name from appearing on the procurement distribution list. The procurement distribution list will be used for distribution of important information regarding this solicitation. A valid email address must be provided.

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ACKNOWLEDGMENT FORM

Please complete this form and return it to the City of Belen Finance Department. Failure to return this form will not exclude a firm from submitting a bid; however, only those prospective respondents who elect to return this form will receive addenda, if issued, and/or other information pertaining to this solicitation.

Name of Firm: _____

Firm Representative: _____ Title: _____

Telephone: _____ Fax: _____

Email (required): _____

Address: _____

City: _____ State: _____ Zip: _____

When completed, please email this form to the following contact:

CITY OF BELEN
Attention: Roseann Peralta, Finance Director CPO
100 S. Main St.
Belen, NM 87002
505-966-2738
roseann.peralta@belen-nm.gov

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IFB 2021-1

NOTICE TO CONTRACTORS OR MANUFACTURERS

1. Statement of Scope of Work

The City of Belen is requesting bids on a new modular/manufactured office building to serve as offices for the City of Belen Fire Department's Aircraft Rescue and Firefighting Unit to be located at the Belen Regional Airport. The location is attached as Appendix B.

2. Standard Specifications

The Standard Specifications for the Project are: The office building is expected to be 32 feet by 80 feet and able to accommodate six employees with a 16'x16' bunk room, 2 restrooms with sink and showers, 3 10'x11' offices, a 10'x14' utility/first aid room with washer/dryer connections and a sink, a 13'x13' full kitchen, a 15'x19' entry room and a 13'x19' dining area. Delivery and setup costs must be included for delivery to 4900 Camino Del Llano, Belen, NM 87002. A similar layout is attached as Appendix A for reference.

3. Requirement of Vendor W-9 with the City of Belen's purchasing A completed W9 must be completed and submitted to the Purchasing Office.

4. Determination of Notice to Proceed Date

Determination of the Notice to Proceed date is at the City of Belen's sole discretion.

BID FORM

BIDDER NAME _____ **DATE:** _____

This Bid is submitted to the City of Belen, New Mexico (hereinafter called "OWNER").

1. The undersigned (hereinafter called "BIDDER"), in compliance with your invitation for bids for a new modular/manufactured building to serve as office space for the Fire Department's Aircraft Rescue and Firefighting Unit (ARFF) at the Belen Regional Airport, having examined the drawings and specifications, with related documents, and having examined the site of the proposed, and being familiar with all of the conditions surrounding the proposed building at the prices stated below.

Bid Item	Item Description	Est. Qty.	Total Amount
1	MANUFACTURED BUILDING (As described in specs)	1	\$
2	DELIVERY AND SETUP (4900 Camino Del Llano Belen, NM 87002)	1	\$

Base Bid Subtotal:

NMGRT @ _____ %:

Total for Bid Submission including
NMGRT:

2. BIDDER acknowledges receipt of the following Addenda:

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

3. BIDDER agrees that this Bid Proposal may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receipt of bids.

4. If the Contract is to be awarded. OWNER will give the apparent Successful Bidder a Notice of Recommendation to Award within sixty (60) days after the scheduled closing time for receipt of bids.

5. Upon receipt of Notice of Recommendation to Award, BIDDER shall execute the formal Contract Documents within ten (10) days.

6. BIDDER hereby declares that the only persons or firms interested in the Bid Proposal as principal or principles is or are named herein and that no other persons or firms than herein mentioned have any interest in the Bid or in the Contract to be entered into; that this Bid is made without collusion with any person, company, or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud.

7. If requested, BIDDER agrees to furnish to the OWNER all information and data necessary for the OWNER to determine the ability of BIDDER to provide the building. This Bid is hereby respectfully submitted by:

Name of BIDDER

Federal Tax ID Number

By: Printed Name

Authorized Signature

Title

Date

Bidder's Mailing Address

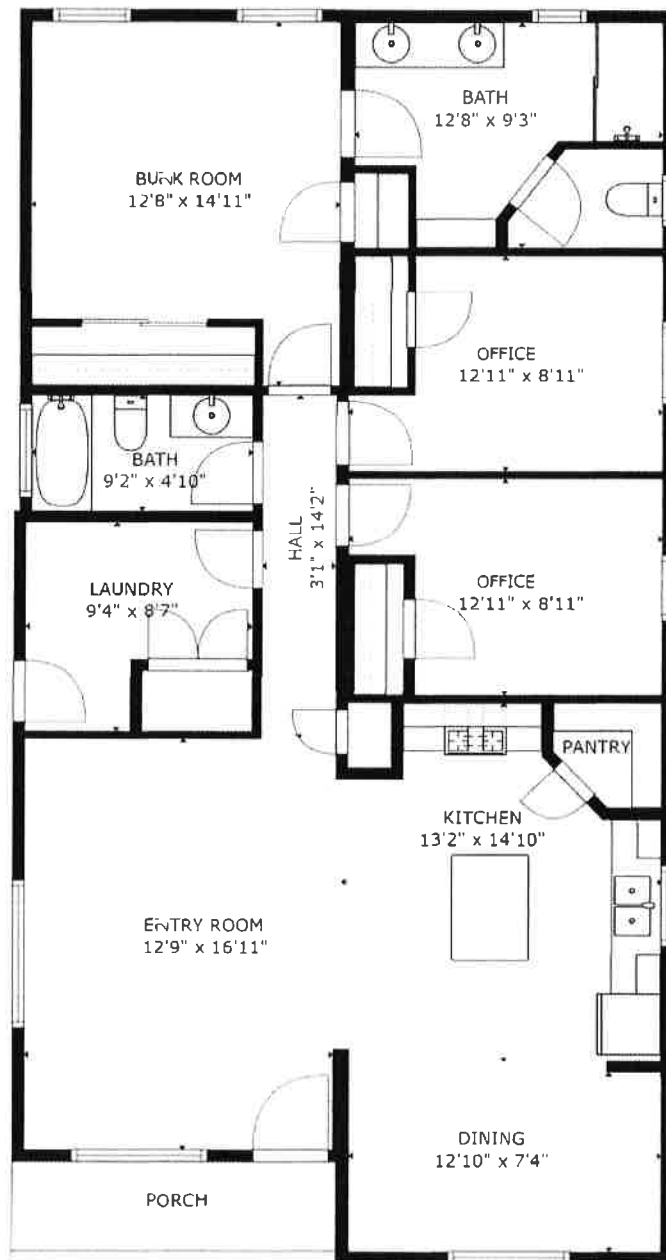
Additional Address Information

City, State, Zip Code

Bidder's Telephone Number

Bidder's Fax Number

Bidder's E-Mail Address



BELEN REGIONAL AIRPORT
Aircraft Rescue & Firefighting Office

DATE: 11/14/2014 11:58 AM

Belen Regional Airport

Proposed ARFF Office Location

- Legend**
- ARFF Office Location
 - ARFF Parking



Google Earth

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Camino Del Llano

Airport Rd

Blue Skies Dr

400 ft

