

**REQUEST FOR PROPOSALS (RFP)**

**SANDOVAL COUNTY**

**LANDSCAPING SERVICES PRICE AGREEMENT**



**RFP# FY20-SCPW-03**

Release Date: March 8, 2020

Due Date: March 30, 2020

# **I. INTRODUCTION**

## **A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

Sandoval County Board of County Commissioners is requesting sealed proposals on behalf of the Sandoval County Public Works Department (NIGP Commodity Codes # 98802, 98807, 98827, 98836, 98852, 98856, 98863, 98864, 98865, 98872, 98887, 98888 and 98889). Responses will be accepted in the Finance Department, Attn: Ms. Trish Greene, Sandoval County Administrative Bldg., 1500 Idalia Road, Bldg. D 2nd Floor, P.O. Box 40, Bernalillo, New Mexico up to 3:00 p.m. (Mountain Standard Time) on March 30, 2020. The Sandoval County Board of Commissioners reserves the right to reject any and all responses.

## **B. SCOPE OF PROCUREMENT**

The County's intent of this Request for Proposal (RFP) is to seek and obtain proposals so the County may enter into a price agreement with a reputable provider to perform necessary landscaping services to include design, maintenance and installation of new landscape to all County owned and leased facilities located within the County limits.

### **Property Locations**

1. Sandoval County La Plazuela Complex, Bernalillo, NM
  - a. Judicial Complex
  - b. Administration
  - c. Health Commons
  - d. La Plazuela Transit
2. El Zocalo, Bernalillo, NM
3. Sandoval County Courthouse, Bernalillo, NM
4. Magistrate Court, Bernalillo, NM
5. Bernalillo Senior Center, Bernalillo, NM

## **C. TERM OF CONTRACT**

This Request for Proposal is to contract for one (1) year and may be extended upon agreement for up to three (3) additional years not to exceed a total of four (4) years upon satisfactory completion of the Scope of Services. The Term of Contract shall commence on the date of the execution of this Agreement and will terminate one (1) year from the execution of this Agreement.

## **D. PROCUREMENT MANAGER**

1. Sandoval County has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Trish Greene, Senior Procurement Specialist  
Address: Sandoval County  
1500 Idalia Road Bldg. D 2nd Floor  
PO Box 40  
Bernalillo, NM 87004  
Telephone: (505) 404-5873

Fax: (505) 867-7605  
 Email: [tgreene@sandovalcountynm.gov](mailto:tgreene@sandovalcountynm.gov)

2. All deliveries of responses via express carrier must be addressed as follows:

Name: Trish Greene, Senior Procurement Specialist  
 RFP Name: Landscaping Services Price Agreement  
 RFP# FY20-SCPW-03  
 Address: Sandoval County  
 1500 Idalia Road Bldg. D  
 PO Box 40  
 Bernalillo, NM 87004

3. **Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may **ONLY** contact the Procurement Manager regarding this procurement. Other county employees or Evaluation Committee members do not have the authority to respond on behalf of the County. **Protests of the solicitation or award must be delivered by mail to the Protest Manager.** A Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, **ONLY** protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. Emailed protests will not be considered as properly submitted nor will protests delivered to the Procurement Manager be considered properly submitted.

## II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description and conditions governing the procurement.

### A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFP	Sandoval County	3/8/2020
2. <b>Mandatory</b> Pre-Proposal Conference and Site Visit	Sandoval County	3/16/2020 @10 a.m.
3. Return of Acknowledgement of Receipt Form	Potential Offerors	3/16/2020
4. Deadline to Submit Questions	Potential Offerors	3/19/2020 @ 1 p.m.
5. Response to Written Questions	Procurement Manager	3/23/2020
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>3/30/2020 @ 3:00 p.m.</b>
7. Proposal Evaluation	Evaluation Committee	TBD
8. Selection of Finalists	Evaluation Committee	TBD
9. Contract Awards	Sandoval County	TBD
10. Protest Deadline	-	+ 15 days

## **B. EXPLANATION OF EVENTS**

The following paragraphs describe the activities listed in the sequence of events shown in Section II. A., above.

### **1. Issuance of RFP**

This RFP is being issued on behalf of the Sandoval County Public Works.

### **2. Mandatory Pre-Proposal Conference**

A Mandatory Pre-Proposal Conference and site tour will be held at **10:00 a.m. on March 16, 2020** at the Sandoval County Administration Office 2<sup>nd</sup> Floor Training Room. The Administration Building is located at 1500 Idalia Road Building D, Bernalillo, NM 87004.

### **3. Acknowledgement of Receipt**

Potential Offerors may e-mail, hand deliver, return by facsimile or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have the offeror placed on the procurement distribution list. The form should be signed by an authorized representative of the offeror, dated and returned to the Procurement Manager by 5:00 pm MST or MDT on **March 16, 2020**.

The procurement distribution list will be used for the distribution of written responses to questions.

### **4. Deadline to Submit Written Questions**

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until **March 19, 2020** at 1:00 pm Mountain Standard Time/Daylight Time as indicated in the sequence of events. All written questions must be addressed to the Procurement Manager as declared in Section I, Paragraph D. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

### **5. Response to Written Questions**

Written responses to written questions will be distributed as indicated in the sequence of events to all potential Offerors whose name appears on the procurement distribution list. An e-mail copy will be sent to all Offeror's that provide Acknowledgement of Receipt Forms.

### **6. Submission of Proposals**

**ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN STANDARD TIME /DAYLIGHT TIME ON March 30, 2020.** Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph D2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that

they are in response to Reception and Assessment Center Services and RFP# FY20-SCPW-03. Proposals submitted by facsimile, or other electronic means will not be accepted.

A public log will be kept of the names of all Offerors that submitted proposals. Pursuant to NMSA 1978, § 13-1-116, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals.

## **7. Proposal Evaluation**

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

## **8. Selection of Finalist**

Any Contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s) as per schedule Section II. A., Sequence of Events or as soon thereafter as possible. This date is subject to change at the discretion of the Sandoval County. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, the County reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

## **9. Contract Awards**

The contract shall be awarded to the Offeror whose proposals are most advantageous to Sandoval County and Sandoval County Manager's Office, taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points. The award is subject to appropriate Sandoval County Commission approval.

## **11. Protest Deadline**

Any protest by an Offeror must be timely and in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15 calendar day protest period shall begin on the day following the award of contracts and will end at 5:00 pm Mountain Standard Time/Daylight Time on the 15th day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered to:

Trish Greene, Senior Procurement Specialist  
Sandoval County  
1500 Idalia Road Bldg. D 2nd Floor  
P.O. Box 40 Bernalillo, NM 87004

Protests received after the deadline will not be accepted.

## **C. GENERAL REQUIREMENTS**

### **1. Acceptance of Conditions Governing the Procurement**

Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors.

### **2. Incurring Cost**

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

### **3. Prime Contractor Responsibility**

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement which may derive from this RFP.

### **4. Amended Proposals**

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The County personnel will not merge, collate, or assemble proposal materials.

### **5. Offeror's Rights to Withdraw Proposal**

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Manager and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

### **6. Proposal Offer Firm**

Responses to this RFP, including proposal prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

### **7. Disclosure of Proposal Contents**

- A. Proposals will be kept confidential until negotiations and the award are completed by the County. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement

Manager will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:

- B. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- C. Confidential data is restricted to:
  - 1. Confidential financial information concerning the Offeror's organization;
  - 2. and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978 § 57-3A-1 to 57-3A-7.
  - 3. PLEASE NOTE: The price of products offered or the cost of services proposed **shall not be designated** as proprietary or confidential information.

### **8. No Obligation**

This RFP in no manner obligates Sandoval County to the use of any Offeror's services until a valid written contract is awarded and approved by appropriate authorities.

### **9. Termination**

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the agency determines such action to be in the best interest of Sandoval County.

### **10. Sufficient Appropriation**

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the contractor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

### **11. Legal Review**

The County requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror's concerns must be promptly submitted in writing to the attention of the Procurement Manager.

### **12. Governing Law**

This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

### **13. Basis for Proposal**

Only information supplied, in writing, by Sandoval County through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

#### **14. Offeror Qualifications**

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a Responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, § 13-1-83 and 13-1-85.

#### **15. Right to Waive Minor Irregularities**

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

#### **16. Notice of Penalties**

The Procurement Code, NMSA 1978, § 13-1-28 through 13-1-199, 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.

#### **17. Right to Publish**

Throughout the duration of this procurement process and contract term, Offerors and contractors must secure from the County written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or County contracts deriving from this procurement. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the contract.

#### **18. Ownership of Proposals**

All documents submitted in response to the RFP shall become property of the Sandoval County.

#### **19. Confidentiality**

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the County.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring County's written permission.

#### **20. Use of Electronic Versions of this RFP**

This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the agency, the Offeror acknowledges that the version maintained by the County shall govern.



## 21. Campaign Contribution Disclosure Form

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form as a part of their proposal. Failure to complete and return the signed unaltered form will result in disqualification.

## 22. Letter of Transmittal

Offeror's proposal must be accompanied by the Letter of Transmittal Form which must be completed and signed by an individual person authorized to obligate the company. The letter of transmittal MUST:

1. Identify the submitting business entity.
2. Identify the name, title, telephone, and e-mail address of the person authorized by the Offeror organization to contractually obligate the business entity providing the Offer.
3. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization (if different than (2) above).
4. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.
5. Sub-contractor will not be authorized for this procurement.
6. Identify the following with a check mark and signature where required:
  - a. **Explicitly** indicate acceptance of the Conditions Governing the Procurement
  - Explicitly** indicate acceptance of Section VII of this RFP; and
  - b. Acknowledge receipt of any and all amendments to this RFP.
7. Be signed by the person identified in para 2 above.

## 23. Disclosure Regarding Responsibility

- A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company:
  1. Is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body;
  2. Has within a three-year period preceding this offer, been convicted in a criminal matter or had a civil judgment rendered against them for:
    - a. the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract;
    - b. violation of Federal or state antitrust statutes related to the submission of offers; or
    - c. the commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property;
  3. Is presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with the commission of any of the offenses enumerated in paragraph A of this disclosure;

4. Has, preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied. Taxes are considered delinquent if the following criteria apply.
  - a. The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
  - b. The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
  - c. Have within a three year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.)
  
- B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.
  
- C. The Contractor shall provide immediate written notice to the State Purchasing Agent or other party to this Agreement if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.
  
- D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement. Failure of the Contractor to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.
  
- E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.
  
- F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the State Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

## **24. Use by Other Government Agencies**

By submitting a bid, the Bidder indicates that they understand and agree that other local public bodies and state agencies with the State of New Mexico, if allowed by their governing directives, may contact for the goods and services included in this procurement document with the awarded Contractor(s). Contractual engagements accomplished under this provision shall be solely between the awarded Contractor and the contracting government entity with no obligation or liability by Sandoval County.

## **25. New Mexico Preferences**

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors **must** include a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue:  
<http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

### **A. New Mexico Business Preference**

**OR**

### **B. New Mexico Resident Veterans Business Preference**

In addition to a copy of the certification, the Offeror should sign and complete the Resident Veterans Preference Certificate form, as provided in this RFP.

**An agency shall not award a business both a resident business preference and a resident veteran business preference.**

**The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.**

## **III. RESPONSE FORMAT AND ORGANIZATION**

This section describes the format and organization of the Offeror's responses. Failure to conform to these guidelines may result in the disqualification of the proposal.

### **A. NUMBER OF RESPONSES**

Offerors shall submit only one proposal in response to this RFP.

### **B. NUMBER OF COPIES**

#### **1. Hard Copy Responses**

Offeror's proposal must be clearly labeled and numbered and indexed as outlined in **Section III.C. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors should deliver:

1. **Technical Proposals** – One (1) ORIGINAL and three (3) HARD COPIES (4 TOTAL)
2. **Cost Proposals** – One (1) ORIGINAL and three (3) HARD COPIES (4 TOTAL): MUST BE IN A SEPARATE SEALED ENVELOPE FROM THE TECHNICAL PROPOSAL.
3. **Please include an electronic copy (flash drive) of the Technical and Cost Proposal.**

The original, hard copy information **must** be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this Section and **Section III.C.1 Response Format and Organization**, may be deemed non-responsive and rejected on that basis.

## **C. PROPOSAL FORMAT**

All proposals must be submitted as follows:

Hard copies must be typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section.

Organization of folders/envelopes for hard copy proposals:

### **1. TECHNICAL PROPOSAL – Binder 1 - Proposal Content and Organization**

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

- A. Signed Letter of Transmittal (Appendix C)
- B. Table of Contents
- C. Proposal Summary (Optional)
- D. Response to Contract Terms and Conditions
- E. Offeror's Additional Terms and Conditions
  1. Response to Specifications
  2. Organizational Experience
  3. Organizational References
  4. Mandatory Specification
  5. Signed Campaign Contribution Form (Appendix B)
  6. New Mexico Preferences (if applicable)
  7. Conflict of Interest Affidavit (Appendix E)
- F. Other Supporting Material (if applicable)

### **2. COST PROPOSAL – A Separate Sealed Envelope**

All discussion of proposed costs, rates or expenses must occur on the Cost Response Form. (Appendix G) **Please submit into a separate sealed envelope.**

**Each property must contain Appendix G-1, G-2 and G-3 as part of the Cost Proposal. Appendix G-1, 2 and 3 for each property can be stapled together. Please remember that all property sheets must be included in one (1) separate sealed envelope.**

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal.

The proposal summary may be included by potential Offerors to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror’s proposal.

#### **IV. SPECIFICATIONS**

Offerors **should** respond in the form of a thorough narrative to each specification described in the Detailed Scope of Work, unless otherwise instructed. The narratives, including required supporting materials will be evaluated and awarded points accordingly.

#### **V. DETAILED SCOPE OF WORK**

The County of Sandoval, New Mexico is seeking proposals for Landscaping Services Price Agreement. The successful Offeror will be required to perform the following services including, but not limited to:

The following specifications are to be used as guidelines in submitting proposals and will be made a part of the contract between Sandoval County and the successful Offeror.

The selected Offeror shall perform the following services:

1. Turf Management

- a. Turf shall be maintained with a crisp and clean appearance. Turf shall be mowed weekly in the active growing season and bi-weekly in the off-season (2-1/2 to 3 inches).

Growing Season Frequency	Off-Season Frequency
April 01 – September 30	October 01 – March 31
Weekly	Bi-Weekly

- b. Mower blades shall be sharp and properly adjusted so that turf is cut to a uniform height and prevent fraying of the grass.
- c. Grass cuttings which clump or windrow shall be removed immediately. All litter and debris in turf areas shall be picked up and disposed of properly. Grass clippings may be left behind if dispersed uniformly throughout the turf area.
- d. Mowing patterns will be changed weekly or however necessary to avoid rutting.
- e. String trimming of grass along sidewalks, foundations, fences, fire hydrants, etc. shall be trimmed to the same height of the grass.
- f. All walks and drives will be blown clear of all clippings after mowing is completed.
- g. All turf areas shall be cleanly edged to the inside (turf side) edge. All turf growing along public sidewalks and walkways shall be edged to maintain a crisp, clean edge along all such structures. Grass shall also be kept from overgrowing sprinkler heads.

h. Minor disease problems up to 1000 ft. will be controlled as needed.

## 2. Turf Fertilization

a. All turf areas shall be fertilized two (2) applications per year but more if needed. Commercial fertilizers shall be complete fertilizer furnishing the required percentage of Nitrogen, Phosphorus, Potassium, and other necessary micronutrients as needed to keep plants, shrubs in a healthy and vigorous growing conditions. The timing and rate of applications will be adjusted to meet the horticultural needs of the turf, climate and environmental conditions.

## 3. Turf Pest Control

- a. All turf areas shall be sprayed to two (2) applications of herbicide to prevent weed growth during growing season. It shall be the Offer's responsibility to apply herbicides as necessary to keep all properties appropriately free of weeds throughout the year. Weeds shall not exceed a maximum two (2) inches in height at any time throughout the year. It is the Offer's responsibility to eliminate all weeds regardless of what type they are.
- b. It shall be the Offer's responsibility to independently monitor all contract areas and perform touch-up spraying. Monitoring shall as a minimum include a weekly physical inspection of all spray areas. Touch-up spraying shall be required at any time that weed growth occurs.
- c. All landscaped areas shall be maintained free of disease and harmful insects/pest without compensation beyond the base bid. The County seeks to control pests without harming non-target organisms, or negatively affecting air and water quality and public health.
- d. All plant material shall be monitored during growing season for insects, disease or other pest that could cause injury.
- e. All hardscapes adjacent to landscape areas shall be sprayed with non-selective herbicide(s) to prevent growth of unwanted vegetation.

## 4. General Bed Management

- a. All gravel, crusher fines, cobble, and mulch beds shall be maintained to keep a neat appearance.
- b. Displaced gravel due to foot traffic or gravity will be re-placed.
- c. The Offeror shall use a back pack blower to clear sidewalks and roadways of plant material after cutting to maintain a clean, neat appearance. All leaves and debris are to be picked up and disposed of. No leaves and debris are to be blown into planters, streets, gutters etc.
- d. Monitor and bring to the attention of the County any areas affected by blow sand, erosion, and imbedded erosion.
- e. Grasses, weeds, sucker growth, or any other growth shall be removed from groundcover to maintain a neat and clean appearance.

## 5. Bed Management and Flower Installations

- a. Hand or chemical weeding of planting beds shall be done periodically throughout the growing season.
- b. On a weekly basis, deadheading of flower beds shall be done and removal of weeds.
- c. Fertilizer shall be applied to ground covers, bedding plants and flowers as required using

an appropriate Nitrogen, Phosphorus, and Potassium based fertilizer to promote healthy root growth and bloom production.

#### 6. General Policing & Litter Clean-Up

- a. Litter, Trash, leaves, clippings, and other debris shall be removed from the worksites two (2) times per week or unless otherwise specified, more often to maintain a neat and clean appearance.
- b. Pet waste shall be removed in common areas as often to maintain a neat and clean appearance.

#### 7. Trimming and Pruning

- a. Once a year in between January and March, all Native shrubs will be trimmed and pruned. Native shrubs that encroach on walks, driveways or are a safety hazard will be cut back on a more regular basis.
- b. Trimming and pruning shall be done to maintain a neat appearance a healthy, natural growth pattern as needed.
- c. Tree Pruning cuts shall be done as needed to maintain a 7' height clearance.
- d. Water sprouts or sucker growth will be maintained on all trees as required.
- e. Evergreen shrubs hedged or pruned as needed to ensure a neat appearance as well as promoting a healthy natural growth pattern.
- f. Removal of dead, dying, or diseased branches and selective thinning.

#### 8. Tree and Shrub Fertilization

- a. Fertilizers shall be applied to trees and shrubs using the required percentage of Nitrogen, Phosphorus, Potassium, and other necessary micronutrients as needed to keep trees, and shrubs in a healthy and vigorous growing condition.

#### 9. Irrigation System Maintenance

- a. Irrigation system will be monitored on a weekly basis to ensure the system is functioning properly.
- b. Sprinkler heads will be cleaned out and adjusted as needed to ensure the system is providing adequate coverage and as necessary for seasonal changes throughout the year.
- c. Inspect all controllers for proper operation
- d. Program the controller system based on the weather and types/location of plant material.
- e. Irrigation systems will be fully winterized by blowing water through the irrigation lines using an air compressor and system water will be shut off and tagged out.
- f. During extreme dry winters, winter watering shall be maintained to ensure the survival of some plant species.
- g. Removal of debris and leaves during spring and fall.

## VI. TECHNICAL SPECIFICATIONS

### 1. Organizational Experience

- a) Provide a description of all relevant experience as required in the scope of work with state government and private sector. The narrative **must** thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise, and knowledge as a provider for Landscaping Services Price Agreement.
  - a. Describe relevant experience your firm has with providing landscaping services for other government entities or similar size organizations.
  - b. Identify key personnel assigned to the project, their respective roles, and a synopsis of their relevant experience.
  - c. Provide a list of public agencies or clients for whom similar work has been performed. Provide name, title, and phone number of a contact person.
- b) Provide a narrative that details the history of the company.

### 2. Organizational References

Offerors must provide a minimum of three (3) references from similar projects performed for private, state, or local government clients within the last three years.

**Offerors are required to submit APPENDIX F, Reference Form to the business reference they list. The business reference must submit the Reference Form directly to the Procurement Officer.**

***THE REFERENCE FORMS MUST BE RETURNED TO THE PROCUREMENT OFFICE BY MARCH 26, 2020.***

It is the Offeror's responsibility to ensure that the completed forms are received by or before submission deadline for inclusion of the evaluation process. Business References that are not received or are not complete may adversely affect the Offeror's score in the evaluation process.

The Evaluation Committee may contact any or all references for validation of information submitted. If this step is taken, the Procurement Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the Procurement Manager and all members of the Evaluation Committee receive the same information. Additionally, the Agency reserves the right to consider any and all information available to it.

**Offerors shall submit the following Business Reference information as part of the Offer:**

- a) Client name;
- b) Project description;
- c) Project dates (starting and ending);
- d) Staff assigned to referenced engagement;
- e) Client project manager name, telephone number, fax number, and e-mail address.



### **3. Mandatory Specifications**

A brief explanation is required for each mandatory specification listed below. Offerors are encouraged to fully address each category, as points are assigned:

- a) Describe how you or your business will provide the provision of all labor, materials, and equipment required to complete all tasks associated with the landscape.
- b) Describe how you or your business will adhere to all requirements stated as outlined herein.
- c) Describe how you or your business will maintain the area, materials and equipment within the limits of work in a safe, neat, and orderly manner.
- d) Describe how you or your business will maintain safe construction operations to protect the public according to all applicable codes.
- e) Provide how the Offeror will be able to provide services as required by the Scope of Work.
- f) Describe your understanding of the County's needs, taking into account the required criteria listed in the Scope of Work. Identify your methods your firm will use to meet the requirements

### **4. Business Specifications**

#### **Financial Stability**

Offerors must submit copies of the most recent years independently audited financial statements and the most current 10k, as well financial statements for the proceeding three years, if they exist. The submission must include the audit opinion, the balance sheet, statements of income, retained earnings, cash flows and the notes to the financial statements. If independently audited financial statements do not exist, Offeror must state the reason, and instead, submit sufficient information (e.g. D & B report) to enable the Evaluation Committee to assess the financial stability of the Offeror.

#### **Insurance**

ALL RESPONDENTS MUST submit, with their proposal, proof of insurance for Professional Liability in an amount not less than \$1,000,000. Proof shall be by submission of copies of current policies or current Certificates of Insurance, including the effective dates of coverage. Sandoval County requires the following provisions awarded by the vendor:

- Sandoval County to be named as additional insured or an insured on all required policies.
- Sandoval County shall be provided with an unconditional thirty (30) days advance written notice of cancellation or material change (i.e. no limit on the notice of cancellation) on all policies.
- Prior to the execution of the resulting contract, the Sandoval County Purchasing Office shall be supplied with an original certificate of insurance evidencing the stated requirements. This insurance shall be effective for the contract duration and renewal certificates shall also be supplied upon expiration.

### **12. Cost Proposal**

Provide a list of your Price Agreement for Landscape, Maintenance, and Design Services in the Cost Response Form. Detail the billable financial charges the County should anticipate if your services are

engaged. Provide a sample agreement, along with an estimate of the amount of monies that will be charged to the County during the next twelve (12) months.

Offerors must complete Cost Response Form in APPENDIX G1-G3. Cost will be measured by the billable financial charges the County should anticipate if your services are engaged. All charges listed on APPENDIX G1-G3 must be justified and evidence of need documented in proposal.

**Each property must contain Appendix G-1, G-2 and G-3 as part of the Cost Proposal. Appendix G-1, 2 and 3 for each property can be stapled together. Please remember that all property sheets must be included in one (1) separate sealed envelope.**

The evaluation of each Offeror's cost proposal will be conducted using the following formula:

$$\frac{\text{Lowest Responsive Offeror's Cost}}{\text{This Offeror's Cost}} \times \text{Award Points}$$

## **APPENDICES**

### **1. Acknowledge of Receipt Form**

Potential offerors **should** hand deliver or return by facsimile, registered or certified mail or email the "Acknowledgement of Receipt Form" (see APPENDIX A) that accompanies this document to have their organization placed on the procurement distribution list. The form **should** be signed by an authorized representative of the organization and delivered to the Procurement Manager no later than the date specified in the Sequence of Events. The procurement distribution list will be used for the distribution of important information regarding this procurement.

### **2. Campaign Contribution Disclosure Form**

The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror's proposal. This must be accomplished whether or not an applicable contribution has been made. (See APPENDIX B)

### **3. Letter of Transmittal Form**

The Offeror's proposal **must** be accompanied by the Letter of Transmittal Form located in APPENDIX C. The form **must** be completed and must be signed by the person authorized to obligate the company.

### **4. Resident Business or Resident Veterans Preference**

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors must include a copy of their preference certificate in this section. In addition, for resident Veterans

Preference, the attached certification Form (APPENDIX D) must accompany any Offer and any business wishing to receive the preference must complete and sign the form.

## **5. Conflict of Interest Affidavit**

Offerors must include signed and completed Conflict of Interest Form (APPENDIX E) with RFP Documents. The Offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

## **13. Reference Questionnaire**

Sandoval County, as a part of the RFP process, requires vendors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

The proposing vendor is **REQUIRED** to send the following Reference Form (APPENDIX F) to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to the Sandoval County Procurement Officer by the RFP submission deadline for inclusion in the evaluation process. The form and information provided will become part of the submitted proposal. The business reference may be contacted for validation of prior experience.

***THE REFERENCE FORMS MUST BE RETURNED TO THE PROCUREMENT OFFICE BY MARCH 26, 2020.***

## **14. Cost Response Form**

The Cost Response Form (APPENDIX G1-G3) must be submitted for each separate Property Location listed on Page 2 in a separate sealed envelope.

Each property must contain Appendix G-1, G-2 and G-3 as part of the Cost Proposal. Appendix G-1, 2 and 3 for each property can be stapled together. Please remember that all property sheets must be included in one (1) separate sealed envelope.

## VII. EVALUATION

### A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals by sub-category.

<b>Factors – correspond to section VI</b>	<b>Points Available</b>
Organizational Experience	40 points
Organizational References	15 points
Mandatory Specifications	25 points
Cost	20 points
<div style="text-align: center;">                     Lowest Responsive offer Bid                      ----- X 20 Points                      This Offeror’s Bid                 </div>	
<b>TOTAL POSSIBLE POINTS</b>	<b>100 POINTS</b>
Proof of Financial Stability	Pass/Fail
Proof of Insurance	Pass/Fail
Letter of Transmittal	Pass/Fail
Signed Campaign Contribution Disclosure Form	Pass/Fail
Conflict of Interest Affidavit	Pass/Fail
New Mexico Preference – Resident Business Points	
New Mexico Preference – Resident Veterans Point	

Table 1: Evaluation Point Summary

## **EVALUATION FACTORS**

Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

- a. Organizational Experience**
- b. Organizational References**
- c. Mandatory Specifications**
- d. Cost**
- e. Proof of Financial Stability**
  - i. Pass/Fail only. No points assigned.
- f. Proof of Insurance**
  - i. Pass/Fail only. No points assigned.
- g. Letter of Transmittal**
  - i. Pass/Fail only. No points assigned.
- h. Signed Campaign Contribution Disclosure Form**
  - i. Pass/Fail only. No points assigned.
- i. Conflict of Interest Affidavit**
  - i. Pass/Fail only. No points assigned.

### **1. New Mexico Preferences**

Percentages will be determined based upon the point based system outlined in NMSA 1978, § 13-1-21 (as amended).

#### **A. New Mexico Business Preference**

If the Offeror has provided their Preference Certificate the Preference Points for a New Mexico Business is 5%.

**OR**

#### **B. New Mexico Resident Veterans Business Preference**

If the Offeror has provided their Preference Certificate **and** the Resident Veterans Certification Form the Preference Point are one of the following:

- 10% for less than \$1M (prior year revenue)
- 8% for more than \$1M but less than \$5M (prior year revenue)
- 7% for more than \$5M(prior year revenue)

## **2. Interview**

If an interview is held, the Purchasing Office will distribute questions and instructions to the finalists prior to the scheduled interview. A maximum of 100 points are possible in scoring each interview for this RFP. The Evaluation Committee may, at their discretion, request additional clarification as to the contents of the RFP submittal from any of the Offeror's.

## **EVALUATION PROCESS**

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response.
3. The Evaluation Committee may use other sources of to perform the evaluation.
4. Responsive proposals will be evaluated on the factors set forth in the RFP, which have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors, based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the County taking into consideration the evaluation factors will be recommended for award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

# **APPENDIX A**

## **ACKNOWLEDGEMENT OF RECEIPT FORM**

**APPENDIX A**

**REQUEST FOR PROPOSAL**

**LANDSCAPING SERVICES PRICE AGREEMENT**

RFP# FY20-SCPW-03

**ACKNOWLEDGEMENT OF RECEIPT FORM**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that s/he has received a complete copy, beginning with the title page and ending with APPENDIX G.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than March 16, 2020 by 5:00 pm (Mountain Standard Time). Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (circle one) intend to respond to this Request for Proposal.

Trish Greene, Senior Procurement Specialist  
Sandoval County  
1500 Idalia Road Bldg. D, PO Box 40  
Bernalillo, NM 87004  
Fax: 505-867-7605  
E-mail: tgreene@sandovalcountynm.gov



## **APPENDIX B**

### **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

## Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person 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 one hundred dollars (\$100) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract 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.

**THIS FORM 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 either 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.

“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.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who 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 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.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

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 ONE HUNDRED DOLLARS (\$100) WERE MADE to an applicable public official by me, a family member or representative.

---

Signature

---

Date

---

Title (Position)

## **APPENDIX C**

### **LETTER OF TRANSMITTAL FORM**

**APPENDIX C**  
**Letter of Transmittal Form**

**RFP#:** \_\_\_\_\_

**Offeror Name:** \_\_\_\_\_

**FED ID#** \_\_\_\_\_

Items #1 to #7 EACH MUST BE COMPLETED IN FULL

1. **Identity (Name) and Mailing Address** of the submitting organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. For the person authorized by the organization to contractually obligate on behalf of this Offer:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

3. For the person authorized by the organization to negotiate on behalf of this Offer:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

4. For the person authorized by the organization to clarify/respond to queries regarding this Offer:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

5. Use of Sub-Contractors (Select one)

No sub-contractors will be used in the performance of any resultant contract OR

The following sub-contractors will be used in the performance of any resultant contract:

\_\_\_\_\_  
(Attach extra sheets, as needed)

6. Please describe any relationship with any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract.

\_\_\_\_\_  
(Attach extra sheets, as needed)

7.  On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement

I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

I acknowledge receipt of any and all amendments to this RFP.

\_\_\_\_\_  
Authorized Signature  
(Must be signed by the person identified in item #2, above.)

\_\_\_\_\_  
Date

**APPENDIX D**  
**RESIDENT VETERANS CERTIFICATION**

New Mexico Preference Resident Veterans Certification

**Reminder, a copy of Resident Veterans Preference Certificate from the New Mexico Taxation and Revenue MUST be submitted with the proposal in order to ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended).**

\_\_\_\_\_ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

**Please check one box only**

- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

“I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

“In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under NMSA 1978, § 13-1-21 or 13-1-22, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

“I understand that knowingly giving false or misleading information on this report constitutes a crime.”

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

\_\_\_\_\_  
(Signature of Business Representative)\*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory for the Business. The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or termination of award of the procurement involved if the statements are proven to be incorrect.



**APPENDIX E**

**CONFLICT OF INTEREST AFFIDAVIT**

APPENDIX E

CONFLICT OF INTEREST AFFIDAVIT

STATE OF NEW MEXICO )  
 ) ss.  
COUNTY OF SANDOVAL )

I, \_\_\_\_\_ (name), being first duly sworn upon my oath, depose and state the following:

I am a former employee of \_\_\_\_\_ (name of Department/Agency), having separated/retired from state employment as of \_\_\_\_\_ (date).

I am a current employee of \_\_\_\_\_ (name of Department/Agency), or a legislator with the state, or the family member (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the state, I hereby certify that I obtained this Agreement pursuant to Sections 10-16-7 or 10-16-9 NMSA 1978, that is, in accordance with the Procurement Code except that this Agreement has NOT been awarded via the sole source or small purchase procurement methods.

The Department/Agency and I have entered into an agreement in the amount of \$\_\_\_\_\_.

Section 10-16-8.A(1) NMSA 1978 of the Governmental Conduct Act does not apply to this Agreement because I neither sought a contract with the Department/Agency, nor engaged in any official act which directly resulted in the formation of the Professional Services Agreement while an employee of the Department/Agency.

To the best of my knowledge, this Agreement was awarded in compliance with all relevant provisions of the New Mexico Procurement Code (13-1-28, et. seq., NMSA 1978).

FURTHER, AFFIANT SAYETH NOT.

\_\_\_\_\_  
NAME

Subscribed and sworn to before me by \_\_\_\_\_ (name of former employee) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

Terms of the Conflict of Interest Affidavit are inapplicable.

## **APPENDIX F**

### **REFERENCE QUESTIONNAIRE**

Sandoval County, as part of the RFP process, requires proposing vendors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document the experience relevant to the scope of work and provide assistance in the evaluation process.

The proposing vendor is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to the Sandoval County Procurement Officer by the RFP submission deadline for inclusion in the evaluation process. The business reference may be contacted for validation of prior experience.

**RFP # FY20-SCPW-03**  
**REFERENCE QUESTIONNAIRE FOR:**

---

(Name of company providing reference)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to Sandoval County Procurement via **facsimile** or **e-mail** at:

Name: Trish Greene, Senior Procurement Specialist  
Sandoval County Finance Department  
Address: 1500 Idalia Road, Building D  
Bernalillo, NM 87004  
Telephone: 505-404-5873  
Fax: 505-867-7605  
Email: tgreene@sandovalcountynm.gov

Please return no later than **March 26, 2020**, and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the Sandoval County Procurement Officer listed above. When contacting us, please be sure to include the Request for Proposal number listed at the top of this page.

CONFIDENTIAL INFORMATION WHEN COMPLETED

<b>Company providing reference:</b>	
<b>Contact name and title/position:</b>	
<b>Contact telephone number:</b>	
<b>Contact e-mail address:</b>	

QUESTIONS:

1. In what capacity have you worked with this vendor in the past?

COMMENTS:

2. How would you rate this firm's knowledge and expertise?

\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

3. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?  
\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

4. What is your level of satisfaction with hard-copy materials produced by the vendor?  
\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

5. How would you rate the dynamics/interaction between the vendor and your staff?  
\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

6. Who were the vendor's principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?

(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: \_\_\_\_\_ Rating:

Name: \_\_\_\_\_ Rating:

Name: \_\_\_\_\_ Rating:

Name: \_\_\_\_\_ Rating:

COMMENTS:

7. How satisfied are you with the products developed by the vendor?  
\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

COMMENTS:

8. With which aspect(s) of this vendor's services are you most satisfied?

COMMENTS:

9. With which aspect(s) of this vendor's services are you least satisfied?

COMMENTS:

10. Would you recommend this vendor's services to your organization again?

COMMENTS:

**APPENDIX G (1-3)**  
**COST RESPONSE FORMS**

**APPENDIX G-1**

**Price Agreement for Landscape Service  
Sandoval County**

**Proposal Date Due:** March 30, 2020 **Property:** \_\_\_\_\_

Please bid the following items: Cost complete (labor, materials, overhead & profit...included) for the next 12 months.

Landscape Services: New Installation for new finished graded areas:

<b>SOD</b>	<b>Less than 1000 sq. ft.</b>	<b>1001 to 5000 sq. ft.</b>	<b>5001 to 10000 sq. ft.</b>
Bluegrass per sq. ft.	\$	\$	\$
Fescue per sq. ft.	\$	\$	\$

<b>Tilled Soil Amendments-Grow Well (800-955-3245) or equivalent 1 cu./yd./per 1000 sq. ft. tilled to depth of 6" rolled and leveled:</b>		
<b>\$/sq. ft.</b>	<b>\$/sq. ft.</b>	<b>\$/sq. ft.</b>
\$	\$	\$

<b>Trees/Plants: Installed with soil amendments, based on easy access &amp; excluding any staking:</b>		
2.5"	Per Tree	\$
2"	Per Tree	\$
7' B&B Austria Pine	Per Tree	\$
6' Palm Yucca	Per Tree	\$
1.5"	Per Tree	\$
15 Gallon	Per Tree	\$
5 gallon	Per Tree	\$
Plants-5 Gallon	Per Plant	\$
Plants-1 Gallon	Per Plant	\$

<b>Steel Edging</b>	<b>14 Gauge</b>	<b>10 Gauge</b>
\$/sq. ft.	\$	\$

<b>Gravel with Geo Textile fabric overlapped and tight at edges.</b>			
<b>3" Depth</b>	<b>Less than 1000 sq. ft.</b>	<b>1001 to 5000 sq. ft.</b>	<b>5001 to 10,000 sq. ft.</b>
1 ½" Gray Round	\$	\$	\$
Gray Crusher Fines	\$	\$	\$
Brown Crusher Fines	\$	\$	\$
2"-4" Tan Cobbles	\$	\$	\$

(Please note 2" – 4" cobblestone calculated at 4" depth)

Irrigation system: estimation only based on 8 heads and 1000 ft. of 1" class 200 PVC pipe.



4" spray pop up (Rainbird 1804 or equivalent) with 1" automatic vacuum breaker (avb) and 1" automatic valve (Rainbird diaphragm valve flow (dvf) or equivalent), 30" deep valve box. Exclude controller & wiring.

Avg. cost per each zone: \$\_\_\_\_\_

Gear driven pop up (Hunter PGP or equivalent) 1" automatic vacuum breaker (avb) and 1" automatic valve (Railbird diaphragm valve flow (dvf) or equivalent), 30" deep valve box. Exclude controller & wiring.

Avg. cost per each zone: \$\_\_\_\_\_

**APPENDIX G-2**

**Price Agreement for Landscape Maintenance  
Sandoval County**

**Proposal Date Due:** March 30, 2020 **Property:** \_\_\_\_\_

Please base the following bid based on the Judicial Complex at Hwy 528 & Idalia or Similar Sandoval County Property.

Please bid the following items. Cost complete (labor, materials, overhead, & profit...included) for the next 12 months.

<b>Irrigation Repair</b>		
Service Call	\$	Per Call
Irrigation Technician	\$	Per Hour
Irrigation Labor	\$	Per Hour
Materials @ Contractor cost + % mark up for delivery & handling % Mark up		%

<b>Weekly Lawn Mowing-Based on 12-month contract</b>		
Type 1-small area with walk behind mower (Approximate 1000 – 10000 sq. ft.) Cost per/sq. ft. per yr.	\$	Per sq. ft.
Type 2-medium area with ride on mower (Approximate 10000-100000 sq. ft.) Cost per/sq. ft. per yr.	\$	Per sq. ft.

<b>Fertilization-Based on 12-month contract &amp; 3 occurrences per season. Typical-Granular 16-8-8-1 lb./- 1000 sq. ft.</b>		
Type 1-small area (Approximate 1000 – 10000 sq. ft.) Cost per/sq. ft. per year	\$	Per sq. ft.
Type 2-medium area (Approximate 10000 – 100000 sq. ft.) Cost per/sq. ft. per year	\$	Per sq. ft.

<b>Weekly weed whacker lawn edge trimming: Based on 12-month contract</b>		
Type 1-small area (Approximate 1000 – 10000 sq. ft.) Cost per/sq. ft. per year	\$	Per sq. ft.
Type 2-medium area (Approximate 10000 – 100000 sq. ft.) Cost per/sq. ft. per year	\$	Per sq. ft.

<b>Weekly weeding from gravel beds: Based on 12-month contract</b>		
Type 1-small area (Approximate 1000 – 10000 sq. ft.)	\$	Per sq. ft.

Cost per/sq. ft. per year		
Type 2-medium area (Approximate 10000 – 100000 sq. ft.)	\$	Per sq. ft.
Cost per/sq. ft. per year		

<b>Weekly parking lot loose litter pick-up: Based on 12-month contract</b>		
Type 1-small area (Approximate 1000 – 10000 sq. ft.)	\$	Per sq. ft.
Cost per/sq. ft. per year		
Type 2-medium area (Approximate 10000 – 100000 sq. ft.)	\$	Per sq. ft.
Cost per/sq. ft. per year		

<b>Monthly Sprinkler Adjustment: Adjust controller, adjust sprinkler heads, flush and check drip system</b>		
Type 1-small area (Approximate 1000 – 10000 sq. ft.)	\$	Per sq. ft.
Cost per/sq. ft. per year		
Type 2-medium area (Approximate 10000 – 100000 sq. ft.)	\$	Per sq. ft.
Cost per/sq. ft. per year		

## APPENDIX G-3

### Price Agreement for Landscape Design Services Sandoval County

**Proposal Date Due: March 30, 2020**

Please price the following items: Cost complete (labor, materials, overhead & profit...include) for the next 12 months.

Landscape Design Services:

#### 1. Preparation of Concept Plan

- General Design Intent as follows: [include general design thoughts such as lushness, color, and interest using native and adaptive plant materials, an integrated hardscape, removals, etc.]
- Prepare preliminary sketch or drawing for presentation to committee or Public Works Director.
- Establish a budget, based on the Scope of Work and sq. ft. area.

#### 2. Landscape Design:

- Refine approved Conceptual design
- Site design/functional planning
- Existing site feature retention
- Elevations
- Plant materials salvage
- Hardscape
- Lighting
- Features-sculptures, fountains, etc.
- Irrigation: water harvesting, mainline / valve design
- Planting: plant pallet suitable for each design
- Performance notes, key notes, legends
- Outline specifications

- ❖ The design shall meet applicable portions of [LEED criteria list covenants and ordinances]
- ❖ The installation shall be by [a landscape contractor]; the maintenance shall be by [a landscape contractor owner Client]

#### 3. Drafting of Landscape Plan & Construction Documents:

- Refine approved DD design
- Complete irrigation design
- Develop details
- General notes, key notes, legends
- Final deliverables
  - Site preparation sheet(s)
  - Irrigation sheet(s)
  - Design Sheet(s)
  - Cost Estimate

**4. Construction Administration:**

- Coordinate addenda, bidding
- Observation of field layout, materials
- Recommendations for adjustments
- As-built drawings
- Site visit(s)
- Meeting(s)

**5. Fees based on the above:**

- \_\_\_\_\_% of Construction costs for projects under \$5,000.00
- \_\_\_\_\_% of Construction costs for projects between \$5,000.00 - \$30,000.00
- \_\_\_\_\_% of Construction costs for projects between \$30,001.00 - \$90,000.00
- \_\_\_\_\_% of Construction costs for projects between \$90,001.00 - \$300,000.00