

HOBBS MUNICIPAL SCHOOLS  
P.O. Box 1030  
Hobbs, New Mexico 88241

**INVITATION TO BID**

**SUBJECT:** **Band Instrument Repair**

**Commodity Code:** **#58040**

**BID NUMBER:** **2425-07**

**BID ISSUED:** **June 16<sup>th</sup>, 2024**

**OPENING DATE:** **June 27<sup>th</sup>, 2024 – 2:00 p.m.**

**PLACE OF OPENING:** Hobbs Municipal Schools  
Administration Office  
1515 E. Sanger – P.O. Box 1030  
Hobbs, New Mexico 88240

**BIDDER INFORMATION:**

We agree to provide the service and items as listed for the bid prices indicated on the attached Proposal Form. We agree to adhere to the General Conditions and Specifications of this bid.

COMPANY \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_

\_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

NEW MEXICO RESIDENT BIDDER CERTIFICATE # \_\_\_\_\_

VETERANS BIDDER CERTIFICATE # \_\_\_\_\_

Bid price firm until \_\_\_\_\_.

Number of years your company's service department has been in operation: \_\_\_\_\_

Delivery can be made within \_\_\_\_\_ days after receipt of purchase order.

**GENERAL CONDITIONS**

1. The Hobbs Board of Education reserves the right to accept or reject any or all bids and to waive all technicalities.
2. Prices are to be quoted FOB, Hobbs Municipal Schools Warehouse, 2200 East Sanger, Hobbs, New Mexico 88240.
3. No bids will be accepted which do not quote firm prices. Prices quoted as of the delivery date will not be accepted. If a discrepancy arises between the unit and extended total prices, the unit price shall govern.
4. State number of business days standard service will take from item pickup to service completed item delivery. Payment will be made within 30 days after delivery.
5. Bidder may quote on any or all the items on the Proposal Form. For a bid to be accepted on the “all or none” basis, each item bid must have a unit price listed.
6. The Hobbs Municipal Schools may select any or all items from any bid.
7. Award of bid will be based upon the following criteria:
  - A. Hobbs Municipal Schools reserves the right 1) to award bid received on the basis of individual service/items, or groups of service/items, or on the entire list of service/items; 2) to reject any or all bids or any part thereof; 3) to waive any informality in the bids; and 4) to accept the bid that is in the best interest of Hobbs Municipal Schools. Bid award will be made to the low responsible and responsive bid taking into consideration prior qualifications and capabilities of the bidder, availability of funds and any other relevant factors. It is the responsibility of the bidder to inquire as to the status and/or subsequent award of bids.
  - B. New Mexico Resident Bidder Preference – In accordance with Section 13-1-21, NMSA, 1978, bidders who have a Resident Bidder Certificate from the State of New Mexico will be given a 5% preference over bidders who do not have a certificate. To qualify for this preference, the bidder’s Resident Bidder Certificate number **must** be provided in the space indicated **and the vendor must be bidding from a New Mexico address.**
  - C. Veteran Business Preference Certificate – A veteran business, pursuant to section 13-1-21&22 NMSA 1978, shall be awarded the equivalent of seven percent (7%), Eight percent (8%), or ten percent (10%) of the total possible points assigned to the technical proposal. The percent awarded shall be determined by the Veteran Business Preference Certificate issued by the NM Taxation and Revenue Department to the qualified Offeror(s).

- D. Delivery – The Hobbs Municipal Schools desire turnaround from item pickup to service-completed item delivery as quickly as possible. If a large discrepancy in delivery dates occurs between bidders, the award may be based upon shortest turnaround time if the difference in bids is not excessive.
8. Brands are specified as a guide to quality. Bids on equal items will be considered except on those items where a brand “only” is specified. The Hobbs Municipal Schools will make the final determination on whether a brand is equal.
  9. Submit descriptive information if the service quoted is different from the type of service specified to achieve the result described in the bid. If detailed specifications for an alternate service method are not received from at least one bidder, that alternate will not be considered. Samples may be requested for testing evaluation.
  10. Pursuant to Section 13-1-191, NMSA, 1978, no bonus or premiums will be accepted or considered in awarding bids or as a result of the purchase of any items.
  11. For a bid to be considered, it must bear the signature of the bidder. Bids must be typed or handwritten in pen and sealed.
  12. Pursuant to Section 13-1-102, NMSA, 1978, facsimile bids will not be accepted or considered in awarding a bid.
  13. It is the bidders’ responsibility to deliver the proposal at the proper time to the place designated for the bid opening. Late bids will be considered only if it is the only bid received or if the untimely arrival of a bid is due to an error on the part of the Hobbs Schools employee.
  14. Bids will be accepted at the Hobbs Schools Administration Office until June 27<sup>th</sup>, 2024 at 2:00 p.m.
  15. To expedite identification of the bid envelopes and to insure bid security, place the Bid # and Attention Jessica Alvarado on the lower left corner of the bid envelope.
  16. This bid will be submitted to the Hobbs Board of Education on Tuesday, July 16th, 2024.

**TERMS OF AGREEMENT**

The agreement to provide Band Instrument Repair services shall be in effect for a one (1) year period beginning July 17<sup>th</sup>, 2024 to June 30<sup>th</sup>, 2025. The Hobbs Municipal Schools reserves the right to terminate any or all agreements prior to the end of the period.

**PROPOSAL**  
**Attachment 1**  
**(see attached)**

Please list your bid price to perform the service as described in attachment 1. Bid price must exclude sales tax. HMS will pay applicable sales tax on labor **ONLY**. Any repairs not specifically described elsewhere in this bid will be quoted. Band director approval in writing will be required before work is begun. Failure to do so will result in no payment for the services done.

Bid includes weekly pickup/delivery service to each middle school and high school campuses (4 campuses)

\*Play test, Sterilize and Service. Includes (as appropriate per instrument) disassembly, flush, cleaning, scratch-brushing and oiling valves and keys and receiver tubes, clean and shine (all finishes - lacquer, silver, etc.- included), wooden parts oiled, greasing (or waxing for bassoon or oboe) slides and tenon corks, replace felt, cork, and springs as needed, reassembly. Pull all stuck slides. Reattach any water keys that do not require soldering. Instrument will be returned with all valves, slides, rotors, strings, water keys, tenons, and keys moving smoothly. Cost of oil, grease, polish, and cleaning chemicals included in bid price. No additional fees or surcharges will be assessed. Once instruments are serviced, they will be kept in a room-temperature environment (between 65-85 degrees Fahrenheit) while awaiting return to the school. No repairs or adjustments needed beyond above.

Please list other agencies for whom you have performed similar services:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

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

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

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

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

The following definitions apply:

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

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

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

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

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

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

Name(s) of Applicable Public Official(s) if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Completed by State Agency or Local Public Body)

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

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

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

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) (Attach extra pages if necessary)

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Position

Date \_\_\_\_\_

**--OR--**

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title (Position)