



Request for Quote – RFQ 2022-002

Scope of Work

Overview-The Socorro SWCD is seeking a Contractor with the experience and equipment to remove non-native woody species on private land in Socorro County. Heavy equipment is required for this project. Potential contractor and staff must be able to distinguish and identify non-native woody species versus native species.

Mandatory Site Visit-All potential contractors wishing to submit a quote must attend a mandatory site visit on October 25, 2021. Potential contractors must meet Socorro SWCD staff at 9 AM on October 25, 2021 at Bernardo, NM. Potential contractors will need to take Exit 175 from I-25, heading east on Highway 60. Socorro SWCD will be on the northeast corner of Highway 116 and Highway 60 (immediately after exit). Socorro SWCD staff will leave for site visit promptly at 9:05 AM. Once on site, a sign in sheet will be presented for potential contractors to fill out. Sheet must be filled out legibly. All questions shall be noted and answers will be submitted to all potential contractors.

Landowner	Acreage	Location	Method
R. Gonzales	14.3 acres	Contreras	Extraction or root plowing.
R. Gonzales	~ 1 acre	Contreras	Extraction or root plowing-scattering of trees on previously treated site

Deliverables-Potential contractors will remove all non-native woody species on the tract of land listed below in the manner listed below.

Scope--Contractor shall use equipment with adequate power and design to efficiently perform all tasks associated with each jobsite. Minimum specifications for each type of equipment are listed below. Please submit the specifications for the heavy equipment that you intend to use on this project in your quote, such as horsepower, brand, model number, etc. All machines must meet current EPA and OSHA requirements. Treatment areas will not be flagged. Contractor must have GPS for the project. Shape files of the treatment areas will be given to the Contractor electronically.

Excavators for extraction and piling of salt cedar:

- Must be a minimum of 140 horsepower.
- Must have hydraulic articulating thumb attachment.
- Open bucket preferred for cleaner piles.
- Example machine: John Deere 200C LC; Cat C4.4ACERT.

Bulldozers for root plowing and piling of salt cedar:

- Must be a minimum of 80 horsepower.
- Example machine: Caterpillar D6.



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- Root plow must sever root crown/lateral roots of Salt cedar at a depth of eighteen inches minimum. This will be verified when work commences.

Schedule--Work shall begin after award of the contract, but no later than January 3, 2022 and be completed by the end of March 2022. The tract will be inspected and approved prior to Contractor removing equipment.

Management--Socorro SWCD will inspect Contractor's equipment at the start of the project. GPS file will be delivered electronically and GPS unit will also be inspected to ensure that the GPS unit is correctly displaying the tract. Socorro SWCD will also inspect the job periodically. Once the tract is completed, an inspection of the work will occur. If tract is certified completed to standards, the Contractor may then issue a bill to the Socorro SWCD. The Socorro SWCD will issue payment by check within fourteen days of receipt of the bill.

Insurance—The Socorro SWCD is requiring the Contractor to have the following insurance in place for this contract. Proof of insurance shall be submitted with quote or may be sent by insurance carrier/agent.

- A. Workers Compensation (including accident and disease coverage) at the statutory limit. Employer's liability: \$100,000.
- B. Comprehensive General Liability (including endorsements providing broad form property damage, personal injury coverage and contractual assumption of liability for all liability the Contractor has assumed under this Agreement). Limits shall not be less than the following:
 - 1) Bodily injury: \$1,000,000 per person/\$1,000,000 per occurrence
 - 2) Property damage or combined single limit coverage: \$1,000,000.
 - 3) Automobile liability (including non-owned automobile coverage): \$1,000,000.
 - 4) Umbrella: \$1,000,000.
- C. Contractor shall maintain the above insurance for the term of the agreement and name the State of New Mexico, Socorro SWCD or other party to this agreement as an additional insured and provide 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

Taxes--Contractor shall be solely responsible for and shall pay all applicable State of New Mexico taxes including excise taxes, and gross receipts taxes in connection with this agreement and the operations conducted there under.

Quote Format:

Description of the firm proposing to contract with the Socorro SWCD. Please give details about your equipment:

- a. Equipment-description including specifications, i.e. extractors, bulldozers, etc.--brand, model number, thumb attachment, number of teeth, etc.



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- b. GPS Equipment--model, format of shape file required. All tract data shall be given to Contractor electronically.
- c. Please give details about your personnel and their qualifications with Salt cedar project work:
 - Equipment operator(s) including years of experience working on Salt cedar projects.
 - Field supervisor(s).

Plan: Describe how you plan to complete this project including a timeline.

Budget: Please submit a budget for the project, listed as a cost per acre for treatment of the non-native woody species treatment (including any and all applicable taxes, mobilization, etc.), not a total for the entire project, as the acreage is open with this Request for Quote. Acreage will be finalized with award of contract.

Mandatory Forms That Must Be Submitted With Quote:

- Quote Form-attached at the end of this RFQ.
- DFA Disclosure Form-attached at the end of this RFQ.

Insurance:

- Proof of insurance listed under Insurance Section including Workers Compensation, Comprehensive Liability, etc. Submit with quote or state if Insurance Carrier/Agent is sending.

Quote Delivery:

- **By email:** nyleen@socorroswcd.org
- **By mail or in person:** 103 Francisco de Avondo, Socorro, NM 87801.
Send by USPS or UPS. FYI-overnight delivery service usually takes two days to reach Socorro.
- Pictures of equipment should be attached/submitted with quote. They do not have to be incorporated into text of quote.
- **Quotes must be received by 12:00 PM on November 4, 2021.**

Contact Person

Will Kolbenschlag
will@socorroswcd.org
(575) 418-5979

Nyleen Troxel Stowe
Nyleen@socorroswcd.org
(505) 440-9488

Quote Evaluation Criteria: Evaluation will be based on the following criteria:

1. Price – Maximum 50 points
 - a. Lowest – 50 points
 - b. 2nd – 40 points



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- c. 3rd – 30 points
 - d. 4th – 20 points
- 2. Equipment – Maximum 50 points
 - a. 25 points for equipment that is adequate to complete the work.
 - b. 25 points for submission of detailed description of equipment and photos.
- 3. Plans for Completion of Project – Maximum 50 points (detailed starting date, time for each project, expected finish date, etc.)
 - a. Excellent – 50 points
 - b. Good – 30 points
 - c. Fair – 10 points
- 4. Prior Experience – Maximum 50 points
 - a. Number of years salt cedar experience – 5 points per year with a maximum of 25 points for operators.
 - b. Number of years heavy equipment operation – 5 points per year with a maximum of 25 points for operators.

Evaluation:

The Socorro SWCD board will review quotes at the first public board meeting following the submission deadline, generally at 12:00 noon on the second Monday of the month, at 103 Francisco de Avondo, Socorro, NM, 87801.

The Socorro SWCD reserves the right to accept all or a portion of an entity's quote, to reject any or all quotes received as a result of this request and may negotiate in any manner necessary to serve the best interests of the State of New Mexico. The Socorro SWCD reserves the right to make an award without further discussion or negotiation of quotes.

Attachments to this RFQ:

Quote Form (to be turned in with your plan)
DFA Disclosure Form
Maps/Pictures



Attachment 1: Quote Sheet

Business Name:

Business Address:

Telephone:

Contact Name and Phone:

NM CRS #:

Tract:	Process:	Cost per acre: Inclusive of mobilization and taxes
R. Gonzales		
Extraction or Root plowing		

Do not forget to attach the details of your company, your previous work, your work plan for this tract, pictures of your equipment and proof of insurance.



Attachment 2: 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.



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“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) _____



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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) _____



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Attachment 3: Map

