INVITATION TO BID

SUBJECT: Athletic Trainer

Commodity Code: #96208

BID NUMBER: 2021-01

BID ISSUED: June 14th, 2020

BID DUE DATE/TIME: July 1st, 2020 – 10:00 a.m.

PLACE OF OPENING: Hobbs Municipal Schools
Administration Office - Room # 129
Attention: Jessica Munoz Alvarado
1515 E. Sanger Hobbs, New Mexico 88240

BIDDER INFORMATION:
We agree to provide the 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.

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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. Sealed Bids: All bids must be submitted in a sealed envelope and shall not be considered if they are not received by the Procurement Officer at the time specified for the bid opening in the advertisement for bid.

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 No bids will be accepted which do not quote firm prices.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 when delivery can be made after receipt of order. 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 items, or groups of items, or on the entire list of 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 delivery as quickly as possible. If a large discrepancy in delivery dates occurs between bidders, the award may be based upon earliest delivery 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. Any vendor failing to honor a bid submitted or delivering items not meeting specifications may be removed from the bid list for a period of two (2) years. Items delivered not as specified on the award, will be the responsibility of the vendor to pick up and credit the School District at no expense to the District.

10. Submit descriptive information if the item quoted is different from the brand specified. If detailed specifications for an alternate brand are not received from at least one bidder, that alternate will not be considered. Samples may be requested for testing evaluation.

11. 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.

12. For a bid to be considered, it must bear the signature of the bidder. Bids must be typed or handwritten in pen and sealed.

13. Pursuant to Section 13-1-102, NMSA, 1978, facsimile bids will not be accepted or considered in awarding a bid.

14. 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.

15. Bids will be accepted at the Hobbs Schools Administration Office until July 1st, 2020 at 10:00 a.m.

16. To expedite identification of the bid envelopes and to insure bid security, please make sure the bid # is visible on the outside of the bid envelope.

17. This bid will be submitted to the Hobbs Board of Education on Tuesday, July 21st, 2020.
I. GENERAL

The Hobbs Municipal School District wish to select an Athletic Trainer. The selection will be based upon qualifications as submitted by interested individuals or firms. (Submittals will be evaluated based on the criteria listed in Section III.) The person or firm selected via this Request for Proposal process will enter into a contract with the Hobbs Municipal Schools. All performance issues will be addressed through the Hobbs Municipal Schools Athletic Coordinator.

The agreement to provide services shall be in effect for a one (1) year period beginning July 2020 to June 2021. The agreement will be reviewed annually for two (2) additional school years. A determination will be made on continuing the agreement and the cost negotiated for each subsequent renewal period. The Hobbs Municipal Schools reserves the right to terminate any or all agreements prior to the end of the period.

The Hobbs Board of Education reserves the right to accept or reject any or all submittals and to waive any technicalities, irregularities or formalities. This inquiry implies no obligation on the part of the District nor does the District's silence imply any acceptance or rejection of any submittal offer.

Detailed specifications of the services required are attached. Compliance with all specifications and conditions is required. All submittals must include a detailed statement of exceptions taken to any part of the request.

If there is a need for any substantial clarification of or change in the Submittal Conditions, the request shall be amended to incorporate such clarification or change. The District will notify all offerors in writing of any substantive clarification provided in response to any inquiry. The District may extend the due date if such information significantly amends this solicitation or makes compliance with the original proposed due date impractical.

The District will not be responsible for any service delivered or performed without its contract signed by the authorized officer.

No bonus or premiums will be accepted or considered in awarding proposals. (13-1-191, New Mexico Statutes Annotated, 1978)

Failure to deliver or to perform as and when promised shall constitute a breach of contract. A breach of any of the terms of the contract shall be grounds for termination of the contract.

Commission of any act of moral turpitude shall be grounds for immediate termination of the contract.

The District reserves the right to terminate the contracted services at any time.
It is the offeror's responsibility to deliver his proposal to the place designated for receipt thereof. All submittals must be received on or before the due date and time. The District shall not be responsible for any expenses incurred in preparing and delivering the submittal.

Unsigned submittals will not be considered.

Submittals will not be opened publicly but shall be opened in the presence of the procurement officer and one or more District employees.

II. **SCOPE OF WORK**

This individual or firm shall provide Athletic Trainer services on a daily basis to the Hobbs Municipal Schools' Athletic program

Services to be provided shall include the following:

A. Practices for High School Teams
B. Home High School Athletic Events
C. Provide two (2) full time trainers who are on duty at the same time for all athletic periods, after school practices, and be able to cover Hobbs High School home games.
D. Travel on extended trips (i.e., state tournaments, meets)
E. Responsible for overseeing of all athletic paperwork (8th thru 12th - clearance of all athletes for participation)
F. Implement and manage Student Trainer Program.
G. Responsible for maintaining supplies and equipment supervising both multi-purpose facility and gym training room.
H. Organization of spring physicals to be performed prior to May 1st.
I. Organization of C.P.R. and first aid clinics and tracking of certification on C.P.R. and first aid for coaches
J. Preparing a list of supplies needed for the next school year.
K. Other Athletic training duties as needed.
L. Trainers will be evaluated by the Athletic Director at end of year. All head coaches will provide input for this evaluation.

*ALL TRAININGS ARE INCLUDED AND WILL BE PROVIDED AT NO COST TO THE DISTRICT.*


III. QUALIFICATIONS

Must have experience as Athletic Trainer. A minimum of five (5) years experience is preferred. Teacher Certification not required.

Must hold current Red Cross C.P.R. Certification and submit a copy with this proposal.

IV. EVALUATION CRITERIA

An evaluation shall be performed based on the price and verification to perform scope of work. Factors not specified shall not be considered.

The award shall be made to the responsible individual based upon price and verification to perform scope of work.

V. NEGOTIATIONS AND AWARDS

Submittals may be modified or withdrawn prior to the established opening date and time.

Negotiations will be held with the top ranked individual to arrive at an acceptable fee for the proposed work. Any changes to the submittals developed during the negotiation process shall be submitted in writing by the offerors to be made a permanent part of the procurement file.

During the negotiation process, the contents of any proposal shall not be disclosed so as to be available to other offerors. (13-1-116, NMSA, 1978) Offerors may request, in writing, non-disclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
PROPOSAL FORM

Cost to perform the services as Athletic Trainer with the Hobbs Municipal Schools for one (1) year period, beginning July 22\textsuperscript{nd}, 2020 to June 30th, 2021.

$\underline{\text{______________}}$

Please submit a resume that provides a description of work experience and qualifications that verify ability to perform scope of work.

Please submit a letter detailing your ability to meet the requirements as stated in the Proposal Conditions.