INVITATION TO BID

SUBJECT: Band Instrument Repair

COMMODITY CODE: #58040

BID NUMBER: 2021-02

BID ISSUED: June 14th, 2020

BID DUE DATE/TIME: July 1st, 2020 – 11:00 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.

COMPANY ___________________________   SIGNATURE_________________________

ADDRESS ___________________________  NAME (PRINT)_________________________

_____________________________   TITLE_______________________________

TELEPHONE_________________________  DATE____________________________

E-MAIL ADDRESS ________________________________

NEW MEXICO RESIDENT BIDDER CERTIFICATE # ________________________________

Bid price firm until ________________________.

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 No bids will be accepted which do not quote firm prices.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 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. 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.

10. 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.

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 11:00 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.
TERMS OF AGREEMENT

The agreement to provide Band Instrument Repair services shall be in effect for a one (1) year period beginning July 21\textsuperscript{st}, 2020 to June 30\textsuperscript{th}, 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.
Please list below your bid price to perform the services as described. Bid prices must include pick-up and delivery. Bid price must exclude sales tax. The Hobbs Schools will pay applicable sales tax on labor only.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Labor Cost p/hr.</th>
<th>Parts %</th>
<th>Above Vendor Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>WOODWINDS</strong> – Approx. 120 instruments will need servicing during the 2020-2021 school year. <strong>Quote includes:</strong> Instrument shall be cleaned, completely adjusted and tested. Pads, springs and corks shall be replaced.</td>
<td>$_________</td>
<td>______%</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td><strong>BRASS</strong> – Approx. 190 instruments will need servicing during the 2020-2021 school year. <strong>Quote includes:</strong> Instrument shall be disassembled, chemically cleaned and sterilized, and reassembled with new corks, felts, and strings.</td>
<td>$_________</td>
<td>______%</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Pick Up and Delivery Fee</td>
<td>$_________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Repair parts (other than felts, pads, corks, and springs included in services above) shall be billed at a percentage above vendor’s cost.

Number of years your company’s service department has been in operation: _________

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

_______________________________

_______________________________

_______________________________

Please list below (or attach) any additional information you feel would be helpful in evaluating your firm’s experience and ability to perform the requested services.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________