

**REQUEST FOR BID**  
**FOR**  
**PLASTIC PIPE & PARTS**

**MIDDLE RIO GRANDE CONSERVANCY DISTRICT**  
**1931 SECOND STREET, S.W.**  
**ALBUQUERQUE, NEW MEXICO 87102**  
**(505) 247-0234**



**DEADLINE FOR RESPONSE**  
**WEDNESDAY September 16, 2026**  
**10:00 A.M.**

**NOTICE**

**THE NEW MEXICO PROCUREMENT CODE,  
SECTIONS 13-1-28 THROUGH 13-1-199 NMSA 1978  
IMPOSES CIVIL AND CRIMINAL PENALTIES FOR ITS VIOLATION.  
IN ADDITION, THE NEW MEXICO CRIMINAL STATUTES  
IMPOSE FELONY PENALTIES FOR ILLEGAL BRIBES,  
GRATUITIES AND KICK-BACKS**

## I. INTRODUCTION

The Middle Rio Grande Conservancy District (hereafter referred to as District) will be accepting Sealed Bids for an Annual Price Agreement.

### A. PLASTIC PIPE AND PARTS

One (1) original and (1) copy of the bid and supporting documentation must be submitted with your bid. Bids must be in the format specified. Bids must be signed, and the authority of the individual signing must be stated on the bid.

**\*\*\*Award and notice to proceed will incorporate a pricing agreement between vendor and MRGCD for a period of 12 months\*\*\***

## II. TIME – PLACE - AWARD

Bids must be submitted on the official bid form, if space is not adequate on the please attach a separate sheet with additional information.

All bids shall be clearly marked in the lower left-hand corner of the sealed envelope **“PLASTIC PIPE BID”**. The filing date and time marked or stamped on the envelope by MRGCD shall be conclusive evidence of the date and time the bids were filed.

1. The deadline for receipt of bids shall be Wednesday, September 16, 2026, no later than 10:00 a.m.
2. Acknowledgement of Receipt forms deadline by C.O.B. September 9, 2026.

Middle Rio Grande Conservancy District  
Mr. Ricardo Varela, Purchasing Agent  
1931 Second Street, S.W.  
Albuquerque, New Mexico 87102

Bids can be accepted by electronic transmission through the MRGCD website Bid portal. Bids must be received by mail, dropped off or through the MRGCD web portal before the deadline listed. To submit electronically visit **[www.mrgcd.com/purchasing](http://www.mrgcd.com/purchasing)**.

**Bid Modifications:** Only modifications received prior to the time specified for the closing will be accepted. No modifications will be accepted following the opening. Technical clarifications of the offer may be requested by the district following the opening.

Withdrawal of Bids: Bids may be withdrawn by written notice of in person by a bidder or an authorized representative any time prior to the award.

Late Submission: Late submissions of bids will not be considered unless it is determined by the district that the late receipt was due solely to mishandling by the district or if the bid is the only one received. **All other late submissions will be returned unopened.** All bids received will remain sealed and unopened until the opening time specified.

Campaign Contributions: Bidders must complete and submit the NMSA Campaign Contribution Disclosure Form (See Appendix 1).

Debarment/Suspension: In performing services and/or furnishing the goods specified in this invitation, the vendor/contractor certifies that it is not suspended, debarred or declared ineligible from entering into contract with the Executive Branch of the Federal Government, and State agencies or local public boding, nor is in receipt of a notice of proposed debarment or suspension from the Executive Branch of the Federal Government and "Contracting Officer: shall mean "District" respectively. (See Appendix 2).

**Resident Business or Resident Veteran Business Certificate (As required by Section 13-1-22 NMSA if applying for a preference under Section 13-1-21 NMSA)**

**Resident Veterans Business Preference Certification**

**(If applying for Resident Veteran Business preference; See Appendix 3.)**

### **III. RFB MANDATORY REQUIREMENTS:**

1. Bidder must provide documentation as an established business for a minimum of 5 years.
2. Bidder will accept that MRGCD reserves the right to order the quantity that is bid, in increments that are acceptable to our needs at that time, over a 12-month period. MRGCD may go over or under the amount bid with no price increase or penalty.
3. Documentation, paperwork, and brochures of product(s) being offered must be presented with bid.
4. All paperwork, Invoices are due on delivery and before payment will be made.

#### **IV. EVALUATION OF BIDS:**

Bids will be evaluated by the district office using the criteria as listed in this Request for Bid. During the evaluation process, the district may seek additional clarification from offerors.

All bids received by the deadline will be evaluated by the district. Evaluations made by District staff will not be made public until after the selection process is complete.

##### **Evaluation criteria as follows:**

- |                                                                                        |            |
|----------------------------------------------------------------------------------------|------------|
| <b>1. Bid Amount</b>                                                                   | <b>40%</b> |
| <b>2. Compliance to Bid Specifications and<br/>"ALL" Mandatory Requirements in RFB</b> | <b>40%</b> |
| <b>3. Mandatory Forms</b>                                                              | <b>20%</b> |

#### **V. SELECTION OF OFFEROR**

The Contractor selected to provide the materials will be notified along with those not selected in writing.

#### **VI**

# **MINIMUM SPECIFICATIONS N-12 PLASTIC PIPE**

| <b>MINIMUM SPECIFICATIONS</b>                                                                                                                                                                                                                                                                                  | <b>YES</b> | <b>NO</b> | <b>EXCEPTION</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------------|
| ADS N-12 DUAL WALL, PLAIN END PIPE, SMOOTH INTERIOR & ANNULAR EXTERIOR CORRUGATIONS. OR EXACT EQUIVELENT                                                                                                                                                                                                       |            |           |                  |
| PIPE SHALL MEET AASHTO M252, M294, F2306, TYPE S OR SP, 12"-60" PIPE SHALL MEET AASHTO M294, TYPE S OR SP OR ATSM F2306                                                                                                                                                                                        |            |           |                  |
| MATERIAL SHALL BE HIGH DENSITY POLYETHYLENE CONFORMING WITH MIN REQUIREMENTS OF CELL CLASSIFICATION 424420C FOR 4"-10", AND 435400C FOR 12"-60" DIAMETERS, AS DEFINED AND DESCRIBED IN THE LATEST VERSION OF ASTM D3350. THE 12"-60" PIPE MATERIAL SHALL COMPLY W/NOTCHED CONSTANT LIGAMENT STESS (NCLS) TEST. |            |           |                  |
| PIPE COUPLERS, SPLIT STYLE COMPLETE WITH GASKET                                                                                                                                                                                                                                                                |            |           |                  |
| PIPE ELBOWS 22.5 BENDS BXB                                                                                                                                                                                                                                                                                     |            |           |                  |
| PIPE TEES N-12 TEE BXBXB                                                                                                                                                                                                                                                                                       |            |           |                  |
| <b>MUST MEET ALL SAFETY STANDARDS</b>                                                                                                                                                                                                                                                                          |            |           |                  |

# VII. COST RESPONSE FORM



## REQUEST FOR BID PRICE AGREEMENT

**MIDDLE RIO GRANDE CONSERVANCY DISTRICT**  
**1931 Second Street, S.W.**  
**ALBUQUERQUE, NEW MEXICO 87102**



**SEALED BIDS**, subject to the conditions on the reverse hereof, will receive at this Office until **10:00 o'clock a.m. Wednesday September 16, 2026**, and then publicly opened, for furnishing the following supplies, and or services.

Ricardo Varela, Purchasing Agent  
 (NAME)

| ITEM NO. | ARTICLE OR SERVICES                   | AMOUNT PER FOOT |       |
|----------|---------------------------------------|-----------------|-------|
|          |                                       | DOLLARS         | CENTS |
| 1.       | 12" N-12 HDPE PIPE                    | \$              |       |
| 2.       | 15" N-12 HDPE PIPE                    | \$              |       |
| 3.       | 18" N-12 HDPE PIPE                    | \$              |       |
| 4.       | 24" N-12 HDPE PIPE                    | \$              |       |
| 5.       | 30" N-12 HDPE PIPE                    | \$              |       |
| 6.       | 36" N-12 HDPE PIPE                    | \$              |       |
| 7.       | 48" N-12 HDPE PIPE                    | \$              |       |
| 8.       | 60" N-12 HDPE PIPE                    | \$              |       |
| 9.       | 12" HDPE PREMIUM COUPLER SPLIT SLEEVE | \$              |       |
| 10.      | 15" HDPE PREMIUM COUPLER SPLIT SLEEVE | \$              |       |
| 11.      | 18" HDPE PREMIUM COUPLER SPLIT SLEEVE | \$              |       |
| 12.      | 24" HDPE PREMIUM COUPLER SPLIT SLEEVE | \$              |       |
| 13.      | 30" HDPE PREMIUM COUPLER SPLIT SLEEVE | \$              |       |
| 14.      | 36" HDPE PREMIUM COUPLER SPLIT SLEEVE | \$              |       |

|     |                                                                                                                               |    |  |
|-----|-------------------------------------------------------------------------------------------------------------------------------|----|--|
| 15. | 48" HDPE PREMIUM COUPLER SPLIT SLEEVE                                                                                         | \$ |  |
| 16. | 60" HDPE PREMIUM COUPLER SPLIT SLEEVE                                                                                         | \$ |  |
| 17. | 12" ADS N-12, ELBOW 22.5 BEND BXB                                                                                             | \$ |  |
| 18. | 15" ADS N-12, ELBOW 22.5 BEND BXB                                                                                             | \$ |  |
| 19. | 18" ADS N-12, ELBOW 22.5 BEND BXB                                                                                             | \$ |  |
| 20. | 24" ADS N-12, ELBOW 22.5 BEND BXB                                                                                             | \$ |  |
| 21. | 30" ADS N-12, ELBOW 22.5 BEND BXB                                                                                             | \$ |  |
| 22. | 36" ADS N-12, ELBOW 22.5 BEND BXB                                                                                             | \$ |  |
| 23. | 48" ADS N-12, ELBOW 22.5 BEND BXB                                                                                             | \$ |  |
| 24. | 60" ADS N-12, ELBOW 22.5 BEND BXB                                                                                             | \$ |  |
| 25. | 12" ADS N -12 TEE BXB                                                                                                         | \$ |  |
| 26. | 15" ADS N- 12 TEE BXB                                                                                                         | \$ |  |
| 27. | 18" ADS N- 12 TEE BXB                                                                                                         | \$ |  |
| 28. | 24" ADS N -12 TEEBXB                                                                                                          | \$ |  |
| 29. | 30" ADS N -12 TEEBXB                                                                                                          | \$ |  |
| 30. | 36" ADS N -12 TEEBXB                                                                                                          | \$ |  |
| 31. | 48" ADS N -12 TEEBXB                                                                                                          | \$ |  |
| 32. | 60" ADS N -12 TEEBXB                                                                                                          | \$ |  |
| 33. | FREIGHT / DELIVERY TO 1930 2 <sup>ND</sup> ST, ALBQ, NM WHEN PRODUCT IS ORDERED THROUGHOUT THE YEAR<br>SEE BELOW REQUIREMENTS | \$ |  |

- FREIGHT CHARGES FOR PIPE DELIVERIES TO MRGCD MUST BE CLEARLY DETAILED: PROVIDE AN EXAMPLE OF HOW MUCH FREIGHT CHARGES WILL BE APPLIED TO ORDERS (Please be specific). THIS INFORMATION IS CRITICAL TO FAIRLY EVALUATE THE BIDS. IS A MANDATORY REQUIREMENT**

In compliance with foregoing invitation for bids, and subject to all conditions on page 2 hereof, the undersigned offers and agrees, that pricing for this bid shall be good for \_\_\_\_\_ days from date of the opening, to furnish any or all of the items, at the price set opposite each item, and, unless otherwise specified, delivery shall be \_\_\_\_\_ days after receipt of order. Delivery shall be F.O.B. destination (1930 Second Street SW, Albuquerque, New Mexico 87102).

Discount of \_\_\_\_\_% will be allowed for payment within 10 days.

BIDDER \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ PHONE \_\_\_\_\_

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

## **BID CONDITIONS**

1. The District reserves the right to reject any and all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. In case of error in the extension of prices in the bid, the unit prices will govern. Bids will only be considered on each item separately unless otherwise specified by the district.
2. Time, in connection with discount offered, will be computed from date of the delivery of the supplies to carrier when final inspection and acceptance are at point of origin, or from date of delivery at destination or port of embarkation when final inspection and acceptance are at those points, or from date correct bill or voucher properly certified by the contractor is received in the latter date is later than the date of delivery. Discounts will be based on invoice price unless otherwise specified on bid.
3. In case of default on the contractor, the District may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.
4. No director, officer or employee of the District shall be admitted to any share or part of this contract or to any benefit that may arise therefore, directly or indirectly, unless it is made with a corporation for its general benefit.
5. Time is an important factor in the placing of this order and the District reserves the right to cancel all items not shipped within period agreed by bidder.

## **INSTRUCTION TO BIDDERS**

1. Samples of items, when required, must be furnished free of expense, prior to the opening of bids, and, if not destroyed will upon receipt, be returned at the bidder's expense.
2. Prices should be stated in units of quantity specified with packing included.
3. Time of proposed delivery must be stated in definite terms. If time varies for different items, the bidder shall so state. If the items' bid has a trade name or brand, such trade name or brand must be stated in the bid.
4. To ensure prompt payment, bills should be certified as follows: "I certify that the above bill is correct and just, and that payment therefore has not been received."

**NOTE:** In general, this form is adaptable for use whether a formal contract is required or not

# REQUEST FOR BID COMPLIANCE

**IN THE INTEREST OF FAIRNESS AND SOUND BUSINESS PRACTICES, IT IS MANDATORY THAT YOU STATE ANY EXCEPTIONS.**

**IF BID DOES NOT MEET OR EXCEED THE REQUIREMENTS OF THE RFB OR ANY DEVIATIONS EXIST, OFFEROR MUST DETAIL EXCEPTIONS BELOW. (USE A SEPARATE SHEET IF NECESSARY):**

[illegible]

I MEET REQUIREMENTS \_\_\_\_\_ DON'T MEET REQUIREMENTS \_\_\_\_\_  
(Must Check One)

NAME

**TITLE**

# WILL

**NOTICE**  
**TO ALL OFFERORS**

**THIS IS A REMINDER THAT THE MIDDLE RIO GRANDE CONSERVANCY DISTRICT IS NOT RESPONSIBLE FOR RECEIPT OF UNTIMELY BIDS OR PROPOSALS WHETHER THE DELAYS ARE DUE TO UNTIMELY DELIVERY BY PUBLIC OR PRIVATE (POSTAL OR PERSONAL) DELIVERY SERVICE. THEREFORE, WE ASK YOU TO PLEASE MAKE APPROPRIATE ARRANGEMENTS TO HAVE YOUR BIDS OR PROPOSALS IN BY THE DEADLINE DATE AND TIME AS DESIGNATED ON THE BID OR PROPOSAL.**

## **APPENDIX NO. 1**

### **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 two hundred and fifty dollars (\$250) 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, which 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 Contributions – 1 of 3

**“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.

**“Name(s) of Applicable MRGCD Public Official(s)”**

(John Kelly, Colin T. Baugh, Stephanie Russo Baca, Karen Dunning, Brian Jiron, Glen Duggins and Michael T. Sandoval)

**DISCLOSURE OF CONTRIBUTIONS:**

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

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

Name of Applicable MRGCD 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 TWO HUNDRED FIFTY DOLLARS (\$250)  
WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

Campaign Contributions – 3 of 3

**APPENDIX NO. 2**  
**SUSPENSION AND DEBARMENT REQUIREMENT**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT AND  
OTHER RESPONSIBILITY MATTERS**

The entering of a contract between Middle Rio Grande Conservancy District (MRGCD) and the successful Bidder pursuant to this RFP is a "covered transaction," as defined by 45 C.F.R. Part 76. MRGCD's contract with the successor Bidder shall contain a provision relating to debarment, suspension, and responsibility substantially in the form contained in Article 39 of Attachment D. All Bidders must provide as a part of their bids a certification to MRGCD in the form provided below. Failure of a Bidder to furnish a certification or provide such additional information as requested by the Procurement Manager for this RFP will render the Bidder non-responsible. Furthermore, the Bidder shall provide immediate written notice to the Procurement Manager for this RFP if, at any time prior to contract award, the Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

*Although MRGCD may review the veracity of the certification through the use of the federal Excluded Parties Listing System or by other means, the certification provided by the Bidder in paragraph (a), below, is a material representation of fact upon which MRGCD will rely when making a contract award. If it is later determined that the Bidder knowingly rendered an erroneous certification, in addition to other remedies available to MRGCD, MRGCD may terminate the contract resulting from this request for bids for default.*

*The certification provided by the Bidder in paragraph (a), below, will be considered in connection with a determination of the Bidder's responsibility. A certification that any of the items in paragraph (a), below, exists may result in rejection of the Bidder's bid for non-responsibility and the withholding of an award under this RFP. If the Bidder's certification indicates that that any of the items in paragraph (a), below, exists, the Bidder shall provide with its bid a full written explanation of the specific basis for, and circumstances connected to, the item; the Bidder's failure to provide such explanation will result in rejection of the Bidder's bid. If the Bidder's certification indicates that that any of the items in paragraph (a), below, exists, MRGCD, in its sole discretion, may request that the U.S. Department of Health and Human Services grant an exception under 45 C.F.R. §§ 76.120 and 76.305 if MRGCD believes that the procurement schedule so permits and an exception is applicable and warranted under the circumstances. In no event will MRGCD award a contract to a Bidder if the requested exception is not granted for the Bidder.*

(a)(1) By signing and submitting a bid, the Bidder certifies, to the best of his/her knowledge and belief, that:

Suspension & Debarment  
Page 1 of 2

(I) Bidder and/or any of its principles-

- (A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal department or agency; (B) Have ☐ have not ☐, within a three-year period preceding the date of the Bidder's bid, been convicted of or had a civil judgment rendered against them for: 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; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property.
- (C) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this certification.
- (D) Have ☐ have not ☐ within a three-year period preceding the date of Bidder's bid, had one or more public agreements or transactions (Federal, State or local) terminated for cause or default; and
- (E) Have ☐ have not ☐ been excluded from participation from Medicare, Medicaid or other federal health care programs pursuant to Title XI of the Social Security Act, 42 U.S.C. §1320a-7.

(ii) "Principal," for the purposes of this certification, shall have the meaning set forth in 45 C.F.R. §76.995 and shall include an officer, director; owner, partner, principal investigator, or other person having management or supervisory responsibilities related to a covered transaction. "Principal" also includes a consultant or other person, whether or not employed by the participant or paid with Federal funds, who: is in a position to handle Federal funds; is in a position to influence or control the use of those funds; or occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

(iii) For the purposes of this certification, the terms used in the certification, such as *covered transaction*, *debarred*, *excluded*, *exclusion*, *ineligible*, *ineligibility*, *participant*, and *person* have the meanings set forth in the definitions and coverage rules of 45 C.F.R. Part 76.

(iv) Nothing contained in the foregoing certification shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

BIDDER: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

Suspension & Debarment  
Page 2 of 2

**APPENDIX NO. 3**

**RESIDENT BUSINESS AND/OR RESIDENT VETERANS / NATIVE  
AMERICAN RESIDENT BUSINESS CERTIFICATION**

To ensure adequate consideration and application of 13-1-21 NMSA (as amended), Consultant must include a copy of their preference certificate in this section. In addition, for resident Veterans Preference / Native American Resident Business to receive a resident business, Native American resident business, resident veteran business or Native American resident veteran business preference pursuant to Section 13-1-21 NMSA 1978 or a resident contractor, Native American resident contractor, resident veteran contractor or Native American resident veteran contractor preference pursuant to Section 13-4-2 NMSA 1978, a business or contractor shall submit with its bid or proposal a copy of a valid resident business, issued by the taxation and revenue department. Qualifications for preference stated in 13-1-22.

☐ Resident Business Certificate

☐ Resident Veterans / Native American Resident Certificate

## **RESIDENT BUSINESS CERTIFICATION**

Offeror's Company Name: \_\_\_\_\_

Resident Business Certificate Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Offeror "must" include a copy of Resident Business Certificate with their proposal

## **RESIDENT VETERAN'S / NATIVE AMERICAN BUSINESS CERTIFICATION**

A business eligible for a New Mexico/Native American Resident Preference (Preference) must obtain a Preference certificate from the NM Taxation & Revenue Department. In order for the appropriate Preference to be applied to this solicitation, the expenditure for this solicitation cannot involve federal funds, and Bidder must submit a copy of its Preference certificate along with its response to the solicitation. Applicable Preferences will be applied to monetary values only, in accordance with §13-1-21 NMSA 1978, no percentage discounts or other non-monetary values. Additionally, only one submitted Preference will be applied per solicitation, not multiple. Applications are available for download at: <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>

## APPENDIX 4

### CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

A. "Conflict of Interest Disclosure" A disclosure of clients represented and a formal statement of whether there is any real or perceived conflict of interest in representing the issues and advocacy for the MRGCD, addressing whether or not any conflict of interest exists between this project and other past or on-going projects, including any projects currently being conducted with another client...

B. "Person" includes a bidder, offeror, contractor, consultant, or subcontractor or sub-consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The Consultant or Sub consultant warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail):

E. The Consultant or Sub consultant agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the consultant or subconsultant shall immediately make a full disclosure in writing to the chief procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the consultant or sub consultant has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest.

The undersigned further states that the firm or individual submitting a proposal is not in violation of any applicable Conflict of Interest laws or regulations, etc.

Date: \_\_\_\_\_

by: \_\_\_\_\_

(Authorized Representative and Affiant)

## APPENDIX 5

### **NEW MEXICO EMPLOYEES' HEALTH COVERAGE**

- A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
- B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.
- C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: <http://insurenwmexico.state.nm.us/>.
- D. For Indefinite Quantity, Indefinite Delivery contracts (state price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); Contractor agrees these requirements shall apply the first day of the second month after the Contractor reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

By signing below, Bidder agrees to be bound by the terms stated in this form:

Signature of Bidder: \_\_\_\_\_ Date: \_\_\_\_\_