



**Pojoaque Valley School District
1574 State Road 502 West
Santa Fe, NM 87508
1-505-455-2282**

**RFP is available electronically at
www.pvs.k12.nm.us**

REQUEST FOR QUOTE

DATE: **March 15, 2019**

Contractor:
Attention:
Street Address:
City, State, Zip Code:
City, State, Zip Code:

Reference: (1) Prime Contract No.: **No 2:2018-2019** _

Subject: Request for Quote Project #: **No 2:2018-2019** _
Project: **Develop Facilities Master Plan**

You are invited to provide a **Not-To-Exceed Cost Quote** for the specified services/goods for each specific project in accordance with the terms of this Request, the and prevailing statutes and regulations. The submitted quote shall provide all related/applicable cost and pricing information.

1) Quote Format:

a. Quote Sheet – Offeror to provide a Quote from an authorized representative of the Offeror and should contain the following information:

- Full legal company name and address of Offeror;
- Name, title and telephone number of Offeror’s point of contact and authorized agent to negotiate and commit the offeror’s company;

b. Description of How Work Will Be Performed (Work plan): Describe how you propose to provide the service/good, perform the work outlined in the attached Scope of Work. Include the following:

- All “Key Personnel” (Attach Resumes)
- Milestone Schedule

c. Cost Proposal:

Performance Time and Coordination: Performance period associated with any Services to be provided under this Request shall be proposed in calendar days/weeks/months.

- Provide a Not-To- Exceed Price or (as applicable) Unit Cost to provide the service/good, perform the work outlined in the attached Scope of Work herein/attached.
- Please attach a cost breakdown pricing schedule (if applicable).

All cost/pricing shall be listed separately.

Labor, equipment and materials cost/pricing shall be listed separately.

1. Labor cost shall indicate: 1) the total number of hours and 2) the total cost.

- 2. Materials cost shall indicate: 1) the materials being quoted, 2) the cost per unit of measure, 3) the total amount that will be needed, and 4) the total cost.
- 3. Any and all rental equipment cost shall be listed separately, and shall clearly indicated: 1) the type of equipment, 2) the unit cost of the equipment, 3) the basis of the cost and the total cost for the utilization of the equipment.

2) **Quote Due Date:** April 4, 2019_

3) **Validity Period:** Your Quote shall be valid for a period of 60 days from the above Quote Due Date. (Must be minimum of 60 days)

4) **Period of Performance:** *TBD* - The Contractor shall provide, in submitted Quote, a realistic start-to-finish work schedule (in Calendar Days)

5) **Contact Information:**

- All questions/issues will be addressed to:

Ms. Sandra Martinez, District Representative

Email: *_sm1@pvs.k12.nm.us_*

Phone: *505-455-2282_* Fax: *505-455-7152*

6) **Evaluation Criteria:** (Required if “Best Value Procurement” method, the Owner(s) must include the selection criteria in this Request.)

Owner intends to evaluate offers and award a contract without discussions with Offerors based on the Technically Acceptable / Lowest Price and compliance with this Request’s submission requirements.

7) **Attachments/Documents:** The following attachments/documents are made a part of this solicitation.

ATTACHMENT 1 - GENERAL PROVISIONS
ATTACHMENT 2 – SCOPE OF WORK
SAMPLE AGREEMENT/CONTRACT – Located at:
_Pojoaque Valley School District
1574 State Road 502 West
Santa Fe, NM 87506
www.pvs.k12.nm.us_

8) **Insurance and Certificate of Public Works Registration:**

X A Certificate of Insurance meeting the requirements provided in with this Request must accompany the Quote. (Required for all work to be performed on School/District Property)

In order for any Contractor, serving as prime contractor or not, to submit a bid, quote, proposal, or be considered for award of any portion of a public works project at or more than sixty-thousand dollars (\$60,000), the Contractor or subcontractor shall have a Certificate or have proof of Public Works Registration.

11) **Site Visit and a Pre-Proposal Conference**

May not be required, or may be optional under this effort.

Contractors shall provide written acknowledgement (signed by a company agent capable of binding the organization) confirming their intent to participate in this Quote process.

The stated written acknowledgement can be either mailed or scanned and emailed to the person named herein-below, and must be received no later than _____

Submittal of a Quote shall indicate the Contractor has examined and fully understands the SOW and has included all required allowances in this Request. No allowance shall be made for errors resulting from the Contractor's failure to fully review the SOW.

11a) *Site Visit and a Pre-Proposal Conference*

X Are mandatory and scheduled for the dates specified herein-below.

Contractors shall provide written acknowledgement (signed by a company agent capable of binding the organization) confirming their intent to attend on the dates and the times specified. The stated written acknowledgement can be either mailed or scanned and emailed to the person named herein-below, and must be received no later than March 28, 2019 at 2:00 pm

Site Visit Scheduled Date: April 1, 2019 @10:00 AM (Local Time)
Meeting Location: PVSD Board Conference Room

Name: Mr. Lawrence Ortiz, District Representative
Telephone: 505-231-2586
Facsimile: 505-455-7152
E-mail: leo@pvs.k12.nm.us

Pre-Submission Conference Scheduled Date: April 1, 2019 upon the completion of the site visit.

Meeting Location: PVSD Board Conference Room
Address: 1574 State Road 502 West
Santa Fe, NM 87506

Name: Ms. Sandy Martinez, Contracts Specialist
Telephone: 505-455-2282
Facsimile: 505-455-7152
E-mail: sm1@pvs.k12.nm.us

The participating Contractors, **prior to submission of their quote**, shall attend the on-site assessment meeting to determine existing conditions, verify items of work and their feasibility. At the submittal stage the Offerors shall make a plan-in-hand site inspection to ensure that the SOW accurately reflects existing conditions. Contractor shall field verify existing conditions and notify (in writing) the Contracting Staff of any discrepancies or concerns upon or prior to submittal of their quote.

Submittal of a Quote shall indicate the Contractor has examined the Site and has included all required allowances in this Request. No allowance shall be made for errors resulting from the Contractor's failure to visit job sites.

The Offerors shall notify the Owner(s) of any apparent discrepancies or omissions from the Specifications for clarification before Quotes are submitted. The Owner(s) will not be responsible for any oral instructions or modifications of any Specifications or Drawings. Written interpretation or clarification will be made by Addenda. Discrepancies or field problems, discovered during performance of the services, shall be immediately called to the attention of the Owner(s) for decision.

- **Deadline for Questions/Clarifications is March 29-2019 @ 5:00 PM.**
- **Please submit your quote to the following Email address by Thursday on April 4, 2019 at 2:00 pm.**
Email: sm1@pvs.k12.nm.us

Submit the Quote by Close of Business on April 4, 2019 to the following Email address: sm1@pvs.k12.nm.us

We are looking forward to your quote.

Thanking you in advance,

(Signature)

Dr. Melville L. Morgan, Superintendent of Schools, District/Owner's Representative

Email: mlm@pvs.k12.nm.us

Phone: 505-455-2282

**ATTACHMENT 1
GENERAL PROVISIONS
TO
REQUEST FOR QUOTE NUMBER No. 2: 2018-2019_**

1) Preparation of Offers:

- All information shall be in ink or typewritten.
- An authorized officer of the offeror shall sign the Quote
- Your offer and any amendment hereto shall include the Quote number.

2) Late Offers:

- Offers received after the date specified for submittal may not be considered.

3) Alternate Proposals:

- Will Not Be Considered.

4) Completeness:

- All information required by the Request must be supplied to constitute a responsive quote. Non-responsive offers may not be considered.

5) No Quote:

- In the event you cannot submit an offer on the requirements set forth in the Request, please provide an explanation as to why you are unable to provide a quote against these requirements.

6) Gratuities:

- By acknowledgement of response to this Request, the offeror hereby certifies that no gratuities were offered or solicited by any State or Local Public Body employee, either directly or indirectly. Any situation where a gratuity is solicited should be reported immediately to the Chief Procurement Officer of the applicable Local Public Body/State Agency.

7) Proposal Preparation Costs:

- All costs associated with the preparation of your proposal will be solely borne by the Offeror.

8) Certificate of Insurance:

- If the work performance will take place on School Property, or any Government owned/operated facility, the offeror must provide a Certificate of Insurance that meets the requirements contained within the Terms and Conditions of this solicitation. The Certificate of Insurance shall be provided to within five (5) days of award or before the start of performance, whichever is first.

9) Exceptions:

- Exceptions will not be considered. Offeror acknowledges acceptance to all terms and conditions contained herein.

**ATTACHMENT 2
TO
REQUEST FOR QUOTE NUMBER No. 2: 2018-2019_**

SCOPE OF WORK

Type the SOW in the space below or attach the SOW to this Request. Please indicate in the space below that the SOW is attached. (The space below will expand as needed.)