

**ARCHITECTURAL SERVICES FOR
RENOVATIONS
LEA COUNTY EVENT CENTER**

**Request for Qualifications – Based Proposals
RFQP # 12 – (22-23)**

NIGP Code: 90607



DUE DATE: April 17, 2023 – 3:00 p.m. (local time)

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**ARCHITECTURAL SERVICES FOR RENOVATIONS
LEA COUNTY EVENT CENTER**

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS –BASED PROPOSALS (RFQP)

The Lea County Board of County Commissioners requests sealed Qualifications-Based Proposals from qualified firms to provide Professional Architectural Services for Renovations of Lea County Event Center, 5101 North Lovington Hwy, Hobbs, NM 88240.

B. BACKGROUND AND SCOPE OF PROCUREMENT

The Lea County Event Center is an approximately 110,000 square foot building located in Hobbs, New Mexico that was constructed in 1991. The facility hosts meetings, conventions, concerts, banquets, trade shows and other special events. It consists of a fixed seating arena, a banquet hall and meeting rooms.

The County is seeking an architect to design the renovations based on the adopted Lea County Event Center Master Plan, which consists of two concept designs.

The Master Plan can be found as Attachments A and B to this RFQP.

The firm selected through this RFQP will enter into an agreement with Lea County to provide architectural services related to the County's expansion/renovation project at various stages from pre-design to post-construction. The selected firm shall provide architectural services meeting all standards and codes used in design for services on this project including:

1. Pre-Design Evaluation
2. Condition Survey and Report
3. Schematic Design
4. Design Development
5. Contract Documents
6. Bidding/Award
7. Construction Observation

C. CONTRACT TERM

The term of the contract will begin immediately following the County's notice of award and continue through completion of project.

D. PROCUREMENT OFFICER

Lea County's Procurement Officer, whose name and contact information is listed below is responsible for the conduct of this procurement.

Name: Kelli Ferguson, Procurement Officer
Address: Lea County

Finance Department, 4th Floor
100 North Main, Suite 11
Lovington, NM 88260

Email: kferguson@leacounty.net

E. QUESTIONS:

1. You must submit any questions regarding this procurement in writing, ONLY to the Procurement Officer at: kferguson@leacounty.net.
2. No one other than the Procurement Officer has the authority to respond on behalf of the County.
3. Questions will be answered by an addendum to the RFQP that will be distributed to vendors who have completed and returned the "Acknowledgement of Receipt Form" and will be posted to Lea County's website at: [Requests for Proposals \(leacounty.net\)](http://leacounty.net)

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFQP contains the schedule, description and conditions governing the procurement.

A. SEQUENCE OF EVENTS

The PROCUREMENT OFFICER will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates (Local Time)
1. Issue of RFQP	Lea County	March 19, 2023
2. Acknowledgement of Receipt	Potential Offerors	By March 24, 2023 – 5:00 pm
3. Deadline for Written Questions	Potential Offerors	By March 31, 2023 - 1:00 pm
4. Response to Written Questions	Procurement Officer	By April 5, 2023 - 4:00 pm
5. Submission of Proposals	Potential Offerors	April 17, 2023 - 3:00 pm
6. Proposal Evaluation	Evaluation Committee	TBD
7. Best & Final Offer <i>If Requested</i>	Offerors	TBD
8. Selection of Finalist(s)	Evaluation Committee	TBD
9. Contracts Negotiations	Lea County and Potential Offeror(s)	TBD

10. Contract Award(s)	Lea County	TBD
11. Protest Deadline		By 15 days after award

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II. A. (above).

1. Issuance of RFP

This RFP is being issued on behalf of the Lea County Facilities Department.

2. Acknowledgement of Receipt – Appendix A

Potential Offerors/Responders may e-mail, hand deliver, return by facsimile or registered or certified mail the "Acknowledgement of Receipt Form" that accompanies this document to have the offeror placed on the "**Procurement Distribution List**". The form should be signed by an authorized representative of the offeror, dated and returned to the Procurement Officer kferguson@leacounty.net by 5:00 pm MDT/MST on March 24, 2023.

The "*Procurement Distribution List*" will be used for the distribution of Addenda (including written responses to questions).

3. Deadline to Submit Written Questions

Potential Offerors must submit all questions in writing only to the Procurement Officer before **March 31, 2023** at 1:00 pm (MDT/MST) as indicated in the "Sequence of Events" (Section II-A). Questions shall be clearly labeled and shall name the Section(s) in the RFP or other document which form the basis of the question.

4. Response to Written Questions

Written responses to written questions will be answered by Addendum and emailed to all potential Offerors whose name(s) appear on the "*Procurement Distribution List*". Addenda will also be posted to Lea County's website at: [Requests for Proposals \(leacounty.net\)](#)

5. Submission of Proposals

All RFQP documents as well as any future addenda may be found on the Lea County website: [Requests for Proposals \(leacounty.net\)](#)

Lea County will accept responses only at the address below up to 3:00 pm (MDT/MST) on April 17, 2023. Faxed or emailed responses will not be accepted. Responses received after that date and time will not be accepted. The Lea County Board of Commissioners reserves the right to reject any and all responses that are not in its best interest and to cancel and reissue the RFQP.

Name: Lea County Finance Dept.
Attn: Kelli Ferguson
Address: Lea County Finance Dept. (4th floor)
100 North Main, Suite 11
Lovington, NM 88260

Proposals must be sealed and labeled on the outside of the package to indicate they are in response to RFQP 12 – (22-23) Architectural Services for Renovations Lea County Event Center.

A public log will be kept of the names of all Offerors that submitted proposals.

6. Proposal Evaluation

An Evaluation Committee will review and score proposals. Offerors shall not initiate discussions.

7. Best and Final Offers

Finalists may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers.

8. Selection of Finalists

Any Contractual agreement(s) resulting from this RFQP will be finalized with the most advantageous Offeror. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, the County reserves the right to finalize a contractual agreement with the next most advantageous Offeror without undertaking a new procurement process.

9. Contract Negotiations

Pursuant to § 13-1-116 NMSA 1978, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded and executed pursuant to this Request for Qualifications – Based Proposals.

If an Agreement cannot be negotiated with the firm(s) on the ranking list, the County may choose to negotiate with other qualified Offerors scored by the Committee or to terminate negotiations.

10. Contract Awards

The contract may be awarded to the Offeror(s) whose proposal(s) are most advantageous to Lea County, taking into consideration the evaluation factors set forth in this RFP.

11. Protest Deadline

Any protest by an Offeror must be timely and in conformance with § 13-1-172 NMSA 1978

et. seq. and applicable procurement regulations.

C. GENERAL REQUIREMENTS

1. Acceptance of Conditions Governing the Procurement

By responding to this RFP, potential Offeror(s) indicate their acceptance of the Conditions Governing the Procurement and of the Evaluation Factors.

2. Incurring Cost

Any cost incurred by the potential Offeror in response to this RFP shall be borne solely by the Offeror.

3. Company Responsibility

The awarded company is solely responsible for fulfillment of all requirements of the contractual agreement which may derive from this RFP.

4. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The County personnel will not merge, collate, or assemble proposal materials.

5. Offeror's Right to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the PROCUREMENT OFFICER and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

6. Proposal Offer Firm

Responses to this RFP will be valid until Proposal is awarded.

7. Disclosure of Proposal Contents

- A. Proposals will be kept confidential until negotiations and the award are completed by the County. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The PROCUREMENT OFFICER will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:

- B. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- C. Confidential data is restricted to:
 - 1. confidential financial information concerning the Offeror's organization;
 - 2. any data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, § 57-3A-1 to 57-3A-7 NMSA 1978.
 - 3. PLEASE NOTE: The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

8. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the County determines such action to be in the best interest of Lea County.

9. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient budget appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the company. The County's decision as to whether sufficient appropriations are available shall be final.

10. Governing Law

This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

11. Basis for Proposal

Only information supplied, in writing, by Lea County through the PROCUREMENT OFFICER or in this RFP should be used as the basis for the preparation of Offeror proposals.

12. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities.

13. Notice of Penalties

The Procurement Code, § 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

14. Ownership of Proposals

All documents submitted in response to the RFP shall become property of Lea County.

15. Campaign Contribution Disclosure Form – Appendix B

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form as a part of their proposal.

16. New Mexico Preferences – Appendix C (If applicable, not required)

A. New Mexico Resident / Resident Veterans Preference Certification

To ensure adequate consideration and application of § 13-1-21 NMSA 1978, Offerors must include a copy of their New Mexico preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue: <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>. Preference is not applicable unless a certificate from the State is submitted with the response to this RFP.

In addition to a copy of the certification, the Offeror should sign and complete the Resident/Resident Veterans Preference Certificate form, as provided in this RFP.

Only one of the above Preference designations may be applied to this “Request for Proposals”.

The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.

17. Insurance Requirements

The Consultant shall procure and maintain during the term of this contract, insurance of the types and in the minimum amounts stated below:

	Standard Insurance	Limits Not Less Than
✓	Commercial and General Liability	\$1,000,000/\$2,000,000
✓	Automobile Liability	\$1,000,000/\$1,000,000
✓	Worker’s Compensation as required by State Law	As required by Law
✓	Other legally required of the employer or for the contractor’s occupation / profession.	As required by Law
	Specialized Insurance	
✓	Professional Liability	\$1,000,000
	Other / Specify:	

III. RESPONSE FORMAT AND ORGANIZATION

This section describes the format and organization of the Offeror’s proposal. Failure to conform to these guidelines may result in the disqualification of the proposal.

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal in response to this RFP.

B. NUMBER OF COPIES

1. Hard Copy Responses

The original and all copies, including packaging shall be clearly marked with the RFP number and title on the front.

Offerors must submit one original, five copies, and one copy on flashdrive.

The original and other copies of information **must be identical**. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this Section and **Section III.C “Proposal Format”**, may be deemed non-responsive and rejected on that basis.

C. PROPOSAL FORMAT

All proposals must be submitted as follows: Hard copies must be typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) with a minimum size 12 font. Proposals shall be placed within binders with tabs delineating each section.

Offerors must address items in the order indicated below. All forms provided in this RFP including those in the APPENDIX must be completed and included in each Proposal.

1. Proposal Content and Organization:

The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the order indicated with divider tab inserts.

a. Letter of Transmittal – Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- Identify the submitting organization;
- Identify the name and title of the person authorized by the organization to contractually obligate the organization;
- Identify the name, title and telephone of the person authorized to negotiate the contract on behalf of the organization;
- Identify the names, titles and telephone numbers of persons to be contacted for clarification;
- Explicitly indicate Acceptance of the Conditions Governing the Procurement stated in Section C.;
- Be signed by the person authorized to contractually obligate the organization;
- Accept receipt of any and all amendments to this RFP.

b. Table of Contents

c. Proposal Summary (optional) - A proposal summary may be included by Offerors to

provide the Evaluation Committee with an overview of the technical and business features of the proposal; this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

d. Response to Evaluation Criteria – Responsive proposals will be evaluated by a committee and assigned points under each criterion specified below. Points will be awarded based on the thoroughness and clarity of the response.

Planning and Design Services

1. Specialized Design and Technical Competence: Provide specialized design and technical competence of the business regarding similar facilities and renovations. Include a plan of approach to successfully complete the project, manage budget, time constraints, site preparation and assisting the County with bid documents as well as evaluation of proposals.

2. Capacity and Capability: Provide capacity and capability of the business, including any consultants, their representatives, qualifications and locations, to perform the work.

Include resumes of key personnel to be assigned to this project, including name, type of formal education and training, type of professional licenses, and number of years of professional experience.

3. Past Record of Performance: Describe previous projects based on similar sized facilities within the past five (5) years. The projects described should be projects that were worked on by the people shown on the organizational chart provided under No. 2. above.

Offeror shall include on those projects:

- Description of project
- Original cost estimate
- Final bid award amount
- Final contract award amount, including change orders
- Original schedule estimate
- Final completion date
- Contact reference with valid email address

4. Familiarity with the Contracting Agency: Provide proximity to or familiarity with the Lea County area where the project is located.

5. Work to be done in New Mexico: Provide the amount of design work that will be produced by a New Mexico business within the state.

6. Current Volume of work with the Contracting Agency not 75% complete: Provide

the volume of work previously done for the County which is not seventy-five percent complete with respect to basic professional design services (through the bidding phase), with the objective of effecting an equitable distribution of contracts among qualified businesses and of assuring the interest of the public in having available a substantial number of qualified businesses is protected; however, that the principle of selection of the most highly qualified business is not violated.

Value of work not yet completed on projects that are not 75% complete	Points to be allowed for this item
None	5
\$1 to \$25,000	4
25,001 to 50,000	3
50,001 to 75,000	2
75,001 to 100,000	1
100,001 or more	0

e. Appendix Forms

IV. EVALUATION

An evaluation committee will review and evaluate all replies and detailed proposals, may conduct oral presentations, or a combination of both, unless otherwise indicated in this solicitation. The evaluation committee will have only the response to this solicitation to review for selection of finalists and, therefore, it is important that offerors emphasize specific information considered pertinent to the services to be provided.

The County Purchasing department has the option to initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

Evaluation of the responses will be based on the following criteria:

	<u>Possible Points</u>
<u>Planning & Design Services</u>	
1. Specialized Design and Technical Competence	30
2. Capacity and Capability	25
3. Past record of performance	25
4. Familiarity with the Contracting Agency	10
5. Work to be done in New Mexico	5
6. Current volume of work with the contracting agency not 75% complete	<u>5</u>
Subtotal (possible points)	100

Resident Veterans OR Resident Business Preference (if applicable)

EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The PROCUREMENT OFFICER may contact the Offeror for clarification of the response.
3. Responsive proposals will be evaluated on the factors set forth in the RFP, which have been assigned a point value. The responsible Offerors with the highest scores may be selected as finalists, based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the County, taking into consideration the evaluation factors, will be recommended for award.
4. Percentages for New Mexico Preferences will be determined based upon the point based system outlined in § 13-1-21 NMSA 1978

Appendix A
ACKNOWLEDGEMENT OF RECEIPT FORM –
ARCHITECTURAL SERVICES FOR RENOVATIONS
LEA COUNTY EVENT CENTER

****ONLY this form may be submitted by EMAIL: kferguson@leacounty.net**

In acknowledgement of receipt of this Request for Qualifications Based-Proposal the undersigned agrees that he/she has received a complete copy, beginning with Page 1 title page and ending with page 20.

The acknowledgement of receipt should be signed and returned to the PROCUREMENT OFFICER no later than March 24, 2023 by 5:00 p.m. (local time). Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions (if any) and the written responses to those questions via an Addendum. Addenda are also immediately posted to Lea County's website: [Requests for Proposals \(leacounty.net\)](http://leacounty.net/Requests-for-Proposals)

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

** This name and address will be used for all correspondence related to this Request for Proposals (RFP)

Firm does / does not (circle one) intend to respond to this Request for Proposal.

Kelli Ferguson, Procurement Officer
Lea County
Finance Dept., 4th floor
100 N. Main, Ste. 11
Lovington, NM 88260
Fax: 575-396-1127
[E-mail: kferguson@leacounty.net](mailto:kferguson@leacounty.net)

Appendix B

Campaign Contribution Disclosure Form

Pursuant to the Procurement Code, 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, 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.

"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.

Continued on next page.....

“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 Public Official(s):

Board of County Commissioners: Dean Jackson, Gary Eidson, Jonathan Sena, Pat Sims, Brad Weber; Assessor Ava Benge, Clerk Keith Manes, Treasurer Susan Marinovich, Sheriff Corey Helton, Probate Judge LaDonna Hardin.

DISCLOSURE OF CONTRIBUTIONS: *(Attach extra pages if necessary)*

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

SIGNATURE REQUIRED BELOW

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)

Appendix C

New Mexico Resident / Resident Veterans Preference Certification

Reminder: A COPY of the actual NM Resident / Resident Veterans Preference Certificate MUST be submitted with the proposal in order to ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended).

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check ONE of the boxes only:

Resident VETERAN Business:

- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

RESIDENT Business:

- I declare under penalty of perjury that my business is a New Mexico resident business allowing me the 5% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under NMSA 1978, § 13-1-21 or 13-1-22, when awarded a contract which was on the basis of having such veteran's preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

X _____
(Signature of Business Representative)* (Title) (Date)

**Must be an authorized signatory for the Business. The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or termination of award of the procurement involved if the statements are proven to be incorrect.*

Appendix D - Related Party Disclosure Form

1. Are you indebted to or have a receivable from any member of the Board of County Commissioners; elected county officials, administration officials, department heads, and key management supervisors with the County of Lea?

Yes _____ No _____

2. Are you, or any officer of your company related to any member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors of the County of Lea and have you had any of the following transactions since January 1, 2016, to which Lea County was, is to be, a party?

	Yes	No
Sales, Purchase or leasing of property?	_____	_____
Receiving, furnishing of goods, services or facilities?	_____	_____
Commissions or royalty payments	_____	_____

3. Does any member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Lea, have any financial interest in your company whether a sole proprietorship, partnership, or corporation of any kind that currently conducts business with the County of Lea?

Yes _____ No _____

4. At any time from January 2016 through the present, did you, your company, or any officer of your company have an interest in or signature authority over a bank account for the benefit of a member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Lea?

Yes _____ No _____

5. Are you negotiating to employ or do you currently employ any employee, officer or family member of an employee or officer of County of Lea?

Yes _____ No _____

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Signature of Owner or Company President: _____ **Date** _____

(Print Name and Title): _____

Appendix E
Certification Regarding

Debarment, Suspension, and Other Responsibility Matters

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of, 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) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Signature of Authorized Representative

Date

Typed Name & Title of Authorized Representative

Appendix F
NON-COLLUSION AFFIDAVIT

STATE OF _____)

County OF _____)

_____ (name) being first duly sworn, deposes and says

that he/she is (title) _____

of (organization) _____

who submits herewith to the County of Lea, a proposal:

That all statements of fact in such proposal are true:

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the County of Lea, or of any bidder of anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of proposal, said bidder:

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, bid depository or to any member or agent thereof, or to any individual of group of individuals, except that County of Lea, or to any person or persons who have a partnership or other financial interests with said bidder in his business.

By: _____

Title _____

SUBSCRIBED and sworn to before me this _____ day of _____, 20_____.

Notary Public: _____

My Commission Expires: