



GALLUP-McKINLEY
COUNTY SCHOOLS

**Gallup-McKinley County Schools
Procurement Office
P.O. Box 1318
Gallup, New Mexico 87305-1318**

INVITATION TO BID

NEW, PICKUP TRUCKS, 4 X 4

No. ITB-384-20MA

Commodity Code(s): 07201 – 07204

Attached General Conditions, Supplemental Conditions ,Specifications, and Bid Proposal Form

GMCS Website: www.gmcs.k12.org

Mailing Address:	Physical Address:	Contact:
P.O. Box 1318 Gallup, NM 87305	640 S. Boardman Dr. Gallup, NM 87301	Marco A. Abeita, CPPB Procurement & Business Services Director (505) 721-2242 Fax mabeita@gmcs.org

Bid Opening Date: September 26, 2019

Bid Opening Time: 2:00 PM (Local)

Issue Date: September 6, 2019

Notes:

F.O.B. Point: DESTINATION

Terms: Net 30 unless otherwise stated

Quantities may be increased or decreased within reasonable amounts.

ADVERTISEMENT FOR BIDS

NOTICE TO BIDDERS

Public notice is hereby given that the Gallup-McKinley County Schools, Gallup New Mexico, desires to purchase the following:

ITB-384-20MA

NEW, PICKUP TRUCKS, 4x4

Commodity Code(s): 07201 – 07204

Details and specifications are set forth in the bid documents, copies of which may be obtained from the Procurement Office 640 South Boardman, Gallup, New Mexico 87301 (bid opening site).

Sealed bids for such will be received at the Procurement Office until 2:00 PM (LOCAL TIME) on September 26. Bid will be opened and read allowed in the Business Services Conference Room 123. Envelopes are to be sealed and plainly marked ITB-384-20MA. No FAXED BIDS or ELECTRONIC bid submissions nor bids submitted after the specified date and time will be considered and will be returned. The Board of Education reserves the right to accept or reject any or all bids and to waive any formalities on minor inconsistencies.

Dated the 6th Day of September 2019

By: /S/ Charles Long, President Board of Education
Gallup-McKinley County School District No. 1

BID ISSUE DATE: September 6, 2019

PUBLICATION DATES: September 13 & 20, 2019

INVITATION TO BID

Please accept this as an Invitation to Bid on the services and/or materials specified on the following pages.

If you desire to submit a bid, enter in the space provided the price for which you agree to supply the items specified. Sign and return your proposal in a sealed envelope.

Clearly mark the outside of the mailing envelope with the ITB Number and bid due date. Highlight this information for identification purposes. All responses must be returned before the time and date specified on the cover page for this bid.

Any questions regarding this bid may be directed to my office. All verbal information is for clarification purposes only and is not binding. Any binding information **MUST** be in writing. Any deviations from bid specifications should be so stated in your proposal.

Marco Abeita, C.P.P.B
Director of Procurement and
Business Services
mabeita@gmcs.org

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ACKNOWLEDGMENT OF RECEIPT FORM
PICKUP TRUCKS 4 x 4
ITB-384-20MA

In acknowledgment of receipt of this Request for Proposal (RFP) the undersigned agrees that they have received a complete copy of this proposal consisting of twenty-eight (28) pages.

This Acknowledgment of Receipt Form should be signed and returned to the Procurement Office no later than 5:00 PM local time on September 19, 2019. Only potential Bidders who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Bidders written questions and the District's written response to those questions, as well as Bid Amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NO.: _____ FAX NO.: _____

EMAIL: _____

The above name and address will be used for all correspondence related to this Invitation To Bid.

The above Firm DOES DOES NOT intend to respond to this Invitation To Bid.
(Circle One)

Return this form to: Gallup-McKinley County Schools
Procurement Office
P.O. Box 1318
Gallup, New Mexico 87305-1318
mabeita@gmcs.org
(505) 721-2242 Fax

Please return this form by the close of business September 19, 2019.

This form is NOT MANDATORY in order to submit a proposal. This form provides information to send notices/updates regarding this solicitation, if issued.

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DEFINITE QUANTITY BID
GENERAL CONDITIONS
ITB-384-20MA

INSTRUCTIONS TO BIDDERS: The purchase of any and all supplies, equipment, or services by the Gallup-McKinley County Schools (GMCS), pursuant to any advertisement or request for bids is subject to the following terms and conditions:

1. **Sealed Bids:** All bids must be submitted in a sealed envelope and shall not be opened and considered if they are not received by the Procurement Office prior to the time specified for the Bid Opening in the Advertisement for Bids. All sealed bids must be submitted on the Bid Document Originals or Forms, or reasonable facsimile furnished by the school district. All proposals must be signed by a responsible and authorized person for the bidding firm; failure to do so may result in disqualification of their respective bid. **NOTE: FAX TRANSMITTAL BIDS WILL NOT BE ACCEPTED.** Bids submitted after the Bid Opening date and time will not be considered and will be returned unopened.
2. **Specifications:** Specifications, as included in this Bid, are intended to indicate the requirements of the school district and give an accurate description of minimum standards acceptable. All items equal or equivalent to these requirements and standards will be considered, except where otherwise noted.
3. **Minor Deviations or Irregularities:** GMCS reserves the right to accept minor modifications to or deviations from any specification, except where otherwise noted, provided the proposed material meets the intent of the specification(s). GMCS will be the sole entity to determine the acceptance or non-acceptance of any such modifications or deviations.
4. **Brand Names:** Where a product or brand name is indicated in the specifications, it shall mean "minimum acceptable level or minimum quality required" by the school district unless the specifications state that no substitutions or equivalents are allowed. If the Bidder is offering, as an equal or equivalent, an item other than the one specified then the manufacturer's name and model number of that item must be specified in the offer and sufficient specification and descriptive data provided to permit a thorough evaluation. Failure to provide appropriate information may result in disqualification of the offer.
5. **Standard of Quality:** The similarity to any brand name is for the purpose of describing a standard of quality, performance and characteristics desired and not intended to limit or restrict competition. Bidders must state the brand name and model being bid and provide proof that the merchandise bid is **equal or equivalent to** the specifications.
6. **Equivalents:** Equals or equivalents to these specifications will be considered provided Bidder furnishes sufficient proof that their offer meets or exceeds the intent of these specifications. Failure to submit sufficient data/literature to allow a thorough evaluation of your bid may be cause for rejection of your bid. Therefore, include copies of all pertinent data, specifications, or descriptive literature.

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7. **Submittals:** Each Bidder is requested to submit printed literature and specification sheets that fully describe the material they propose to furnish the school district when the material offered is different from that specified on the bid. Failure to submit sufficient data/submittals/literature to allow a thorough evaluation of your bid may be cause for rejection of your bid. The acceptance or rejection of equals or equivalents shall be determined solely by GMCS.
8. **Catalog Information:** Each Bidder is to specify the brand name & catalog number they propose to furnish GMCS. Failure to do so can be reason to reject their bid. Further, it is the sole responsibility of the supplier to furnish the material that meets our specifications. Supplier must cross reference the brand name & catalog numbers stated by GMCS and furnish same or equivalent.
9. **Competency of Bidder:** Bids will be considered only from firms which are regularly engaged in providing the type of materials described in the bid and who can provide evidence that they have established a satisfactory record of performance to insure they can execute the requirements as stated herein. Any determination as to competency shall be made by appropriate GMCS staff.
10. **Non-Conforming Material:** If GMCS issues a Purchase Order and upon receipt the material does not meet the specifications, the school district will return the material freight collect, and at its option cancel the order and recover from the vendor any damages suffered.
11. **New Equipment:** All equipment must be new and the latest in production.
12. **Warranty:** Dealers and manufacturers warranty shall be specified with the bidder's proposal. Further, Bidder agrees that all manufacturers warranties shall insure to the benefit of GMCS and all rights and remedies provided in such warranties shall extend to GMCS.
13. **Standard Equipment:** All equipment and parts which are considered standard by the manufacturer and are required for a complete unit will be furnished and shall not be excluded for the reason that they were not specified in the Bid.
14. **Substitutions:** Any material substituted from that originally bid shall have the prior approval of GMCS before shipping to the school district. If a Purchase Order is issued and upon receipt the material does not meet specifications, GMCS will return the material freight collect, and may at its option cancel the order.
15. **Condition on Delivery:** Unit shall be delivered to GMCS completely serviced and ready for use. All fluid reservoirs shall be filled to capacity or to manufacturer's recommended operating level. Unit shall be delivered with a full tank of fuel.
16. **Authorized Dealer:** All Bidders shall be a manufacturers and /or factory authorized dealer who is regularly engaged in the business of providing the type of equipment described in the bid documents, and have a minimum of five (5) years previous experience in providing the goods or services required on this bid. When additional equipment (components) are required to complete a bid package which is not normally supplied by the bidder, such equipment shall be supplied by an authorized equipment supplier, but shall be the full responsibility of the bidder.

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17. **Service:** The successful Bidder shall provide, or arrange to provide a service facility employing factory trained service representatives to service the equipment and all components described herein (this may be done on a subcontract basis). Service shall be provided to the user on a priority basis.
18. **Delivery:** Should the awarded bidder (contractor) encounter any difficulty which may cause a delay or threaten timely performance (including actual or potential labor disputes), the awarded bidder shall immediately provide written notice thereof to the Central Procurement Office, stating all relevant information with respect thereto. Such notice shall not in any way constitute a basis for an extension of the delivery or performance schedule, or be construed as a waiver by the District of any rights or remedies to which it is entitled by law or pursuant to provision herein. Failure to provide such notice, however, may be grounds for denial of any request for an extension of the delivery or performance schedule because of such delay.
19. **Breach of Contract:** If a vendor breaches his contract by failing to deliver according to the time stated by the vendor, GMCS reserves the right to cancel the contract and to acquire quantities from alternate sources wherever available, and to recover from the vendor any damages it suffers because of said breach, including the right to seek reimbursement from the bidder for any amounts paid over and above the bid price.
20. **Bond:** At the option of the Board of Education, performance, payment, and/or fidelity bonds may be required on purchase contracts or bid awards of \$5,000.00 or more. If such bonds are required, an applicable bid bond of not less than five percent (5%) of the bid amount shall be required to be submitted with bid response and shall be detailed in the bid documents. Bid bonds by be in the form of a bid bond, or Cashier's Check. **NO BOND IS REQUIRED ON THIS BID.**
21. **Billing:** All goods or services must be billed to GMCS and at prices not exceeding those stated on the Purchase Order. If prices or terms do not agree with your quotation, notify the GMCS Procurement Office immediately.
22. **Prompt Payment Discounts:** Prompt payment discounts shall not be considered in computing the low bid. Such discounts may be considered after award of the contract.
23. **Taxes:** Bidders are hereby notified that the Gallup-McKinley County Schools are exempt from all federal excise, state and city sales tax on most tangible goods. The Business Office is prepared to furnish all necessary exemption certificates as required, upon request. GMCS will be responsible for the appropriate taxes due, but shall not be included in bid price. Taxes shall be shown as a separate amount on invoices at the applicable tax rate.
24. **F.O.B. Point:** All material shall be quoted F.O.B. **DESTINATION/JOBSITE**, Freight Prepaid. Bidders are cautioned that quoting material other than F.O.B. Destination may result in a finding of their bid as Non-Responsive. State Statutes do not allow the school district to own tangible goods prior to receiving of said good or payment for services until services have been rendered. All price(s) bid shall be freight prepaid. GMCS will not pay freight charges.

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25. **Right to Protest:** Any bidder, offeror or contractor who is aggrieved in connection with a procurement may protest to the Assistant Superintendent of Business Services. The protest shall be submitted in writing within 15 calendar days after the facts of the occurrences giving rise thereto §13-1-172.
26. **Payment Or Acceptance Not Conclusive:** Vendor will supply GMCS with invoice for payment. No payment made under this contract shall be conclusive evidence of the performance of this contract, either wholly or in part, and that no payment made for the delivery of the items in whole or in part shall be construed as an acceptance of defective work or improper materials, nor relieve the Bidder from corrections of the defects. The final acceptance shall not be binding upon the school district, nor conclusive, should it subsequently develop that the Bidder has furnished inferior items or had departed from the specifications and/or the terms of the contract. Should such conditions become evident, GMCS shall have the right, notwithstanding final acceptance and payment, to cause the item(s) to be properly furnished in accordance with the specifications (and drawings, if any) at the sole cost and expense of the Bidder.
27. **Rejection of Delivery:** If delivery does not conform to the quantity or quality specified, the GMCS Procurement & Business Services Director shall notify the vendor that delivery has been rejected and the vendor shall promptly make satisfactory replacement or supplementary delivery.
28. **Method of Award:** GMCS reserves the right to award in total or by group of items, on the basis of individual items, or any combination of these which in its judgment best serves the interests of the school district.
29. **Harassment Policy:** All firms, their employees and agents, agree to comply with the Gallup-McKinley County Schools “policy for Prohibition of Harassment, Discrimination, or Violence based on Race, Religion, Sex, Disability, or Age.”
30. **Cooperative Procurement Agreement:** This procurement is under a Cooperative Procurement Agreement which includes, Gallup-McKinley County Schools, the City of Gallup and McKinley County which may purchase the same item(s)/service(s) listed in this bid. Further, other school districts, state agencies or others allowed by law may utilize this bid as provided by §13-1-135. GMCS is not responsible for any misuse or misrepresentation of these contracts by contractor or other procurement agencies.
31. **Information:** If clarification is needed on any part of the General Conditions and Specifications, contact Marco A. Abeita, Procurement & Business Services Director, P.O. Box 1318, Gallup, NM 87305; fax number (505) 721-2242; email mabeita@gmcs.org . Questions submitted less than five (5) days prior to the bid opening may not be addressed.
32. **Unit Prices:** Discrepancies involving the incorrect extension of unit prices shall be resolved in favor of unit prices.

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33. **Appropriations:** The terms of this Agreement are contingent upon sufficient monies being made available by GMCS for the performance of this Agreement. If sufficient appropriations and authorizations are not made by GMCS, this Agreement shall terminate upon written notice being given by GMCS to the Contractor. The school district's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.
34. **Procurement Code:** The State of New Mexico Procurement Code and New Mexico Procurement Regulations shall apply.
35. **Amendments:** If any questions or responses require revision to the solicitation as originally published, such revisions will be by formal Amendment only. If the solicitation includes a contact person for technical information, bidders are cautioned that any oral or written representations made by this or any person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written Amendment to this solicitation issued by the Procurement Office. For a determination as to whether any representation made requires that an amendment be issued, contact the Procurement Office.
36. **Award:** The award, if made, shall be made to the lowest responsible Bidder submitting a responsive Bid that is most advantageous to the public.
37. **PROCUREMENT CODE VIOLATIONS:** The Procurement Code 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.
38. THE GALLUP-McKINLEY COUNTY SCHOOL BOARD OF EDUCATION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS IN WHOLE OR IN PART, TO WAIVE TECHNICALITIES AND TO ACCEPT THE PROPOSAL IT DEEMS TO BE IN THE BEST INTEREST OF THE SCHOOL DISTRICT.

**GALLUP-MCKINLEY COUNTY SCHOOLS
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**ACCEPTANCE OF CONDITIONS GOVERNING PROCUREMENT
PICKUP TRUCKS 4 x 4
ITB-384-20MA**

39. The undersigned certifies that they have read and understands the above general conditions and proposal documents, and that they accept these conditions and submit the attached proposal in full compliance with these conditions, the applicable scope of work, and the contract. I agree that my proposal will remain firm for the period of up to 60 days in order to allow the District adequate time to evaluate the qualifications submitted. Further the undersigned certifies that they are duly authorized to sign, bind, and bid on behalf of the bidding firm.

In submitting this Proposal, the undersigned represents that they have familiarized themselves with the nature and extent of the Request for Proposals dealing with Federal, State and Local requirements which are a part of this solicitation. Further this proposal is made without prior understanding, agreement, connection discussion or collusion with any other person, firm or corporation submitting a proposal for the same product or service. The Offeror will comply with all applicable Federal and State Laws, Local Ordinances and the Rules and Regulations of all Authorities having jurisdiction over this solicitation.

The Offeror further warrants that they are not currently debarred or suspended by any governmental entity, that is presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required un the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Act, §10-16-1 through §10-16-18, NMSA 1978 as amended, regarding Contracting with a public officer or District employee or former District employee have been followed.

Name of Firm	Authorized Signature
Electronic Mail	Name Printed or Typed
Address	Title
City, State ZIP	Date
Phone	
Fax	

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40. **Resident Preference:** Pursuant to §13-1-21 and §13-1-22, Bidders/Offerors **SHALL** submit a valid copy of their Resident Preference Certificate with their bid or proposal in order for preference to be applied for the solicitation.
- a. The Resident Preference is to be defined as Resident Business, Resident Contractor or Resident Veteran.
 - b. Effective January 1, 2012 Resident Preference Certificates are issued by the New Mexico Taxation and Revenue Department. Resident Preference Certificates issued by the State Purchasing Division (Agent) are **NOT VALID** pursuant to the statute.
 - c. The “Resident Veterans Preference Affidavit” enclosed with this solicitation is to be completed and returned **ONLY** if the Bidder/Offeror currently hold a Resident Veterans Preference Certificate issued by the New Mexico Taxation and Revenue Department.
 - d. Preferences are NOT cumulative. Bidders will only be entitled to ONE preference.
 - e. Please contact the New Mexico Taxation and Revenue Department or visit their website at www.tax.newmexico.gov for information and applications for Resident Preferences.

NOTE: A VALID RESIDENT PREFERENCE CERTIFICATE SHALL BE INCLUDED WITH BID RESPONSE OR PROPOSAL IN ORDER FOR THE BIDDER/OFFEROR TO BE ENTITLED A PREFERENCE. FAILURE TO DO SO SHALL RESULT IN NO PREFERENCE APPLIED TO THE BID/PROPOSAL.

Joint Bid or Proposals: Pursuant to §13-1-21 (F), NMSA 1978; when a joint bid or proposal is submitted by both a resident and nonresident business, the resident business preference provided pursuant to Subsection B or C of this section shall be reduced in proportion to the percentage of the contract, based on the dollar amount of the goods or services provided under the contract, that will be performed by a nonresident business as specified in the joint bid or proposal.

Offeror to complete the following if submitting a joint bid/proposal:

Firm Name, Location of <u>RESIDENT</u> BUSINESS	Work to be performed	Percentage of work performed compared to Total Contract Amount
Firm Name, Location of <u>NON-RESIDENT</u> BUSINESS	Work to be performed	Percentage of work performed compared to Total Contract Amount

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Resident Veteran's Preference Certification (AFFIDAVIT)
ITB-384-20MA

**ONLY COMPLETE IF CURRENTLY POSSESS A RESIDENT VETERAN'S PREFERENCE
CERTIFICATE**

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

Please check box only if vendor qualifies as Resident Veteran's Business or Contractor for this Bid.

- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is \$3M or less in the preceding tax year allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

A resident veteran business shall not benefit from the preference pursuant to this section for more than ten consecutive years. A person that is an owner of a business that is a resident veteran business shall not benefit from the preference pursuant to this section for more than ten consecutive years. A person shall not benefit from the provisions of this section based on more than one business concurrently.

"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 Sections 13-1-21 or 13-1-22, NMSA 1978, when awarded a contract which was on the basis of having such veterans 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.

(Signature of Business Representative)*

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 unaward of the procurement involved if the statements are proven to be incorrect.

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SUPPLEMENTAL TERMS AND CONDITIONS
ITB-384-20MA

1. **Electronic Communications:** Communications regarding this procurement, including amendments issued, may be conducted by electronic means (e-mail or fax). However, the electronic submittals of bids (by bidders) by fax or other electronic means are NOT acceptable as noted in the General Conditions.
2. **Standard Equipment:** All equipment and parts which are considered standard by the manufacturer and are required for a complete unit will be furnished and shall not be excluded for the reason that they were not specified in this solicitation.
3. **Compliance:** Vehicles shall comply with the statute, *Public Acquisition of American-Made Motor Vehicles* requirement, (§13-1-188, NMSA 1978) "A state agency shall only purchase motor vehicles assembled in North America." Motor Vehicle means a light duty vehicle under 8,500 pounds.
4. **New Vehicle(s):** For the purposes of this solicitation, "NEW" is to be defined as model year 2019 or 2020.
5. **Quantities:** Quantities where listed are the actual quantities identified by the District that are required. The District may increase or decrease quantities based upon available budget(s), and or new need arising.
6. **Parts and Service Manuals:** Successful Bidder shall furnish the District with two (2) parts and two (2) service manuals at the time unit is delivered to the District. A CD-ROM may be substituted for the manuals.
7. **Condition on Delivery:** Unit(s) shall be delivered to the District completely serviced and ready to use. All fluid reservoirs shall be filled to capacity or to manufacturers recommended operating level. Unit(s) shall be delivered with a full tank of fuel.
8. **Keys:** Unit(s) shall be delivered with three (3) set(s) of keys for unit(s). Two (2) key FOBs, if standard issue by manufacturer, are acceptable provided a third set of keys are also provided.
9. **Warranty Repairs:** Successful Bidder shall provide, or arrange to provide for a, repair facility near Gallup, New Mexico, where factory authorized warranty service on unit will be honored, or shall agree to transport the unit to a repair facility and return the same, at no expense to the District. Vendor shall endeavor to complete all repairs or maintenance under warranty within five (5) working days, unless parts availability requires a longer time, in which case written notice to the District shall be provided. Bidder shall identify the service provider, if other than the Bidder, where the manufacturer's service criteria will be honored.

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10. **Repair and Downtime, NON-Warranty:** The successful Bidder shall provide, or arrange to provide a service facility employing trained service representatives to service the equipment and all components described herein (this may be provided on a subcontract basis) within a **ten mile radius** of the Gallup City Limits. Service shall be provided to the District on a priority basis. Bidder shall identify the service provider, if other than the Bidder, where the manufacturer's service criteria will be honored.
11. **Standard Equipment:** All equipment and parts which are considered standard by the manufacturer and are required for a complete unit will be furnished and shall not be excluded for the reason that they were not specified in the Bid.
12. **Complete Unit:** When additional equipment (components) are required to complete a bid package which is not normally supplied/furnished by the bidder, such equipment shall be supplied by an authorized equipment supplier, but shall be the full responsibility of the bidder.

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Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
2 Business name/disregarded entity name, if different from above		
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	
	<input type="checkbox"/> Other (see Instructions) ▶ _____	
4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
5 Address (number, street, and apt. or suite no.) See Instructions.		Requestor's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. <small>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</small>													
	Social security number <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>												
	or Employer identification number <table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>												

Part II Certification Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

GALLUP-MCKINLEY COUNTY SCHOOLS
P.O. Box 1318
GALLUP, NEW MEXICO 87305-1318
(505) 721-1000

BID SPECIFICATIONS
ITB-384-20MA

Item No. 1—New, 1/2 Ton Pickup Truck, 4 x 4, Regular Cab, Wide Side 8 Ft. Box

MINIMUM SPECIFICATIONS	SPECIFICATIONS ON BID PROPOSAL
1. GVWR: 6,700 Pounds	1. _____ _____
2. Engine: V-8, 5.0 Liter, Gasoline	2. _____ _____
3. Fuel Tank: Factory Standard Maximum capacity	3. _____ _____
4. Transmission: 6 Speed Automatic	4. _____ _____
5. Front and Rear Axle: Heavy Duty Limited Slip Rear Axle	5. _____ _____
6. Wheelbase: Long Wheel Base	6. _____ _____
7. Front and Rear Springs: Heavy Duty	7. _____ _____
8. Shock Absorbers: Heavy-Duty Front and Rear	8. _____ _____
9. Tires: Factory Standard All-Terrain, Including Full Size Spare w/Factory Mount	9. _____ _____
10. Brakes: Power w/Four Wheel Anti-Lock	10. _____ _____
11. Steering: Power	11. _____ _____
12. Alternator: Heavy Duty 150 Amp	12. _____ _____

GALLUP-MCKINLEY COUNTY SCHOOLS
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(505) 721-1000

Item No. 1—New, 1/2 Ton Pickup Truck, 4 x 4, Regular Cab, Wide Side 8 Ft. Box

MINIMUM SPECIFICATIONS	SPECIFICATIONS ON BID PROPOSAL
13. Battery: Heavy Duty 600 CCA	13. _____ _____
14. Full Rubber Flooring with Rubber Floor Mats	14. _____ _____
15. Cloth Covered Bench Seat	15. _____ _____
16. AM/FM Radio w/Clock	16. _____ _____
17. Air Conditioning: Factory Installed	17. _____ _____
18. Color: Factory White	18. _____ _____
19. Heavy Duty Trailer/Tow Package w/7 wire harness, and Equalizer Hitch	19. _____ _____
20. Spray On Bed Liner, Rhino Lining or Line-X, Black ONLY	20. _____ _____

Whether regularly supplied or not, unit will include the following:

Off-Road Skid Plates; Heavy Duty Cooling System; Rear Step Bumper; Heavy Duty Air Cleaner; Tinted Windshield with Shade Band.

Location/Dealership for Warranty Repairs: _____

MODEL YEAR: _____ MAKE OFFERED: _____ MODEL: _____

DELIVERY DATE: _____

GALLUP-MCKINLEY COUNTY SCHOOLS
P.O. Box 1318
GALLUP, NEW MEXICO 87305-1318
(505) 721-1000

BID SPECIFICATIONS
ITB-384-20MA

Item No. 1

IN THE INTEREST OF FAIRNESS AND SOUND BUSINESS PRACTICE, IT IS MANDATORY THAT YOU STATE ANY EXCEPTIONS TAKEN BY YOU TO OUR SPECIFICATIONS.

IT SHOULD NOT BE THE RESPONSIBILITY OF THE DISTRICT TO FERRET OUT INFORMATION CONCERNING THE EQUIPMENT WHICH YOU INTEND TO FURNISH.

IF YOUR BID DOES NOT MEET ALL OF OUR SPECIFICATIONS, YOU MUST STATE ON THE SPACES PROVIDED BELOW.

IF YOUR BID DOES NOT MEET OUR SPECIFICATIONS, AND YOUR EXCEPTIONS ARE NOT LISTED ABOVE IN THE SPACES PROVIDED, THE DISTRICT MAY DISREGARD YOUR BID.

SIGNED: _____
I DO MEET SPECIFICATIONS

I DO NOT MEET SPECIFICATIONS, AS LISTED IN THIS BID; EXCEPTIONS
ARE STATED IN THE SPACES PROVIDED

[SIGN ONE OF THE ABOVE]

GALLUP-MCKINLEY COUNTY SCHOOLS
P.O. Box 1318
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(505) 721-1000

BID SPECIFICATIONS
ITB-384-20MA

Item No. 2—New, ¾ Ton Pickup, 4 x 4, Regular Cab with Snow Plow and Salt Spreader

MINIMUM SPECIFICATIONS	SPECIFICATIONS ON BID PROPOSAL
1. GVWR: 9,500 Pounds	1. _____ _____
2. Engine: V8, 6.0L Gasoline	2. _____ _____
3. Fuel Tank: Factory Standard Maximum capacity	3. _____ _____
4. Transmission: 6 Speed Automatic	4. _____ _____
5. Front and Rear Axle: Heavy Duty Limited Slip Rear Axle	5. _____ _____
6. Wheelbase: Factory Standard for model	6. _____ _____
7. Front and Rear Springs: Heavy Duty	7. _____ _____
8. Shock Absorbers: Heavy-Duty Front and Rear	8. _____ _____
9. Tires: Factory Standard All-Terrain, Including Spare w/Factory Mount	9. _____ _____
10. Brakes: Power w/Four Wheel Anti-Lock	10. _____ _____
11. Steering: Power	11. _____ _____
12. Full Rubber Flooring with Rubber Floor Mats	12. _____ _____

GALLUP-MCKINLEY COUNTY SCHOOLS
P.O. Box 1318
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(505) 721-1000

Item No. 2–New, ¾ Ton Pickup, 4 x 4, Regular Cab with Snow Plow and Salt Spreader

MINIMUM SPECIFICATIONS	SPECIFICATIONS ON BID PROPOSAL
13. Full Rubber Flooring with Rubber Floor Mats	13. _____ _____
14. Tilt Wheel and Cruise Control	14. _____ _____
15. Front and Rear Seats: Cloth Covered Bench Seat	15. _____ _____
16. AM/FM Radio w/Clock	16. _____ _____
17. Air Conditioning: Factory Installed	17. _____ _____
18. Color: Factory White	18. _____ _____
19. Heavy Duty Trailer/Tow Package	19. _____ _____
20. Snow Plow Prep Package	20. _____ _____
21. 8' Snow Plow, Snowex HD Products 8000HD NO SUBSTITUTES. Complete installed with cab control(s), and top deflector kit.	21. _____ _____ _____
22. Ride Level Mechanism to accommodate full salt spreader and ability to plow simultaneously.	22. _____ _____ _____
23. Pickup Truck Bed Salt Spreader, as Mfg. by Snowex Helixx 11790	23. _____ _____
24. Spray On Bed Liner, Rhino Lining or Line-X, Black ONLY	24. _____ _____

GALLUP-MCKINLEY COUNTY SCHOOLS
P.O. Box 1318
GALLUP, NEW MEXICO 87305-1318
(505) 721-1000

Item No. 2 Specifications Continued:

Whether regularly supplied or not, unit will include the following:

Off-Road Skid Plates; Heavy Duty Cooling System; Rear Step Bumper; Heavy Duty Air Cleaner;
Tinted Windshield with Shade Band.

Location/Dealership for Warranty Repairs: _____

MODEL YEAR: _____ MAKE OFFERED: _____ MODEL: _____

DELIVERY DATE: _____

GALLUP-MCKINLEY COUNTY SCHOOLS
P.O. Box 1318
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BID SPECIFICATIONS
ITB-384-20MA

Item No. 2

IN THE INTEREST OF FAIRNESS AND SOUND BUSINESS PRACTICE, IT IS MANDATORY THAT YOU STATE ANY EXCEPTIONS TAKEN BY YOU TO OUR SPECIFICATIONS.

IT SHOULD NOT BE THE RESPONSIBILITY OF THE DISTRICT TO FERRET OUT INFORMATION CONCERNING THE EQUIPMENT WHICH YOU INTEND TO FURNISH.

IF YOUR BID DOES NOT MEET ALL OF OUR SPECIFICATIONS, YOU MUST STATE ON THE SPACES PROVIDED BELOW.

IF YOUR BID DOES NOT MEET OUR SPECIFICATIONS, AND YOUR EXCEPTIONS ARE NOT LISTED ABOVE IN THE SPACES PROVIDED, THE DISTRICT MAY DISREGARD YOUR BID.

SIGNED: _____
I DO MEET SPECIFICATIONS

I DO NOT MEET SPECIFICATIONS, AS LISTED IN THIS BID; EXCEPTIONS
ARE STATED IN THE SPACES PROVIDED

[SIGN ONE OF THE ABOVE]

GALLUP-MCKINLEY COUNTY SCHOOLS
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BID SPECIFICATIONS
ITB-384-20MA

Item No. 3—New, 1 Ton Pickup Truck, 4 x 4, Regular Cab, Dual Rear Wheel, with Flatbed

MINIMUM SPECIFICATIONS	SPECIFICATIONS ON BID PROPOSAL
1. GVWR: 15,000 Pounds	1. _____ _____
2. Engine: V-8, 6.6 Liter, Turbo Diesel	2. _____ _____
3. Fuel Tanks: Dual, Factory Standard Maximum capacity	3. _____ _____
4. Transmission: 6 Speed Automatic, Heavy-Duty, Overdrive with Auxiliary Cooling System	4. _____ _____
5. Transfer Case: Heavy Duty, Manual	5. _____ _____
6. Hubs: Automatic Locking	6. _____ _____
7. Front and Rear Axle: Heavy Duty Limited Slip Rear Axle	7. _____ _____
8. Wheelbase: Long Wheel Base	8. _____ _____
9. Front and Rear Springs: Heavy Duty	9. _____ _____
10. Shock Absorbers: Heavy-Duty Front and Rear	10. _____ _____
11. Tires: Factory Standard All-Terrain, Including Full Size Spare	11. _____ _____
12. Brakes: Power w/Four Wheel Anti-Lock	12. _____ _____

GALLUP-MCKINLEY COUNTY SCHOOLS
P.O. Box 1318
GALLUP, NEW MEXICO 87305-1318
(505) 721-1000

Item No. 3—New, 1 Ton Pickup Truck, 4 x 4, Regular Cab, Dual Rear Wheel, with Flatbed

MINIMUM SPECIFICATIONS	SPECIFICATIONS ON BID PROPOSAL
13. Steering: Power	13. _____ _____
14. Alternator: Heavy Duty 220 Amp	14. _____ _____
15. Battery: Dual Heavy Duty 750 CCA	15. _____ _____
16. Full Rubber Flooring with Rubber Floor Mats	16. _____ _____
17. Cloth Covered Bench Seat	17. _____ _____
18. AM/FM Radio w/Clock	18. _____ _____
19. Air Conditioning: Factory Installed	19. _____ _____
20. Color: Factory White	20. _____ _____
21. Heavy Duty Trailer/Tow Package w/7 wire harness.	21. _____ _____
22. Flat Bed provided and installed as per the attached specifications.	22. _____ _____

Whether regularly supplied or not, unit will include the following:

Off-Road Skid Plates; Heavy Duty Cooling System; Heavy Duty Air Cleaner; Tinted Windshield with Shade Band.

Location/Dealership for Warranty Repairs: _____

MODEL YEAR: _____ MAKE OFFERED: _____ MODEL: _____

DELIVERY DATE: _____

Flat Bed Specifications:

Strongback™ Flatbeds as mfg. by Highway Products installed. The following are to be included:

- Headache rack
- Deck Tool Boxes
- Drop door tool box installed below deck
- Removable side rails
- Removable ladder rack rear mounted
- Rear receiver hitch with 7 wire harness
- Goose neck Hitch with hinged cover
- Diesel Fuel Tank (75-100 Gallon) mounted complete with hose, nozzle and pump, wired for immediate use.
- Rear Mud Flaps
- Color: Black

Brand Name & Manufacturer's Part/Model Number: _____

GALLUP-McKINLEY COUNTY SCHOOLS
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(505) 721-1000

**BID SPECIFICATIONS
ITB-384-20MA**

Item No. 3

IN THE INTEREST OF FAIRNESS AND SOUND BUSINESS PRACTICE, IT IS MANDATORY THAT YOU STATE ANY EXCEPTIONS TAKEN BY YOU TO OUR SPECIFICATIONS.

IT SHOULD NOT BE THE RESPONSIBILITY OF THE DISTRICT TO FERRET OUT INFORMATION CONCERNING THE EQUIPMENT WHICH YOU INTEND TO FURNISH.

IF YOUR BID DOES NOT MEET ALL OF OUR SPECIFICATIONS, YOU MUST STATE ON THE SPACES PROVIDED BELOW.

IF YOUR BID DOES NOT MEET OUR SPECIFICATIONS, AND YOUR EXCEPTIONS ARE NOT LISTED ABOVE IN THE SPACES PROVIDED, THE DISTRICT MAY DISREGARD YOUR BID.

SIGNED: _____
I DO MEET SPECIFICATIONS

I DO NOT MEET SPECIFICATIONS, AS LISTED IN THIS BID; EXCEPTIONS
ARE STATED IN THE SPACES PROVIDED

[SIGN ONE OF THE ABOVE]

GALLUP-MCKINLEY COUNTY SCHOOLS
P.O. Box 1318
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(505) 721-1000

BID PROPOSAL ITB-384-20MA					
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Item No.	Description	Unit	Quantity	Unit Price	Amount
1.	New, 1/2 Ton Pickup, 4 x 4, Regular Cab <u>Year, Make & Model</u>	Each	1	_____	\$ _____
2.	New, 3/4 Ton Pickup, 4 x 4, Regular Cab with Snow Plow and Salt Spreader <u>Year, Make & Model</u>	Each	2	_____	\$ _____
3.	New, 1 Ton Pickup, 4 x 4, Regular Cab with Flatbed <u>Year, Make & Model</u>	Each	1	_____	\$ _____

Name of Firm

Mailing Address

City State ZIP

Phone Number

Authorized Signature

Name of Person Signing (printed/typed)

Electronic Mail (email) Address

Fax Number

**GALLUP-MCKINLEY COUNTY SCHOOLS
P.O. Box 1318
GALLUP, NEW MEXICO 87305-1318
(505) 721-1000**

ORDER & REMIT ADDRESSES:

Order Address:	Remit Address:
Name:	Name:
Address:	Address:
City State ZIP:	City State ZIP:
Phone No.	Phone No.
email address for Purchase Orders:	email address for questions: