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**Electric Cooperative, Inc.**  
P.O. Box 128, Espanola, New Mexico, 87532

**Invitation to Bid (ITB):** ITB Number 20-1031-0005  
**ITB Title:** Cultural and Biological Survey for Sandra Harold Torreon  
Chapter Project  
**Issue Date:** October 20,2020  
**Bid Due Date:** October 29,2020  
**Bid Opening Date:** October 30,2020

**Important Note:** Indicate Company Name and Invitation to Bid 20-1031-0005 on envelope

Jemez Mountains Electric Cooperative, Inc. (JMEC) is issuing an Invitation to Bid for a Right of Way firm specializing in Cultural and Environmental Assessments and Reporting Services for a Bureau of Indian Affairs (BIA) approval for a utility corridor for Jemez Mountains Electric Cooperative, Inc. This ITB is for the submittal of a fixed price lump sum (See Scope of Work)

**Requirements:**

- Professional References
- Business requirements: Hold a valid Business License. Out of State Firms must be registered to do business in the State of NM and present a valid NM Tax ID number.
- Provide Certifications of Staff that will be involved in the SOW.
- Hold a valid Certificate of Professional Liability Insurance no less than Three Million Dollars (\$3,000,000); and business auto liability insurance covering owned, hired and non-owned vehicles with minimum combined bodily injury and property damage limit of One Million Dollars (\$1,000,000) per occurrence. Worker's Compensation Insurance, to cover obligations imposed by Federal and State statutes pertaining to Contractor's employees engaged in the performance of any services, and Employer's Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000). Contractor shall provide to JMEC current certificates of such coverage. The JMEC Board of Trustees, Management, and Employees must be listed as additional insured under the Contractor's Liability Insurance.
- After contract award, any and all changes to the scope of work must have prior approval by the JMEC General Manager.
- Contractor will be required to enter into the JMEC Standard Form of Agreement between JMEC and Contractor, as modified by JMEC. Contractor will comply with the

provisions of required certificates of insurance, and all other required paperwork before a Notice to Proceed will be issued from the JMEC Contract Administrator.

Primary Contact – JMEC Contract Administrator – Karen Wisdom:

**Submittal:**

***Please submit a Sealed Bid no later than October 29,2020 to Karen Wisdom, Contract Administrator, at 19365 US 84/285, Hernandez, NM 87537 or PO Box 128, Espanola, New Mexico, 87532. Bids submitted via email will be accepted.***

The sealed envelope shall be identified on the face of the envelope with the following:

- Name and address of the Offeror whether individual or firm/s
- Project Name and ITB # 20-1031-0005
- Date and time proposal are due October 29,2020 by COB 4:30 PM MST.
- Mailings address for delivery to JMEC Headquarters Espanola District Office, 19365 US 84/285, Hernandez, NM 87537 or PO Box 128 Espanola, NM 87532. To insure proper delivery via FedEx or UPS, the Response to the ITB envelope must be delivered to the front of the Espanola District Office headquarters offices. Email submittals will be accepted for this project.

Jemez Mountains Electric Cooperative, Inc. reserves the right to accept and/or reject any and all proposals. In ALL cases, any award resulting from the ITB shall always be in the best interests of Jemez Mountains Electric Cooperative, Inc.

Submittal of a proposal indicates acceptance by the Offeror of the conditions contained in this request. JMEC reserves the right to reject without prejudice any and or all responses. JMEC reserves the right to amend the specification of this ITB and request new and/or updated proposals at any time prior to award of contract. JMEC shall select the best proposal based on the evaluation criteria. Proposals shall be valid for (90) ninety days following the opening date. No proposal may be withdrawn or changed during this time.

Proposals shall be as thorough as necessary to establish the Offering firm's ability to complete the project in a timely manner.

All proposals are required to address the following information:

- Cover letter from an authorized individual who can commit to the terms and conditions of the proposal.

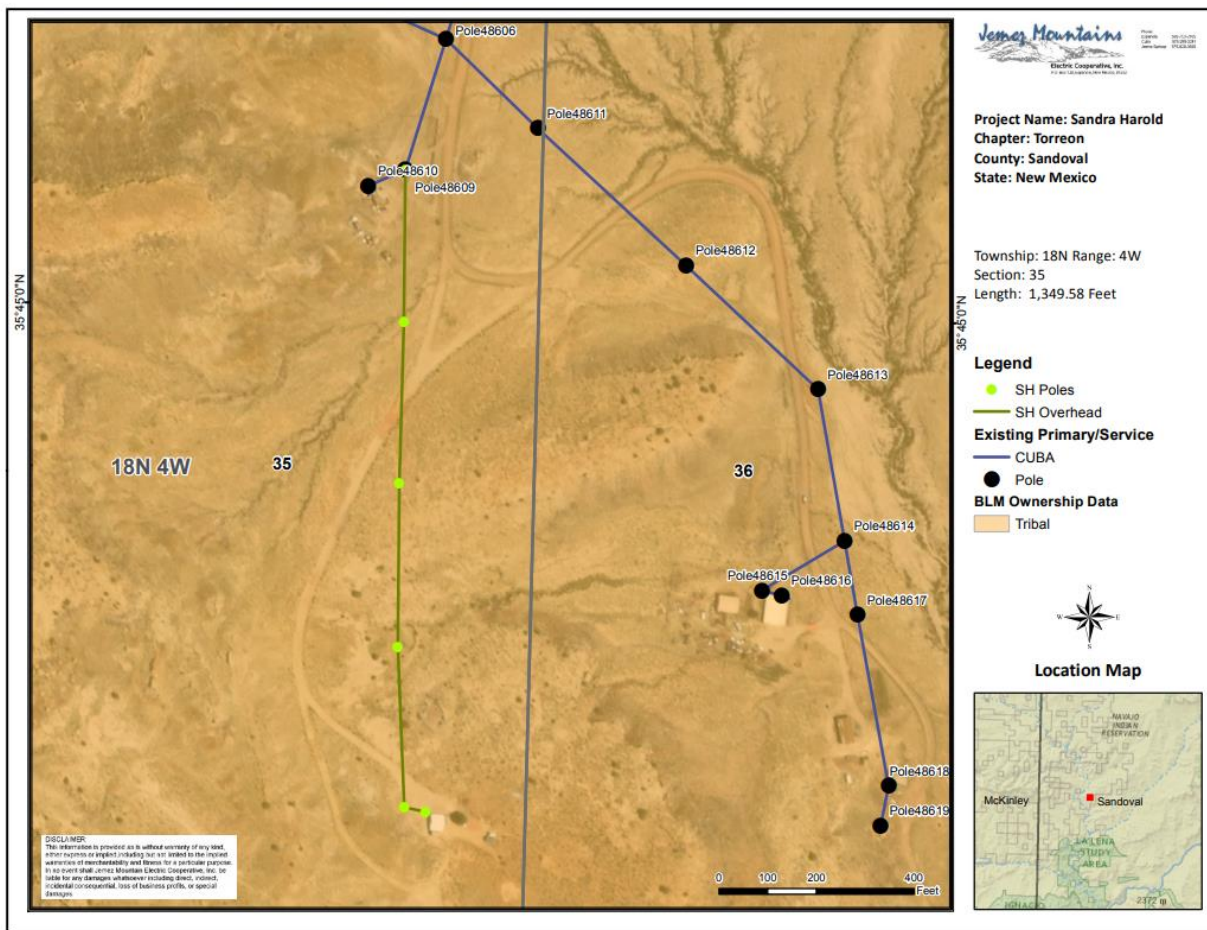
- **A complete description of the firm, its background and present location of business. The description must include a list of corporate officers, names of partners if a partnership or members of a limited liability company.**
- **A list of current projects being performed by the firm.**
- **A summary of typical project clients ( electric cooperatives, private or government entities)**
- **A statement of qualifications to demonstrate capability of performing and completing the requested services.**
- **A summary of previous projects and scope of work conducted in or near JMEC service territories.**
- **A list of at least three references for which the firm has performed work within the last two years substantially similar to the JMEC project. Include client names addresses, contact person or project manager, phone number and project name or identification number.**
- **A technical summary of the included Scope of Services outlining the work to be performed, summarizing the proposed work effort, and indicating any proposed modifications to the Scope of Services, Suggested modifications must include a description of the change to the design services, a technical reason for the proposed change and the applicable costs associated with the design modification.**
- **The names, job classifications, and experience of all personnel who shall be assigned to this project. Personnel previously employed by JMEC in any supervisory engineering capacity cannot inspect or certify the results of the work order inspections. This would present a Conflict of Interest.**
- **A list of any subcontractors to be employed by this project and shall include all information, required of the submitting firm.**
- **Must provide the Offeror's single point of contact through proposal acceptance. JMEC shall communicate solely through this contact regarding all issues of acceptance. A correct email address, postal address, phone number and fax number must be included for the point of contact.**
- **Proposals of corporations not incorporated in the State of New Mexico must be accompanied by the proper certifications that such corporation is authorized to do business in the State of New Mexico and provide a New Mexico Taxation and Revenue Department Identification Number at time of proposal submittal.**
- **JMEC shall make such investigations, in its best interests, as it deems necessary, to determine the ability of the proposer to perform the services required by the Scope of Services. Upon request, the Offeror to the ITB shall furnish evidence satisfactory to JMEC that it has the necessary facilities, ability, and financial resources to fulfill the project's Scope of Services.**

**Scope of Work for Cultural and Environmental Assessment Survey for Line Extension for  
Sandra Harold Torreon Chapter of the Navajo Nation  
ITB 20-1031-0005**

**Scope of work for a fixed price lump sum contract for a cultural and environmental assessment survey, electric utility right -of- way (20 feet in width and approximately 1,349.58 ft. in length) for a new single-phase line extension for Jemez Mountains Electric Cooperative, Inc.**

- **Cultural and Environmental Assessment Survey for an electric utility ROW (20' wide) for a new single-phase line extension to serve Sandra Harold Torreon Chapter in Township 18 North, Range 4 West.**
- **Exhibit A shows the general location of the project. The proposed pole locations are shown on the map (Exhibit A). Take off pole # 48610 on an existing JMEC line.**
- **Responsible for all reports to BIA for the successful acquisition of the BIA approval for the ROW utility corridor.**
- **JMEC will provide directions to the project site.**
- **This work is needed as soon as possible.**
- **Change Orders to the Contract in scope and or terms and conditions can only be approved by the General Manager of Jemez Mountains Electric Cooperative, Inc.**

# Exhibit A Map



## Bid Sheet and Certification

JMEC desires to engage a professional ROW firm specializing in cultural and biological surveys for utility ROW corridor projects to provide a cultural and environmental analysis and report out for the successful acquisition for BIA approval.

Lump Sum Fixed Price Bid \$ \_\_\_\_\_

Navajo Nation Business Tax of 6% \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

Weeks to complete the project\* \$ \_\_\_\_\_

**\*Estimate barring any unforeseen governmental shutdowns**

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or service, that it meets or exceeds all the specifications contained herein, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Taxpayer Identification Number (T.I.N): \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Bidder Reference Form

The Contractor shall supply, with its bid, professional references of companies or organizations for which it has performed similar right-of-way clearing work within the last (24) months. At least three (3) references shall be included with a contact name and telephone number.

Reference 1:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Services Rendered: \_\_\_\_\_

Brief Description of Specific Services Rendered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference 2:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Services Rendered: \_\_\_\_\_

Brief Description of Specific Services Rendered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference 3:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Date(s) of Services Rendered: \_\_\_\_\_

Brief Description of Specific Services Rendered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Vendor Preference. The Board of Trustees has approved and supports a local vendor preference which applies to all competitive *bids* for equipment, materials, supplies and *contractual services* in which the *contractual services* are procured using a *bid* solicitation process based solely on price. No consideration *shall* be given to any other factors such as qualifications, references or experience in determining contract award, provided the vendor whose price is determined to be the lowest has met all the *bid specifications* and requirements. A preference *will* apply to *professional service* contracts awarded by means of the *ITB* process.

Local Vendor *shall* mean any business which:

Has had a fixed office or distribution point located in and having a street address within the JMEC service area for at least one year immediately prior to the issuance of the request for competitive *bids* by the purchasing agent;

Employs at least two full-time employees whose primary residence is located within Jemez Mountains Electric Cooperative service area, or if the business has no employees, *shall* be at least fifty percent owned by one or more persons whose primary residence(s) is located within Jemez Mountains Electric Cooperative service area; and Will credit all sales taxes generated pursuant to the contract awarded as a result of the application of this local vendor preference to its business location in the Jemez Mountains Electric Cooperative service area.

If the low bidder is not a local vendor, any local vendor that submitted a *bid* that is within ten (10) percent of the low *bid shall* have the option of submitting a new *bid* within 48 hours (not including weekends and holidays) of the time indicated in the *bid* documents of the *bid* opening. Such new *bids must* be in an amount less than or equal to the low *bid* announced by the Purchasing Agent. If the Purchasing Agent receives any new *bids* from local vendors who have the option of submitting new *bids* within said forty- eight (48) hour period, the Purchasing Agent *shall* award the contract to the local vendor submitting the lowest *bid*. If no new *bids* are received, the contract *shall* be awarded to the original low bidder as announced by the Purchasing Agent. If more than one new *bid* is received from local vendors, and there is a tie for the low *bid*, the contract *shall* be awarded to the local vendor whose original *bid* was the lowest.