

**SANTA FE COUNTY  
PUBLIC WORKS DEPARTMENT**

**INVITATION FOR BID**



**IFB# 2015-0352-FD/IC**

**GLORIETA WATER WELL**

**JULY 2015**

**SANTA FE COUNTY**

**Table of Contents**

**BIDDING DOCUMENTS**

Advertisement for Bid .....3

Instructions for Bidders .....4

Bid Proposal .....14

Bid Form .....16

Bid Sheets.....18

Non-Collusion Affidavit of Prime Bidder.....20

Non-Collusion Affidavit of Subcontractor.....21

Certificate of Non-Segregated Facilities .....23

Certification of Bidder Regarding Equal Employment Opportunity .....24

Certification of Subcontractor Regarding Equal Employment Opportunity.....25

Bid Bond .....26

Performance Bond.....27

Labor and Material Payment Bond .....29

Subcontractor Listing .....31

**APPENDICES**

A. New Mexico State Engineers “Drilling your Water Well” .....34

B. Specifications.....35

C. Drawings.....36

D. Acknowledgement of Receipt of Invitation to Bid Form.....37

E. Campaign Contribution Disclosure Form.....38

F. Resident Veterans Preference Certification .....41

G. N.M. Wage Determination .....43

H. Sample Agreement .....48

**ADVERTISEMENT  
INVITATION FOR BIDS  
GLORIETA WATER WELL  
IFB# 2015-0352-FD/IC**

The Santa Fe County Public Works Department requests bids for the purpose of procuring a licensed construction company for the drilling, casting, development and testing of a water well in Glorieta. Bids may be held for ninety (90) days subject to all action by the County. Santa Fe County reserves the right to reject any and all bids in part or in whole. A completed bid package must be submitted in a sealed container indicating the bid title and number along with the bidding firm's name and address clearly marked on the outside of the container. **All bids must be received by 2:00 PM on Monday, August 10, 2015 at the Santa Fe County Purchasing Division, 142 W. Palace Avenue (Second Floor), Santa Fe, NM 87501.** By submitting a bid for the requested materials and/or services each firm is certifying that their bid is in compliance with the regulations and requirements stated within this IFB.

**A Pre-Bid Conference & Site Visit will be held at 2:00PM on Wednesday, July 22, 2015 at the Santa Fe County Projects & Facilities Conference Room located at 901 West Alameda, Suite 20C, Santa Fe, New Mexico 87501. The Pre-Bid Conference & Site Visit is not mandatory but attendance is recommended.**

EQUAL OPPORTUNITY EMPLOYMENT: All qualified bidders will receive consideration of contract(s) without regard to race, color, religion, sex, national origin, ancestry, age, physical and mental handicap, serious mental condition, disability, spousal affiliation, sexual orientation or gender identity.

The Invitation for Bid Documents will be available by contacting Maricela Martinez, Santa Fe County Purchasing, by telephone at (505) 992-9864, email at [mcmartinez@santafecountynm.gov](mailto:mcmartinez@santafecountynm.gov) and on the Santa Fe County website at [http://www.santafecountynm.gov/asd/current\\_bid\\_solicitations](http://www.santafecountynm.gov/asd/current_bid_solicitations).

**BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE ACCEPTED.**

Santa Fe County  
Publish: July 12 & 13, 2015

## INSTRUCTIONS FOR BIDDERS

Bids are requested by Santa Fe County for construction services for the Glorieta Fire Station water well, located in Santa Fe County, NM.

1. **LOCATION AND DESCRIPTION OF WORK:** The work includes the furnishing of all labor, materials, supplies, equipment, tools, transportation, recommendations, testing, services, and appurtenances, unless hereinafter specifically excepted, necessary to move-in, move-out, disinfect, and clean-up; satisfactorily complete reverse circulation rotary drilled pilot boreholes, log, obtain and secure cuttings, analyze cuttings, construct reverse circulation, rotary drilled gravel packed wells, including but not limited to drill, construct, disinfect, test, log, maintain/test drilling fluid, gravel pack, develop, clean, pump, test pump, test sand production, guarantee sand production, check casing plumbness and alignment, perform final bore hole caliper survey, obtain and analyze water samples as specified, place two (2) sounder pipe and two (2) gravel make-up pipes and caps, and well cap; and submittals of logs and test results.

The Contractor shall supply all labor, materials and equipment necessary to complete the work in accordance with the construction plans and specifications.

2. **SPECIFICATIONS:** The construction of this project will be in accordance with New Mexico Office of the State Engineer, New Mexico Association of Counties (NMAC) 19.27.4 Natural Resources and Wildlife and other contract documents prepared by Santa Fe County, except as otherwise specified herein or in the contract.
3. **TIME AND PLACE OF RECEIVING AND OPENING BIDS:** This information will be found in the "Advertisement for Bids", page 3 of this IFB. A bid received after the specified time will not be considered and will be returned to the bidder unopened.
4. **CONTRACT TIME:** The number of days for the completion of work (the contract time) is 42 calendar days. The contract time begins once the permit is issued by the State Water Surface Division to the well driller.
5. **COPIES OF BIDDING DOCUMENTS:** The Invitation for Bid Documents will be available by contacting Maricela Martinez, Santa Fe County Purchasing, by telephone at (505) 992-9864, email at [mcmartinez@santafecountynm.gov](mailto:mcmartinez@santafecountynm.gov) and on the Santa Fe County website at [www.santafecountynm.gov/services/asd/current\\_bid\\_solicitations](http://www.santafecountynm.gov/services/asd/current_bid_solicitations).

Bidders shall use complete sets of Bidding Documents in preparing bids; neither the owner nor engineer assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

No license or grant of use of the Bidding Documents is conferred by issuance of copies of the bidding documents.

6. **BIDDER’S REPRESENTATION:** By submitting a bid the bidder represents that: a) the bidder has read and understands the Bid Documents and Contract Documents; b) the bid is made in compliance with the Bid Documents and Contract Documents; c) The bidder has visited the site and has become familiar with local conditions under which the Work is to be performed, and has correlated the bidder’s personal observations with the requirements of the proposed Contract Documents; d) the bidder has familiarized itself with federal, state and local laws, ordinances, rules, and regulations affecting performance of the Work; and e) the bid is based upon the materials, equipment and systems required by the Bid Documents without exception; and f) the County shall rely on these representations.
  
7. **INTERPRETATIONS/ADDENDA:** All questions about the meaning or intent of the contract documents shall be submitted to the Procurement Manager in writing.

Replies will be issued by written addenda mailed or delivered to all parties recorded by the Procurement Manager, as having received the bidding documents at least seven (7) calendar days before the scheduled bid opening date. Questions received less than seven (7) calendar days prior to the date for opening of bids will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Written questions or inquiries in relation to the Invitation for Bid will be directed to:

Maricela Martinez, Procurement Specialist Senior  
Santa Fe County Purchasing Division  
142 W. Palace Avenue (Second Floor)  
Santa Fe, NM 87501  
Ph. (505) 992-9864  
Fax (505) 989-3243  
Email – [mcmartinez@santafecountynm.gov](mailto:mcmartinez@santafecountynm.gov)

Addenda will be transmitted to all bidders that are listed on the Bid Holder’s List at the printer(s) who have received a complete set of Bid Documents.

Copies of addenda will be made available for inspection wherever Bid Documents are on file for that purpose. Each addendum shall be part of the contract documents as specified in the written contract, attached to these specifications, (see Appendix H).

Addenda will be issued no later than five (5) working days prior to the date for receipt of bids except an addendum withdrawing the request for bids or one which includes postponement of the date for receipt of bids.

Each bidder shall ascertain prior to submitting a bid that the bidder has received all addenda and the bidder shall acknowledge receipt in the bid.

9. **PREFERENCES IN PROCUREMENT:**

***New Mexico In-state Preference.***

- A. New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for an “**in-state resident contractor**”. Application of a resident contractor preference requires the bidder to provide a copy of a valid and current certificate as a resident contractor. Certificates are issued by the state taxation and revenue department.

If a bidder submits with its bid a copy of a valid and current in-state resident contractor certificate, the bidder’s bid will be deemed to be 5% lower than the bid actually submitted.

Certification by the department of taxation and revenue for the resident contractor takes into consideration such activities as the business or contractor’s payment of property taxes or rent in the state and payment of unemployment insurance on employees who are residents of the state.

**OR**

***B. New Mexico Resident Veteran Preference.***

New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a “**resident veteran contractor**”. Certification by the department of taxation and revenue for the resident veteran contractor requires the bidder to provide evidence of annual revenue and other evidence of veteran status.

A bidder who wants the veteran contractor preference to be applied to its bid is required to submit with its bid the certification from the department of taxation and revenue and the sworn affidavit attached hereto as Appendix E.

If a bidder submits with its bid a copy of a valid and current veteran resident contractor certificate, the bidder’s bid will be deemed to be 10%, 8% or 7% lower than the bid actually received, depending on the business’ annual revenue.

**The in-state resident contractor preference is not cumulative with the resident veteran contractor preference.**

The in-state and veteran preferences do not apply to procurement of services or goods involving federal funds or federal grant funds.

Additional information about obtaining the certificate as a resident contractor and resident veteran contractor may be found at:

<http://www.tax.newmexico.gov/Businesses/Pages/In-StatePreferenceCertification.aspx>.

10. SUBCONTRACTORS, SUPPLIERS AND OTHERS: The contractor shall be required to fully comply with the Subcontractors Fair Practices Act, NMSA 1978, 13-4-31 to 13-4-42.
  - A. The contractor, in the bid documents, must identify in writing to the County those portions of the work that it proposes to subcontract and after the Notice of Award, may only subcontract other portions of the work with the County's written consent.
  - B. Any subcontractor who will be providing more than \$5,000 or one-half of one percent of the architect's or engineer's estimate of the total project cost (not including alternates) whichever is greater for any service, must be listed on the Subcontractor Listing. The subcontractor listing threshold for this IFB is \$5,000.
11. SUBSTITUTIONS: The materials, products, and equipment described in the Bid Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. No substitution will be considered prior to receipt of bids.
12. WAGE RATES/REGISTRATION WITH THE LABOR AND INDUSTRIAL DIVISION OF THE LABOR DEPARTMENT: The contractor shall be required to fully comply with the Public Works Minimum Wage Act, NMSA 1978, 13-4-11 thru 13-4-17. If the minimum wage rate determination for the project is not included in the initial Bid Documents, it will be furnished in an addendum.

A contractor or subcontractors who submit a bid valued at more than sixty thousand dollars (\$60,000) for a public works project that is subject to the Public Works Minimum Wage Act must be registered with the New Mexico Workforce Solutions at the time of the bid opening. The registration number shall be provided in the bid submitted by the contractor in the space provided for subcontracts with work proposed. After the bid opening, the registration numbers will be verified by the County and the bid will be determined to be non-responsive and disqualified if the registration numbers are *"inactive"* and the contractor does not provide proof of the required registration for itself or its subcontractors for work proposed over sixty thousand dollars (\$60,000).

For a public works contract whose value is \$60,000 or more, the NM Public Works Minimum Wage Act, 13-4-11 NMSA 1978, also requires all tiers of subcontractors to submit certified weekly payroll records to the general contractor and the County biweekly. If this provision applies, the contractor shall, and shall require all tiers of subcontractors, to submit certified weekly payroll records to the contractor and the County's Project Manager for this project.

13. BID FORM:
  - A. The bid forms are included in the bidding documents; additional copies may be obtained from the Santa Fe County Purchasing Division.
  - B. Bid forms must be completed in either ink or typewritten. The bid price of each item on the form must be stated in numerals and written words; in case of an error

in extensions in the unit price schedule the unit price shown in written words shall govern.

- C. Bids by corporations must be executed in the corporate name by the president or a vice president (or other corporate office accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.
  - D. Bids by partnerships must be executed in the partnership name and signed by a partner, their title must appear under their signature and the official address of the partnership must be shown below the signature.
  - E. All names must be typed or printed below the signature.
  - F. The bid shall contain an acknowledgment of receipt of all addenda (the numbers of which shall be filled in on the bid form).
14. **BID SECURITY:** Each individual bid shall be accompanied by bid security equal to 5% of the amount of the bid. Such bid security shall be in the form of a certified or cashier's check made payable to the County or a surety bond issued by a surety authorized to conduct business in the State of New Mexico and who is approved in federal circular 570 as published by the U.S. Treasury Department.

By submitting the bid and providing the bid security, the bidder pledges to enter into a binding contract with the County and will furnish bonds covering the faithful performance of the contract and payment of all obligations arising hereunder.

The County will have the right to retain the bid security of bidders to whom an award is being considered until either the contract has been executed and bonds, if required, have been furnished or the specified time has elapsed so that bids may be withdrawn or all bids have been rejected.

15. **POWER OF ATTORNEY:** Attorneys in fact who sign bonds must attach certified effective copies of their Power of Attorney to all bonds.
16. **QUALIFICATION OF BIDS:** All contractors and subcontractors must have a valid New Mexico license appropriate to the work herein specified at the time the bid is submitted.
17. **SUBMISSION OF BIDS:** Bids shall be submitted at the time and place indicated in the "Advertisement for Bids" on page 3 of this IFB and shall be enclosed in an opaque sealed envelope, marked with the project title, name and address of the bidder, N.M. License Number, and accompanied by the list of subcontractors and other required documents. All blanks must be filled in. Conditional bids will not be considered. The envelope shall be addressed to:

Maricela Martinez, Procurement Specialist, Senior  
Santa Fe County Purchasing Division  
142 W. Palace Avenue (Second Floor)  
Santa Fe, NM 87501



18. **MODIFICATION AND WITHDRAWAL OF BIDS:** A bid may not be modified, withdrawn or canceled by the bidder following the time and date designated for the receipt of bids, and each bidder so agrees to these conditions by submitting a bid.

Prior to the time and date designated for receipt of bids, a bid submitted may be modified or withdrawn by notice to the County at the address designated for receipt of bids. Such notice shall be in writing and signed by the bidder.

Upon receipt such written confirmation shall be date and time stamped by the County on or before the date and time set for receipt of bids. A modification of a bid shall be worded as not to reveal the amount of the original bid.

19. **GROSS RECEIPTS TAXES:** The amount of the bid shall exclude applicable New Mexico Gross Receipts Taxes or applicable local option taxes. The applicable gross receipts tax or applicable local option taxes shall be computed and shown as a separate amount on each request for payment made under the contract.
20. **CONSIDERATION OF BIDS:** Bids received on time will be opened publicly and will be read aloud, and an abstract of the amounts of the base bids and alternates or bid items, if any, will be made available to the bidders. Each bid shall be open to public inspection.
21. **BID OPENING PROCEDURE:** The person or persons opening the bids shall verify that the requirements of the Instruction to Bidders have been fulfilled, and shall read aloud the name of each apparently responsive bidder and the bid amount(s). If any requirements have not been met, the bid shall be deemed non-responsive and disqualified. Each bid shall be reviewed for the following:
- A. Bid Proposal – Include name of bidder, type of organization, contractor’s license number and DOL registration number and all required signatures.
  - B. Bid Form- Include acknowledgement of all addenda, if applicable, bidder’s name, title, address, telephone number, contractor’s license number and type, United States Treasury number, resident preference certificate, if applicable, and all required signatures.
  - C. Bid Sheet-Include best price offered, excluding GRT.
  - D. Non-Collusion Affidavit for Prime Bidder Form-Include all required notarized signatures.
  - E. Certification of Non-Segregated Facilities Form-Include all required notarized signatures.
  - F. Certification of Bidder Regarding Equal Employment Opportunity Form-Include all required signatures.
  - G. Bid Bond-Include all required notarized signatures.
  - H. Bid Security- Shall be in the form of a certified or cashier’s check made payable to the County or a surety bond issued by a surety.
  - I. Subcontractor’s Listing Form-List of all subcontractors performing work over \$5,000.00, include name, address, telephone number, license number and **active** NM Department of Workforce Solutions Registration Number.

- J. Campaign Contribution Disclosure Form-Include all required signatures.
- K. Valid certificate of resident business or resident contractor.

**IF ANY OF THESE REQUIREMENTS HAVE NOT BEEN MET, THE BID MAY BE DISQUALIFIED AND CONSIDERED NON-RESPONSIVE.**

- 22. BIDS TO REMAIN OPEN: All bids shall remain open for ninety (90) days after the day of the bid opening.
- 23. AWARD OF CONTRACT:
  - A. The County reserves the right to reject any and all bids and waive any and all informalities or technicalities and the right to disregard all nonconforming or conditional bids or counter proposals.
  - B. If a contract is to be awarded, it will be awarded to the lowest responsible bidder submitting a bid that is either: (i) the lowest base bid; or (ii) the lowest bid including the base bid and the alternate(s); or (iii) the lowest bid including the base bid and any combination of the alternates.
  - C. If the lowest responsible bidder has otherwise qualified, the lowest bidder may negotiate with the County for a lower bid if the lowest bid is within **ten percent** over budgeted project funds in order to prevent all bids from being rejected. No change in the original scope and/or terms and conditions will be allowed. Negotiations may be permitted with product, materials, and equipment alternatives as determined to be in the best interest of the County.
  - D. Alternates may be accepted and awarded in any manner or order based on available budget. The County reserves the right not to award any particular alternate.
- 24. LIQUIDATED DAMAGES: Liquidated damages in the amount of five hundred dollars (\$500.00) per each working day shall be assessed after the completion date (as adjusted by change orders) until the issuance of a Certificate of Substantial Completion for the entire project.
- 25. PREFERENCES IN EQUIPMENT AND MATERIAL: In the construction of this project, the County has no preference for any process, type of equipment, or kind of material, but will consider all processes, types of equipment or kinds of material offered on a usual competitive basis if they are in fact equal to that specified and will accomplish the purpose intended. The County reserves the right to be the sole judge as to whether or not a different process, type of equipment or kind of material offered is in fact equal to that specified.
- 26. LICENSE OR ROYALTY FEES: Licenses and/or royalty fees for products or for processes must be paid for directly by the contractor.

27. **PERMITS:** It is the responsibility of the contractor and each subcontractor to obtain permits and inspections required by the County and/or the State of New Mexico or any other entity that may have jurisdiction over the construction.
28. **COLLUSION:** No bidder shall be interested in more than one bid. Collusion among bidders or the submission of more than one bid under different names by any firms or individual shall be cause for rejection of all bids in question without consideration.
29. **QUANTITIES:** The quantities set forth in the bid proposal are estimated quantities on which bids will be compared and which will be the basis for award of contract. Payment will be made for work actually performed.
30. **PROTEST PROCEDURE:** Any bidder who is aggrieved in connection with procurement may protest to the County Purchasing Manager as set forth in Resolution No. 2006-60 by the Board of County Commissioners. A copy of Resolution No. 2006-60 is available upon request. The protest must be in writing and be submitted within fifteen (15) days after the facts or occurrences. The complete procedures and requirements regarding protests and resolution of protests are available from the Santa Fe County Purchasing Division upon request.
31. **CONTRACTOR'S QUALIFICATION STATEMENT:** A bidder to whom award of a contract is under consideration shall submit, upon request, information and data to prove that its financial resources, production or service facilities, personnel, and service reputation and experience are adequate to make satisfactory delivery of the services, construction, or items of personal property described in the Bidding Documents.
32. **BOND REQUIREMENTS – PERFORMANCE BOND AND PAYMENT BOND:** If awarded the contract, a bidder shall furnish bonds covering the faithful performance of the contract and payment of all obligations arising thereunder. The amount of the bonds, performance and payment, shall each be equal to 100% of the contract sum. Bonds shall be issued by a surety authorized to conduct business in the State of New Mexico and who is approved in federal circular 570 as published by the U.S. Treasury Department. The cost of the bonds shall be included in the bid.
33. **TIME OF DELIVERY AND FORM OF BONDS.** The bidder shall deliver the required bonds to the County no later than seven (7) days following the date of execution of the contract. If the Work is to be commenced prior thereto in response to a letter of intent, the bidder shall, prior to commencement of the Work, submit evidence satisfactory to the County that such bonds will be furnished and delivered in accordance with this section.

The bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

34. **WARRANTY:** The contractor shall furnish a written warranty of workmanship to the Procurement Manager for a period of one (1) year following the completion date in addition to all other warranties required by the Contract Documents.
35. **NOTICE OF AWARD:** A written Notice of Award shall be issued by the County after review and approval of the bid and related documents.
36. **IDENTICAL BIDS:** If two or more identical low bids are received, the County will apply the process described at Section 13.1.110 NMSA 1978, of the State Procurement Code.
37. **CANCELLATION OF AWARD:** When in the best interest of the public, the County may cancel the award of any contract at any time before the execution of said contract by all parties without any liability against the County.
38. **NOTICE TO PROCEED:** The County will issue a written Notice to Proceed and a purchase order to the contractor stipulating the date from which contract time will be charged and the date contract time is to expire.
39. **FAILURE TO EXECUTE CONTRACT:** Failure to return the signed contract with acceptable contract bonds and certificate of insurance within ten (10) calendar days after the date of the Notice of Award shall be just cause for the cancellation of the award. The award may then be made to the next lowest responsible bidder, or the work may be re-advertised and constructed under contract or otherwise, as the owner may decide.
40. **INSURANCE REQUIREMENTS:** At a minimum upon execution of the Agreement between the County and the contractor, the contractor shall furnish to the County, Certificates of Insurance naming Santa Fe County as an additional insured for the insurance coverage as specified in the sample contract and the County's supplementary conditions attached hereto.
41. **CLARIFICATION OF NON-COLLUSION AFFIDAVIT OF SUBCONTRACTOR, AND CERTIFICATION OF SUBCONTRACTOR REGARDING EQUAL EMPLOYMENT OPPORTUNITY:** The general contractor is not required to present completed "Non-Collusion Affidavit of Subcontractor" and "Certification of Subcontractor Regarding Equal Employment Opportunity" forms from their subcontractors at the time of bid submittal; however, once the contract is awarded, the general contractor is responsible for providing these forms along with the bonds and certificate of insurance.
42. **SUBCONTRACTOR PERFORMANCE AND PAYMENT BOND.** A subcontractor whose work to be performed on a public works building project is one hundred twenty-five thousand dollars (\$125,000) or more shall submit a performance and payment bond in the amount of the work they are to perform on the project. These bonds will be submitted within the stated (10) calendar days after the date of the Notice to Award.

43. OPERATIONS AND MAINTENANCE MANUALS: At the completion of the project but prior to the Substantial Completion certificate approved by the engineer, the contractor shall submit to the Project Manager two (2) copies of a three ring binder with all maintenance and operations instructions for all systems and items within this phase of construction, if applicable.
44. NOTICE: The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kick backs.
45. SUFFICIENT APPROPRIATION: Any contract awarded as a result of this IFB process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.
46. NUMBER OF BIDS ACCEPTED. Bidders shall submit only one (1) bid in response to this IFB.
47. LIVING WAGE: Contractor shall comply with the requirements of the Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

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**BID PROPOSAL**

**IFB# 2015-0352-FD/IC  
GLORIETA WATER WELL**

To Santa Fe County, State of New Mexico, Owner:

In compliance with the Information for Bidders and in strict conformance with the Contract Documents, \_\_\_\_\_, hereinafter called the Bidder, organized and existing under the laws of the State of New Mexico as a \_\_\_\_\_ (type of business or legal entity), hereby proposes to perform all the WORK required for the construction services for the Glorieta Water Well located in Santa Fe County, New Mexico.

The undersigned declares that it is the only person or parties interested in the proposal as principals are those named herein; that the proposal is made without collusion with any person, firm or corporation; that it has carefully examined the specifications, including special provisions, if any, and that it has made a personal examination of the site of the work, that it is to furnish all the necessary machinery, tools, apparatus and other means of construction and do all the work and furnish all the materials specified in the manner and the time prescribed; that it understands that the quantities are approximate only and subject to increase or decrease, and that it is willing to perform any increased or decreased quantities of work at unit price bid.

The undersigned hereby agrees to execute and deliver the Construction Agreement within ten (10) days, or such further time as may be allowed in writing by Santa Fe County after receiving notification of the acceptance of this proposal, and it is hereby mutually understood and agreed that in case we do not, Santa Fe County may proceed to award the contract to others.

We hereby agree to commence the work within fifteen (15) days, or such further time as may be allowed in writing by Santa Fe County after notification to proceed.

The undersigned proposes to guarantee all work performed under these plans, specifications and contract for one year after acceptance by the County and repair and maintain same until the date of acceptance by Santa Fe County.

\_\_\_\_\_  
Signature-Title

(Corporate Seal)

\_\_\_\_\_  
Corporate Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

Names of individual members of firms or names and titles of all officers of Corporation.

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Corporation organized under the Laws of the State of

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New Mexico Contractor's License No.

NM Department of Workforce Solutions,  
Public Works Labor Enforcement Fund  
Registration Number:

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**SANTA FE COUNTY  
BID FORM**

FROM: \_\_\_\_\_

\_\_\_\_\_ hereinafter called "Bidder".

TO: Santa Fe County  
142 West Palace Avenue  
Santa Fe, New Mexico 87501

hereinafter called "CONTRACTING AGENCY",

**BID FOR: IFB# 2015-0352-FD/IC  
PROJECT: GLORIETA WATER WELL**

Purchasing Division:

The bidder has familiarized itself with the existing conditions on the project area affecting the cost of the work and with the contract documents which includes:

- A. Advertisement for Bids
- B. Instructions for Bidders
- C. Bid Proposal and other required bid forms as listed herein
- D. Form of Agreement
- E. Form of Performance Bond
- F. Form of Labor and Material Payment Bond
- G. Technical Specifications
- H. All information provided in the Project Manual and Drawings

Therefore, the Bidder hereby proposes to furnish all supervision, technical personnel, labor, materials, tools appurtenances, equipment, and services (including all utility and transportation services) required to complete the construction services for the Glorieta Water Well, in accordance with the above listed documents.

(Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern). Bidder has provided unit prices for the scope of work.

In submitting this bid, the Bidder understands that the right is reserved by Santa Fe County to reject any irregular or all bids, waive any technicalities in the bids, and accept the bid deemed to be in the best interest of the public and that Santa Fe County intends to award one contract (if at all) for the items bid. If written notice of the acceptance of this bid is mailed, telegraphed or otherwise delivered to the undersigned within ninety (90) days after the opening thereof or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver the agreement in the prescribed form within ten (10) days after the agreement is presented to it for signature.

All Addenda pertaining to this Project shall be acknowledged by the Bidder in the spaces provided below:



Addendum No.	Date	Acknowledged by Bidder or Its Authorized Representative	Date Acknowledged
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Failure to acknowledge receipt, as provided above, may be considered sufficient grounds for disqualification of the bidder and rejection of his proposal.** It shall be the bidder's responsibility to become fully advised of all Addenda prior to submitting his bid.

The Bidder agrees to commence work under this Contract within fifteen (15) days after, a date to be specified in a written "Notice to Proceed" from Santa Fe County or its authorized agents. Bidder further agrees to pay liquidated damages as provided in the Contract Documents.

This Bid Proposal contains the following:

- A. Bid Proposal
- B. Bid Form
- C. Bid Sheet
- D. Non-Collusion Affidavit for Prime Bidder
- E. Certification of Non-segregated Facilities
- F. Certification of Bidder Regarding Equal Employment Opportunity
- G. Bid Bond
- H. Subcontractors Listing (as included in this packet)
- I. Campaign Contribution Disclosure Form
- J. Preference Certificate(s)

***Failure to include any of the above listed documents in the bid submittal may be considered sufficient grounds for disqualification of the bidder and rejection of its bid.***

Respectfully submitted:

Name of Bidder:

Official Address:

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

\*New Mexico Contractor's License Number and Types: \_\_\_\_\_

United States Treasury Number: \_\_\_\_\_

Resident Preference Certificate Number: \_\_\_\_\_

**BID SHEETS**

***IFB# 2015-0352-FD/IC***  
**GLORIETA WATER WELL**

Please offer your best price for the work required for the construction of the Glorieta Water Well. The lump sum base bid must include pricing for materials, equipment, labor, travel, and fees for any required permitting. Be advised that award may be made without discussion with bidders on offers received.

<b><u>Item</u></b>	<b><u>Description</u></b>
<b>1.</b>	<b>Construction Services for the Glorieta Water Well</b>
Lump Sum Base Bid: _____	
Written in Words (Base Bid): _____	
_____	

***NOTE: LUMP SUM BASE BID IS EXCLUSIVE  
OF GROSS RECEIPTS TAX (GRT)***

**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

STATE OF NEW MEXICO

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that:

(1) They are the \_\_\_\_\_ of \_\_\_\_\_ the Bidder that has submitted the attached Bid Proposal;

(2) They are fully informed respecting the preparation and contents of the attached Bid Proposal and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communications or conference with any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Contracting Agency or any person interested in the proposed contract; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(SIGNED) \_\_\_\_\_

TITLE \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT OF SUBCONTRACTOR**

STATE OF NEW MEXICO

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being first duly sworn, deposes and says that:

(1) It is the \_\_\_\_\_ of \_\_\_\_\_, hereinafter referred to as the "Subcontractor".

(2) It is fully informed respecting the preparation and contents of the Subcontractor's proposal submitted by the Subcontractor to \_\_\_\_\_, the Contractor, for certain work in connection with the \_\_\_\_\_ contract pertaining to the \_\_\_\_\_ project in \_\_\_\_\_.

(3) Such Subcontractors proposal is genuine and is not a collusive or sham proposal.

(4) Neither the Subcontractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communications or conference with any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Contracting Agency or any person interested in the proposed contract; and

(5) The price or prices quoted in the Subcontractor's proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(SIGNED) \_\_\_\_\_

TITLE \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**SUBCONTRACTS**

- A. The contractor shall not execute an agreement with any subcontractor or permit any subcontractor to perform any work included in this contract until it has submitted a Non-Collusion Affidavit from the subcontractor, is substantially the form shown below, and has received written approval of such subcontractor from Santa Fe County.
- B. No proposed subcontractor shall be disapproved by Santa Fe County except for cause.
- C. The contractor shall be as fully responsible to Santa Fe County for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by them.

- D. The contractor shall cause appropriate provision to be inserted in all subcontracts relative to the work to require compliance by each subcontractor with the applicable provisions of the contract for the improvements embraced.
- E. Nothing contained in the contract shall create any contractual relation between any subcontractor and Santa Fe County.

**CERTIFICATION OF NON-SEGREGATED FACILITIES**

(Applicable to construction contracts and related subcontracts exceeding \$10,000, which are not exempt from the Equal Opportunity Clause).

The construction contractor certifies that it does not maintain or provide for its employees any segregated facility at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The construction contractor certifies further that it will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term "segregated facilities" means any waiting room, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clock, locker rooms and other storage or dressing areas, parking lots, drinking foundations, recreating or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The construction contractor agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed SUBCONTRACTORS prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause and that it will retain such certifications in its files.

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

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

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**CERTIFICATION OF BIDDER REGARDING  
EQUAL EMPLOYMENT OPPORTUNITY**

**INSTRUCTIONS**

This certification is required pursuant to Executive Order 11246 (30 F. R. 12319-25). The implementing rules and regulations provide that any bidder or perspective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract or subcontract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

---

**CERTIFICATION OF BIDDER**

Bidder's Name: \_\_\_\_\_

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

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.

Yes \_\_\_ No \_\_\_

2. Compliance reports were required to be filed in connection with such contract or subcontract.

Yes \_\_\_ No \_\_\_

---

Certification -- The information above is true and complete to the best of my knowledge and belief.

---

NAME AND TITLE OF SIGNER (PLEASE TYPE)

---

SIGNATURE

---

DATE

**CERTIFICATION OF SUBCONTRACTOR REGARDING  
EQUAL EMPLOYMENT OPPORTUNITY**

**INSTRUCTIONS**

This certification is required pursuant to Executive Order 11246 (30 F. R. 12319-25). The implementing rules and regulations provide that any bidder or perspective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract or subcontract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

---

**CERTIFICATION OF SUBCONTRACTOR**

Subcontractor's Name: \_\_\_\_\_

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

1. Subcontractor has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.

Yes \_\_\_ No \_\_\_

2. Compliance reports were required to be filed in connection with such contract or subcontract.

Yes \_\_\_ No \_\_\_

---

Certification -- The information above is true and complete to the best of my knowledge and belief.

---

NAME AND TITLE OF SIGNER (PLEASE TYPE)

---

SIGNATURE

---

DATE



**BID BOND**

A. KNOW ALL MEN BY THESE PRESENT, THAT WE \_\_\_\_\_  
\_\_\_\_\_ hereinafter called the PRINCIPAL, as PRINCIPAL and the  
\_\_\_\_\_, of \_\_\_\_\_ a Corporation  
duly organized under the laws of the State of \_\_\_\_\_, and authorized to do business  
in the State of New Mexico, hereinafter called the SURETY, as SURETY are held and firmly bound unto  
Santa Fe County, a Municipal Corporation, hereinafter called the OBLIGEE, in the sum of  
\_\_\_\_\_  
DOLLARS (\$\_\_\_\_\_) for the payment of which sum well and truly to be made, the said  
Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors, and assigns,  
jointly and severally, firmly be these presents.

WHEREAS, the Principal has submitted the accompanying bid, dated \_\_\_\_\_, 2015, for the  
Glorieta Water Well.

B. NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter  
into a contract with the Obligee in accordance with the terms of such bid, and give such bond of bonds as  
may be specified in the bidding of Contract Documents with good and sufficient surety for the faithful  
performance of such contract and for the prompt payment of labor and material furnished in the  
prosecution thereof of in the event of the failure of the Principal to enter such contract and give such bond  
or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between  
the amount specified in said bid and such larger amount for which the Obligee may in good faith contract  
with another party of perform the work covered by said bid, then this obligation shall be null and void,  
otherwise to remain in full force and effect.

C. SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
BIDDER

By: \_\_\_\_\_  
PRINCIPAL

(SEAL)

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_  
SURETY

\_\_\_\_\_  
WITNESS

Title: \_\_\_\_\_

**PERFORMANCE BOND**

A. KNOW ALL MEN BY THESE PRESENT, THAT WE \_\_\_\_\_, as PRINCIPAL hereinafter called the "CONTRACTOR" and \_\_\_\_\_, as SURETY hereinafter called the "SURETY", are held and firmly bound unto OBLIGEE Santa Fe County, a Political Subdivision of the State of New Mexico, hereinafter called the "COUNTY", in the sum of \_\_\_\_\_ (\$ \_\_\_\_\_) dollars for the payment whereof CONTRACTOR and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

B. WHEREAS, the CONTRACTOR has a written contract dated \_\_\_\_\_, 2015, with the COUNTY for the Glorieta Water Well, in accordance with drawings and specifications which contract is referenced made part hereof, and is hereinafter referred to as the "Contract."

C. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if CONTRACTOR shall promptly and faithfully perform said Contract (including any amendment thereto), then this obligation shall be null and void; otherwise it shall remain in full force and effect until the COUNTY shall by written instrument notify the SURETY that the obligation is discharged, except that the obligation shall continue for at least three (3) months following the expiration of the term of the Contract.

1. The SURETY hereby waives notice of any alteration or extension of the Contract time made by the COUNTY.
2. Whenever CONTRACTOR shall be, and is declared by the COUNTY to be in default under the Contract, the COUNTY having performed the COUNTY'S obligations thereunder, the SURETY must promptly remedy the default and shall promptly:
  - (1) Complete the Contract in accordance with its terms and conditions, or
  - (2) Obtain a bid or bids for submission to the COUNTY for completing the Contract in accordance with its terms and conditions, and upon determination by the COUNTY and SURETY of the lowest responsible bidder, arrange for a contract between such bidder and Santa Fe County, and make available as work progresses (even though there should be a default or a secession of defaults under the Contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract price, but not exceeding, including other costs and damages for which the SURETY may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract price" as used in this paragraph, shall mean the total amount payable by the COUNTY to CONTRACTOR under the Contract and any amendments thereto, less the amount properly paid by the COUNTY to CONTRACTOR.

D. No right of action shall accrue on this Performance Bond to or for the use of any person or corporation other than Santa Fe County named herein or the heirs, executors, administrators, or successors of Santa Fe County.

E. This Bond shall be enforceable without the need to have recourse to any judicial or arbitral proceedings.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
CONTRACTOR – PRINCIPAL (signature)

By: \_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
NOTARY PUBLIC (seal)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
SURETY (signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
NOTARY PUBLIC (seal)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
SURETY'S Authorized New Mexico Agent

**LABOR AND MATERIAL PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENT, THAT WE \_\_\_\_\_  
\_\_\_\_\_ as PRINCIPAL hereinafter called the “PRINCIPAL and  
\_\_\_\_\_ as SURETY hereinafter called the “SURETY”, are held and  
firmly bound unto Santa Fe County, a Political Subdivision of the State of New Mexico as OBLIGEE  
hereinafter called the “COUNTY”, for the use and benefit of any claimants as herein below defined, in  
the amount of \_\_\_\_\_(\$ . ) dollars for the payment whereof  
PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors, and  
assigns, jointly and severally, firmly by these presents.

WHEREAS, the PRINCIPAL has a written contract dated \_\_\_\_\_, 2015, with the  
COUNTY for the Glorieta Water Well, which must be constructed in accordance with drawings and  
specifications which contract is referenced and made a part hereof, and is hereinafter referred to as the  
“Contract.”

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if PRINCIPAL shall  
promptly make payment to all claimants as hereinafter defined, for all labor and material used or  
reasonably required for use in the performance of the Contract, then this obligation shall be void;  
otherwise, it shall remain in full force and effect, subject to the following conditions:

1. A claimant is defined as one having a direct contract with the PRINCIPAL or with a  
subcontractor of the PRINCIPAL for labor, material, or both, used or reasonably required for  
use in the performance of the Contract, labor and material being construed to include but not  
be limited to that part of water, gas, power, light, heat, oil, gasoline, telephone services or  
rental of equipment directly applicable to the Contract.
2. The above named PRINCIPAL and SURETY hereby jointly and severally agree with the  
COUNTY that every claimant as herein defined, who has not been paid in full before the  
expiration of a period of ninety (90) days after the date on which the last of such claimant’s  
work or labor was done or performed, or materials were furnished by such claimant,  
prosecute a suit to final judgment for such sum or sums as may be justly due claimant, and  
have execution thereof. The COUNTY shall not be liable for payment of any cost or  
expenses of any such suit.
3. No suit or action shall be commenced hereunder by any claimant:
  - a. Unless claimant, or other than one having a direct contract with the PRINCIPAL,  
shall have written notice in the form of an sworn statement to the COUNTY and any  
one or both of the following: the PRINCIPAL or SURETY above named, within  
ninety (90) days after such said claim is made or suit filed, stating with substantial  
accuracy the amount claimed and the name of the party to whom the materials were  
furnished, or for whom the work or labor was done or performed.
  - b. Such notice shall be served by mailing the same by registered mail or certified mail,  
postage prepaid, in an envelope addressed to the COUNTY, PRINCIPAL or  
SURETY, at any place where an office is regularly maintained by said COUNTY,  
PRINCIPAL or SURETY for the transaction of business, or served in any manner in

which legal process may be served in the State in which the aforesaid project is located, save that such service need not be made by a public officer.

- 4. Any suit under this Labor and Material Bond must be instituted in accordance with the statute of limitation under Section 37-1-3 NMSA 1978.
- 5. No right of action shall accrue on this Bond to or for the use of any person or corporation other than subcontractors or sub-subcontractors of the said Contract between PRINCIPAL and Santa Fe County named herein.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
CONTRACTOR – PRINCIPAL (signature)

By: \_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
NOTARY PUBLIC (seal)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
SURETY (signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
NOTARY PUBLIC (seal)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
SURETY’S Authorized New Mexico Agent

**SUBCONTRACTOR LISTING**

1. To be fully executed and included with Bid as a condition of the Bid (13-4-31 through 13-4-42 NMSA 1978).
2. For the purposes of this Project the threshold shall be \$5,000.
3. The Bidder shall list the Subcontractor’s Name, the City or County of the Place of Business and the Category of Work that will be done by each Subcontractor. The awarded contractor will be required to provide signatures for all subcontractors listed on the subcontractor listing form.
4. For *all trades* that are listed “*only one bid received*” or “*no bid received*” the Contractor must list the names and telephone numbers of all businesses contacted for a quote.

Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			
Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			
Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			

2.			
3.			
Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			
Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			
Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			
Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			

If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			
Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			
Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			
Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			
Trade:		Name of Subcontractor:	



Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			
Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			
Trade:		Name of Subcontractor:	
Address:			
Telephone No:		License No:	
NM Dept of Workplace Solutions Registration Number:			
Signature of Subcontractor (to be obtained after award of contract):			
If "no bid received" or "only one bid received" list name and telephone number of businesses contacted:			
1.			
2.			
3.			

**APPENDIX A**

**DRILLING YOUR WELL  
OFFICE OF STATE ENGINEER**

## ARTESIAN WATER

Groundwater in aquifers between layers of poorly permeable rock, such as clay or shale, may be confined under pressure. If such a confined aquifer is tapped by a well, water will rise above the top of the aquifer and may even flow from the well onto the land surface. Water confined in this way is said to be under artesian pressure, and the aquifer is called an artesian aquifer. In order to control the flow, these wells must be constructed differently, which will increase the costs of drilling.

## DEPTH TO WATER

The depth to water is a major factor in the cost of drilling your well. Well Records and depth to water reports are available on the following website: [www.ose.state.nm.us](http://www.ose.state.nm.us) or seek information from drillers in your area. Wells should be drilled deep enough to provide a sustainable water column.

## COMMENTS/COMPLAINTS

Comments or complaints regarding a well driller's performance may be submitted to the Office of the State Engineer. All complaints must include a specific and detailed description of the alleged offense, complete with name and mailing address of the person submitting the complaint, and signed by that person.

Complaints of a legal nature (contractual) can be filed with the NM Attorney General and with the Better Business Bureau at the following links:  
<http://www.nmag.gov/consumer/file-a-complaint>  
<http://www.bbb.org/us/Consumer-Complaints/>

## USEFUL WEB-LINKS

[www.ose.state.nm.us](http://www.ose.state.nm.us)

[www.nmenv.state.nm.us](http://www.nmenv.state.nm.us)

[www.wellowner.org](http://www.wellowner.org)

[www.nmgwa.org](http://www.nmgwa.org)

[www.watersystemscouncil.org](http://www.watersystemscouncil.org)

[www.epa.gov/safewater/privatewells](http://www.epa.gov/safewater/privatewells)

**Please contact us if you have questions or need additional information.**

[www.ose.state.nm.us](http://www.ose.state.nm.us)

## **OFFICE LOCATIONS**

### **District I - Albuquerque:**

5550 San Antonio Dr. NE  
Albuquerque, NM 87109-4127  
(505) 383-4000

### **District II - Roswell:**

1900 West Second Street  
Roswell, NM 88201  
(575) 622-6521

### **District III - Deming:**

321 West Spruce Street  
P.O. Box 844  
Deming, NM 88030  
(575) 546-2851

### **District IV - Las Cruces:**

1680 Hickory Loop, Suite J  
Las Cruces, NM 88005  
(575) 524-6161

### **District V - Aztec:**

100 Gossett Drive, Ste A  
Aztec, NM 87410  
(505) 334-4571

### **District VI - Santa Fe:**

407 Galisteo Street-Suite 102  
P.O. Box 25102  
Santa Fe, NM 87504-5102  
(505) 827-6120

### **District VII-Cimarron:**

301 East 9<sup>th</sup> Street  
P.O. Box 481  
Cimarron, NM 87714  
(575) 376-2918

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# DRILLING YOUR WATER WELL



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## New Mexico Office of the State Engineer

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# Drilling your water well

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This brochure provides information to the consumer about the process of obtaining a water well for domestic, livestock water and other uses.

## PERMITS

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Before you have a well drilled, you must first obtain a permit to drill from the Office of the State Engineer. If the source of groundwater is unclear, you may first acquire an exploratory permit. If that well produces water, you can then obtain the permit to use the water.

Unless prohibited by a local ordinance, wells to be used for domestic purposes are allowed by state law. Domestic use is the use of water for household purposes, which includes the non-commercial watering of domesticated animals and the irrigation of non-commercial lawn, garden, trees, or landscaping up to one-acre.

Permits to drill wells may also be obtained to supply water for drinking and sanitary purposes at a governmental or commercial facility and also for livestock purposes. When drilling on land not owned by you, you must first obtain written authorization to be supplied when you submit a well permit application.

The permits listed above automatically expire unless a well is completed within one year of the date of issuance of the permit. If a permit expires, a new application must be obtained from the district office before a well can be drilled. When a permit expires, you must submit a new application and an additional filing fee for a new permit.

Wells for any purpose other than those described above require a permit that is issued after the permit application is advertised. These permits may allow for a year or more to complete the well.

Be aware that if you are replacing an existing well, regulations require that you plug the old well or

meter both the old and new wells. This will increase your project cost.

## LICENSED WELL DRILLER

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It is unlawful to drill a water well without a well driller's license. A list of licensed well drillers is available on the Office of the State Engineer web site [www.ose.state.nm.us](http://www.ose.state.nm.us) and at each district office. The Office of the State Engineer can not recommend either for or against any particular driller. Construction requirements for water wells may be found in the Well Driller Rules (19.27.4 NMAC). Some online review sites or the Better Business Bureau might provide information on a driller's reputation.

Well repair and deepening are defined drilling activities requiring a New Mexico licensed driller to have a permit from the state engineer.

## PUMP INSTALLATION

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Pump installation is not considered a well drilling activity governed by the Office of the State Engineer. A well driller license is not required to install or repair pumping equipment, but may require an electrical specialty license to perform activities according to 14.6.6.9 NMAC.

## CONTRACTS

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An itemized business contract from a well driller may include the following: casing and sealant types, and a breakdown of costs associated with mobilization, drilling, materials, equipment, site cleanup, and applicable gross receipts tax. You should obtain a detailed schedule of payment due dates, and receipts for any payments made to a well driller.

If installation of the pump equipment is subcontracted to others, an itemized contract may specify who is responsible for warranties.

## LOCATING YOUR WELL

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When determining the drilling location, you need to be aware of physical obstacles:

- Fences or trees to be cut or removed
- Overhead power lines
- Leveling a drilling site, which may include clearing land
- Maintaining future access to the well

## WELL SETBACKS

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A new domestic well shall be set back a minimum of 50 feet from any existing well that another person owns. The New Mexico Environment Department (NMED) has established the following setback requirements for domestic wells (NMED's website lists additional setbacks):

Septic Tank	50 feet
Drain Field/1 <sup>st</sup> opening in leach line	100 feet
Seepage Pit	100 feet
Sewer line	50 feet

## POTENTIAL COSTS INCREASES

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- Difficult or deep drilling conditions
- Finding artesian water unexpectedly
- Low yielding wells
- Poor water quality
- Having to drill additional boreholes to obtain a sufficiently producing well

## WELL RECORDS

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The well driller is required to file a complete Well Record with the Office of the State Engineer and the permit holder no later than 20 days after drilling completion. If the Well Record is not received by the expiration date of the permit, it automatically expires and a new permit and fee will be required to drill.

**APPENDIX B**  
**Specifications**

**SPECIFICATIONS - DETAILED PROVISIONS Section  
02733 - Water Well Drilling, Casting and Gravel  
Installation, Development, and Testing**

**C O N T E N T S**

<b>PART 1 - GENERAL</b> .....	<b>1</b>
1.01 DESCRIPTION .....	1
1.02 QUALITY ASSURANCE .....	1
1.03 RECORDS.....	1
1.04 SUBMITTALS .....	3
1.05 GUARANTEE .....	4
<b>PART 2 - PRODUCTS</b> .....	<b>5</b>
2.01 MATERIALS .....	5
2.02 MIXES .....	5
2.03 FABRICATION AND MANUFACTURER .....	6
<b>PART 3 - EXECUTION</b> .....	<b>11</b>
3.01 DISINFECTION PRIOR TO START OF DRILLING .....	11
3.02 DRILLING AND INSTALLING CONDUCTOR CASING.....	11
3.03 DRILL AND LOG PILOT HOLE .....	11
3.04 DRILLING AND INSTALLING WELL CASING AND SCREEN.....	12
3.05 SOUNDER AND GRAVEL MAKE UP TUBES.....	13
3.06 SELECT FILTER GRAVEL PLACEMENT .....	13
3.07 GROUT PLACEMENT.....	13
3.08 DEVELOPMENT BY AIR LIFT PUMPING/SWABBING .....	13
3.09 DEVELOPMENT BY PUMPING .....	14
3.10 DISINFECTION .....	15
3.11 TESTING FOR YIELD AND DRAWDOWN .....	16
3.12 PLUMBNESS AND ALIGNMENT .....	18
3.13 BACTERIOLOGICAL TESTS .....	19
3.15 WELL CAPPING AND CLEAN UP .....	19

**SECTION 02733  
WATER WELL DRILLING, CASTING AND GRAVEL  
INSTALLATION, DEVELOPMENT, AND TESTING**

**PART 1 - GENERAL**

**1.01 DESCRIPTION**

The work includes the furnishing of all labor, materials, supplies, equipment, tools, transportation, recommendations, testing, services, and appurtenances, unless hereinafter specifically excepted, necessary to move-in, move-out, disinfect, and clean-up; satisfactorily complete reverse circulation rotary drilled pilot boreholes, log, obtain and secure cuttings, analyze cuttings, construct reverse circulation, rotary drilled gravel packed wells, including but not limited to drill, construct, disinfect, test, log, maintain/test drilling fluid, gravel pack, develop, clean, pump, test pump, test sand production, guarantee sand production, check casing plumbness and alignment, perform final bore hole caliper survey, obtain and analyze water samples as specified, place two (2) sounder pipe and two (2) gravel make-up pipes and caps, and well cap; and submittals of logs and test results.

**1.02 QUALITY ASSURANCE**

The Contractor shall have been engaged in the business of test pumping, constructing test holes, and hydraulic reverse circulation rotary-drilled gravel envelope wells of diameter, depth, and anticipated production equivalent to the proposed production wells for a period of at least fifteen (15) years.

The Contractor shall employ only competent workers for the execution of the work and all such work shall be performed under the direct supervision of an experienced test hole driller, well driller, and test pumper satisfactory to the Owner. Field superintendent shall have a minimum of five (5) years recent experience in this type of drilling.

**1.03 RECORDS**

The Contractor shall keep a log and progress record at the site readily available for inspection during construction of the pilot hole and well development, logging, testing and disinfection and copies of such shall be available to the Owner. The Contractor shall keep records providing the following information:

- A. A log of the formations drilled from surface to total depth showing each change in formation, sample locations, and rates of penetration.

Water Well Drilling, Casting and Gravel  
Installation, Development, and Testing  
Section 02733– 2

- B. A final well log shall show: formation log; diameter, wall thickness, depths and quantities of casings and screens installed; details of insulating flange; type and aperture size, and pattern of perforations; final borehole diameter; cemented conductor casing; sealed zones; gradation of gravel envelope; quantity of gravel initially installed; quantity of gravel added during development operations; static water level; drawdown after time with constant pump rate; and all other pertinent details.

Development and test records shall be dated and time noted showing production rate, static water level, pumping level, drawdown, production of sand, and all other pertinent information concerning the method of development and test pumping.

- C. Caliper survey of finished borehole.
- D. Calculation of annulus volume between casing and final bore.
- E. The final developed and completed well shall have water quality and bacteriological analyses as required by Department of Health Services and as specified herein.



#### 1.04 SUBMITTALS

All records shall be available to the Owner at all times at the job site. Two (2) copies (each) of all records shall be typed and submitted to the Owner on 8 1/2 x 11" paper or as necessary to convey information adequately. They shall include:

- A. Driller's lithologic log
- B. Not Used
- C. No Used
- D. Penetration rate of drilling fluid additives
- E. Drilling fluid additives (Type and Quantity)
- F. All construction entities and information necessary to complete a State Driller's Log. (Log will be reviewed and approved by the Owner prior to submittals).
- G. Not Used
- H. Alignment/Plumb log
- I. Swabbing and surging/air lift pumping records
- J. Development pumping records
- K. Step Test pumping records including specific capacities, drawdowns, pumping rates
- L. Sand production records
- M. Constant pumping rate, drawdown, times, and specific capacity
- N. Not Used
- O. Sieve analyses results
- P. Gravel pack sieve analyses
- Q. Water Quality/bacteria test

Water Well Drilling, Casting and Gravel  
Installation, Development, and Testing  
Section 02733- 4

R. Submittals on:

1. casing
2. screen
3. gravel pack pipes
4. sounder tubes
5. cement slurry grout
6. concrete

1.05 GUARANTEE

A. Guaranteed Conditions. For a period of one year after acceptance of the well by the Owner, the Contractor shall make the following guarantees and accept the following responsibilities concerning his work;

1. Sand production shall be less than 5 ppm within 15 minutes after start of pumping at the constant pump test rate of the well.
2. Sand production shall be less than 1 ppm within two (2) hours after start of pumping at the constant pump test rate of the well.
3. The well casing and screen shall remain intact throughout its entire length.
4. Plumbness and alignment shall remain within tolerances set forth in specifications.
5. To insure compliance with the terms of this section, the Contractor shall furnish a one (1) year maintenance bond. The one (1) year maintenance bond period shall begin at the time of notice of final acceptance.

## **PART 2 - PRODUCTS**

### 2.01 MATERIALS

- A. Drilling Fluid Additives. When and only if it becomes necessary to add clays or chemicals to the drilling fluid, it must be borne in mind that it is desirable to maintain a mud system containing a minimum of clay and fine sand and to obtain representative lithologic samples and minimize sealing of well with mudcake or mud invasion into formation. If there should be a conflict between the mud requirements for ease in drilling and the mud requirements for sample attainment and minimal sealing; then the ruling requirements shall be those for sample attainment and minimal sealing.
- B. Gravel Pack. The gravel to be installed shall be composed of sound, durable, well-rounded particles, containing no silt, clay, organic matter, gypsum, iron, manganese or other deleterious materials. Material shall have an average specific gravity of not less than 2.5 and a uniformity coefficient no greater than 2.0. Gradation shall conform to that required to retain the 50th percentile of the finest aquifer material encountered in the zone(s) where screens are to be placed. Under no circumstances shall crushed rock be installed in the well. A certificate of quality and gradation of the gravel from an approved testing laboratory shall be submitted to the Owner prior to gravel being delivered to the site. The Owner may elect to have a certified testing laboratory perform an independent sieve analysis to verify conformance with submitted sample. Failure of the submitted sample to meet gradation requirements shall be grounds for rejection. Gravel shall be of the type provided by Colorado Silica Sand, Inc.; Heart of Texas; or approved equal.

### 2.02 MIXES

- A. Cement Slurry Grout. The annular space around the conductor casing shall be filled with a cement slurry grout mixed in the following proportions by volume:
1. 1 - part cement; 1-1/2 parts sharp, clean sand; and 6/10 - part water. The addition of any additives to prevent shrinkage shall be approved by the Owner. The water shall be potable and the sand free of clay, silt, organics, or other deleterious matter. The grout shall be left undisturbed for a period of not less than 48 hours.

## 2.03 FABRICATION AND MANUFACTURER

A. **Conductor Casing.** Conductor casing shall be new and fabricated in the United States in accordance with AWWA Standard C200, except that requirements for hydrostatic testing are waived. Material shall be prime quality, hot rolled steel plate, conforming to ASTM A283, Grade B, containing not less than 0.20% copper. The casing shall be factory-assembled in sections not less than 20 feet long and shall contain not more than one longitudinal seam parallel to the axis of the casing and not more than one circumferential seam in 10 feet. The inside diameter and minimum thickness are set forth in the Special Conditions, SC1-Special Provisions. For field assembly by welding, ends of sections may be either belled or furnished with collars in accordance with the following standards:

1. **Plain Ends Fitted With Collars** - Collars shall be of the same thickness and have the same chemical and physical properties as the corresponding casing section, shall be 6-inches in width, shall be rolled to fit the outside diameter, and shall be welded to the casing section. Longitudinal welds on the plain end shall be ground to plate surface a sufficient distance from the end. The inside edge of the collars and the outside edge of the adjacent casing length shall be ground or sufficiently scraped to remove sharp edges or burrs. Section ends shall be machined flat perpendicular to the axis of the casing and shall not vary more than 0.010 inch at any point from a true plane at right angles to the axis of the casing.

Three 1-inch by 3/8-inch alignment holes shall be provided in each collar to insure proper matching of the sections.

2. **Bell Ends** - The inside diameter of the bell shall be 1/32 to 3/32 inch greater than the outside diameter of the plain end. The ends of each section shall not vary more than 0.010 inch at any point from a true plane at right angles to the axis of casing.
3. **Butt welded joints** shall be per AWWA C-206.

B. **Blank Steel Well Casing.** The blank well casing shall be manufactured in accordance with ASTM Standard A139 Grade B with the following additions:

1. The steel from which the casing is manufactured shall be mild steel and contain not less than 0.20% copper by ladle analysis.
2. The inside diameter and minimum wall thickness are set forth in the Special Conditions, SC1-Special Provisions.
3. The casing shall be factory assembled in not less than twenty foot sections. Casing shall be spiral welded in accordance with ASTM-139. There shall be no burrs or protrusions into the casing I.D.

4. For field assembly welding, ends of sections may be either belled or furnished with collars in accordance with the following standards:
- a) Plain Ends Fitted With Collars. Collars shall be of the same thickness and have the same chemical and physical properties as the corresponding casing section, shall be 6-inches in width, shall be rolled to fit the outside diameter, and shall be welded to the casing section. Longitudinal welds on the plain end shall be ground to plate surface a sufficient distance from the end. The inside edge of the collars and the outside edge of the adjacent casing length shall be ground or sufficiently scraped to remove sharp edges or burrs. Section ends shall be machined flat perpendicular to the axis of the casing and shall not vary more than 0.010 inch at any point from a true plane at right angles to the axis of the casing.

Three 1-inch by 3/8-inch alignment holes shall be provided in each collar to insure proper matching of the sections. The casing gap shall be welded full-double pass within the holes as well as hole edges.

- b) Bell Ends. The inside diameter of the bell shall be 1/32 to 3/32 inch greater than the outside diameter of the plain end. The ends of each section shall not vary more than 0.010 inch at any point from a true plane at right angles to the axis of the casing.
- c) Butt welded joints shall be per AWWA C-206.

C. Blank Corten Steel Well Casing. The blank Corten steel well casing shall be manufactured in accordance with ASTM Standard A-242 with atmospheric corrosion resistance equal to Kaisaloy 50CR or Corten or equal with the following additions:

1. The steel from which the casing is manufactured shall be high tensile-low alloy structural steel and contain not less than 0.41% copper by ladle analysis.
2. The inside diameter and minimum wall thickness are set forth in the Special Conditions, SCI-Special Provisions.
3. The casing shall be factory assembled in not less than twenty foot sections. Casing shall be spiral welded in accordance with ASTM A-139. There shall be no burrs or protrusions into the casing I.D.
4. For field assembly welding double pass - full, ends of sections may be either belled or furnished with collars in accordance with the following standards:

- a) Plain Ends Fitted With Collars. Collars shall be of the same thickness and have the same chemical and physical properties as the corresponding casing section, shall be 6-inches in width, shall be rolled to fit the outside diameter, and shall be welded to the casing section. Longitudinal welds on the plain end shall be ground to plate surface a sufficient distance from the end. The inside edge of the collars and the outside edge of the adjacent casing length shall be ground or sufficiently scraped to remove sharp edges or burrs. Section ends shall be machined flat perpendicular to the axis of the casing and shall not vary more than 0.010 inch at any point from a true plane at right angles to the axis of the casing.

Three 1-inch by 3/8-inch alignment holes shall be provided in each collar to insure proper matching of the sections. The casing gap shall be welded full-double pass within the holes as well as hole edges.

- b) Bell Ends. The inside diameter of the bell shall be 1/32 to 3/32 inch greater than the outside diameter of the plain end. The ends of each section shall not vary more than 0.010 inch at any point from a true plane at right angles to the axis of the casing.

- c) Butt welded joints shall be per AWWA C-206.

- D. Blank Stainless Steel Well Casing. The blank stainless steel well casing shall be manufactured in accordance with ASTM A 409, Grade TP 316 with the following additions:

1. The inside diameter and minimum wall thickness are set forth in the Special Conditions, SCI-Special Provisions.
2. The casing shall be factory assembled in not less than twenty foot sections. There shall be no burrs or protrusions into the casing I.D.
3. For field assembly welding double pass-full, ends of sections may be either belled or furnished with collars in accordance with the following standards:

- a) Plain Ends Fitted With Collars. Collars shall be of the same thickness and have the same chemical and physical properties as the corresponding casing section, shall be 6-inches in width, shall be rolled to fit the outside diameter, and shall be welded to the casing section. Longitudinal welds on the plain end shall be ground to plate surface a sufficient distance from the end. The inside edge of the collars and the outside edge of the adjacent casing length shall be ground or sufficiently scraped to remove sharp edges or burrs. Section ends shall be machined flat perpendicular to the axis of the casing and shall not vary more than 0.010 inch at any point from a true plane at right angles to the axis of the casing.

Three 1-inch by 3/8-inch alignment holes shall be provided in each collar to insure proper matching of the sections. The casing gap shall be welded full-double pass within the holes as well as hole edges.

- b) Bell Ends. The inside diameter of the bell shall be 1/32 to 3/32 inch greater than the outside diameter of the plain end. The ends of each section shall not vary more than 0.010 inch at any point from true plane at right angles to the axis of the casing.
- c) Butt welded joints shall be per AWWA C-206.

- E. Well Screen. The well screen shall be of the continuous slot, wire-wound design in order to provide maximum inlet area consistent with strength requirements. It shall be fabricated by circumferentially wrapping a triangularly shaped wire around a circular array of internal rods. The wire configuration must produce inlet slots with sharp outer edges, widening inwardly so as to be non-clogging. For maximum collapse strength, each juncture between the horizontal wire and the vertical rods will be fusion welded under water by the electrical resistance method. End fittings will be welded to the screen body. The well screen and attached end fittings shall be fabricated from corrosion-resistant type 316 stainless steel and meet the following conditions:

1. For bidding purposes, the inside diameter and screen slot size are set forth in the Special Conditions, SC1-Special Provisions. Actual screen slot size used will be selected upon mechanical sieve analyses of the natural water bearing sediments, the artificially introduced gravel pack material and the sand production guarantee.
2. The actual slot size shall not vary from the specified slot size by more than  $\pm 10$  percent, as measured by wire gages.

Water Well Drilling, Casting and Gravel  
Installation, Development, and Testing  
Section 02201 – 10

3. The blank welding pieces on the ends of the screens shall be the minimum length required for connections, welding, satisfactory fabrication, and adequate strength. The ends of the screen and blank sections shall be beveled for welding and shall meet the same standards as the beveled ends of the blank casing.
  4. The Contractor is responsible for insuring that the materials utilized will be adequate for the actual conditions encountered.
  5. End fittings shall be welded to the screen body with electrical insulation provided between stainless steel and other metallic materials. Insulation joints shall be provided between screen and casing as required by screen placement.
  6. The screen length and wire shape shall be chosen so that the maximum velocity of the water entering the screen shall not exceed 0.1 foot per second at the desired yield. The screen shall be selected by the Contractor and submitted with supporting calculations for approval by the Owner.
  7. The screen shall be manufactured by Johnson Division, Cook Industries, Roscoe Moss Company or an approved equal.
- F. Sounder Tube. The two (2) sounder tubes shall be 1-inch minimum, schedule 80 threaded PVC pipe with 20 foot long screen section at bottom of tube or approved equal.
- G. Gravel Make Up Pipes. The two (2) gravel make up pipes shall be 3-inch minimum schedule 80 pipe and of the same material as the casing pipe.
- H. Bullnose. To be same material and thickness as casing.
- I. Insulation Joints. At locations where dissimilar metals are to be joined, the Contractor shall submit the proposed method of connection to the Owner for approval prior to starting this work. The following methods of connection of dissimilar metals are to be considered as the minimum acceptable methods by the Owner:
1. Stainless steel screen may be direct welded to the casing pipe utilizing the appropriate type of welding rods provided that the casing pipe for a minimum of 10 feet adjacent to the stainless steel screen has the same inside diameter as the screen and a wall thickness of at least twice that of the stainless steel screen section.



Water Well Drilling, Casting and Gravel  
Installation, Development, and Testing  
Section 02201 – 12

of dissimilar materials. This style of connection shall be similar to that supplied by Roscoe Moss Company upon review and approval of the connection on an application-by-application basis by the Owner.

### **PART 3 - EXECUTION**

3.01 DISINFECTION PRIOR TO START OF DRILLING Contractor to clean and disinfect all equipment prior to moving on to site.

#### 3.02 DRILLING AND INSTALLING CONDUCTOR CASING

The conductor casing shall be set plumb and centered in a plumb hole not less than 6-inches in diameter larger than the conductor casing O.D. It shall be securely anchored at the ground surface to prevent falling. It is estimated that the setting will be to a minimum depth of 50'; however, the Owner may order the setting to a greater depth if found advisable.

After the conductor casing has been installed, it shall be sealed by filling the annular space between the reamed bore and the conductor casing to the ground surface or top of the conductor casing, in accordance with the enclosed Exhibit No. 1, with a cement slurry grout. The placing of the cement slurry grout shall be done in a manner such that the conductor casing is entirely sealed against infiltration of water. After cementing operations are completed, the cement shall be left undisturbed for a period of not less than 48 hours.

#### 3.03 DRILLING AND INSTALLING WELL CASING AND SCREEN

The hole shall be drilled with diligence and without undue delays. Drilling shall be done on a 8 hour per day work schedule including weekends and holidays. The Contractor shall make recommendations for type of casing, screen schedule, type of screen casing, for approval by the Owner.

All material must be on-site prior to the completion of the reaming operation. The gravel must be at the well site so there will be no waiting on gravel once the casing has been installed.. Casing and screen installation shall be by approved methods that will insure no damage. The casing and screen shall be suspended above the bottom of the hole. The casing and screen shall be fitted with approved centering guides or brackets, installed at points as directed by the Owner, but not more than forty (40) feet apart, in order to center and hold the casing in the proper position until the gravel is in place. Guide placement shall be made based on the caliper survey to avoid large diameter areas. Guides will be joined by a continuous double pass fillet weld. The sounder and gravel makeup tubes shall be racked or skewed in the upper 40 feet so the O.D. of the sounder tubes are against the I.D. of the surface conductor. Likewise, the sounder and makeup tubes shall favor the I.D. of the surface conductor to allow clearance between the water box base or right angle drive base during development and test pumping and future pumping. Grout placement in the upper well casing annulus shall be preceded by Owner approval of tube locations.

Tubes, casing, and surface conductor shall extend above ground surface to heights to accommodate development and test pumping. See Exhibit No. 2 for the well surface finish.

### 3.04 SOUNDER AND GRAVEL MAKE UP TUBES

The sounder tube and the gravel make up tubes shall be placed in the gravel pack zone from two (2) feet above ground surface to the specified feet below ground. The tubes shall be adequately and securely held in place to preclude disruption or movement during tube installation, gravel placement, and any grout placement.

### 3.05 SELECT FILTER GRAVEL PLACEMENT

When the assembled casing and screen are plumbed and centered in the bore hole, tubing or drill pipe with a swab(s) shall be inserted. Clear, domestic, water shall be circulated while installing the gravel. The gravel shall be placed by pumping through a gravel feed line extending to the bottom of the casing-hole annulus. The feeder line shall gradually be withdrawn as the gravel is placed. Swabbing and circulating shall be continued during placement of gravel until the gravel pack is completely in place. Before the gravel packing operation begins, the Contractor shall treat the select filter gravel with a solution containing 50 ppm free chlorine residual and make adequate preparations to insure that circulation will be continuous. In addition to the chlorine, a solution of sodium hexametaphosphate, not exceeding 5 pounds per 100 gallons of water, should be added to the circulating water to aid in the removal of the drilling mud. After the gravel is in place, circulating and swabbing shall continue in stages opposite the entire screen section until the gravel is consolidated and cleaned. As gravel settles more shall be added. A careful record shall be kept of the amount of gravel added during placement and consolidation. Care shall be taken to not disturb the sounder tube and gravel make up tubes.

### 3.06 GROUT PLACEMENT

The upper portion of the annular space between the casing and the borehole shall be filled with cement slurry grout within the limits as set forth in the Special Conditions, SC1-Special Provisions. The placing of the grout shall be from the bottom up with a tremie or pipe. Care shall be taken to not disturb the sounder or gravel makeup tubes.

A record shall be kept of the volume of grout placed to compare to the void space as determined from the bore caliper survey. Grout volume shall equal void volume.

### 3.07 DEVELOPMENT BY AIR LIFT PUMPING/SWABBING

Within 3 days after installation of the casing, screens, tubes, gravel pack, and sanitary seal, the Contractor shall commence development of the well by swabbing and air lift pumping as a preliminary step to pumping development. If grout placement was made in part 3.06, development shall not commence prior to 48 hrs. after grouting finished.

The following general procedure shall be used, as described on Page 515 in "Groundwater and Wells", 2nd Edition, published by Johnson Division, UOP. 1986.

- A. An isolation tool with packer elements 5 feet apart shall be attached to the bottom of the drill pipe of suitable diameter, with an air-line eductor.

Water Well Drilling, Casting and Gravel  
Installation, Development, and Testing  
Section 02201 – 14

- B. Beginning at the top of the screened section, each 5-foot interval will be developed by surging and air-lift pumping until the produced water is essentially clear and no further movement of the gravel pack is noted.
- C. During this process, a suitable sounding device shall be employed to measure the level of the gravel in the annulus. Gravel will be checked and added as needed and volume noted.
- D. The procedure shall be repeated for each 5-foot interval of screen until the bottom of the screened section is reached.

An air compressor having sufficient capacity (volume and pressure) for satisfactory development of the lowest screened interval shall be employed. Material drawn into the well shall be removed from time-to-time and disposed of by the Contractor.

Water discharged will be sampled/checked by the Owner during surging/pumping and the contractor shall assist in sampling.

Upon completion of air swabbing development, the gravel envelope shall be a continuous column completely surrounding the casing and completely filling the annulus between the well casing and borehole. The quantity of gravel placed in the annulus shall not be less than the computed volume of the annulus. A quantity less than the computed volume will be judged as an indication of voids and corrective measures shall be undertaken at the Contractor's expense. The contractor shall compute the annulus volume and deliver a copy to the Owner.

### 3.08 DEVELOPMENT BY PUMPING

The Contractor shall furnish, install, operate, and remove a deep-well turbine pump for developing the well. Pump setting to be as directed by the Owner. The pump and prime mover shall have a capacity in excess of 175% of the flow specified in the NIB. The prime mover shall be a variable-speed type. The Contractor shall furnish and install discharge piping for the pumping unit of sufficient size and length to conduct water to a point of discharge together with acceptable orifices, meters or other approved devices, which will accurately measure the flow rate in gpm. An air line, electric wire sounder, or approved equal, complete with properly calibrated gauge and source, shall be provided to measure the elevation of water in the well.

The Contractor shall make adequate provisions for disposal of water pumped from the well during development and production testing. Such provisions shall include, but not be limited to, the furnishing and installing of any necessary piping to carry the water to storm drains, catch basins, drainage channels or other facilities approved by the Owner.

No water shall be disposed of in streets or roads or in such a manner as to cause flooding of streets or properties. Contractor shall furnish to the Owner written authorization (s) from the appropriate agency (s) and/or property owner (s) to discharge said water onto their properties and/or facilities.

The initial pumping rate shall be restricted and as the water clears, shall be gradually increased until the maximum rate is reached. The maximum rate will be determined by the Owner and the Contractor after consideration of the well's drawdown and discharge characteristics. At proper intervals, the pump shall be stopped and the water in the pump column shall be allowed to surge back through the pump bowls and through the perforated area. While pumping and surging, a continuous stream of clean water shall be added to the top of the gravel envelope.

The Contractor shall continue development until, in the opinion of the Owner, the following conditions have been properly met:

- A. The quantity of gravel placed in the annulus shall be at least as great as the calculated volume of the annulus.
- B. There shall be no further settlement of the gravel envelope.
- C. Specific capacity shall have reached a constant value: i.e., there shall be no increase in specific capacity during the last 24 hours of continuous pumping and surging.

### 3.9 DISINFECTION

The Contractor shall provide for disinfection prior to start up of and during construction of the well, and during pumping tests and conduct any cleaning procedures. The Contractor shall carry out adequate cleaning procedures immediately preceding disinfection where evidence indicates that normal well construction and development work have not adequately cleaned the well. All oil, grease, soil, and other materials, which could harbor and protect bacteria from disinfectants, shall be removed from the well. Unless prior Owner approval is obtained for employing chemicals or other unusual cleaning methods, the cleaning operation is to be carried out by pumping and swabbing only. Where test pumping equipment is to be utilized, such equipment shall be disinfected prior to installation and use and be thoroughly hosed, scrubbed or otherwise cleaned of foreign material.

Chlorine or other compounds approved by State of New Mexico shall be used as disinfectants. The disinfectant shall be delivered to the site of the work in the original closed containers bearing the original label indicating the percentage of available chlorine. The disinfectant shall be recently purchased. Chlorine compounds in dry form shall not have been stored for more than one year and storage of liquid compounds shall not have exceeded 30 days. During storage, disinfectants shall not be exposed to the atmosphere or to direct sunlight.

Unless superseded by governmental regulation, the quantity of chlorine compounds used for disinfection shall be sufficient to produce a minimum of 50 mg/l available chlorine or as required by regulation.

Water Well Drilling, Casting and Gravel  
Installation, Development, and Testing  
Section 02201 – 16

Should a delay of three days or more be anticipated between the completion of the well and the regularly scheduled well disinfection an interim disinfection shall be provided by the Contractor. The contractor shall install an approved disinfecting agent in an amount equal to 10% of the amount required for final disinfection. For this purpose, the disinfecting agent shall be furnished or prepared in liquid form and placed in the well through a hose or tremie of sufficient length to extend to the bottom of the well. The disinfecting agent shall be applied through the hose, which is to be raised and lowered, to achieve uniform distribution of the solution throughout the well.

The Contractor shall discuss with the Owner the amount of disinfecting agent to be used and its method for use in advance of initiating the work. Chlorine compound dosages and method of utilization shall be satisfactory to the Owner in their entirety. Unless otherwise modified (due to problems involved with the specific well or conflict with local, state, or federal governmental regulatory agency requirements), disinfection procedure shall include, but not be limited to the following:

- A. Provide reliable means of insuring that the disinfecting agent is uniformly applied throughout the entire water depth of the well without relying on subsequent mechanical or surging action for dispersing the disinfectant; the dispersion of the disinfectant shall be assisted by pouring into the well a volume of water equal to the volume of the screened portion after the disinfectant has been placed. This will cause the disinfectant to flow out of the well into the area adjacent to the screen.
- B. All accessible portions of the well above the water level shall be maintained in a damp condition with water containing the required concentration of disinfecting agent for a period of not less than 20 minutes. The disinfecting agent shall be left in the well for a period of at least 12 hours. After a 12 hour, or longer contact period, the well is to be pumped to clear it of the disinfecting agent. The disposal point for the purged water shall be selected with Owner approval so as to minimize potential damage to aquatic life or vegetation, of facilities, or exposure to public.

### 3.10 TESTING FOR YIELD AND DRAWDOWN

The Contractor shall furnish all necessary equipment and materials and make complete pumping tests of the well following the development work. The test pumping equipment shall have a capacity of not less than is listed under the Section "Development by Pumping" and shall be capable of delivering water from a level below the ground surface as specified by the Owner. Water shall be disposed of as approved by the Owner. During the progress of the test pumping, the Contractor shall provide an approved measuring device for measuring the rate of discharge of the pump and the level of the water within the well casing. Reading and recording of pump discharge shall be made by the Contractor at intervals directed by the Owner. Drawdown shall be measured by means of an air line, pressure gauge and air pump, electric wire sounder, or both. At the completion of the test pumping, all sand and debris shall be removed from the bottom of the well.

Measurement of time of start, stop and interval measurements must be made with reasonable accuracy ( $\pm 6$  seconds). Any irregular events (e.g. pump failure and restart occurring during the test cycle must be noted and their times recorded. Should these events occur, the Owner must be notified and decisions made as to the validity of the test. If the pumping test is interrupted due to Contractor's equipment malfunction, the test shall be rerun at the Contractor's expense. Pumping rate (Q) shall not vary by more than 5% ( $\pm$ ).

Prior to test pumping, water-level measurements shall be taken on pumping and non-pumping wells in the nearby area as specified by the Owner. No pumping of the production well to be tested shall occur for at least 24 hours prior to start of pump test.

The time interval between water-level measurements may vary between acceptable limits. The following are minimum recommendations of measuring intervals after the start or stop of any discharge step:

Time after start or stop of new discharge step (minutes)	Recommended measuring interval (minutes)
1-10	1
10-20	2
20-30	5
30-60	10
60-120	15
120-300	30
300 to end of test	60

A. Step-Drawdown Test

The Contractor shall conduct a step-drawdown test of the well by pumping at a sufficient number of rates (at least 3) to determine the shape of the drawdown curve to the maximum capacity of the well, as approved and directed by the Owner and based on the development pumping.

Pumping shall continue at each rate for a sufficient length of time to bring about a stable (or predictable) water level trend in the well (i.e. a semi-logarithmic plot of pumping level versus time shows a straight-line trend).

The step-drawdown data shall be sufficient such that the following results may be obtained and submitted to the Owner:

Water Well Drilling, Casting and Gravel  
Installation, Development, and Testing  
Section 02201 – 18

1. Well efficiency diagram for the range of discharges tested.
2. Specific Capacity diagram showing formation and well loss curves for the range of discharges tested.
3. Recommended production pumping rate and lift based on system characteristics as defined by the Owner and furnished to the Contractor.

B. Constant Rate Pump Test

Contractor shall conduct a constant rate pump test for a minimum period of twenty-four (24) hours at a production rate as specified by the Owner. The constant rate pump test shall not be concluded until the drawdown has stabilized for at least eight (8) hours and under no circumstances, be less than 24 hours in duration. During the constant rate test, measurements of water levels and rates of production shall be made in the well being tested and in any nearby wells selected by the Owner at the time intervals recommended in the preceding section. The Contractor shall also plot the time-drawdown data onto 4 cycle semi-logarithmic graph forms.

A Rossum sand test shall be conducted for a period of at least two (2) hours after commencement of pumping. Sand production as a function of time shall be determined with a graph to be drawn and submitted to the Owner as part of the permanent record of the well. Said production shall be as noted in Section 1.06 A.

At the end of the constant rate pump test, the Contractor shall shut off the pump unit and record the recovery of the water level in the well at the time intervals recommended in the preceding section. Monitoring of the recovery of the water level shall continue until such time as the water level has reached at least 95% of the initial static readings recorded prior to the start of testing.

Before shutdown of the pump during the test period, a complete set of water samples shall be taken by the Contractor. These samples shall be subjected to a full analysis including, but not limited to, general mineral, general physical, trace metals, volatile organic constituents and toxics in accordance with State of New Mexico requirements.

3.11 PLUMBNESS AND ALIGNMENT

The Contractor shall guarantee that the well when completed shall be sufficiently straight and plumb to permit the free installation and operation of a vertical turbine type pump regularly built for the casing size and installed with the bowls set at the location specified by the Owner. To demonstrate compliance with this requirement the Contractor shall furnish all labor, tools and equipment and make a caging test to the satisfaction of the Owner. Tests for plumbness and

alignment shall be made after completion of the well construction and before its acceptance. The well shall be drilled in such vertical alignment that a line drawn from the center of the well casing at the ground surface to the center of the well casing 25-feet above the bottom of the well shall not deviate from the vertical more than 6-inches in 100-feet of length and that any bends shall be no closer to the inside wall of the casing than 4-inches. Contractor shall furnish the original and 2 copies of test to the Owner. If the well is not straight, plumb and free of any obstruction, as specified, the well shall be straightened, plumbed and freed of all obstructions or a new well shall be drilled at no additional cost to the Owner. In the event the contractor is unable to complete the well due to faulty materials, workmanship, operations of the contractor or a crooked hole, the Owner may require a new well to be drilled immediately and no payment will be made for the depth to which the original well was drilled and abandoned. The new well shall be completed in accordance with all the terms and conditions stated herein. If, however, inability to complete the well was not due to any fault of the Contractor the cost of the new well will be paid for by the Owner at the respective contract prices and the time for completion shall be extended proportionately; however no additional payment will be made for extended overhead costs to the Contractor. The abandoned hole shall be filled in accordance with the requirements of the Owner, County and State.

### 3.12 BACTERIOLOGICAL TESTS

Upon completion of all work in connection with disinfection, development, and test pumping, the Contractor shall perform, or have performed for him, bacteriological tests on the well. The results of such tests shall show that the well meets all bacteriological drinking water standards for the State of New Mexico Department of Health Services. In the event the well fails to meet such standards the disinfection, pumping and retesting shall be repeated until the standards are met. All costs for bacteriological testing shall be borne by the Contractor.

### 3.13 WELL CAPPING AND CLEAN UP

Upon completion of all work, in connection with development, drilling, and test pumping, the well shall be capped by welding a minimum 1/4 inch steel plate over the top of the casing and a minimum 1/4-inch plate full welded over the top of the conductor casing. The sounding tubes and gravel tubes shall be capped with threaded caps.

The site shall be returned to its original or better condition.

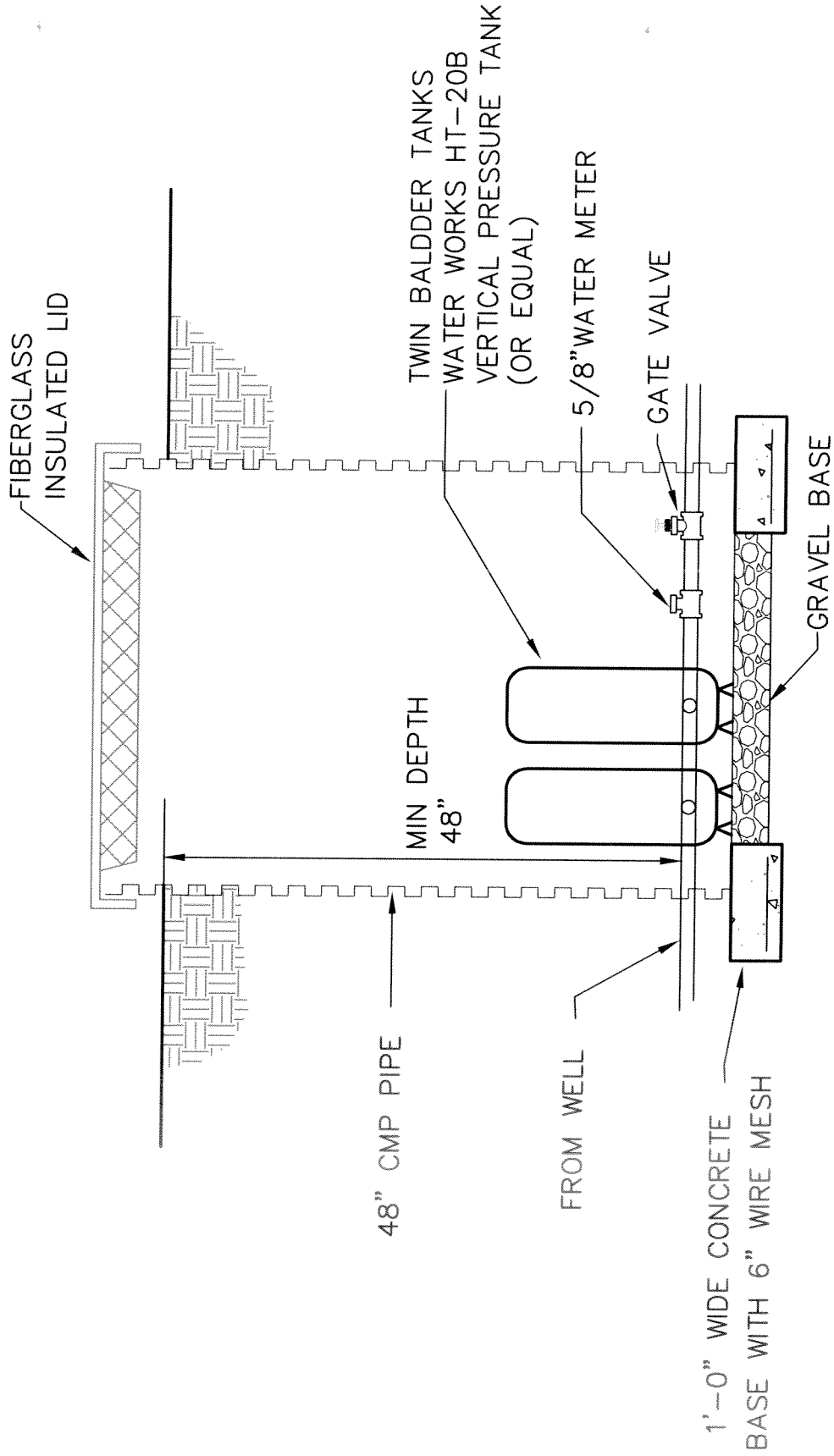
**END OF SECTION 02201**



Water Well Drilling, Casting and Gravel  
Installation, Development, and Testing  
Section 02201 – 20

**APPENDIX C**

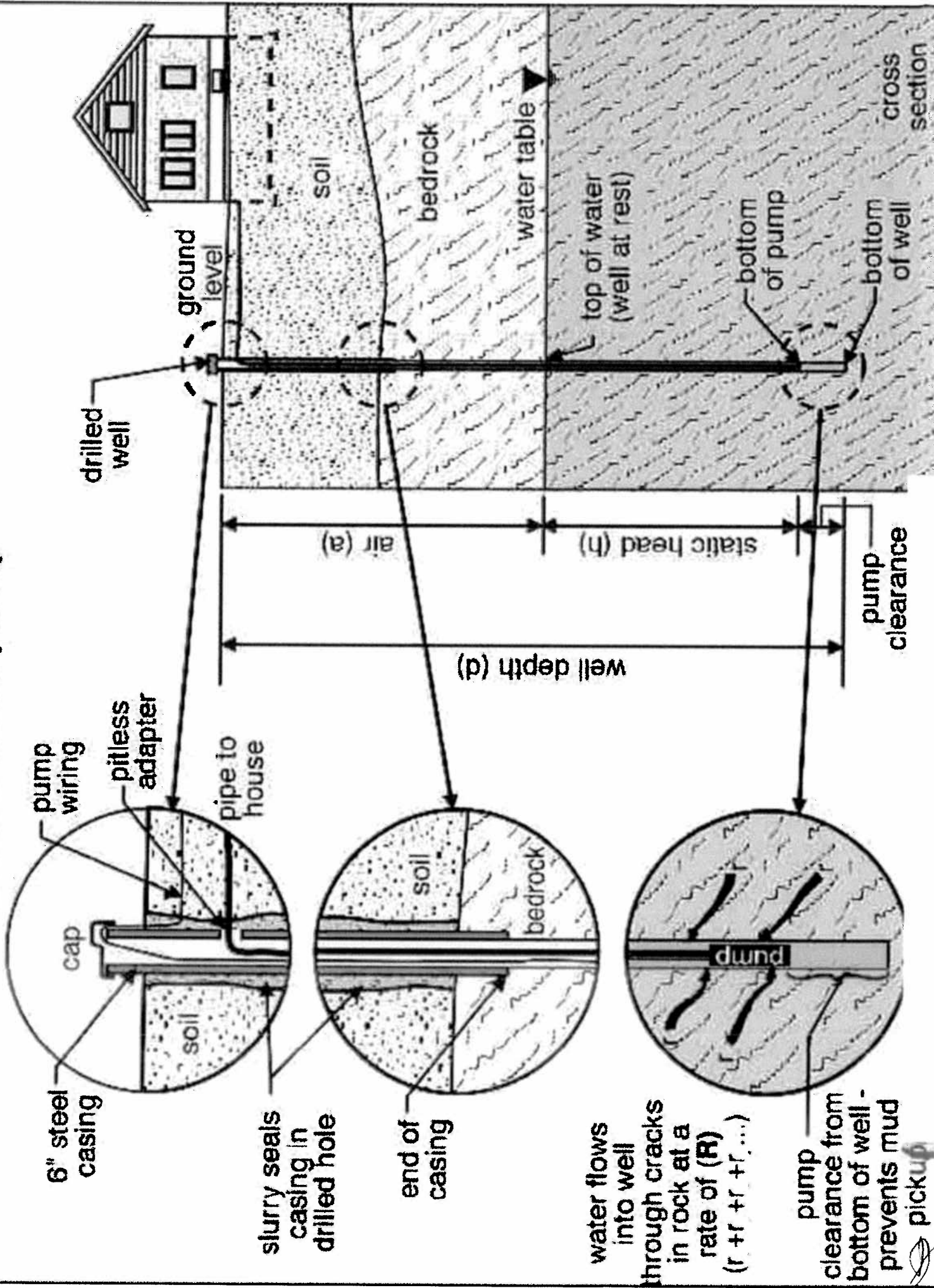
**Drawings**



# WATER WELL CISTERNS

NOT TO SCALE

# Drilled well with submersible pump



6" steel casing

pump wiring

pitless adapter

pipe to house

cap

soil

slurry seals in casing in drilled hole

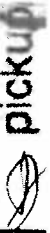
end of casing

soil

bedrock

water flows into well through cracks in rock at a rate of (R) (r + r + r + r...)

pump clearance from bottom of well - prevents mud pickup



drilled well

ground level

soil

bedrock

water table

top of water (well at rest)

bottom of pump

bottom of well

cross section

air (a)

static head (h)

pump clearance

well depth (d)

**APPENDIX D**

**ACKNOWLEDGEMENT OF RECEIPT OF INVITATION FOR BIDS FORM  
IFB# 2015-0352-PW/MM**

In acknowledgement of receipt of this Invitation for Bids the undersigned agrees that it has received a complete copy, beginning with the title page, and ending with the contractual documents. Completed forms must be submitted to Maricela Martinez no later than July 22, 2015 to receive any addenda for this solicitation.

Only Bidders that return this form in a timely manner will receive copies of addenda to this IFB.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

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

PHONE NO.: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature)

Name: \_\_\_\_\_  
 (Printed)

Title: \_\_\_\_\_

This name and address will be used for all correspondence related to the Invitation For Bids.

Maricela Martinez  
 Santa Fe County  
 Purchasing Division  
 142 W. Palace Avenue  
 Santa Fe, NM 87504  
 Phone: (505) 992-9864 Fax: (505) 989-3243  
 E-mail: mcmartinez@santafecountynm.gov

## APPENDIX E

### CAMPAIGN CONTRIBUTION DISCLOSURE

Pursuant to the Procurement Code, Sections 13-1-28, *et seq.*, NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor 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 may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code 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.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND 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 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 of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**“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.

**“Prospective contractor”** means a person or business that 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 or business 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) if any: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

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

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

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature Date

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

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (Position)



**APPENDIX F**

**Resident Veterans Preference Certification**

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

**Please check one box only:**

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 discount 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 discount 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 discount on this solicitation. 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 Sections 13-1-21 or 13-1-22 NMSA 1978, which 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 of 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 un-award of the procurement involved if the statements are proven to be incorrect.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_

## APPENDIX G N.M. WAGE DETERMINATION

SUSANA MARTINEZ  
GOVERNOR



CELINA BUSSEY  
SECRETARY

JOHN SANCHEZ  
LT. GOVERNOR

STATE OF NEW MEXICO  
DEPARTMENT OF WORKFORCE SOLUTIONS  
121 Tijeras Ave NE Suite 3000  
Albuquerque, NM 87102  
Telephone (505) 841-4405  
Fax (505) 841-4424

### PUBLIC WORKS PROJECT REQUIREMENTS

As a participant in a Public Works project valued at more than \$60,000 in the State of New Mexico, the following list addresses many of the responsibilities that are assigned by statute to each project stakeholder.

**Contracting Agency**

- Ensure that all contractors/prime contractors wishing to bid on a Public Works project when the project is \$60,000 or more are actively registered with the Labor Relations Division, Labor Enforcement Fund (LEF) prior to bidding.
- Provide completed Notice of Award (NOA) and Sub-Contractor list to Labor Relations Division promptly after the project is awarded.
- Provide updates to the Sub-Contractor list to the Labor Relations Division

**General Contractor**

- Provide to the Contracting Agency within 3 (Three) days of award a complete sub-contractor list and Statements of Intent (SOI) to pay Prevailing Wages for each contractor.
- Ensure that all sub-contractors wishing to bid on a Public Works project when their portion is over \$60,000 are actively registered with the Labor Relations Division prior to bidding.
- Submit bi-weekly certified payrolls to the owner/contracting agency.
- Make certain NM Apprenticeship and Training Fund payments are to be paid either to an approved Apprenticeship program or to the Labor Relations Division.
- Confirm the Wage Rate poster, provided by the Labor Relations Division, is displayed at the job site in an easily accessible place.
- Make sure, when a project has been completed, the Affidavits of Wages Paid (AWP) is sent to the Contracting Agency.

**Sub-Contractor**

- Ensure that all sub-contractors wishing to bid on a Public Works project when their portion is over \$60,000 are actively registered with the Labor Relations Division prior to bidding.
- Submit bi-weekly certified payrolls to the General Contractor(s).
- Make certain NM Apprenticeship and Training Fund payments are to be paid either to an approved Apprenticeship program or to the Labor Relations Division.

"AN EQUAL OPPORTUNITY EMPLOYER"

**Additional Information**

Reference material and forms for these requirements are available through the following New Mexico Workforce Solutions Web Link.  
[www.dws.state.nm.us/new/Labor\\_Relations/publicworks.html](http://www.dws.state.nm.us/new/Labor_Relations/publicworks.html).

**Additional Information**

Additional information, requirements, and documents on these topics can be found through the Public Works web pages.

- Labor Enforcement Fund (LEF)
- Weekly Certified Payroll
- Public Works Apprenticeship and Training Fund (PWAT)
- Forms: Statement of Intent (SOI), Affidavit of Wages Paid (AWP)
- Prevailing Wage Rates (Base Rates, Fringe, and Apprenticeship Contributions)

**CONTACT INFORMATION**

Contact us for any questions relating to Public Works Projects.

Kim Kew [Kim.Kew@state.nm.us](mailto:Kim.Kew@state.nm.us) or 505-841-4405  
Otis Caddy [LynnO.Caddy@state.nm.us](mailto:LynnO.Caddy@state.nm.us) 505-841-4406  
Stacey Lowrey [Stacey.Lowrey@state.nm.us](mailto:Stacey.Lowrey@state.nm.us) 505-841-4412  
Violet Miera [Violet.Miera2@state.nm.us](mailto:Violet.Miera2@state.nm.us) 505-841-4418

Construction/drilling for a new water well to serve a new fire station in the community of Glorieta.

**Type H - Heavy Engineering, Effective January 1, 2015**

Trade Classification	Base Rate	Fringe Rate	Apprenticeship
Asbestos Worker - Heat & Frost Insulator	27.35	10.23	0.56
Boilermaker	18.50	3.31	0.56
Bricklayer/Blocklayer/StoneMason	20.78	4.73	0.56
Carpenter/Lather	20.86	6.00	0.56
Millwright/Piledriver	26.38	5.96	0.56
Cement Mason	21.83	6.98	0.56
<b>Electricians</b>			
<b>Outside Classifications</b>			
Groundman	21.14	10.23	0.56
Equipment Operator	23.96	10.23	0.56
Lineman/Tech	24.55	10.23	0.56
Cable Splicer	25.73	10.23	0.56
<b>Inside Classifications</b>			
Wireman/Tech	26.85	8.36	0.56
Cable Splicer	28.58	8.36	0.56
<b>Sound Classifications</b>			
Installer	0.00	0.00	0.00
Technician	0.00	0.00	0.00
Soundman	0.00	0.00	0.00
Glazier	0.00	0.00	0.00
Ironworker	31.04	9.40	0.56
Painter (Brush/Roller/Spray)	16.00	3.78	0.56
Plumber/Pipefitter	28.30	11.00	0.56
Roofer	19.56	11.34	0.56
SheetmetalWorker	27.56	14.20	0.56
<b>Operators</b>			
Group I	33.08	6.98	0.56
Group II	33.28	6.98	0.56
Group III	33.86	6.98	0.56
Group IV	33.88	6.98	0.56
Group V	33.88	6.98	0.56
Group VI	34.03	6.98	0.56
Group VII	34.08	6.98	0.56
Group VIII	34.23	6.98	0.56
Group IX	34.73	6.98	0.56
Group X	35.53	6.98	0.56
<b>Laborers</b>			
Group I	14.95	4.27	0.56
Group II	15.25	4.27	0.56
Group III	15.55	4.27	0.56
Group IV	16.12	4.27	0.56
Group V	16.37	4.27	0.56
Group VI	15.10	4.27	0.56
Group VII	15.04	4.27	0.56
Group VIII	15.50	4.27	0.56
Group IX	15.70	4.27	0.56
Group X	16.37	4.27	0.56
<b>Truck Drivers</b>			
Group I	15.05	4.94	0.56
Group II	15.25	4.94	0.56
Group III	15.45	4.94	0.56
Group IV	15.65	4.94	0.56

NOTE: SUBSISTENCE AND INCENTIVE PAY DO NOT APPLY TO TYPE "H" CONSTRUCTION.

New Mexico Department of Workforce Solutions  
Public Works  
121 Tijeras Ave. NE, Suite 3000, Albuquerque, NM 87102  
Phone: (505)-841-4400 fax to: (505) 841-4424 or Email to: [public.works@state.nm.us](mailto:public.works@state.nm.us)

Wage Decision # **SF-15-0966 H**

**NOTIFICATION OF AWARD (NOA)**

**THIS WAGE DECISION # EXPIRES FOR BIDS ON 10/30/15**

**Description and Location of Work:** 2015-0352-FD/IC Glorieta Water Well  
Construction/drilling for a new water well to serve a new fire station in the community of Glorieta

City of Glorieta County of Santa Fe 366 Old Denver Highway

**REMINDER for Agency Conducting BID Process:**

After the Contracting Agency awards this project the Wage Rate Poster, Sub-List and the Project Requirement Document, excluding this NOA must be delivered to the **GENERAL/PRIME CONTRACTOR**. The Contracting Agency or its agent must complete this form and submit with the sub-list listing all of the subcontractors including all tiers of subcontractors and fax or email it to the address above. ***If the project is canceled***, this form must be completed by the Contracting agency conducting the bid process and the wording "Cancelled" written on the form and send to the Labor Relations Division. Failure to submit the NOA in a timely manner is a violation of paragraph 11.1.2.9.B (3) of the Public Works Minimum Wage Act Policy Manual.

General/Prime Contractor Company Name: \_\_\_\_\_ License#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Contact's name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Approximate Date Work to Start: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Estimated Cost of Project: \_\_\_\_\_

Bid Opening Date: \_\_\_\_\_

Note: The General/Prime Contractor **MUST** mail/fax in their Statement of Intent to Pay Prevailing Wages to the Contracting Agency or its agent before beginning work on the project. Each Subcontractor (and all tiers of subcontractors) **MUST** also mail/fax their Statement of Intent to Pay Prevailing Wages to the General/Prime Contractor 3 days after award of project. After work on the project is completed **and before, final payment**, is made to subcontractors and all tiers of subcontractors, the contractor and sub-contractors must mail/fax their Affidavit of Wages paid to the Contracting Agency for final payment.

**Signature for Contracting Agency (or agent)** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Email address for Contracting Agency (not agent)** \_\_\_\_\_ **Required Field**

**Date** \_\_\_\_\_

8/29/13

**SUBCONTRACTOR LIST**

**DO NOT** list suppliers or professional services (such as surveyors)  
**INCLUDE** individual subcontractor dollar amount for project

Email to: public.works@state.nm.us or fax to: (505) 841-4424

Please include **2nd & 3rd Tier** subcontractors. Make extra copies of form if necessary.

Wage Decision. # SF-15-0966 H

**General Contractor:**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ License No.: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Sub \_\_\_\_\_ 2<sup>nd</sup> TIER \_\_\_\_\_ 3<sup>rd</sup> TIER \_\_\_\_\_  
 (To Whom) (To Whom)  
 Work to be performed: \_\_\_\_\_ Start Date: \_\_\_\_\_ Amount (\$): \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ License No.: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Sub \_\_\_\_\_ 2<sup>nd</sup> TIER \_\_\_\_\_ 3<sup>rd</sup> TIER \_\_\_\_\_  
 (To Whom) (To Whom)  
 Work to be performed: \_\_\_\_\_ Start Date: \_\_\_\_\_ Amount (\$): \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ License No.: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Sub \_\_\_\_\_ 2<sup>nd</sup> TIER \_\_\_\_\_ 3<sup>rd</sup> TIER \_\_\_\_\_  
 (To Whom) (To Whom)  
 Work to be performed: \_\_\_\_\_ Start Date: \_\_\_\_\_ Amount (\$): \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ License No.: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Sub \_\_\_\_\_ 2<sup>nd</sup> TIER \_\_\_\_\_ 3<sup>rd</sup> TIER \_\_\_\_\_  
 (To Whom) (To Whom)  
 Work to be performed: \_\_\_\_\_ Start Date: \_\_\_\_\_ Amount (\$): \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ License No.: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Sub \_\_\_\_\_ 2<sup>nd</sup> TIER \_\_\_\_\_ 3<sup>rd</sup> TIER \_\_\_\_\_  
 (To Whom) (To Whom)  
 Work to be performed: \_\_\_\_\_ Start Date: \_\_\_\_\_ Amount (\$): \_\_\_\_\_

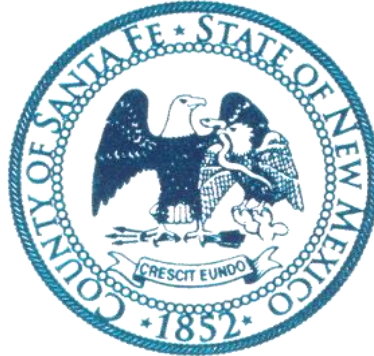
Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ License No.: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Sub \_\_\_\_\_ 2<sup>nd</sup> TIER \_\_\_\_\_ 3<sup>rd</sup> TIER \_\_\_\_\_  
 (To Whom) (To Whom)  
 Work to be performed: \_\_\_\_\_ Start Date: \_\_\_\_\_ Amount (\$): \_\_\_\_\_

**APPENDIX H**

**Sample Agreement**



**AGREEMENT BETWEEN SANTA FE COUNTY AND CONTRACTOR  
FOR CONSTRUCTION SERVICES**



**SANTA FE COUNTY  
ADMINISTRATIVE SERVICES DEPARTMENT  
PURCHASING DIVISION  
2014 EDITION**

[Changes, additions, deletions and/or any modifications other than those agreed upon by the parties upon execution of this contract, without the written consent of Santa Fe County shall render this document null and void.]

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION.

Hereafter "County":

Hereafter "Contractor":

Katherine Miller, County Manager  
Santa Fe County  
PO Box 276  
Santa Fe, New Mexico 87504-0276  
TELEPHONE: 505-986-6200  
FAX: 505-995-2740

TELEPHONE:  
E-MAIL ADDRESS:

**ARCHITECT**

NAME: Riskin Associates Architecture  
ADDRESS: 227 East Palace Avenue #C  
Santa Fe, NM 87501  
TELEPHONE: (505) 983-0722  
E-MAIL ADDRESS: [marci@riskinassociates.com](mailto:marci@riskinassociates.com)

Table of Contents

	Page No
RECITALS .....	10
Article 1 The Contract Documents .....	10
1.1 Documents .....	10
1.2 Certificates and Documentation.....	10
Article 2 The Work .....	11
2.1 The Work.....	11
Article 3 Effective Date, Time of Commencement, Substantial Completion and Amendments .....	11
3.1 Effective Date .....	11
3.2 Time of Commencement.....	11
3.3 Substantial Completion.....	11
3.4 Time for Completion and Liquidated Damages.....	12
3.5 Amendments .....	13
Article 4 Contract Sum .....	13
4.1 Lump Sum.....	13
4.2 Contract Amount.....	13
Article 5 Progress Payments .....	14
5.1 Progress Payments .....	14
Article 6 Final Payment .....	15
6.1 Final Payment .....	15
6.2 Acceptance of Final Payment Constitutes Release.....	15
 GENERAL CONDITIONS	
1. Definitions.....	17
1.1 Application for Payment.....	17
1.2 Change Order .....	17
1.3 Calendar Day .....	17
1.4 Contract Period .....	17
1.5 Contractor .....	17
1.6 Construction Documents.....	17
1.7 Construction Schedule .....	17
1.8 Day.....	17
1.9 Labor and Material Payment Bond.....	17

1.10 Lump Sum Agreement .....18

1.11 Lump Sum Bid .....18

1.12 Lump Sum Contract .....18

1.13 Payment Bond .....18

1.14 Performance Bond .....18

1.15 Progress Payment .....18

1.16 Progress Schedule .....18

1.17 Punch List .....18

1.18 Schedule of Values .....18

1.19 Services .....18

1.20 Stipulated Sum Agreement .....19

1.21 Subcontractor .....19

1.22 Unit Price Contract .....19

1.23 Unit Prices .....19

1.24 Working Day .....19

1.25 Work on the Project .....19

2. Contract and Contract Documents .....19

2.1 Entire Agreement .....19

2.2 Relationship of Contract Documents .....19

2.3 Conflicting Conditions .....19

3. Plans, Specifications and Addenda .....20

3.1 The plans, specifications and addenda .....20

3.2 Certificates and Documents Incorporated .....20

4. Contract Security - Bonds .....20

4.1 Performance Bond .....20

4.2 Payment Bond .....20

4.3 Additional or Substitute Bond .....20

4.4 Labor and Material Bond .....20

5. Terms and Meanings .....20

5.1 Words and Phrases .....21

5.2 Gender, Singular/Plural .....21

5.3 Captions & Section Headings .....21

5.4 Interchangeable Terms .....21

6. Compliance with Applicable Law, Choice of Law .....21

6.1 Agreement governed by the laws of the State of New Mexico .....21

6.2 Contractor shall comply with all applicable laws, ordinances & regulations .....21

6.3 Minimum Wage Rate .....21

6.4 Litigation shall be federal and state district courts of New Mexico .....21

6.5 Bribes, Kickbacks and Gratuities.....21

6.6 New Mexico Tort Claims Act.....21

6.7 Provision Required by Law Deemed Inserted .....22

7. Effective Date & Term.....22

7.1 Agreement shall become effective.....22

7.2 Substantial Completion.....2

8. Termination.....22

8.1 Termination of Agreement for Cause .....23

8.2 Termination for Convenience .....23

8.3 Right of the County to Terminate Contract .....23

9. Appropriations & Authorizations .....23

10. Amendments – Change Orders .....23

11. Indemnification .....23

11.1 Contractor shall indemnify .....23

11.2 County shall have right to control and participate in defense  
of demand or suit .....24

11.3 Contractor’s obligations shall not be limited by provisions of  
insurance policy .....24

12. Aggrievement Procedure During Contract Administration .....24

12.1 Claims, Disputes or other matters.....24

12.2 Settlement Agreement.....24

12.3 Contractor shall carry on Work during dispute resolution proceedings .....24

13. Dispute Resolution.....24

13.1 Mediation .....24

13.2 Mediation Process.....24

13.3 Litigation.....25

14. Insurance .....25

14.1 Insurance required before contractor commences work .....2

14.2 Proof of Carriage of Insurance.....25

14.3 General Conditions .....25

14.4 General Liability Insurance, including automobile .....25

14.5 Subcontractor’s Public Liability & Property Damage Insurance .....25

14.6 Worker’s Compensation Insurance.....25

14.7 Scope of Insurance and Special Hazards .....26

14.8 Builder’s Risk Insurance.....26

14.9 Increased Limits.....26

14.10 Additional Insured .....26

15. Independent Contractor.....26

15.1 Contractor and its agents are independent contractors .....26

15.2 Contractor shall not subcontractor without written approval .....27

15.3 Contractor shall maintain detailed time records .....27

16. Conflict of Interest of Officers or Employees of the Local Jurisdiction.....27

16.1 No officer or employee shall have any interest shall have any interest.....27

16.2 No official of the County shall be interested personally in this contract.....27

16.3 Contractor warrants no conflict of interest .....27

17. Assignment .....27

17.1 Contractor shall not assign or transfer any interest in this Agreement .....27

18. Subcontracting .....28

18.1 Contractor shall not subcontract without written notice to County .....28

18.2 Contractor shall provide listing of subcontractors .....28

18.3 Contractor shall adhere to all provisions of Subcontractor’s Fair Practices Act.....28

18.4 Contractor shall provide Non-Collusion and EEO forms for all subcontractors .....28

18.5 Contractor shall not award any work without written notice to County.....28

18.6 Contractor shall be responsible for acts and omissions of subcontractors.....28

18.7 Contractor shall cause appropriate provisions in all subcontracts .....28

18.8 Nothing shall create contractual relation between County and subcontractors .....28

18.9 New Mexico Little Miller Act .....28

19. Personnel.....29

19.1 All work performed by Contractor .....29

19.2 Contractor shall secure all qualified personnel required to perform work .....29

20. Notices .....29

20.1 Notice required shall be in writing.....29

20.2 Nothing shall preclude the giving of written Notice .....29

21. Release .....29

22. Waiver.....29

CONDITIONS OF THE WORK

1. Additional Instructions & Detail Drawings .....30

1.1 Additional instructions & drawings as necessary .....30

2. Shop or Setting Drawings .....30

2.1 Contractor shall submit copies of shop or setting drawing.....30

3. Materials, Services and Facilities .....30

4. Contractor’s Title to Materials.....30

4.1 No materials or supplies shall be purchased by subject to chattel mortgage .....30

5. Inspection and Testing of Materials.....31

5.1 All material and equipment shall be subject to adequate inspection .....31

5.2 Materials of construction shall be subject to inspection and testing.....31

6. “Or Equal” Clause.....31

6.1 To establish a standard.....31

7. Patents .....31

7.1 Patented or Unpatented Invention.....31

7.2 License or Royalty Fees.....31

7.3 Copyrighted Design .....31

8. Surveys, Permits and Regulations.....32

8.1 County will furnish all surveys .....32

8.2 Contractor shall procure and pay all permits, licenses and approvals .....32

8.3 Contractor shall comply with all laws, ordinances, rules orders & regulations ....32

9. Contractor’s Obligations.....32

9.1 Contractor shall perform all work and furnish all materials, equipment, machinery.....32

9.2 Contractor shall complete entire work.....32

10. Weather Conditions .....32

10.1 Temporary suspension of Work.....32

11. Protection of Work and Property - Emergency.....32

11.1 Contractor shall safeguard County’s property .....32

11.2 Emergency which threatens loss or injury of property .....33

11.3 Contractor shall act as instructed or authorized.....33

11.4 Reimbursement claimed by Contractor .....33

12. Inspection.....33

12.1 County shall be permitted to inspect all work, materials, payrolls, records .....33

13. Reports, Records and Data.....33

13.1 Contractor shall submit to County schedules, payrolls, reports, estimates.....33

14. Superintendent by Contractor .....33

14.1 Contractor shall employ a construction superintendent.....33

15. Changes in Work.....33

15.1 No changes in Work without written approval .....33

16. Extras .....34

16.1 County may order extra Work .....34

17. Inspection of Services .....34

17.1 Contractor shall provide inspection system .....34

17.2 County has the right to inspect and test all services .....34

17.3 Contractor shall furnish all reasonable facilities and assistance.....34

17.4 If any services do not conform with Contract requirements.....34

17.5 County may perform the services and charge Contractor.....35

18. Correction of Work.....35

18.1 Work shall be made good if failure to meet County approval.....35

19. Warranty of Construction .....35

19.1 Warrants that Work conforms with Contract requirements .....35

19.2 One year warranty.....35

19.3 Contractor shall remedy any failure to conform .....35

19.4 Contractor shall restore any Work damaged.....35

19.5 County shall notify Contractor of any failure, defect or damage .....35

19.6 If Contractor fails to remedy.....36

19.7 Contractor shall obtain all warranties, executed in writing .....36

19.8 Contractor’s warranty has expired.....36

19.9 Defect in County furnished material or design .....36

19.10 County’s rights under the Inspection and Acceptance Clause.....36

20. Subsurface Conditions Found Different .....36

20.1 Subsurface conditions materially differing from plans and specifications .....36

21. Claims for Extra Cost.....36

21.1 No claim for extra work or cost .....36

22. Construction Schedule and Periodic Estimates.....36

22.1 Estimated construction progress schedule .....36

22.2	Progress Schedule .....	37
23.	Assignments .....	37
23.1	Contractor shall not assign.....	37
24.	Mutual Responsibility of Contractors.....	37
24.1	Acts of Negligence.....	37
25.	Separate Contract .....	37
25.1	Coordination with other contractors .....	37
26.	Architect/Engineer’s Authority.....	38
26.1	Orders & Directions to execution of the Work.....	38
26.2	Decisions concerning meaning and intent .....	38
27.	Stated Allowances.....	38
27.1	Contract sum for all allowances.....	38
28.	Use of Premises and Removal of Debris .....	38
28.1	Contractor undertakes at own expense .....	38
29.	Quantities of Estimate.....	39
29.1	Increase and decrease of estimated quantities .....	39
30.	Lands and Right-of-Way.....	39
30.1	County shall obtain all lands and rights-of way.....	39
31.	General Guaranty .....	39
31.1	Work not done in accordance with contract documents .....	39
32.	Protection of Lives and Health .....	39
32.1	Protection of persons and property .....	39
33.	Interest of Member.....	40
33.1	BCC shall not have any share or interest .....	40
34.	Other Prohibited Interests .....	40
34.1	No County official or others to be personally interested in Contract .....	40
35.	Use & Occupancy Prior to Acceptance by County.....	40
35.1	Partial Occupancy by County.....	40
	Attachment A Bid Sheets .....	41
	Attachment B Addenda and Modifications .....	42
	Exhibit A Project Manual .....	43
	Exhibit B Technical Specifications .....	44



Exhibit C	Labor and Material Payment Bond .....	45
Exhibit D	Performance Bond .....	47
Exhibit E	Assignment of Antitrust Claims.....	49
Exhibit F	Certificate of Liability Insurance .....	50
Exhibit G	Notice of Contract Award.....	51
Exhibit H	Notice to Proceed .....	52
Exhibit I	Change Order .....	53
Exhibit J	Certificate of Substantial Completion .....	55

**RECITALS**

**WHEREAS**, in accordance with Section 13-1-103 through Section 13-1-110 NMSA 1978, the County issued Invitation for Bid (IFB) No. 2015-0244-PW/MM for construction services for Richards Avenue By-Pass Lane Improvements;

**WHEREAS**, the Contractor submitted its bid, in response to IFB No. 2015-0352-FD/IC;

**WHEREAS**, the County is authorized to enter into a construction contract for the Project pursuant to Sections 13-1-100, NMSA 1978;

**WHEREAS**, the Contractor hereby represents that it is a licensed contractor of the State of New Mexico pursuant to Chapter 60, Article 13 NMSA 1978;

**WHEREAS**, the Owner agrees to hire the Contractor, and the Contractor agrees to provide Construction Services as required herein for the Project in accordance with the terms and conditions set forth in this Agreement; and,

**WHEREAS**, the County requires the services of the Contractor, and the Contractor is willing to provide these services and both parties wish to enter into this Agreement.

**ARTICLE 1  
THE CONTRACT DOCUMENTS**

**1.1 DOCUMENTS**

The contract documents consist of the following:

- Agreement between County and Contractor
- General Conditions of the Construction Contract
- Conditions of the Work of the Construction Contract
- Bid Sheet Attachment A
- Addenda and Modifications issued Attachment B  
before and after execution of this Contract

**1.2 CERTIFICATES AND DOCUMENTATION**

The following certificates and documentation are hereby attached as exhibits as follows:

- Project Manual Exhibit A
- Technical Specifications as listed in Plan Set Exhibit B
- Labor and Material Payment Bond Exhibit C
- Performance Bond Exhibit D
- Assignment of Antitrust Claims Exhibit E
- Certificate of Insurance Exhibit F
- Notice of Award Exhibit G

Notice to Proceed  
Change Order  
Certificate of Substantial Completion

Exhibit H  
Exhibit I  
Exhibit J

## **ARTICLE 2 THE WORK**

### **2.1 THE WORK**

The Contractor shall perform all the Work required by the Contract Documents for the following:

The work includes the furnishing of all labor, materials, supplies, equipment, tools, transportation, recommendations, testing, services, and appurtenances, unless hereinafter specifically excepted, necessary to move-in, move-out, disinfect, and clean-up; satisfactorily complete reverse circulation rotary drilled pilot boreholes, log, obtain and secure cuttings, analyze cuttings, construct reverse circulation, rotary drilled gravel packed wells, including but not limited to drill, construct, disinfect, test, log, maintain/test drilling fluid, gravel pack, develop, clean, pump, test pump, test sand production, guarantee sand production, check casing plumbness and alignment, perform final bore hole caliper survey, obtain and analyze water samples as specified, place two (2) sounder pipe and two (2) gravel make-up pipes and caps, and well cap; and submittals of logs and test results.

## **ARTICLE 3 EFFECTIVE DATE, TIME OF COMMENCEMENT, SUBSTANTIAL COMPLETION AND AMENDMENTS**

### **3.1 EFFECTIVE DATE**

The Effective Date of this Agreement is the date of signature by the County.

### **3.2 TIME OF COMMENCEMENT**

The work to be performed under this Contract shall be commenced no later than ten (10) consecutive calendar days after the date of written Notice to Proceed issued by the County, hereto attached as Exhibit H.

### **3.3 SUBSTANTIAL COMPLETION**

The Contractor shall achieve Substantial Completion of the entire work no later than twenty (20) working days from the date of the Notice to Proceed, except as hereafter extended by valid written Change Order. A Certificate of Substantial Completion, attached hereto as Exhibit J, will

be issued by the County to the Contractor, as adjusted by any Change Order, attached hereto as Exhibit I.

### **3.4 TIME FOR COMPLETION AND LIQUIDATED DAMAGES**

Should the Contractor neglect, refuse, or otherwise fail to complete the Work within the time specified in this Article, the Contractor agrees that Liquidated Damages in the amount of five hundred dollars (\$500.00) shall be assessed per each working day that expires after the date of substantial completion, as adjusted by any change order, and until issuance by the County of a certificate of Substantial Completion in accordance with Paragraph 7 EFFECTIVE DATE AND TERM of the General Conditions.

- A. It is hereby understood and mutually agreed, by and between the Contractor and the County, that the date of beginning and the time for completion as specified in the contract of the work to be done hereunder are *essential conditions* of this contract and it is further mutually understood and agreed that the work outlined in this contract shall be commenced on a date to be specified in the "Notice to Proceed."
- B. The Contractor agrees that work shall be prosecuted regularly, diligently and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and the County, that the time for the completion of the work described herein is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.
- C. If the Contractor shall neglect, fail or refuse to complete the work within the time herein specified or any proper extension thereof granted by the County, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the County the amount specified in the contract, not as a penalty but as liquidated damages for such breach of contract as herein set forth, for each and every working day that the contract shall be in default after the time stipulated in the contract for completing the work.
- D. The amount is fixed and agreed upon by and between the Contractor and the County because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the County would in such event sustain, and the amount is agreed to be the amount of damages which the County would sustain and the amount shall be retained from time to time by the County from current periodical estimates.
- E. It is agreed that time is of the essence of each and every portion of this contract and of the specifications wherein a definite and certain length of time is fixed for the performance of any act whatsoever and where under the contract an additional time is allowed for the completion of any work, the new time limit fixed by such extension shall be of the essence of this contract. Provided that the Contractor shall not be charged with liquidated damages or any excess cost when the County determines that the Contractor is without fault and the Contractor's reasons for the time extension are

acceptable to the County. Provided that the Contractor shall not be charged with liquidated damages or any excess cost when the delay in completion of the work is due:

1. To any preference, priority or allocation order duly issued by the County;
2. To unforeseeable cause beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God, or of the public enemy, acts of the County, acts of another contractor in the performance of a contract with the County, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and severe weather;
3. To any delays of subcontractors or suppliers occasioned by any of the causes specified in subsections above.

F. Provided further, that the Contractor shall, within ten (10) days from the beginning of such delay, unless the County shall grant a further period of time prior to the date of final settlement of the contract, notify the County in writing of the causes of the delay, who shall ascertain the facts and extent of the delay and notify the Contractor within a reasonable time of its decision in the matter.

### 3.5 AMENDMENTS

This Agreement may be amended by mutual agreement by both parties upon issuance of a Change Order by the County to the Contractor. Any such amendment shall be in accordance with Paragraph 10 AMENDMENTS-CHANGE ORDERS of the General Conditions. Unless otherwise agreed to by the parties, an amendment shall not affect any outstanding Purchase Order(s) issued by the County prior to the effective date of the amendment.

## ARTICLE 4 CONTRACT SUM

### 4.1 LUMP SUM

The County shall pay the Contractor in current funds for the performance of the Work, subject to additions and deductions by Change Order as provided in the Contract Documents, an agreed upon Lump Sum of \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents (\$ \_\_\_\_\_), exclusive of New Mexico gross receipts tax.

### 4.2 CONTRACT AMOUNT

**The Contract sum is determined as follows:**

Base Bid	\$	
<b>Total Contract Amount</b>	<b>\$</b>	<b>Exclusive of NM GRT</b>

## **ARTICLE 5 PROGRESS PAYMENTS**

### **5.1 PROGRESS PAYMENTS**

Based upon an Application for Payment submitted to the County by the Contractor and Certificates for Payment issued by the County, the County shall make progress payments on account of the Contract sum to the Contractor as provided in the Contract documents for the period ending the last day of the month as follows:

- A. No later than (21) working days following receipt by the County of an undisputed Application for Payment, one hundred percent (100%) of the portion of the Contract Sum properly allocable to labor, materials, and equipment incorporated in the Work and one hundred percent (100%) of the portion of the Contract Sum properly allocable to materials and equipment suitably stored at the site or some other location agreed upon in writing for the period covered by the Application for Payment, less the aggregate of previous payments made by the County; less such amounts as the Architect/ Engineer shall determine for all incomplete Work and unsettled claims as provided in the Contract Documents (Section 57-28-5, NMSA 1978).
- B. When making payments, the County, Contractor or subcontractor shall not retain, withhold, hold back or in any other manner not pay amounts owed for work performed. For additional information regarding retainage and the Prompt Payment Act (refer to Section 57-28-5, NMSA 1978).
- C. Contractors and subcontractors shall make prompt payment to their subcontractors and suppliers for amounts owed for work performed on the construction project within twenty-one days after receipt of payment from the County, contractor or subcontractor. If the contractor or subcontractor fails to pay its subcontractor and suppliers by first-class mail or hand delivery within twenty-one days after receipt of an undisputed request for payment, the contractor or subcontractor shall pay interest to its subcontractors and suppliers beginning on the twenty-second day after payment was due, computed at one and one-half percent of the undisputed amount per month or fraction of a month until payment is issued. These payment provisions apply to all tiers of contractors, subcontractors and suppliers (Section 57-28-1 et. seq. NMSA 1978).
- D. In preparing estimates the material delivered on the site and preparatory work done may be taken into consideration.
- E. All material and work covered by partial payments made shall thereupon become the sole property of the County, but this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of materials and work upon which payments have been made or the restoration of any damaged work, or as a waiver of the right of the County to require the fulfillment of all of the terms of the contract.

F. County's right to withhold certain amounts and make application thereof. The Contractor agrees that it will indemnify and hold the County harmless from all claims growing out of the lawful demands of subcontractors, laborers, workmen, mechanics, material men, and furnisher of machinery and parts thereof, equipment, power tools, and all supplies, including commissary, incurred in the furtherance of the performance of this contract. The Contractor shall, at the County's request, furnish satisfactory evidence that all obligations of the nature hereinabove designated have been paid, discharged, or waived. If the Contractor fails so to do, then the County may, after having served written notice on the said Contractor, either pay unpaid bills, of which the County has written notice, direct, or withhold from the Contractor's unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged whereupon payment to the Contractor shall be resumed, in accordance with the terms of this contract, but in no event shall the provisions of this sentence be construed to impose any obligations upon the County to either the Contractor or its Surety. In paying any unpaid bills of the Contractor, the County shall be deemed the agent of the Contractor, and any payment so made by the County shall be considered as a payment made under the contract by the County to the Contractor and the County shall not be liable to the Contractor for any such payments made in good faith.

**ARTICLE 6  
FINAL PAYMENT**

**6.1 FINAL PAYMENT**

The entire unpaid balance of the Contract Sum, shall be paid by the County to the Contractor within thirty (30) calendar days after notification of the County by the Architect/Engineer that all incomplete and unacceptable work that was noted during the Substantial Completion Inspection and listed on the attachment to the Certificate of Substantial Completion has been corrected, and provided the Contract has been fully performed and a final Certificate for Payment has been issued by the Architect/Engineer. In addition, the Contractor shall provide to the County a certified statement of Release of Liens and Consent of Surety.

**6.2 ACCEPTANCE OF FINAL PAYMENT CONTITUTES RELEASE**

The acceptance by the Contractor of final payment shall be and shall operate as a release to the County of all claims and all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the County and others relating to or arising out of this work. No payment, however, final or otherwise, shall operate to release the Contractor or its sureties from any obligations under this contract or the Performance and Payment Bond.

**IN WITNESS WHEREOF**, the parties have duly executed this Agreement as of the date first written above.

**SANTA FE COUNTY**

\_\_\_\_\_  
Katherine Miller, Manager  
Santa Fe County

\_\_\_\_\_  
Date

**REVIEWED AS TO LEGAL FORM AND SUFFICIENCY**

\_\_\_\_\_  
Gregory S. Shaffer  
Santa Fe County Attorney

\_\_\_\_\_  
Date

**FINANCE DEPARTMENT APPROVAL:**

\_\_\_\_\_  
Carole H. Jaramillo  
Santa Fe County Finance Director

\_\_\_\_\_  
Date

**CONTRACTOR:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Print Title

**NEW MEXICO LICENSE NUMBER:** \_\_\_\_\_



**GENERAL CONDITIONS  
TO AGREEMENT BETWEEN SANTA FE COUNTY  
AND CONTRACTOR  
FOR CONSTRUCTION SERVICES**

**1.0 DEFINITIONS**

The following terms as used in this contract are respectively defined as follows:

- 1.1 *Application for Payment*** Contractor's written request for payment for completed portions of the work and, for materials delivered or stored and properly labeled for the respective project.
- 1.2 *Change Order*** A written document between the County and the Contractor signed by the County and the Contractor authorizing a change in the work or an adjustment in the contract sum or the contract time. A change order may be signed by the Architect or Engineer, provided they have written authority from the County for such procedure and that a copy of such written authority is furnished to the Contractor upon request. The contract sum and the contract time may be changed only by change order. A change order may be in the form of additional compensation or time; or less compensation or time known as a Deduction (from the contract) the amount deducted from the contract sum by change order.
- 1.3 *Calendar Day*** Each and every Day shown on the calendar, beginning and ending at midnight.
- 1.4 *Contract Period*** The elapsed number of working days or calendar days from the specified date of commencing work to the specified date of completion, as specified in the contract.
- 1.5 *Contractor*** is a person, firm or corporation with whom the contract is entered into with the County.
- 1.6 *Construction Documents*** All drawings, specifications and addenda associated with a specific construction project.
- 1.7 *Construction Schedule*** A schedule in form satisfactory to the County, showing the proposed dates of commencement and completion of each of the various subdivisions of work required under the contract documents and the anticipated amount of each monthly payment that will become due the Contractor in accordance with the progress schedule.
- 1.8 *Day*** The word "day" means a calendar day of 24 hours measured from midnight to the next midnight.
- 1.9 *Labor and Material Payment Bond*** A written form of security from a surety (bonding) company to the County, on behalf of an acceptable prime Contractor or

subcontractor, guaranteeing payment to the County in the event the Contractor fails to pay for all labor, materials, equipment, or services in accordance with the contract. (see Performance Bond and Surety Bond).

- 1.10 Lump Sum Agreement** (*See Stipulated Sum Agreement*)
- 1.11 Lump Sum Bid** A single entry amount to cover all labor, equipment, materials, services, and overhead and profit for completing the construction of a variety of unspecified items of work without the benefit of a cost breakdown.
- 1.12 Lump Sum Contract** A written contract between the County and Contractor wherein the County agrees to pay the contractor a specified sum of money for completing a scope of work consisting of a variety of unspecified items or work.
- 1.13 Payment Bond** A written form of security from a surety company to the County, on behalf of an acceptable prime contractor or subcontractor, guaranteeing payment to all persons providing labor, materials, equipment, or services in accordance with the contract.
- 1.14 Performance Bond** A written form of security from a surety company to the County, on behalf of an acceptable prime contractor or subcontractor, guaranteeing the completion of the work in accordance with the terms of the contract.
- 1.15 Progress Payment** A payment from the County to the Contractor determined by calculating the difference between the completed work and materials stored and a predetermined schedule of values or unit costs. (see Schedule of Values, Unit Costs).
- 1.16 Progress Schedule** A pictorial or written schedule (including a graph or diagram) that shows proposed and actual start and completion dates of the various work elements.
- 1.17 Punch list** a list of items to be completed or corrected, prepared by the Architect/Engineer, checked and augmented as required by the Contractor or Construction Manager is appended hereto as Exhibit J. Note: The failure to include any item on such list does not relieve the Contractor of the responsibility to complete all work in accordance with the contract documents.
- 1.18 Schedule of Values** A statement furnished by the Contractor to the Architect or Engineer and the County reflecting the portions of the contract sum allotted for the various parts of the work and used as the basis for reviewing the Contractor's Applications for Payment.
- 1.19 Services** Includes services performed, workmanship, and material furnished or utilized in the performance of services.

- 1.20** *Stipulated Sum Agreement* A written agreement in which a specific amount is set forth as the total payment for completing the contract (See Lump Sum Contract).
- 1.21** *Subcontractor* is a person, firm or corporation supplying labor and materials or only labor for work at the site of the project for, and under separate contract or agreement with, the Contractor.
- 1.22** *Unit Price Contract* A written contract wherein the County agrees to pay the Contractor a specified amount of money for each unit of work successfully completed as set forth in the contract.
- 1.23** *Unit Prices* A predetermined price for a measurement or quantity of work to be performed within a specific contract. The designated unit price would include all labor materials, equipment or services associated with the measurement or quantity established.
- 1.24** *Working Day* means every day except Saturday, Sunday and holidays recognized by Santa Fe County. Based on a review of weather that may adversely affect the Contractor's ability to effectively prosecute the Work, and the actual Work performed by the Contractor, the Architect or Engineer will determine (between the end of the day and noon of the next day) if the County will charge a Working Day. If the Contractor was able to effectively prosecute Work on a critical path item for six (6) or more hours on a Saturday, Sunday or County-recognized Holiday, the Architect or Engineer may charge a Working Day.
- 1.25** *Work on (at) the project* is work to be performed at the location of the project, including the transportation of materials and supplies to or from the location of the project by employees of the Contractor and any subcontractor.

## **2. CONTRACT AND CONTRACT DOCUMENTS**

- 2.1** *Entire Agreement.* This Agreement represents the entire contract between the parties and, except as otherwise provided herein, may not be amended, changed, modified, or altered without the written consent of the parties hereto. This Agreement incorporates all of the conditions, agreements, and understandings between the parties concerning the subject matter of this Agreement, and all such conditions, understandings, and agreements have been merged into this written Agreement. No prior condition, agreement, or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless incorporated in this written Agreement.
- 2.2** *Relationship of Contract Documents.* The Contract Documents are complementary, and any requirement of one Contract Document shall be as binding as if required by all.
- 2.3** *Conflicting Conditions.* Any provisions in any of the Contract Documents which may be in conflict or inconsistent with any of the paragraphs in these General Conditions shall be void to the extent of such conflict or inconsistency.

### **3. PLANS, SPECIFICATIONS AND ADDENDA**

- 3.1** The plans, specifications and addenda, hereinafter enumerated in Article 1 of the Agreement Between County and Contractor for Construction shall form part of this Contract and the provisions thereof shall be as binding upon the parties hereto as if they were herein fully set forth. The table of contents, titles, headings, running headlines and marginal notes contained herein and in said documents are solely to facilitate reference to various provisions of the Contract Documents and in no way affect or limit the interpretation of the provisions to which they refer.
- 3.2** Certificates and Documents Incorporated. All certificates and documentation required by the provisions of the Agreement shall be attached to this Agreement at the time of execution, and are hereby incorporated by reference as though set forth in full in this Agreement to the extent they are consistent with its conditions and terms.

### **4. CONTRACT SECURITY – BONDS**

- 4.1** Performance Bond. The Contractor shall furnish a performance bond in an amount at least equal to one hundred percent (100%) of the contract sum as security for the faithful performance of this contract. The performance bond and the payment bond may be in one or in separate instruments in accordance with local law.
- 4.2** Payment Bond. The Contractor shall provide payment bond in an amount not less than one hundred percent (100%) of the contract price or in a penal sum not less than that prescribed by state, territorial or local law, as security for the payment of all persons performing labor on the project under this contract, furnishing materials in connection with this contract and all of Contractor's requirements as specified in the contract documents. The Payment Bond shall remain in effect until one year after the date when final payment becomes due.
- 4.3** Additional or Substitute Bond. If at any time the County for justifiable cause shall be or become dissatisfied with any surety or sureties, then upon the Performance or Payment Bonds, the Contractor shall within five (5) days after notice from the County so to do, substitute an acceptable bond (or bonds) in such form and sum and signed by such other surety or sureties as may be satisfactory to the County. The premiums on such bond shall be paid by the Contractor. No further payments shall be deemed due nor shall be made until the new surety or sureties shall have furnished such an acceptable bond to the County.
- 4.4** Labor and Material Bond. The Contractor shall provide to the County Labor and Material Bond in an amount equal to the required payments by the Contractor to pay specified subcontractors, laborers, and materials suppliers associated with the project.

### **5. TERMS AND MEANINGS**

Terms used in this Agreement that are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

- 5.1 Words and Phrases.** Words, phrases, and abbreviations which have well-known technical or trade meanings used in the Contract Documents shall be used according to such recognized meanings. In the event of a conflict, the more stringent meaning shall govern.
- 5.2 Gender, Singular/Plural.** Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, unless the context otherwise requires.
- 5.3 Captions and Section Headings.** The captions and section headings contained in this Agreement are for convenience of reference only, and in no way limit, define, or enlarge the terms, scope and conditions of this Agreement.
- 5.4 Interchangeable Terms.** For purposes of all provisions within this Agreement and all attachments hereto, the terms “Agreement” and “Contract” shall have the same meaning and shall be interchangeable.

## **6. COMPLIANCE WITH APPLICABLE LAW, CHOICE OF LAW**

- 6.1** This Agreement shall be governed exclusively by the provisions hereof and by the laws of the State of New Mexico and applicable ordinances of Santa Fe County.
- 6.2** In performing its obligations hereunder, the Contractor shall comply with all applicable laws, ordinances, and regulations, including Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).
- 6.3** **Minimum Wage Rates.** The Contractor, all subcontractors and subsubcontractors warrants and agree to will comply with all applicable provisions of the New Mexico Public Works Minimum Wage Act as outlined in the Bid Documents. Wage rates are not applicable to projects costing less than \$60,000.
- 6.4** This Agreement shall be construed in accordance with the substantive laws of the State of New Mexico, without regard to its choice of law rules. Contractor and the County agree that the exclusive forum for any litigation between them arising out of or related to this Agreement shall be federal and state district courts of New Mexico.
- 6.5** Pursuant to 13-1-191, NMSA 1978, reference is hereby made to the criminal laws of New Mexico, including §30-14-1, §30-24-2, and §30-41-1 through 3 NMSA 1978, which prohibit bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further, the Procurement Code, 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation.
- 6.6** **New Mexico Tort Claims Act.** By entering into this Agreement, neither party shall be responsible for liability incurred as a result of the other party’s acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, et Seq. NMSA 1978, as amended. The County and its “public employees” as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not

waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

- 6.7** Provision Required by Law Deemed Inserted. Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

## **7. EFFECTIVE DATE AND TERM**

- 7.1** This Agreement shall, upon due execution by all parties, become effective in accordance with the Agreement Between County and Contractor for Construction, Article 3 - Effective Date, Time of Commencement and Substantial Completion. This Agreement shall not become effective until: (1) approved by the Santa Fe County Commissioners and/or the County Manager or their designee; and (2) signed by all parties required to sign this Agreement.
- 7.2** This Contract shall achieve Substantial Completion in accordance with the Agreement Between County and Contractor, Article 3 - Effective Date, Time of Commencement and Substantial Completion, unless earlier terminated pursuant to Section 8 (Termination) or 9, (Appropriations and Authorizations) of these General Conditions.

## **8. TERMINATION**

- 8.1** Termination of Agreement for Cause. Either party may terminate the Agreement based upon any material breach of this Agreement by the other party. The non-breaching party shall give the breaching party written notice of termination specifying the grounds for the termination. The termination shall be effective thirty (30) days from the breaching party's receipt of the notice of termination, during which time the breaching party shall have the right to cure the breach. If, however, the breach cannot with due diligence be cured within thirty (30) days, the breaching party shall have a reasonable time to cure the breach, provided that, within thirty (30) days of its receipt of the written notice of termination, the breaching party began to cure the breach and advised the non-breaching party in writing that it intended to cure.
- 8.2** Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Contractor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than fifteen (15) days from the Contractor's receipt of the notice. The County shall pay the Contractor for acceptable work, determined in accordance with the specifications and standards set forth in this Agreement, performed before the effective date of termination but shall not be liable for any work performed after the effective date of termination.

**8.3 Right of the County to Terminate Contract** In the event that any of the provisions of this contract are violated by the Contractor, or by any of its subcontractors, the County may serve written notice upon the Contractor and the Surety of its intention to terminate the contract, such notices to contain the reasons for such intention to terminate the contract, and unless within ten (10) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the contract shall, upon the expiration of said ten (10) days, cease and terminate. In the event of any such termination, the County shall immediately serve notice thereof upon the Surety and the Contractor and the Surety shall have the right to take over and perform the contract. Provided, however, that if the Surety does not commence performance thereof within ten (10) days from the date of the mailing to such Surety of notice of termination, the County may take over the work and prosecute the same to completion by contract or by force account and at the expense of the Contractor and the Contractor and its Surety shall be liable to the County for any excess cost occasioned the County thereby, and in such event the County may take possession of and utilize in completing the work, such materials, appliances, and plant as may be on the site of the work and necessary therefore.

**9. APPROPRIATIONS AND AUTHORIZATIONS**

This Agreement is contingent upon sufficient appropriations and authorizations being made for performance of this Agreement by the Santa Fe County Board of County Commissioners and/or, if state funds are involved, the New Mexico State Legislature. If sufficient appropriations and authorizations are not made in this or future fiscal years, this Agreement shall terminate upon written notice by the County to the Contractor. Such termination shall be without penalty to the County, and the County shall have no duty to reimburse the Contractor for expenditures made in the performance of this Agreement. The County is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered and approved for expenditure by the County. The County’s decision as to whether sufficient appropriations and authorizations have been made for the fulfillment of this Agreement shall be final and not subject to challenge by the Contractor in any way or forum, including a lawsuit.

**10. AMENDMENTS – CHANGE ORDERS**

Contract Documents may be amended by a Change Order, hereto attached as Exhibit I to allow for additions, deletions, and revision as specified in Article 2 “The Work” of the Agreement between Santa Fe County and the Contractor or to amend the terms and conditions by a Change Order.

**11. INDEMNIFICATION**

**11.1** The Contractor shall defend, indemnify, and hold harmless the County and its elected officials, agents, and employees from any losses, liabilities, damages, demands, suits, causes of action, judgments, costs or expenses (including but not limited to court costs and attorneys’ fees) resulting from or directly or indirectly arising out of the Contractor’s performance or non-performance of its obligations under this Agreement, including but not limited to the Contractor’s breach of any representation or warranty made herein.

- 11.2** The Contractor agrees that the County shall have the right to control and participate in the defense of any such demand, suit, or cause of action concerning matters that relate to the County and that such suit will not be settled without the County's consent, such consent can not to be unreasonably withheld. If a conflict exists between the interests of the County and the Contractor in such demand, suit, or cause of action, the County may retain its own counsel to represent the County's interest.
- 11.3** The Contractor's obligations under this section shall not be limited by the provisions of any insurance policy the Contractor is required to maintain under this Agreement.

## **12. AGGRIEVEMENT PROCEDURE DURING CONTRACT ADMINISTRATION**

- 12.1** Any claims, disputes, or other matters in question between the Contractor and the County, except those which have been waived by the making or acceptance of final payment as provided in Paragraph 6.2 of the Agreement Between Santa Fe County and Contractor for Construction, shall be presented in the form of a written request accompanied by supporting data to the Architect/Engineer for formal decision, with a copy to the other party. Such formal decision of the Architect/Engineer is binding upon the Contractor and the Owner unless either or both notify each other and the Architect/Engineer in writing within fifteen (15) days of their receipt of the decision that they are unwilling to abide by the Architect's/Engineer's decision, are thereby aggrieved in connection with the decision, and are separately exercising such rights as either may have under the Contract Documents or by law and regulation. If the Architect/Engineer fails to provide a written decision or a reasonable schedule to issue a written decision within ten (10) days after the County or the Contractor has presented its request, that party may consider itself aggrieved and may proceed to exercise its rights.
- 12.2** A settlement agreement signed by the County and the Contractor shall supersede and cancel any other dispute resolution proceedings regarding the same matter.
- 12.3** Unless work is stopped or payment withheld in accordance with the conditions of the Contract, or unless otherwise agreed in writing, the Contractor shall carry on the Work and maintain its progress during any dispute resolution proceedings, and the Owner shall continue to make payments to the Contractor in accordance with the Contract Documents.

## **13. DISPUTE RESOLUTION**

- 13.1** Either County or Contractor may request mediation pursuant to the New Mexico Public Works Mediation Act, 13-4C-1 NMSA 1978, of any claim before such decision become final and binding. The request for mediation shall be submitted in writing to the other party. Timely submission of the request shall stay the effect of Paragraph 12.1.
- 13.2** County and Contractor shall participate in the mediation process in good faith. The process shall be completed within Sixty (60) days of filing of the request. The mediation shall be governed by the rules for mediation pursuant to the New Mexico Public Works Mediation



Act.

**13.3** If the dispute is not resolved by mediation, the dispute shall be resolved through litigation in the district court. The parties agree that the exclusive forum for such litigation shall be the State of New Mexico District Court for the First Judicial District at Santa Fe, New Mexico. Contractor irrevocably consents to the jurisdiction of said Court and agrees to accept service of a summons and complaint by mail or commercial courier service in accordance with Rule 1-004(E)(3) NMRA.

#### **14. INSURANCE**

**14.1** The Contractor shall not commence work under this contract until they have obtained all the insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on its subcontract until the insurance required of the subcontractor has been so obtained and approved.

**14.2** Proof of Carriage of Insurance. The Contractor shall furnish the County with certificates showing the type, amount, class of operations covered, effective dates and date of expiration of policies. Such certificates shall also contain substantially the following statement: "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions".

**14.3** General Conditions. The Contractor shall submit evidence of insurance as is required herein. Policies of insurance shall be written by companies authorized to write such insurance in New Mexico.

**14.4** General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,000,000.00 combined single limits of liability for bodily injury, including death, and property damage for any one occurrence. Said policies of insurance shall include coverage for all operations performed for the County by the Contractor; coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment, both on and off work; and contractual liability coverage under which this Agreement is an insured contract. The Santa Fe County shall be a named additional insured on the policy.

**14.5** Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance. The Contractor shall either 1) require each of its subcontractors to procure and to maintain during the life of its subcontract, Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the type and in the amounts specified in 14.4 above.

**14.6** Workers' Compensation Insurance. The Contractor shall comply with the provisions of the Workers' Compensation Act, 52-1-1 to 52-1-70 NMSA 1978. The Contractor shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance as

required by applicable State law for all of its employees to be engaged in work at the site of the project under this Contract and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance. In case any class of employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation law, the Contractor shall provide and shall cause each subcontractor to provide adequate employer's liability insurance for the protection of such of its employees as are not otherwise protected.

**14.7** Scope of Insurance and Special Hazards. The insurance require under subparagraphs 14.4 and 14.5 hereof shall provide adequate protection for the Contractor and his subcontractors, respectively, against damage claims which may arise from operations under this Contract, whether such operations be by the insured or by anyone directly or indirectly employed by him and, also against any of the special hazards which may be encountered in the performance of this Contract.

**14.8** Builder's Risk Insurance (Fire and Extended Coverage). Until the project is completed and accepted by the County, the County, or Contractor at the County's option is required to maintain Builder's Risk Insurance (fire and extended coverage) on a 100 percent completed value basis on the insurable portion of the project for the benefit of the County, the Contractor, subcontractors as their interests may appear. The Contractor shall not include any costs for Builder's Risk Insurance (fire and extended coverage) premiums during construction unless the Contractor is required to provide such insurance; however, this provision shall not release the Contractor from its obligation to complete, according to plans and specifications, the project covered by the contract, and the Contractor and his Surety shall be obligated to full performance of the Contractor's undertaking.

**14.9** Increased Limits. If, during the life of this Agreement, the New Mexico State Legislature increases the maximum limits of liability under the Tort Claims Act (NMSA 1978, Sections 41-4-1 through 41-4-29, as amended), the Contractor shall increase the maximum limits of any insurance required herein.

**14.10** Additional insured. Santa Fe County will be listed as an additional insured on all policies, and proof of coverage must be provided before work begins. Contractor shall maintain adequate insurance in at least the maximum amounts which the County could be liable under the New Mexico Tort Claims Act. It is the sole responsibility of the Contractor to be in compliance with the law.

**15. INDEPENDENT CONTRACTOR**

**15.1** The Contractor and the Contractor's agents and employees are independent contractors performing professional and technical services for the County and are not employees of the County. The Contractor and the Contractor's agents and employees shall not accrue leave, retirement, insurance, bonding, use of County's vehicles, or any other benefits afforded to employees of the County as a result of this Agreement.

**15.2** The Contractor shall not subcontract any portion of the services to be performed under this Agreement without prior written approval of the County.

**15.3** The Contractor shall maintain detailed time records which indicate the date, time and nature of services rendered. These records shall be subject to inspection by the County and the State Auditor. The County shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the County to recover excessive illegal payments.

**16. CONFLICT OF INTEREST OF OFFICERS OR EMPLOYEES OF THE LOCAL JURISDICTION, MEMBERS OF THE LOCAL GOVERNING BODY, OR OTHER PUBLIC OFFICIALS**

**16.1** No officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who exercises any function or responsibility with respect to this contract, during its tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, the Contractor shall cause to be incorporated in all subcontracts the language set forth in this paragraph prohibiting conflict of interest.

**16.2** No official of the County who is authorized in such capacity and on behalf of the County to negotiate, make, accept or approve, or to take part in negotiating, making accepting or approving any architectural, engineering, inspection, construction or material supply contract or any subcontract in connection with the construction of the project, shall become directly or indirectly interested personally in this contract or in any part hereof. No officer, employee, architect, attorney, engineer or inspector of or for the County who is authorized in such capacity and on behalf of the County to exercise any legislative, executive, supervisory or other similar functions in connection with the construction of the project, shall become directly or indirectly interested personally in this contract or in any part thereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to the project.

**16.3** The Contractor warrants that the Contractor 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 under this Agreement.

**17. ASSIGNMENT**

**17.1** The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the advance written approval of the County. Any attempted assignment or transfer without the County's advance written approval shall be null and void and without any legal effect.

## **18. SUBCONTRACTING**

- 18.1** The Contractor shall not subcontract or delegate any portion of the services to be performed under this Agreement without the advance written approval of the County. Any attempted subcontracting or delegating without the County's advance written approval shall be null and void and without any legal effect.
- 18.2** Contractor shall provide to the County a listing of subcontractors within ten (10) days of the Contract award.
- 18.3** Contractor shall adhere to all provisions of the Subcontractor's Fair Practices Act 13-4-31 to 13-4-42, NMSA 1978.
- 18.4** Contractor shall provide to the County completed Non-Collusion Affidavit of Subcontractor form and Certification of Subcontractor Regarding Equal Employment Opportunity form for all subcontractors listed.
- 18.5** The Contractor shall not award any work to any subcontractor without prior written approval of the County, which approval will not be given until the Contractor submits to the County a written statement concerning the proposed award to the subcontractor, which statement shall contain such information as the County may require.
- 18.6** The Contractor shall be as fully responsible to the County for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as they are for the acts and omissions of persons directly employed by them.
- 18.7** The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and other contract documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards terminating any subcontract that the County may exercise over the Contractor under any provision of the contract documents.
- 18.8** Nothing contained in this contract shall create any contractual relation between any subcontractor and the County.
- 18.9** All Work performed for Contractor by a Subcontractor or Supplier will be pursuant to an appropriate written agreement between Contractor and the Subcontractor or Supplier which specifically binds the Subcontractor or Supplier to the applicable terms and conditions of the Contract Documents for the benefit of County. Any contract between Contractor and a Subcontractor or Supplier shall provide that any remedy or claim for nonpayment of sums due or owing to Subcontractor or Supplier or services performed or materials provided is against Contractor and not County, subject to any remedy or rights Subcontractor or Supplier may have under the terms of the Contractor's Performance Bond and Section 13-4-19 NMSA 1978, the New Mexico Little Miller Act.

**19. PERSONNEL**

- 19.1 All work performed under this Agreement shall be performed by the Contractor or under its supervision.
- 19.2 The Contractor represents that it has, or will secure at its own expense, all personnel required to discharge its obligations under this Agreement. Such personnel (i) shall not be employees of or have any contractual relationships with the County and (ii) shall be fully qualified and licensed or otherwise authorized or permitted under federal, state, and local law to perform such work.

**20. NOTICES**

- 20.1 Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County:                    Santa Fe County  
   Office of the County Attorney  
   102 Grant Avenue  
   Santa Fe, New Mexico 87501

To the Contractor:

- 20.2 Nothing herein contained shall preclude the giving of any such written notice by personal service. The address to which notices shall be mailed to either party may be changed by written notice given by such party to the other as hereinabove provided.

**21. RELEASE**

The Contractor, upon final payment of the amounts due under this Agreement, releases the County, the County’s officers and employees from all liabilities and obligations arising from or under this Agreement, including, without limitation, all damages, losses, costs, liability, and expenses, including, without limitation, attorney’s fees and costs of litigation that the Contractor may have.

**22. WAIVER**

No provision of this Agreement shall be deemed to have been waived by either party unless such waiver be in writing signed by the party making the waiver and addressed to the other party; nor shall any custom or practice which may evolve between the parties in the administration of the terms hereof be construed to waive or lessen the right of either party to insist upon performance by the other party in strict accordance with the terms hereof. Further, the waiver by any party of a breach by the other party of any term, covenant, or condition hereof shall not operate as a waiver of any subsequent breach of the same or any other term, covenant, or condition thereof.

## **CONDITIONS OF THE WORK**

### **1. ADDITIONAL INSTRUCTIONS AND DETAIL DRAWINGS**

- 1.1** The Contractor will be furnished additional instructions and detail drawings as necessary to carry out the work included in the Contract. The additional drawings and instructions supplied to the Contractor will coordinate with the Contract Documents and will be so prepared that they can be reasonably interpreted as part thereof. The Contractor shall carry out the work in accordance with the additional detail drawings and instructions. The Contractor and the Engineer/County will prepare jointly (a) a schedule, fixing the dates at which special detail drawings will be required, such drawings, if any, to be furnished by the Architect/ Engineer/County in accordance with the schedule, and (b) a schedule fixing the respective dates for the submission of shop drawings, the beginning of manufacture, testing and installation of materials, supplies and equipment, and the completion of the various parts of the work; each schedule to be subject to change from time to time in accordance with progress of the work.

### **2. SHOP OR SETTING DRAWINGS**

- 2.1** The Contractor shall submit promptly to the Engineer/County two (2) copies of each shop or setting drawing prepared in accordance with the schedule predetermined as aforesaid. After examination of such drawings by the Engineer/County and the return thereof, the Contractor shall make such corrections to the drawings as have been indicated and shall furnish the Architect/ Engineer/County with two corrected copies. If requested by the Engineer/County the Contractor must furnish additional copies. Regardless of corrections made in or approval given to such drawings by the Engineer/County, the Contractor will be responsible for the accuracy of such drawings and for their conformity to the Plans and Specifications, unless the Contractor notifies the Engineer/County in writing of any deviations at the time the Contractor furnishes such drawings.

### **3. MATERIALS, SERVICES AND FACILITIES**

3.1 It is understood that except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete, and deliver the work within the specified time.

3.2 Any work necessary to be performed after regular working hours, on Sundays or legal holidays, shall be performed without additional expense to the County.

### **4. CONTRACTOR'S TITLE TO MATERIALS**

- 4.1** No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sale contract or other

agreement by which an interest is retained by the seller. The Contractor warrants that he/she has good title to all materials and supplies used by him/her in the work, free from all liens, claims or encumbrances.

## **5. INSPECTION AND TESTING OF MATERIALS**

**5.1** All materials and equipment used in the construction of the project shall be subject to adequate inspection and testing in accordance with accepted standards. The laboratory or inspection agency shall be selected by the County. The County will pay for all laboratory inspection service direct, and not as a part of the Contract.

**5.2** Materials of construction, particularly those upon which the strength and durability of the structure may depend, shall be subject to inspection and testing to establish conformance with specifications and suitability for uses intended.

## **6. "OR EQUAL" CLAUSE**

**6.1** Whenever a material, article or piece of equipment is identified on the plans or in the specifications by reference to manufacturers' or vendors' names, trade names, catalogue numbers, etc., it is intended merely to establish a standard; and, any material, article, or equipment or other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed, is, in the opinion of the Engineer/County, of equal substance and function. It shall not be purchased or installed by the Contractor without the Engineer/County's written approval.

## **7. PATENTS**

**7.1** The Contractor shall hold and save the County and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the Contract, including its use by the County, unless otherwise specifically stipulated in the Contract Documents.

**7.2** License and/or Royalty Fees for the use of a process which is authorized by the County of the project must be reasonable, and paid to the holder of the patent, or its authorized licensee, direct by the County and not by or through the Contractor.

**7.3** If the Contractor uses any design, device or materials covered by letters, patent or copyright, the Contractor shall provide for such use by suitable agreement with the County of such patented or copyrighted design, device or material. It is mutually agreed and understood, that, without exception, the Contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or its Sureties shall indemnify and save harmless the County of the project from any and all claims for infringement by reason of the use of such patented or copyrighted design, device or materials, or any trademark or copyright in connection with

work agreed to be performed under this Contract, and shall indemnify the County for any cost, expense or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after, completion of the work.

## **8. SURVEYS, PERMITS AND REGULATIONS**

- 8.1** Unless otherwise expressly provided for in the Specifications, the County will furnish to the Contractor all surveys necessary for the execution of the work.
- 8.2** Unless otherwise expressly provided for in the Specifications, the Contractor shall procure and pay all permits, licenses and approvals necessary for the execution of this Contract.
- 8.3** The Contractor shall comply with all laws, ordinances, rules, orders, and regulations relating to performance of the work, the protection of adjacent property, and the maintenance of passageways, guard fences or other protective facilities.

## **9. CONTRACTOR'S OBLIGATIONS**

- 9.1** The Contractor shall and will, in good workmanlike manner, do and perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this Contract, within the time herein specified. The Contractor will perform the Work in accordance with the provisions of this Contract and said specifications and in accordance with the plans and drawings covered by this Contract any and all supplemental plans and drawings, and in accordance with the directions of the Engineer/County as given from time to time during the progress of the work. The Contractor shall furnish, erect, maintain, and remove such construction plans and such temporary works as may be required.
- 9.2** The Contractor shall observe, comply with, and be subject to all terms, conditions, requirements, and limitations of the Contract and specifications, and shall do, carry on, and complete the entire work to the satisfaction of the Architect/Engineer and the County.

## **10. WEATHER CONDITIONS**

- 10.1** In the event of temporary suspension of work, or during inclement weather, or whenever the Engineer/County shall direct, the Contractor will, and will cause its subcontractors to protect carefully its and their work and materials against damage or injury from the weather. If, in the opinion of the Engineer/County, any work or materials shall have been damaged or injured by reason of failure on the part of the Contractor or any of its Subcontractors so to protect its work, such materials shall be removed and replaced at the expense of the Contractor.

## **11. PROTECTION OF WORK AND PROPERTY-EMERGENCY**

- 11.1** The Contractor shall at all times safely guard the County's property from injury or loss in



connection with this Contract. The Contractor shall at all times safely guard and protect its own work, and that of adjacent property from damage. The Contractor shall replace or make good any such damage, loss or injury unless such is caused directly by errors contained in the Contract or by the County, or its duly authorized representatives.

**11.2** In case of an emergency which threatens loss or injury of property, and/or safety of life, the Contractor will be allowed to act, without previous instructions from the Engineer/County, in a diligent manner. The Contractor shall notify the Engineer/County immediately thereafter. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the Engineer/County for approval.

**11.3** Where the Contractor has not taken action but has notified the Engineer/County of an emergency threatening injury to persons or to damage to the work or any adjoining property, the Contractor shall act as instructed or authorized by the Engineer/County.

**11.4** The amount of reimbursement claimed by the Contractor on account of any emergency action shall be determined in the manner provided in Paragraph 15 of these Conditions of the Work.

## **12. INSPECTION**

**12.1** The authorized representatives and agents of the County shall be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records.

## **13. REPORTS, RECORDS AND DATA**

**13.1** The Contractor shall submit to the County such schedule of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the County may request concerning work performed or to be performed under this Contract.

## **14. SUPERINTENDENT BY CONTRACTOR**

**14.1** At the site of the work the Contractor shall employ a construction superintendent or foreman who shall have full authority to act for the Contractor. It is understood that such representative shall be acceptable to the Architect/ Engineer/County and shall be one who can be continued in that capacity for the particular job involved unless he/she ceases to be on the Contractor's payroll.

## **15. CHANGES IN WORK**

**15.1** No changes in the work covered by the approved Contract Documents shall be made without having prior written approval of the County. Charges or credits for the work covered by the approved change shall be determined by one or more, or a combination of the following methods:

- A. Unit bid prices previously approved.
- B. An agreed lump sum.
- C. The actual cost of:
  - 1) Labor, including foremen;
  - 2) Materials entering permanently into the work;
  - 3) The County's or rental cost of construction equipment during the time of use on the extra work;
  - 4) Power and consumable supplies for the operation of power equipment;
  - 5) Insurance;
  - 6) Social Security and old age and unemployment contributions.
- D. To the costs for changes in work a fixed fee will be added to be agreed upon but not to exceed ten percent (10%) of the actual cost of the work. The fee shall be compensation to cover the cost of supervision, overhead, bond, profit and any other general expenses.

## **16. EXTRAS**

**16.1** Without invalidating the contract, the County may order extra work or make changes by altering, adding to or deducting from the work, the contract sum being adjusted accordingly, and the consent of the Surety being first obtained where necessary or desirable. All the work of the kind bid upon shall be paid for at the price stipulated in the proposal, and no claims for any extra work or materials shall be allowed unless the work is ordered in writing by the County or the Architect/Engineer, acting officially for the County, and the price is stated in such order.

## **17. INSPECTION OF SERVICES**

**17.1** The Contractor shall provide and maintain an inspection system acceptable to the County covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the County during contract performance and for as long afterwards as the Contract requires.

**17.2** The County has the right to inspect and test all services called for by the Contract, to the extent practicable at all times and places during the term of the Contract. The County shall perform inspections and tests in a manner that will not unduly delay the work.

**17.3** If the County performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

**17.4** If any of the services do not conform with the Contract requirements, the County may require the Contractor to perform the services again in conformity with Contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by re-performance, the County may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and reduce the Contract sum to reflect the reduced value of the services performed.

**17.5** If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with Contract requirements, the County may by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the County that is directly related to the performance of such service, or terminate the Contract for default.

## **18. CORRECTION OF WORK**

**18.1** All work, all materials, whether incorporated in the work or not, all processes of manufacture, and all methods of construction shall be at all times and places subject to the inspection of the Architect/ Engineer/County who shall be the final judge of the quality and suitability of the work, materials, processes of manufacture, and methods of construction for the purposes for which they are used. Should they fail to meet their approval they shall be forthwith reconstructed, made good, replaced and/or corrected, as the case may be, by the Contractor at its own expense. Rejected material shall immediately be removed from the site. If, in the opinion of the Engineer/County, it is undesirable to replace any defective or damaged materials or to reconstruct or correct any portion of the work injured or not performed in accordance with the Contract Documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as in the judgment of the Engineer/County shall be equitable.

## **19. WARRANTY OF CONSTRUCTION**

**19.1** In addition to any other warranties in this Contract, the Contractor warrants that work performed under this Contract conforms to the Contract requirements and is free of any defect in equipment, material, or design furnished, or workmanship performed by the Contractor or any subcontractor or supplier at any tier.

**19.2** This warranty shall continue for a period of one (1) year from the date of final acceptance of the work. If the County takes possession of any part of the work before final acceptance, this warranty shall continue for a period of one (1) year from the date the County takes possession.

**19.3** The Contractor shall remedy at the Contractor's expense any failure to conform, or any defect. In addition, the Contractor shall remedy at the Contractor's expense any damage to County-owned or controlled real or personal property, when that damage is the result of the Contractor's failure to conform to contract requirements or any defect of equipment, material, workmanship, or design furnished.

**19.4** The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to work repaired or replaced will run for one (1) year from the date of repair or replacement.

**19.5** The County shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage.

- 19.6** If the Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the County shall have the right to replace, repair, or otherwise remedy the failure, defect, or damage at the Contractor's expense.
- 19.7** With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for work performed and materials furnished under this Contract, the Contractor shall obtain all warranties that would be given in normal commercial practice; require all warranties to be executed, in writing, for the benefit of the County, if directed by the County; and, enforce all warranties for the benefit of the County, if directed by the County.
- 19.8** In the event the Contractor's warranty under subparagraph 19.4 of this clause has expired, the County may bring suit at its expense to enforce a subcontractor's, manufacturer's, or supplier's warranty.
- 19.9** Unless a defect is caused by the negligence of the Contractor or subcontractor or supplier at any tier, the Contractor shall not be liable for the repair of any defects of material or design furnished by the County nor for the repair of any damage that results from any defect in County-furnished material or design.
- 19.10** This warranty shall not limit the County's rights under the Inspection and Acceptance clause of this Contract with respect to latent defects, gross mistakes, or fraud.

## **20. SUBSURFACE CONDITIONS FOUND DIFFERENT**

- 20.1** Should the Contractor encounter sub-surface and/or latent conditions at the site materially differing from those shown on the Plans or indicated in the Specifications, the Contractor shall immediately give notice to the Engineer/County of such conditions before they are disturbed. The Engineer/County will thereupon promptly investigate the conditions, and if they find that they materially differ from those shown on the Plans or indicated in the Specifications, they will at once make such changes in the Plans and/or Specifications as they may find necessary, any increase or decrease of cost resulting from such changes to be adjusted in the manner provided in Paragraph 15 above.

## **21. CLAIMS FOR EXTRA COST**

- 21.1** No claim for extra work or cost shall be allowed unless the same was done in pursuance of a written order of the Architect/Engineer approved by the County, as aforesaid, and the claim presented with the first estimate after the changed or extra work is done. When work is performed under the terms of General Conditions, the Contractor shall furnish satisfactory bills, payrolls and vouchers covering all items of cost and when requested by the County, giving the County access to accounts relating thereto.

## **22. CONSTRUCTION SCHEDULE AND PERIODIC ESTIMATES**

- 22.1** Immediately after execution and delivery of the Contract, and before the first partial

payment is made, the Contractor shall deliver to the County an estimated construction progress schedule in a form satisfactory to the County, showing the proposed dates of commencement and completion of each of the various subdivisions of work required under the Contract Documents and the anticipated amount of each monthly payment that will become due to the Contractor in accordance with the progress schedule. The Contractor shall also furnish on forms to be supplied by the County (a) a detailed estimate giving a complete breakdown of the Contract sum and (b) periodic itemized estimates of work done for the purpose of making partial payments thereof. The costs employed in making up any of these schedules will be used only for determining the basis of partial payments and will not be considered as fixing a basis for additions to or deductions from the Contract price.

## **22.2 Schedule**

The Contractor shall, within five (5) days after the effective date of Notice to Proceed, prepare and submit five (5) copies of a progress schedule covering project operations for the Contract period. This progress schedule shall be of the type generally referred to as a Critical Path Method (CPM), Critical Path Schedule (CPS), and Critical Path Analysis (CPA), and other similar designations. The CPM shall be used to control the timing and sequences of the project. All work shall be done in accordance with the CPM Planning and Scheduling. A written statement of explanation shall be submitted with the progress schedule. All costs incurred by the contractor to implement the CPM shall be borne by the Contractor.

## **23. ASSIGNMENTS**

**23.1** The Contractor shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without written consent of the County. In case the Contractor assigns all or any part of any monies due or to become due under this Contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any monies due or to become due to the Contractor shall be subject to prior claims of all persons, firms and corporations of services rendered or materials supplied for the performance of the work called for in this Contract.

## **24. MUTUAL RESPONSIBILITY OF CONTRACTORS**

**24.1** If, through acts of neglect on the part of the Contractor, any other Contractor or any subcontractor shall suffer loss or damage on the work, the Contractor agrees to settle with such other Contractor or subcontractor by agreement or arbitration if such other Contractor or subcontractors will so settle. If such other Contractor or subcontractor shall assert any claim against the County on account of any damage alleged to have been sustained, the County shall notify the Contractor, who shall indemnify and save harmless the County against any such claim.

## **25. SEPARATE CONTRACT**

**25.1** The Contractor shall coordinate its operations with those of other contractors. Cooperation

will be required in the arrangement for the storage of materials and in the detailed execution of the work. The Contractor, including its subcontractors, shall keep informed of the progress and the detail work of other contractors and shall notify the Architect/Engineer/County immediately of lack of progress or defective workmanship on the part of other contractors. Failure of a contractor to keep informed of the work progressing on the site and failure to give notice of lack of progress or defective workmanship by others shall be construed as acceptance by the Contractor of the status of the work as being satisfactory for proper coordination with its own work.

**26. ARCHITECT/ENGINEER’S AUTHORITY**

**26.1** The Engineer/County shall give all orders and directions contemplated under this Contract and specifications, relative to the execution of the work. The Engineer/County shall determine the amount, quality, acceptability, and fitness of the several kinds of work and materials which are to be paid for under this Contract and shall decide all questions which may arise in relation to said work and the construction thereof. The Engineer/County's estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said contract or specifications, the determination or decision of the Engineer/County shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this Contract affected in any manner or to any extent by such question.

**26.2** The Engineer/County shall decide the meaning and intent of any portion of the specifications and of any plans or drawings where the same may be found obscure or be in dispute. Any differences or conflicts in regard to their work which may arise between the Contractor under this Contract and other Contractors performing work for the County shall be adjusted and determined by the Engineer/County.

**27. STATED ALLOWANCES**

**27.1** It is understood that Contractor has included in its proposal for the Contract sum all allowances including “Allowed Materials” The Contractor shall purchase the "Allowed Materials" as directed by the County on the basis of the lowest and best bid of at least three competitive bids. If the actual sum for purchasing the "Allowed Materials" is more or less than the "Cash Allowance," the Contract sum shall be adjusted accordingly. The adjustment in contract price shall be made on the basis of the purchase price without additional charges for overhead, profit, insurance or any other incidental expenses. The cost of installation of the "Allowed Materials" shall be included in the applicable sections of the Contract Specifications covering this work.

**28. USE OF PREMISES AND REMOVAL OF DEBRIS**

**28.1** The Contractor expressly undertakes at its own expense:

- A. to take every precaution against injuries to persons or damage to property;
- B. to store its apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of its work or the work

- of any other subcontractors;
- C. to place upon the work or any part thereof only such loads as are consistent with the safety of the portion of the work;
  - D. to clean up frequently all refuse, rubbish, scrap materials, and debris caused by its operations, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance;
  - E. before final payment to remove all surplus material, false-work, temporary structures, including foundations thereof, plant of any description and debris of every nature resulting from its operations, and to put the site in a neat, orderly condition.
  - F. to effect all cutting, fitting or patching of its work required to make the same to conform to the plans and specifications and, except with the consent of the Engineer/County, not to cut or otherwise alter the work of any other Contractor.

## **29. QUANTITIES OF ESTIMATE**

- 29.1** Wherever the estimated quantities of work to be done and materials to be furnished under this Contract are shown in any of the documents including the proposal, they are given for use in comparing bids and the right is especially reserved except as herein otherwise specifically limited, to increase or diminish them as may be deemed reasonably necessary or desirable by the County to complete the work contemplated by this Contract, and such increase or diminution shall in no way void this Contract, nor shall any such increase or diminution give cause for claims or liability for damages.

## **30. LANDS AND RIGHTS-OF-WAY**

- 30.1** Prior to the start of construction, the County shall obtain all lands and rights-of-way necessary for the carrying out and completions of work to be performed under this Contract.

## **31. GENERAL GUARANTY**

- 31.1** Neither the final certificate of payment nor any provision in the Contract Documents, nor partial or entire occupancy of the premises by the County, shall constitute an acceptance of work not done in accordance with the Contract Documents or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall remedy any defects in the work and pay for any damage to other work resulting therefrom, which shall appear within a period of one (1) year from the date of final acceptance of the work unless a longer period is specified. The County will give notice of observed defects with reasonable promptness.

## **32. PROTECTION OF LIVES AND HEALTH**

- 32.1** The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the site, which occur as a result of its prosecution of the work. The safety provisions of applicable laws and building and construction codes shall be observed and the Contractor

shall take or cause to be taken, such additional safety and health measures as the County may determine to be reasonably necessary.

**33. INTEREST OF MEMBER**

**33.1** No member of Santa Fe Board of County Commissioners shall be admitted to any share or part of this Contract or to any benefit that may arise therefrom.

**34. OTHER PROHIBITED INTERESTS**

**34.1** No official of the County who is authorized in such capacity and on behalf of the County to negotiate, make, accept or approve, or to take part in negotiating, making accepting or approving any architectural, engineering, inspection, construction or material supply contract or any subcontract in connection with the construction of the project, shall become directly or indirectly interested personally in this Contract or in any part hereof. No officer, employee, architect, attorney, engineer or inspector of or for the County who is authorized in such capacity and on behalf of the County to exercise any legislative, executive, supervisory or other similar functions in connection with the construction of the project, shall become directly or indirectly interested personally in this Contract or in any part thereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to the project.

**35. USE AND OCCUPANCY PRIOR TO ACCEPTANCE BY COUNTY**

**35.1** The Contractor agrees to the use and/or occupancy of a portion or unit of the project before formal acceptance by the County, provided the County:

- A. Secures written consent of the Contractor except in the event, in the opinion of the Architect/ Engineer, the Contractor is chargeable with unwarranted delay in final cleanup of punch list items or other contract requirements.
- B. Secures endorsement from the insurance carrier and consent of the surety permitting occupancy of the building or use of the project during the remaining period of construction.
- C. When the project consists of more than one building, and one of the buildings is occupied, secures permanent fire and extended coverage insurance, including a permit to complete construction. Consent of the surety must also be obtained.



**ATTACHMENT A**  
**BID SHEETS**

**ATTACHMENT B**  
ADDENDA & MODIFICATIONS

**EXHIBIT A**  
PROJECT MANUAL

## **EXHIBIT B**

TECHNICAL SPECIFICATIONS AS LISTED IN PLAN SET

## EXHIBIT C

### LABOR AND MATERIAL PAYMENT BOND (SAMPLE)

KNOW ALL MEN BY THESE PRESENT, THAT WE \_\_\_\_\_  
\_\_\_\_\_ as PRINCIPAL hereinafter called the "PRINCIPAL" and  
\_\_\_\_\_ as SURETY hereinafter called the "SURETY", are held and  
firmly bound unto Santa Fe County, a Political Subdivision of the State of New Mexico as OBLIGEE  
hereinafter called the "COUNTY", for the use and benefit of any claimants as herein below defined, in  
the amount of \_\_\_\_\_ (\$ . ) dollars for the payment whereof  
PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors, and  
assigns, jointly and severally, firmly by these presents.

WHEREAS, the PRINCIPAL has a written contract dated \_\_\_\_\_, 2015, with the  
COUNTY for the construction services for the Glorieta Well in Santa Fe County, New Mexico, which  
must be constructed in accordance with drawings and specifications which contract is referenced and  
made a part hereof, and is hereinafter referred to as the "Contract."

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if PRINCIPAL shall  
promptly make payment to all claimants as hereinafter defined, for all labor and material used or  
reasonably required for use in the performance of the Contract, then this obligation shall be void;  
otherwise, it shall remain in full force and effect, subject to the following conditions:

1. A claimant is defined as one having a direct contract with the PRINCIPAL or with a subcontractor of the PRINCIPAL for labor, material, or both, used or reasonably required for use in the performance of the Contract, labor and material being construed to include but not be limited to that part of water, gas, power, light, heat, oil, gasoline, telephone services or rental of equipment directly applicable to the Contract.
2. The above named PRINCIPAL and SURETY hereby jointly and severally agree with the COUNTY that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, prosecute a suit to final judgment for such sum or sums as may be justly due claimant, and have execution thereof. The COUNTY shall not be liable for payment of any cost or expenses of any such suit.
3. No suit or action shall be commenced hereunder by any claimant:
  - a. Unless claimant, or other than one having a direct contract with the PRINCIPAL, shall have written notice in the form of an sworn statement to the COUNTY and any one or both of the following: the PRINCIPAL or SURETY above named, within ninety (90) days after such said claim is made or suit filed, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed.
  - b. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the COUNTY, PRINCIPAL or SURETY, at any place where an office is regularly maintained by said COUNTY,

PRINCIPAL or SURETY for the transaction of business, or served in any manner in which legal process may be served in the State in which the aforesaid project is located, save that such service need not be made by a public officer.

- 4. Any suit under this Labor and Material Bond must be instituted in accordance with the statute of limitation under Section 37-1-3 NMSA 1978.
- 5. No right of action shall accrue on this Bond to or for the use of any person or corporation other than subcontractors or sub-subcontractors of the said Contract between PRINCIPAL and Santa Fe County named herein.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
CONTRACTOR – PRINCIPAL (signature)

By: \_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
NOTARY PUBLIC (seal)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
SURETY (signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
NOTARY PUBLIC (seal)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
SURETY’S Authorized New Mexico Agent

## EXHIBIT D

### PERFORMANCE BOND (SAMPLE)

A. KNOW ALL MEN BY THESE PRESENT, THAT WE \_\_\_\_\_, as PRINCIPAL hereinafter called the "CONTRACTOR" and \_\_\_\_\_, as SURETY hereinafter called the "SURETY", are held and firmly bound unto OBLIGEE Santa Fe County, a Political Subdivision of the State of New Mexico, hereinafter called the "COUNTY", in the sum of \_\_\_\_\_ (\$ \_\_\_\_\_) dollars for the payment whereof CONTRACTOR and SURETY bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

B. WHEREAS, the CONTRACTOR has a written contract dated \_\_\_\_\_, 2015, with the COUNTY for the construction services for the Glorieta Well in Santa Fe County, New Mexico, in accordance with drawings and specifications which contract is referenced made part hereof, and is hereinafter referred to as the "Contract."

C. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if CONTRACTOR shall promptly and faithfully perform said Contract (including any amendment thereto), then this obligation shall be null and void; otherwise it shall remain in full force and effect until the COUNTY shall by written instrument notify the SURETY that the obligation is discharged, except that the obligation shall continue for at least three (3) months following the expiration of the term of the Contract.

1. The SURETY hereby waives notice of any alteration or extension of the Contract time made by the COUNTY.
2. Whenever CONTRACTOR shall be, and is declared by the COUNTY to be in default under the Contract, the COUNTY having performed the COUNTY'S obligations thereunder, the SURETY must promptly remedy the default and shall promptly:
  - (1) Complete the Contract in accordance with its terms and conditions, or
  - (2) Obtain a bid or bids for submission to the COUNTY for completing the Contract in accordance with its terms and conditions, and upon determination by the COUNTY and SURETY of the lowest responsible bidder, arrange for a contract between such bidder and Santa Fe County, and make available as work progresses (even though there should be a default or a secession of defaults under the Contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract price, but not exceeding, including other costs and damages for which the SURETY may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract price" as used in this paragraph, shall mean the total amount payable by the COUNTY to CONTRACTOR under the Contract and any amendments thereto, less the amount properly paid by the COUNTY to CONTRACTOR.

D. No right of action shall accrue on this Performance Bond to or for the use of any person or corporation other than Santa Fe County named herein or the heirs, executors, administrators, or successors of Santa Fe County.

E. This Bond shall be enforceable without the need to have recourse to any judicial or arbitral proceedings.

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

\_\_\_\_\_  
CONTRACTOR – PRINCIPAL (signature)

By: \_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
NOTARY PUBLIC (seal)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
SURETY (signature)

\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
NOTARY PUBLIC (seal)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
SURETY’S Authorized New Mexico Agent



## EXHIBIT E

### ASSIGNMENT OF ANTITRUST CLAIMS

TO BE EXECUTED BY GENERAL CONTRACTORS, SUBCONTRACTORS, SUPPLIERS,  
AND SUBSUBCONTRACTORS OF CONTRACTORS ON COUNTY CONTRACTS.

FIRM NAME:  
ADDRESS:

PROJECT:

PHONE NO.:

PROJECT NO: 2015-0352-FD/IC

\_\_\_\_\_ agrees that any and all claims which it may have or may incur to it for overcharges resulting from antitrust violations as to goods, services, and materials purchased in connection with the above-referenced project are hereby assigned to Santa Fe County, but only to the extent that such overcharges are passed on to the County. It is agreed that the undersigned retains all rights to any such antitrust claims to the extent of any overcharges not passed on to the County, including the right to any treble damages attributable thereto.

FIRM: \_\_\_\_\_

BY: \_\_\_\_\_  
Signed by Individual empowered to obligate Suppliers,  
Subcontractors or Subsubcontractors

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

**EXHIBIT F**  
**CERTIFICATE OF LIABILITY INSURANCE**

# EXHIBIT G

## NOTICE OF CONTRACT AWARD

**TO:**

**FROM:** \_\_\_\_\_, **Public Works Department**

**CONTRACT NO. 2015-0244-PW/MM**

**This is to inform that you that you have been awarded the Contract for:**

Project Name: Glorieta Water Well

Date of Award \_\_\_\_\_ Amount of Award \_\_\_\_\_

**Contractor Information:**

Firm Name: \_\_\_\_\_ License# \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

**It is anticipated that construction will take place:**

Approximate Starting Date: \_\_\_\_\_ Approximate Completion Date: \_\_\_\_\_

Santa Fe County hereby accepts your offer on the solicitation No. \_\_\_\_\_ as reflected in this award document. The rights and obligations of the parties shall be subject to and governed by this document and any documents attached or incorporated by reference.

**SANTA FE COUNTY**

Name of Public Works Director or designee: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Signature

## EXHIBIT H

### NOTICE TO PROCEED

TO:

DATE:

PROJECT:

ATTN:

PROJECT NO. 2015-0352-FD/IC

CONTRACT NO.

IFB NO.

Enclosed is your copy of the Contract, which has been approved. Please consider this letter as official NOTICE TO PROCEED on the above-referenced project.

Your firm shall commence work within ten (10) calendar days of the above date and shall achieve Substantial Completion \_\_\_\_\_ calendar days thereafter, which shall be \_\_\_\_\_, 2015, unless modified by Change Order.

It is essential that you make reference to the above-stated project number on all documents sent to the Architect/Engineer from your office. These documents shall include correspondence, change order proposals, change orders, payment request statements, and all other project-related material which you forward to the Architect/Engineer for information and processing.

Also, before you may start any Work at the site, you must (add any other requirements):

OWNER:

Santa Fe County

SFC \_\_\_\_\_ DEPARTMENT

By:

\_\_\_\_\_  
Director, SFC Department

# EXHIBIT I

## CHANGE ORDER

PROJECT:

CONTRACTOR  
CHANGE ORDER NO:

ARCHITECT/ENGINEER

PROJECT NO: 2015-0352-FD/IC

Contractor Telephone:  
Contractor e-mail:  
ENGINEER'S/ARCHITECT'S PROJECT NO:

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CHANGE ORDER JUSTIFICATION (Provide definitive reason for proposed change order.)

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You are directed to make the following changes in this Contract: (Provide a detailed description of the Scope of the Work.)

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NOT VALID UNTIL SIGNED BY BOTH THE COUNTY AND THE ARCHITECT/ENGINEER.  
Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

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The Original Contract Sum was \_\_\_\_\_  
Net change by previously authorized Change Orders \$0.00  
The Contract Sum prior to this Change Order was he Contract Sum will be increased/decreased/unchanged  
by this Change Order in the amount of \$0.00  
The new contract Sum including this Change Order will be \$0.00  
The Contract Time will be increased/decreased/unchanged by  days.  
The date of Substantial Completion as of the date of this Change Order therefore is:



## EXHIBIT J

### CERTIFICATE OF SUBSTANTIAL COMPLETION

#### SANTA FE COUNTY – PUBLIC WORKS

**Public Works Director or designee (name):** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

Contractor Purchase Order Number: \_\_\_\_\_

**ARCHITECT/ENGINEER:** \_\_\_\_\_

Project Name: \_\_\_\_\_

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

Project Description - Article 2 to Agreement Between Santa Fe County and Contractor (include address and project location description):

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

The contractor hereby certifies the Work of this project to be in complete conformance to the Contract Documents and is substantially complete, enabling the County to make use of the Work as intended.

By its signature below the Contractor further requests Architect/Engineer and County to inspect the Work and to concur in the Work’s substantial completion by their signature and/or to provide in a timely manner to Contractor a listing of work items adjudged by them as remaining to be completed or corrected. Contractor agrees to complete and correct all work items (Punch List) representative of such listing within \_\_\_ days from date of receipt from Architect/Engineer.

**Contractor**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**Accepted by Santa Fe County**

\_\_\_\_\_  
Signature (Public Works Director or Designee)      Print Name      Date

**Inspected/Concurrence Architect/Engineer**

\_\_\_\_\_  
Signature      Print Name      Date

**PUNCH LIST**

A list of items (Punch List) to be completed or corrected, verified by the Architect/Engineer and County, is appended hereto. Failure to include any incomplete items on such list does not alter the responsibility of the Contractor to provide all Work in complete conformance with the Contract Documents.

The Contractor shall complete or correct the work on the punch list appended hereto by \_\_\_\_\_ (Date)

The punch list consists of \_\_\_\_\_(indicate number of items) items.

The Work performed under this Contract has been reviewed and found to be substantially complete by the Director of Public Works who has hereby established the Date of Substantial Completion as \_\_\_\_\_ (date) which is also the date of commencement of all warranties and guarantees required by the Contract Documents. The Date of Substantial Completion of the Work or designated portion thereof is the date established by the Director of Public Works (or designee) when construction is sufficiently complete, in accordance with the Contract Documents, so the County may occupy the Work, or designated portion thereof, for the use for which it is intended.

The County accepts the Work or designated portion thereof as substantially complete and assumes full possession thereof, in accordance with the contract documents.

Punch List Items: (Use additional sheets if necessary)