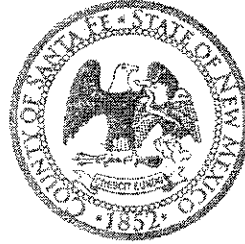


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: *October 10, 2018*

TO: *Board of County Commissioners*

FROM: *Bill Taylor, Procurement Manager, CPO* BT

VIA: *Katherine Miller, County Manager*
Stephanie Schardin Clarke, Finance Director
Michael Kelley, Director of Public Works

ITEM AND ISSUE: BCC Meeting October 30, 2018

Request Approval of Agreement No. 2018-0141-T-PW/IC for Various Automotive Parts, Equipment, Tires, and Miscellaneous Supplies for the Public Works Department and the Fire Department and Grant Signature Authority to the County Manager to Sign the Purchase Order. (Bill Taylor, Purchasing Division)

SUMMARY:

The Purchasing Division requests approval of Agreement No. 2018-0141-T-PW/IC with Power Ford to provide various automotive parts, equipment, tires and miscellaneous supplies at a fixed discount percentage off list price for the Public Works & Fire fleet departments.

The contract term for the agreement is two years with the option to renew for an additional two years on an annual basis not to exceed four years in duration.

BACKGROUND:

Santa Fe County issued Invitation for Bid (IFB) No. 2018-0141-PW/IC on February 25 & 27th, 2018. The solicitation was advertised in the Santa Fe New Mexican and the Albuquerque Journal.

Power Ford was deemed non-responsive due to an incomplete or unsigned Campaign Contribution Disclosure Form at the time of their Bid submittal. Power Ford submitted the appropriate form after the Bid Opening.

Failure to sign the Campaign Contribution Disclosure Form is considered to be a technical irregularity that does not alter the price, quality or quantity of the items of tangible personal property bid. Therefore, pursuant to NMSA 1978 Sec 13-1-132 Irregularities in bids or proposals, the Santa Fe County Purchasing Office waives the incomplete disclosure form as a technical irregularity and accepts the bid from Power Ford to be responsive and responsible.

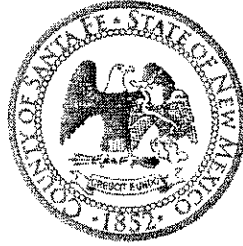
ACTION REQUESTED:

The Purchasing Division requests approval of Agreement No. 2018-0141-T-PW/IC with Power Ford to provide various automotive parts, equipment, tires and miscellaneous supplies at a fixed discount percentage off list price for the Public Works & Fire fleet departments to utilize and grant signature authority to the County Manager to sign the purchase orders.

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4


Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: October 1, 2018

To: Procurement File

From: Bill Taylor, Procurement Manager 

Subject: *Determination to Waive Technical Irregularities for Multiple Source Award for Auto Parts, IFB No. 2018-0141-PW/IC, Pursuant to NMSA 1978, 13-1-132*

Issue:

Santa Fe County Purchasing Division on behalf of the Public Works Department issued an Invitation for Bid (IFB) No. 2018-0141-PW/IC for various auto parts, equipment and tires for the County Fleet repairs. In March 2018, the County received multiple bids from 20 companies.

In May 2018, Power Ford was deemed to be non-responsive due to an incomplete or unsigned Campaign Contribution Disclosure Form at the time of their Bid submittal. Power Ford submitted the appropriate form after the Bid Opening.

Public Works utilizes Power Ford quite extensively and requests that the determination to disqualify Power Ford be reconsidered and overturned and that the County award a contract to Power Ford.

Determination:

Failure to sign the Campaign Contribution Disclosure Form is considered to be a technical irregularity that does not alter the price, quality or quantity of the services, construction or items of tangible personal property bid or offered. Therefore, pursuant to NMSA 1978, 13-1-132 Irregularities in bids or proposals, the Santa Fe County Purchasing Office waives the incomplete disclosure form as a technical irregularity and accepts the bid from Power Ford to be responsive and responsible.

**PRICE AGREEMENT
WITH POWER FORD
FOR AUTOMOTIVE PARTS, EQUIPMENT, TIRES
AND MISCELLANEOUS SUPPLIES**

THIS AGREEMENT is made and entered into this _____ day of _____, 2018, by and between the **County of Santa Fe**, a political subdivision of the state of New Mexico, hereinafter referred to as "the County," and **Power Ford** whose principal address is 1101 Montano Road, NE, Albuquerque, NM 87107, hereinafter referred to as "the Contractor."

WHEREAS, in accordance with Section 13-1-103, NMSA 1978, the County issued an invitation for bids (IFB) No. 2018-0141-PW/IC for automotive parts, equipment, tires and miscellaneous supplies for use by the County Public Works and Fire Fleet Departments; and

WHEREAS, the County desires to obtain automotive parts, equipment, tires and miscellaneous supplies from the Contractor at the specified discounted prices from the Contractor's Manufacturer's Master Price List (the Catalog).

NOW, THEREFORE, THE PARTIES HERETO MUTUALLY AGREE AS FOLLOWS:

1. DEFINITIONS

- A. "County" shall mean the County of Santa Fe, New Mexico.
- B. "Using Department or Department" shall mean the Santa Fe County Fire and Public Works Departments.
- C. "Purchase Order" shall mean a fully executed Purchase Document issued by the County Purchasing Department that specifies the items and services to be provided by the Contractor.
- D. "Price Agreement" means this Price Agreement which requires the Contractor to provide automotive parts, equipment, tires and miscellaneous supplies to the Using Department which issues a Purchase Order.
- E. "Price" means the fixed discounts for items purchased by the County and its departments for fitness equipment as listed in Attachment A.

2. GOODS TO BE PROVIDED

- A. **Purchase.** Attachment A of this Price Agreement indicates the fixed discounts for the Contractor's goods (automotive parts, equipment, tires and miscellaneous supplies).
- B. **Items Listed on Attachment A.** The County may issue Purchase Orders for the purchase of the goods listed on Attachment A. Any order by the County must be an item described on Attachment A. All orders issued hereunder must bear both an order number and the number of this Price Agreement 2018-0141-T-PW/IC.
- C. **Quantities.** It is understood that this is an indefinite quantity Price Agreement and the County may purchase any quantity of the item(s) or services listed on Attachment A on an as-needed basis. No guarantee or warranty is made or implied that any order for any

definite quantity of goods will be issued under this Price Agreement. The Contractor is required to accept a Purchase Order and furnish the item(s).

- D. Specifications.** The goods furnished under this Price Agreement shall meet or exceed the specifications provided in the IFB No. 2018-0141-PW/IC including all Addenda. Orders issued pursuant to this Agreement must show the applicable Price Agreement good(s) and price(s).
- E. Delivery and Billing Instructions.**
 - 1. The Contractor shall deliver the goods in accordance with the Using Department's instructions. The Contractor shall also deliver, with the goods ordered, an invoice listing the order number and the Price Agreement number.
 - 2. Whenever, the Department does not accept any item and returns it to the Contractor, all related documentation furnished by the Contractor shall also be returned.
 - 3. The Department will inform the Contractor within five business days that an item is unacceptable by the Using Department.
 - 4. Prices listed in Attachment A, for each item, shall be the fixed prices and rates for the items.

3. PAYMENT. All payments under this Price Agreement are subject to the following provisions:

- A. Inspection.** Final inspection and acceptance of a deliverable shall be made by the Using Department.
- B. Acceptance.** In accordance with NMSA 1978, Section 13-1-158, the Using Department shall determine if the items meet specifications and will accept the items if they meet specifications. No payment shall be made for any item until the item is accepted in writing by the Using Department. Unless otherwise agreed upon, between the Using Department and the Contractor, within 30 days from the delivery and receipt of items, the Using Department shall issue a written certification of complete or partial acceptance or rejection of any item. Unless the Using Department gives notice of partial acceptance or rejection within the time specified in Paragraph 2.E.3 above, the item(s) will be deemed to have been accepted.
- C. Issuance of Orders.** Only written, signed and properly executed Purchase Orders are valid under this Price Agreement.
- D. Payment.** County shall pay Contractor on an invoice received from Contractor within 30 days from the date the County approves the invoice.
- E. Taxes.** Applicable gross receipts taxes or local option tax(es) shall be included on each invoice and shown as a separate item on each invoice. The payment of taxes for any money received under this Agreement shall be the Contractor's sole responsibility and must be reported under the Contractor's federal and county tax identification number(s). If the Using Department is exempt from the New Mexico gross receipts tax or local option taxes for the transaction, the Using Department shall provide the Contractor written evidence of such exemption(s).

4. TERM OF THIS AGREEMENT. This Price Agreement shall not become effective until approved in writing by all the parties as shown by their signatures below. The term of this Agreement shall be from the effective date of the Agreement until May 29, 2020. The County

has the option to extend the term of this Agreement in one-year increments, not to exceed a total of four years. Any extension of the term of the Agreement will be on the same terms and conditions as state herein.

5. CANCELLATION.

- A. The County reserves the right to cancel without cost to the County all or any part of any order placed under this Price Agreement if the goods fail to meet the requirements of this Price Agreement.
- B. The failure of the Contractor to perform its obligations under this Price Agreement shall constitute a default of this Price Agreement.
- C. The Contractor may be excused from performance if the Contractor's failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor, unless the County shall determine that the item, to be furnished by a sub-contractor, is obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.
- D. Such causes of excuse include, but are not limited to, acts of God or the public enemy, acts of the County or Federal government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above.
- E. The County may cancel all, or any part, of any order without cost to the County if the Contractor fails to meet material provisions of the order and the Contractor shall be liable for any excess costs incurred by the County that is associated with such default.

6. TERMINATION.

- A. **For Convenience.** Consistent with applicable New Mexico laws, this Price Agreement may be terminated by the County, without penalty, at any time prior to the Termination date of this Price Agreement. County will provide at least 20 days prior written notice to the Contractor of the date of termination. Notice of Termination of this Price Agreement shall not affect any outstanding order(s) issued under this Price Agreement prior to the effective date of termination for convenience by the County.
- B. **For Cause.** Either party may terminate this Agreement for cause based upon material breach of this Agreement by the other party, provided that the non-breaching party shall give the breaching party written notice specifying the breach and shall afford the breaching party a reasonable opportunity to correct the breach. If, within 30 days, after receipt of a written notice, the breaching party has not corrected the breach or, in the case of a breach which cannot be corrected in 30 days, begin and proceed in good faith to correct the breach, the non-breaching party may declare the breaching party in default and terminate the Agreement effective immediately. The non-breaching party shall retain any and all other remedies available to it under the law.

7. AMENDMENT. Except for amendment affecting price(s), this Price Agreement may be amended by mutual agreement of the County and the Contractor upon written notice by either party to the other. Any such amendment shall be in writing and signed by the parties hereto. 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.

8. ASSIGNMENT. Contractor shall not sell, assign, pledge, transfer, or otherwise convey any of its rights or interests in this Price Agreement.

9. NON-COLLUSION. In signing this Price Agreement, the Contractor certifies it has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with its offer and this Price Agreement.

10. RECORDS. During the term of this Price Agreement and for three years thereafter, the Contractor shall maintain detailed records pertaining to the goods provided. These records shall be subject to inspection by the Department, the County and State Auditor and other appropriate County authorities. The County shall have the right to audit billings both before and after payment. Payment under this Price Agreement shall not foreclose the right of the Department to recover excessive or illegal payments.

11. APPROPRIATIONS. The terms of this Price Agreement, and any orders placed under it, are contingent upon sufficient appropriations and authorization being made by the Board of County Commissioners for the performance of this Price Agreement. If sufficient appropriations and authorization are not made, this Price Agreement, and any orders placed under it, shall terminate upon written notice being given to the Contractor. The County's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

12. CONFLICT OF INTEREST. The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with any performance required under this Price Agreement. The Contractor shall comply with any applicable provisions of the New Mexico Governmental Conduct Act and the New Mexico Financial Disclosure Act.

13. APPROVAL OF CONTRACTOR'S REPRESENTATIVES. The County reserves the right to require a change in Contractor representatives if the assigned representatives are not, in the opinion of the County, serving the needs of the County adequately.

14. SCOPE OF AGREEMENT, MERGER. This Price Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof and all such covenants, agreements and understandings have been merged into this Price Agreement. No prior agreement or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Price Agreement.

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

16. INDEMNIFICATION. The Contractor shall hold the County and its Departments, agencies and employees harmless and shall indemnify the County and its agencies and employees against any and all claims, suits, actions, liabilities and cost of any kind, including attorney's fees for personal injury or damage to property arising from the acts or omissions of the

Contractor, its agents, officers, employees, or sub-contractors. The Contractor shall not be liable for any injury or damage as a result of any negligent act or omission committed by the Department, its officers or employees.

17. THIRD PARTY BENEFICIARY. This Price Agreement was not intended to and does not create any rights in any persons not a party hereto.

18. NEW MEXICO TORT CLAIMS ACT. No provision of this Price Agreement modifies or waives any sovereign immunity or limitation of liability enjoyed by the County and its Departments or its "public employees" at common law or under the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq.

19. INSURANCE.

- A. 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.
- B. General Liability Insurance, Including Automobile. The Contractor shall procure and maintain during the life of this Price Agreement a comprehensive general liability and automobile insurance policy with liability limits in amounts not less than \$1,050,000 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 Price Agreement is an insured contract. Santa Fe County shall be named an additional insured on the policy.
- C. Worker's Compensation Insurance. The Contractor shall comply with the provisions of the Worker's Compensation Act.
- D. Increased Limits. If, during the life of this Price Agreement, the Legislature of the State of New Mexico 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.

20. APPLICABLE LAW. This Price Agreement shall be governed by the laws of the State of New Mexico.

21. CHOICE OF LAW. This Price Agreement shall be governed by and construed in accordance with the laws of the State of New Mexico. The parties agree that the exclusive forum for any litigation between them arising out of or related to this Price Agreement shall be in the First Judicial District Court of New Mexico, located in Santa Fe County, New Mexico.

22. INVALID TERM OR CONDITION/SEVERABILITY. The provisions of this Price Agreement are severable, and if for any reason, a clause, sentence or paragraph of this Price

Agreement is determined to be invalid by a court or department or commission having jurisdiction over the subject matter hereof, such invalidity shall not affect other provisions of the Price Agreement, which can be given effect without the invalid provision.

23. ENFORCEMENT OF AGREEMENT. A party's failure to require strict performance of any provision of this Price Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by party or any of its rights under this Price Agreement shall be effective unless express and in writing, and not effective waiver by a party of any of its right shall be effective to waive any other rights.

24. SURVIVAL. The Provisions of the following listed paragraphs shall survive termination of this Price Agreement: Delivery & Billing Instructions; Records; Indemnification; Applicable Law; and Survival.

25. NOTICES. Either party may give written notice to the other party in accordance with the terms of this Price Agreement. Any written notice required or permitted to be given hereunder shall be deemed to have been given on the date of delivery if delivered by personal service or hand delivery or three business days after being mailed.

To the County:

Santa Fe County Public Works Department
Attn: Chris Narvaiz, Fleet Service Manager
PO Box 276
Santa Fe, NM 87504-0276

To the Contractor:

Power Ford
Attn: Brandon Washburn
1101 Montano Road, NE
Albuquerque, NM 87107

Either party may change its representative or address above by written notice to the other in accordance with the terms of this Price Agreement. The carrier for mail delivery and notices shall be the agent of the sender.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date of the last signature by the parties below.

SANTA FE COUNTY:


Anna Hansen, Chair
Santa Fe County Board of County Commissioners

ATTESTATION:

Geraldine Salazar,
Santa Fe County Clerk

Date

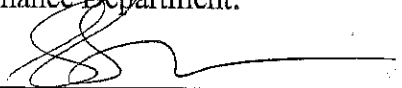
Approved as to form:



R. Bruce Frederick
Santa Fe County Attorney

10-3-18
Date

Finance Department:



Stephanie Schardin Clarke
Finance Director

10/4/18
Date

CONTRACTOR:

(Signature)

Date

(Print name)

(Print title)

ATTESTATION:

Geraldine Salazar,
Santa Fe County Clerk

Date

Approved as to form:

R. Bruce Frederick
Santa Fe County Attorney

10-3-18
Date

Finance Department:

Stephanie Schardin Clarke
Finance Director

10/4/18
Date

CONTRACTOR:

(Signature)

10-3-2018
Date

Larry S. Wayland
(Print name)

Fixed Assets Director
(Print title)

BID SHEET

AUTOMOTIVE VEHICLE PARTS, EQUIPMENT, AND TIRES

IFB# 2018-0141-PW/IC

Please offer your best discount or costs for the items described below. Include signature at the bottom as stated. Be advised that award may be made without discussion with Bidders on offers received. Offers will be accepted until 2:00 PM (MDT) on the bid due date specified.

Offeror's Organization Name: _____

Item	Unit	Article and Description	Discount % Off List Price
1	%	Parts for maintenance and repairs	30%
2	%	Parts for body parts	30%
3	%	Parts for transmission	30%
4		Filters	
4a	%	Air Filters	30%
4b	%	Oil Filters	30%
4c	%	Fuel Filters	30%
5		Filters (Heavy Equipment)	
5a	%	Air Filters	30%
5b	%	Oil Filters	30%
5c	%	Fuel Filters	30%
6	%	Vehicle Batteries	30%
7	%	Lubricants	30%
8	%	Automotive chemicals	30%
9	%	Anti-Freeze	30%
10	%	Headache Rack	30%
11	%	Utility Tool Storage Boxes	30%
12	%	Flat Bed Body	30%
13	%	Utility Body	30%
14	%	Lighting	30%
15	%	Gates	30%

16	%	Door Latches	30%
17	%	Trailer Axels	30%
18	%	Trailer Fenders	30%
19	%	Bearing	30%
20	%	Trailer Hitch	30%
21	%	Trailer Jack	30%
22	%	Wheel Rims	30%
23	%	Wheel Hubs	30%
24	%	Brake Parts	30%
25	%	Hardware; bolts, nuts, fasteners	30%
26	%	Automotive Electrical; wire, cable, terminals	30%
<i>MATERIALS</i>			NO Bid
27		Angle, Steel	NA
28		Channel, Steel	NA
29	%	Round Tubing, Steel	NA
30	%	Square Tubing, Steel	NA
31	%	Plate Steel, Steel Sheets	NA NA
32	%	Square Stock	NA
33	%	Expanded Metal	NA
34	%	Rebar	NA
35	%	Channel Iron	NA
36	%	Angle Iron	NA
37	%	Wide Flange Beam (WFB)	NA
38	%	Flat Bar	NA
39	%	Round Stock, Steel	NA
40	%	Angle, Aluminum	NA
41	%	Channel, Aluminum	NA
42	%	Non-Typical Extrusions, Aluminum	NA
43	%	Round Stock, Aluminum	NA

44	%	Flat Stock, Aluminum	NA
45	%	Square Tubing, Aluminum	NA
46	%	Round Tubing, Aluminum	NA
47	%	Fasteners	NA
48		Welding	
48a	%	Machine	NA
48b	%	Gas	NA
48c	%	Parts	NA
49		Custom Manufacturing	
49a	%	Materials	NA
49b	Hrly	Labor	NA
TIRES			no Bid
50		Tires	
	%	Manufacturer:	NA
	%	Manufacturer:	NA
	%	Manufacturer:	NA
	%	Manufacturer:	NA
	%	Manufacturer:	NA
		Manufacturer:	NA
51		Commercial Tires	
	%	Manufacturer:	NA
	%	Manufacturer:	NA
	%	Manufacturer:	NA
	%	% Manufacturer:	NA
	%	Manufacturer:	NA
52		Heavy Duty Equipment	
	%	Manufacturer:	NA
	%	Manufacturer:	NA
	%	Manufacturer:	NA

	%	Manufacturer:	NA
	%	Manufacturer:	NA
53	Cost	Tire Repairs for Standard sized tires at \$	
54	Cost	Tire Repairs for Heavy Duty sized tires at \$	
55	Cost	Mount & Balance for Standard sized tires at \$	
56	Cost	Mount & Balance for Heavy Duty sized tires at \$	
GLASS			
57	%	Automotive Glass will be provided at _____% off list price (cost-plus is not acceptable).	
58	Cost	Installation of Automotive Glass will be provided at \$	
DIAGNOSTICS			
59	Cost	Vehicle Diagnostics on Equipment	125 ⁰⁰
60	Hrly	Vehicle Diagnostics Labor	125 ⁰⁰
OIL CHANGE			
61	Cost	6-Cylinder Engine	39.95
62	Cost	8-Cylinder Engine	39.95
LABOR			
63	Hrly	Transmission Work	125 ⁰⁰
64	Hrly	Service Call Labor	185 ⁰⁰
65	Hrly	Light Duty Repair	125 ⁰⁰
66	Hrly	Heavy Duty Repair	135 ⁰⁰
FIRE			
67	%	Pumps	NA
68	%	Pump parts	NA
69	%	Foam systems	NA
70	%	Foam system parts	NA
71	%	Fire Apparatus Appliances; hose, nozzles, adapters	NA
72	%	Emergency Vehicle; lighting, scene, handheld	NA
73	%	Emergency Vehicle; audible equipment	NA

74	Hrly	Labor (In-House)	NA
75	Hrly	Labor (Service Call)	NA
PAINT & BODAY			NO Bid
76	%	Abrasives	NA
77	%	Adhesives & Sealants	NA
78	%	Body Fasteners	NA
79	%	Body Fillers	NA
80	%	Detailing	NA
81	%	Masking Paper & Tape	NA
82	%	Pain Guns & Accessories	NA
83	%	Pain Mixing/Measuring	NA
84	%	Preps & Primers	NA
85	%	Safety & Protection	NA
86	%	Shop Equipment	NA
87	%	Specialty Coatings	NA
88	%	Topcoats & Clearcoats	NA
89	%	Visibility	NA
MISCELLANEOUS REPAIRS			NO Bid
90	%	Pumps for Oil	NA
91	%	Oil Reels	NA
92	%	Lifts	NA
93	%	Parts	NA
94	%	Tanks for Fluids	NA
95	%	Exhaust Hose Reels	NA
96	Hrly	Labor (In-House)	NA
97	Hrly	Labor (Service Call)	

Contractor's Name: ABEL LUCEROContractor's Phone: 505-715-9471 email: luceroabel09@gmail.com

Signature of Authorized Contractor's Agent: Abel Lucero / [Signature]

Name Printed: Abel Lucero / Timmy Wayland

NOTE: Orders that cannot be filled with ten (10) days may be cancelled at the County's discretion.



