

Henry Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

SANTA FE COUNTY
RFP NO. 2020-0167-PW/MAM
INSTALLATION OF HOME-BASED
COMPOSTING SYSTEMS

ADDENDUM #1

****UPDATE****

March 23, 2020

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility Interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the Of the departmental files.

Santa Fe County has taken preventative measure to insure the safety of its staff and the public. In an effort to combat the spread of the recent COVID-19 Pandemic, the Pre-Proposal Conference has been rescheduled and will be held on April 2, 2020 @ 4:00pm. However, it will be held via teleconference. A toll-free teleconference line is available at 1-877-820-7831; the guest passcode is 445752.

In order to provide adequate time for proposal preparation by Offerors, the dates have been changed in the "Sequence of Events" on page 9 of the RFP.

ATTACHMENT: APPENDIX A WITH MODIFIED DATES
ATTACHMENT: SEQUENCE OF EVENTS WITH MODIFIED DATES
ATTACHMENT: MEETING AGENDA

Please add this Addendum No. 1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting

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505-995-2740 www.santafecountynm.gov

contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Michelle A. Marmion, Senior Procurement Specialist at mmarmion@santafecountynm.gov.

APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT FORM

**INSTALLATION OF HOME-BASED
COMPOSTING SYSTEMS IN
SANTA FE COUNTY**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that it has received a complete copy, beginning with the title page and table of contents, and ending with Appendix D.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than close of business on *April 2, 2020* Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offeror written questions and the County's written responses to those questions as well as RFP amendments, if any are issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposal.

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

Michelle A. Marmion
Santa Fe County Purchasing Division
142 W. Palace Avenue (Second Floor)
Santa Fe, New Mexico 87501
(505) 992-6753
(505) 989-3243
mmarmion@santafecountynm.gov

III. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere the following schedule:

	<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1.	Issue of RFP	Purchasing Division	March 15 & 16, 2020
2.	Pre-Proposal Conference	Owner/Purchasing Offerors	April 2, 2020 4:00 p.m.
3.	Acknowledgement Form due	Offerors	April 2, 2020
4.	Deadline to Submit Questions	Offerors	April 7, 2020
5.	Response to Written Questions	Purchasing Division	April 10, 2020
6.	Submission of Proposal	Offerors	April 24, 2020 2:00 p.m.
7.	Proposal Evaluation	Evaluation Committee	April 2020
8.	Selection of Finalists (If Applicable)	Evaluation Committee	May 2020
9.	Oral Presentation and/or Best and Final by Finalists	Offeror	May 2020
10.	Negotiate & Finalize Contract	County, Offeror	May 2020
11.	Contract Award	Purchasing Division	May 2020

Note: If the Evaluation Committee makes a selection at the Selection of Finalists, events 9 will not occur.

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**PRE PROPOSAL CONFERENCE
RFP NO. 2020-0167-PW/MAM
INSTALLATION OF HOME-BASED
COMPOSTING SYSTEMS
APRIL 2, 2020
4:00 PM VIA TELECONFERENCE**

Contracting Agency: Santa Fe County

- Michelle A. Marmion Procurement Specialist Senior Purchasing Division
- Claudia I. Borchert Sustainability Manager Public Works

Santa Fe County is requesting proposals from qualified offerors to construct and install residential composting systems for users of the County's solid waste convenience centers.

Proposal Information

Carefully read the Request for Proposal for requirements, terms & conditions including the Appendix D Sample Agreement (page 29).

- Proposal Organization - Proposal should be organized as outlined in the RFP (page 19).
- Selection of finalist(s) – the most qualified proposal received based on the evaluation criteria outlined in the RFP (pages 21-22) will be scored by a three to four-member evaluation committee.
- Preferences -

1) N.M. In-State Business Preference Certificate 5% of total weight of all evaluation factors added to score.

OR

2) N.M. Resident Veterans Preference Certificate, 10% total weight of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov

AND

3) Santa Fe County Preference, 5% of total weight of all evaluation factors added to score. For more information on County Preference visit www.santafecountynm.gov/departments/purchasing

- Please submit all questions via email to Michelle A. Marmion at mmarmion@santafecountynm.gov. The last day for questions will be **Tuesday, April 7, 2020**. *(Any contact during the procurement until an award has been made with any elected official or other county staff member other than the Procurement Manager named in this solicitation may be grounds for disqualification.)*
- Addendum will be issued on **Friday, April 10, 2020**. *(Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.)*
- **Proposal Submittal - Due Date: Friday, April 24, 2020
Time: 2:00 PM
Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM
(Bokum Building)**