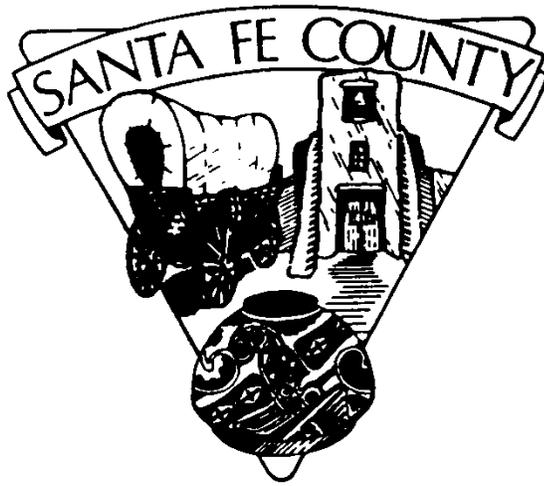


**SANTA FE COUNTY  
FIRE DEPARTMENT**

**INVITATION FOR BID**



**MECHANICAL CHEST COMPRESSION  
DEVICES FOR CARDIOPULMONARY  
RESUSCITATION**

**IFB #2019-0115-FD/CW**

COMMODITY CODES: 34510 & 34584

**JANUARY 2019**

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**ADVERTISEMENT**

**INVITATION FOR BIDS**

**Mechanical Chest Compression Devices for Cardiopulmonary Resuscitation  
IFB# 2019-0115-FD/CW**

Santa Fe County is requesting bids for the purpose of procuring automated, load-distributing band chest compression devices for out-of-hospital cardiac arrest resuscitation. Bids may be held for ninety (90) days subject to all action by the County. A completed bid package shall 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 shall be received by the deadline of 2:00 PM on Friday, February 1, 2019, at the Santa Fe County Purchasing Division (Second Floor), 142 W. Palace Avenue, Santa Fe, New Mexico 87501.** By submitting a bid for the requested materials and/or services each firm is certifying that their bid is in compliance with regulations and requirements stated within the IFB package.

If you have any questions please submit them to the Procurement Specialist, Coralie Whitmore, by e-mail at [cgwhitmore@santafecountynm.gov](mailto:cgwhitmore@santafecountynm.gov). Questions may be submitted through January 14, 2019.

**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.

Invitation for Bid packages will be available by contacting Coralie Whitmore, Santa Fe County, Purchasing Division, 142 W. Palace Avenue (Second Floor), Santa Fe, NM 87501, or by telephone at (505) 986-6337, or by email at [cgwhitmore@santafecountynm.gov](mailto:cgwhitmore@santafecountynm.gov) or on the County website at: [https://www.santafecountynm.gov/asd/current\\_bid\\_solicitations](https://www.santafecountynm.gov/asd/current_bid_solicitations).

**ANY BID PACKAGE RECEIVED BY THE PURCHASING DIVISION AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE CONSIDERED AND WILL BE REJECTED BY SANTA FE COUNTY.**

Santa Fe County  
Publish January 6 and 7, 2019

**BID INSTRUCTIONS**

1. All bids shall be submitted on the Santa Fe County “Invitation for Bids” forms provided herein.
2. All bids must be received no later than **2:00 PM (MST)** on **Friday, February 1, 2019** at the Santa Fe County Purchasing Division, 142 W. Palace Avenue (Second Floor), Santa Fe, NM 87501.

Hand Delivery or by Courier:  
Coralie Whitmore  
Santa Fe County Purchasing Division  
142 W. Palace Avenue (Second Floor)  
Santa Fe, New Mexico 87501  
Telephone Number (505) 986-6337

3. Bids must be submitted in a sealed envelope or container and be clearly marked with the words: **Sealed Bid Enclosed, IFB# 2019-0115-FD/CW for Mechanical Chest Compression Devices for Cardiopulmonary Resuscitation.** Bids that are not submitted in a sealed envelope or container will not be accepted.
4. Filing time marked or stamped on the sealed envelope or container by the Santa Fe County Purchasing Division shall be the official time of receipt of the bid.
5. All bids shall remain sealed until the date and time specified in the “Advertisement” on Page 2 of this bid package.
6. To preclude possible errors and/or misinterpretations, bid prices shall be affixed in ink, legibly written or typed. In case of discrepancy, amounts stated in words shall govern.
7. Interested bidders should hand deliver or return by facsimile or by registered mail or email the "Acknowledgement of Receipt Form" that accompanies this document (See “Appendix A”) to have their organization placed on the procurement distribution list. The form should be legibly completed and signed by an authorized representative of the organization, dated and returned by close of business on January 14, 2019.

The procurement distribution list will be used for the distribution of written responses to questions and any IFB amendments.

8. Bidders must complete and submit with their bid the Campaign Contribution Disclosure Form, “Appendix B”.
9. All submitted bids/proposal documents shall be **double-sided**, pursuant to Santa Fe County Resolution 2013-7, Adopting Sustainable Resource Management Principles, Section 2. A. Waste Reduction and Reuse...” all documents are to be double-sided, including those that are generated by outside entities using County funds and by consultants and Vendors doing business with the County.

10. Living Wage

Contractor shall comply with the requirements of the Santa Fe County Ordinance 2014-1 (Establishing a Living Wage).

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**SEQUENCE OF EVENTS**

**IFB# 2019-0115-FD/CW  
MECHANICAL CHEST COMPRESSION DEVICES FOR CARDIOPULMONARY  
RESUSCITATION**

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

<u>Action</u>	<u>Responsibility</u>	<u>Date</u>
1. Issue of RFP	Purchasing Division	January 7, 2019
2. Acknowledgement Form Due	Offerors	January 14, 2019
3. Deadline to Submit Additional Questions	Bidders	January 14, 2019
4. Response to Written Questions	Purchasing Division	January 16, 2019
<b>5. Submission of Bid 2:00PM MST</b>	<b>Bidders</b>	<b>February 1, 2019</b>
6. Finalize Contract	County, Bidder	February 2019
7. Contract Award	Purchasing Division	March 2019

**GENERAL TERMS & CONDITIONS**

1. **Bid Modification and Withdrawal:** After bid opening, no modifications of bids shall be permitted. A Bidder alleging a material mistake of fact after the opening of bids may be permitted to withdraw its bid upon written request prior to contract award. Bids may be withdrawn upon receipt of written request prior to the scheduled bid opening for the purposes of correction and/or change. Such modifications shall be properly identified and signed or initialed by the Bidders authorized representative or agent. Resubmission of the modified bid must be received within the specified time of bid opening in order to be considered.
2. **Method of Award, if applicable:** Santa Fe County reserves the right to award a “Multiple Source Award” pursuant to Section 13-1-153 NMSA 1978, to the bidder(s) submitting the lowest responsive bid(s) meeting or exceeding specifications and terms and conditions for those items.
3. **Notification of Award:** The successful bidder(s) shall be notified in writing within ten (10) working days of contract award. The successful bidder(s) will be issued subsequent purchase order(s) for goods and services.
4. **Delivery:** Time is of the essence for purposes of this solicitation. All damages resulting from late delivery of goods or services shall be the responsibility of the bidder.

All items bid or services are to be delivered F.O.B. Santa Fe County, at a site to be determined by the County at the time a purchase order is released, except specifically set forth herein. In the event of failure of the bidder to deliver in accordance with this requirement, the bidder shall be liable to the County for late delivery liquidated damages in the amount of \$100.00 each day the materials and services are delivered late.

5. **Payment Terms:** Santa Fe County has a period of net thirty (30) days from acceptance of goods or services to pay the contractor.
6. **Applicable Taxes:** Prices offered are not to include applicable taxes. The County agrees to pay all applicable taxes where required. Santa Fe County is exempt from paying taxes on supplies and/or goods. The awarded bidder may request a non-taxable transaction certificate (NTTC) from the Purchasing Division.
7. **Estimated Quantities:** Any quantities stated in this solicitation are estimated quantities and actual quantities for the term of the Agreement may vary. Santa Fe County assumes no liability in the event actual quantities ordered do not equal stated estimated quantities. The County may order some or all of the equipment listed. Actual purchase by the County using a Price Agreement, as a result of this solicitation, is contingent upon available appropriated funding.
8. **Inspection and Acceptance:** Final inspection and acceptance of materials will be made by the County at the point of delivery. Non-conforming materials shall be rejected by the County and shall be removed by the bidder at its own risk and expense promptly upon notification of the non-conformance.

9. **Warranties:** The bidder agrees that the goods and/or services furnished under this IFB shall be covered by most favored commercial warranties the bidder gives to any customer for such goods and/or services and that the rights and remedies provided herein shall extend to the County and are in addition to and do not limit any rights afforded to the County by any other clause in any resulting order. The bidder agrees not to disclaim warranties of fitness for a particular purpose and warranty of merchantability.
  
10. **Invoice Requirements:** Vendor invoices shall be submitted in triplicate duly certified and contain the following information:
  - Purchase order number and IFB number or Price Agreement number
  - Invoice Number
  - Complete descriptions of items and/or services rendered with the tax separate.
  - Separate invoices shall be issued for each completed meeting and required deliverables.
  
11. **Rights to Cancel:** The County reserves the right to cancel all or any part of any resulting order without cost to the County if the contractor(s) fails to meet material provisions of the order, and except as otherwise provided herein, to hold the contractor(s) liable for any excess costs associated with the contractor's default. The awarded contractor(s) shall not be liable for any excess costs if failure to perform is due to causes beyond the control and shall not be the fault of negligence of the contractor. Such causes include, but are not restricted to, acts of God, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the County can determine that the goods or services to be supplied by the subcontractor were obtainable from other sources in sufficient time to meet the required delivery schedule. The rights and remedies of the County provided in this paragraph shall not be exclusive and are in addition to other rights provided under applicable laws.
  
12. **Bidders Certification:** In submitting a bid, the bidder certifies that it has not directly or indirectly entered into actions that may restrict open and effective competition for items subject to this invitation for bids by the County.
  
13. **Compliance with FCRA:** Bidders submitting bids shall be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act (Rev.1979).
  
14. **Specifications:** The apparent silence of the specification as to any detail or apparent omission from them of detailed description concerning any point shall be regarded as meaning that only the best commercial practice is to prevail and only materials and workmanship of first quality are to be used.
  
15. **Rejection of Bids:** The County reserves the right to reject any and all bids in part or whole, to waive technicalities, make single or multiple awards without discussions with bidders and to accept the offer it deems to be in the best interest of the Santa Fe County, giving due consideration to prices, quality of goods or services, and availability.
  
16. **Interpretation of Bid Specifications:** Technical expertise may be required to provide materials that will conform to all applicable federal, state and local standards and to function as indicated in the specifications. The awarded bidder shall be responsible for ensuring that goods and/or services offered meet or exceed the stated criteria.

**ANY EXCEPTIONS TO THE SPECIFICATIONS SHALL BE CLEARLY NOTED AND EXPLAINED.**

17. **Interpretation of Meaning:** No interpretation of the meaning of the specifications or other documents will be made to any bidding firm orally. Each request for interpretations shall be in writing addressed to Coralie Whitmore, Procurement Specialist Senior, Santa Fe County Purchasing Division at 142 West Palace Ave., Second Floor, Santa Fe, NM 87501 or through email at [cgwhitmore@santafecountynm.gov](mailto:cgwhitmore@santafecountynm.gov) , or via fax at (505) 989-3243. To be given consideration, the request must be received at least seven (7) calendar days prior to the date fixed for the receipt of bids.
18. **Communication:** Any contact with any other County staff member other than the Procurement Specialist named in this solicitation may be grounds for rejection of a proposal.
19. **IFB Corrections:** Any and all interpretations and supplemental instructions will be in the form of a written addenda to the IFB which, if issued, will be mailed by certified mail with return receipt requested or other means determined by the County as reasonable, to all prospective bidders prior to the date fixed for the receipt of bids. Failure of any bidder to receive any such addenda or interpretations shall not relieve the bidder from any obligation under its bid as submitted. **All addenda issued shall become part of the contract documents and shall be acknowledged by the bidder on the attached bid sheet.**
20. **Brand Names and Model Numbers, if applicable:** Specifications in this IFB are not meant to be restrictive, but descriptive. Specifications contained herein reflect the minimum acceptable standards and are not intended to restrict competition. No substitute specifications may be included. Exceptions may be made only if required to match existing equipment, or conform to pre-existing conditions which preclude mismatch of sizes, styles or color. Substitutions which would require additional delivery time, expense or modifications of the original design may be rejected.
21. **Item Description(s), if applicable:** All items on all pages of the specification are representative of the desired sizes and dimensions and as such are intended as guides to bidders in the preparation of bids. Bids of equivalent items will be considered for award if (1) such items are clearly identified by manufacturer's name, brand, and model number, if any, in the offer; (2) descriptive literature or other such data is provided to show that the equivalent items are equal to the brand name; and (3) the County determines such items to be equal in all material respects to the salient specifications of the products required.
22. **Compatibility or Brand Name(s), if applicable:** Bidders shall clearly indicate that it is offering an "equal" product unless the bidder is offering the brand name product(s) referenced in the inquiry. Should any specified brands or models be listed incorrectly, discontinued or improved, the bidder shall note such changes in its responses and include the pertinent details regarding the change. In the event the item has been discontinued, the bidder will be allowed to propose comparable goods or services along with the necessary supplemental documentation supporting their position.

23. **Evaluation and Determination of Service(s):** The evaluation of bids and the determination as to quality of the service proposed shall be the responsibility of the County and will be based on information provided in the bid or information reasonably available to the County.
24. **Two or more 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.
25. **Collusion:** No bidder shall submit more than one bid in response to this IFB. 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.
26. **Protest Procedure:** Any bidder who is aggrieved in connection with procurement may protest to the County Procurement Manager as set forth in Board of County Commissioners Resolution No. 2006-60. A copy of Resolution No. 2006-60 is available upon request.
27. **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 under the Public Records Act.
28. **Bid Security:** Bid Security in the amount of ***two hundred dollars (\$200.00)*** shall accompany the bid. Security may be in the form of a certified check or bank cashier's check made payable to Santa Fe County or a bid bond issued by a surety licensed to conduct business in the State of New Mexico, or other surety in form satisfactory to the County. The Bid Security of the successful bidder will be retained until the bidder has executed the Agreement, whereupon the bid security will be returned. If the bidder fails to execute and deliver the Agreement within ten (10) days of Notice of Award, the County may cancel the Notice of Award and the Bid Security of that bidder will be forfeited.

Bid Security in the form of checks, except the Bid Security of the two lowest bidders, will be returned immediately following the opening and checking of the bids. The retained Bid Security of the unsuccessful of the two lowest bidders, if in the form of a check, will be returned within fifteen (15) days following the award of contract. The retained Bid Security of the successful bidder, if in the form of a check, will be returned after a satisfactory contract bond has been furnished and the contract has been executed. Bid Securities in the form of Bid Bonds will be returned only upon the request of the unsuccessful bidder, but will be released by the County Purchasing Agent after the Notice to Award is sent by the County.

29. **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 on the insurance coverage set forth in the terms and conditions of the Service Agreement.

30. **Bribes, Gratuities, and Kickbacks:** The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for code violations. In addition, the in-state, veteran or County preferences do not apply to procurement of services or goods involving federal funds or federal grant funds. The New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

31. **Preferences in Procurement**

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

To receive a resident business preference pursuant to Section 13-1-21 NMSA 1978 or a resident Vendor preference pursuant to Section 13-40-2 NMSA 1978, a business or Vendor shall submit with its bid or proposal a copy of a valid resident business certificate or valid resident business or resident Vendor certificate issued by the NM Department of Taxation and Revenue.

If an Offeror or Bidder submits with its proposal or bid a copy of a valid and current in-state resident business/Vendor certificate, 5% of the total weight of all evaluation factors used in the evaluation of proposals may be awarded or added to the Offerors score and in the event of a Bidder, the bid will be 5% lower than the bid actually submitted.

Certification by the NM Department of Taxation and Revenue for the resident business or resident Vendor takes into consideration such activities as the business or Vendor's payment of property taxes or rent in 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 business**". Certification by the NM Department of Taxation and Revenue for the resident veteran business requires the Offeror or Bidder to provide evidence of annual revenue and other evidence of veteran status.

An Offeror or Bidder who wants the veteran business preference to be applied to its proposal is required to submit with its proposal the certification from the department of taxation and revenue and the sworn affidavit attached hereto as Appendix E.

If an Offeror or Bidder submits with its proposal a copy of a valid and current veteran resident business certificate, 10% of the total weight of all the evaluation factors used in the evaluation of proposals may be awarded or added to the Offerors score, the bid will be lower than the bid actually submitted.

**The resident business preference is not cumulative with the resident veteran business preference.**

The in-state, veteran or County 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>

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**SUPPLEMENTAL TERMS AND CONDITIONS**

1. **Intent of Specifications:** The following specifications are intended to describe the requirements by Santa Fe County. The County reserves the right to accept some minor variances in the approved goods and/or services offered by the Bidders if such acceptance is determined to be in the best interest of the County.
2. **Qualified Bidders:** Bids may be accepted from vendors and/or factory authorized dealers who are able and willing to provide responsive service to the County. Bidders must be in a position to offer the lowest cost/highest effectiveness, completely meeting all established state and federal regulations or exceeding the minimum specifications contained herein. All Bidders are required to include references from two (2) or more places of business that the services were provided to.
3. **Payment or Acceptance Not Conclusive:** No payment made under this Agreement shall be conclusive evidence of the performance of the Agreement, either in whole or in part, and that no payment made for the delivery of service in whole or in part shall be construed as an acceptance of defective work or improper materials, and shall not relieve the awarded Vendor from corrections of the defects. The final acceptance shall not be binding upon the County or conclusive, should it subsequently develop that the Vendor(s) furnished inferior items or had departed from the specifications and/or the terms of the Agreement. Should such conditions become evident, the County shall have the right, notwithstanding final acceptance and payment, to cause the services to be properly furnished in accordance with the specifications and cost and expense of the Offeror.
4. **Order of Preference:** In the event of conflict between the Bid Instructions, General Terms and Conditions, Supplemental Terms and Conditions, and sample price agreement, the Supplemental Terms and Conditions shall prevail.
5. **Contract Terms and Conditions:** The contract between the County and the contractor shall follow the terms and conditions as stipulated throughout this Invitation for Bid. The County reserves the right to negotiate with a successful bidder terms and conditions in addition to those contained in this IFB. The contents of this IFB, as revised and /or supplemented, the successful contractor's bid, and any additional terms and conditions (if applicable) as negotiated shall be accepted by the County and the Contractor as the contractual documents.

Should the bidder object to any of the County's terms and conditions, as stipulated throughout this IFB, that bidder must propose specific alternative language. The County may or may not accept the bidder's alternative language. Bidders must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

6. **Sufficient Appropriation:** The Agreement 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 Vendor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the Vendor as final.

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**SPECIFICATIONS****A. OBJECTIVE DESCRIPTION**

The Santa Fe County Fire Department is requesting bids for the purpose of procuring automated, load-distributing band chest compression devices for out-of-hospital cardiac arrest resuscitation.

**B. SPECIFICATIONS**

The selected Vendor(s) shall be required to meet or exceed the following specifications.

1. The devices can be used in pre-hospital environment and in-hospital transfer of care setting.
2. The devices are completely automated to incorporate standard adult compression to ventilation ratio of 30:2, as well as continuous compressions as in use by “high performance” CPR which involves three rounds of 200 continuous compressions per cycle.
3. The devices are completely adaptable and adjustable to a wide range of adult patients.
4. The devices incorporate a complete circumferential chest compression “squeeze” rather than piston drive devices. This technique is required as it aids in increased intrathoracic pressures and improved chest recoil and greater pressure differentials for higher rate of survivability.
5. The devices incorporate ease of use and simple application to a victim or patient by field providers, EMTs, and paramedics.
6. The devices incorporate mobility and transport devices built into the devices, i.e. light weight, soft stretcher mega mover type canvas or tarp, increasing ease of patient mobility and transport upon ROSC (return of spontaneous circulation).

The prices quoted herein represent the total compensation to be paid by the County for goods and/or services provided. It is understood that the party providing said goods and/or services to the County is responsible for payment of all cost of labor, equipment, tools, materials, federal taxes, permits, licenses, fees and any other items necessary to complete the work provided. The prices quoted include an amount sufficient to cover such costs.

The approximate quantities for each item are estimated and are for bidding purposes only. Actual requirements will be as determined by Santa Fe County and quantities may be increased or decreased as necessary to meet actual field requirements. Santa Fe County does not guarantee any amount of work.

## SHIPPING, PACKING AND INVOICING

1. All devices ordered shall be delivered on sturdy pallets in an upright position, so as not to damage the chest compression devices, with strapping material for ease and safety of off-loading with forklift or moving with pallet jack.
2. All deliveries shall be F.O.B. Destination. Destination shall mean delivered to the receiving dock of the Santa Fe County Fire Department located at 35 Camino Justicia, Santa Fe, N.M. 87508 or another point specified in the purchase order.
3. Timely delivery for all orders is an important component of the Price Agreement. The vendor shall provide written notice to the County as soon as possible should the vendor anticipate not being able to meet the stated delivery times.
4. Santa Fe County assumes no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by Santa Fe County.
5. The vendor shall enclose a packing list with each shipment listing the order number, price agreement number and the item number. The County's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing list.
6. All unit prices should reflect all freight charges. The vendor may impose shipping and handling charges for enhanced delivery services (overnight courier service, second-day courier service or delivery-by-messenger service). Such enhanced delivery charges shall be pre-paid by the vendor and billed as separate item at actual cost. The vendor shall advise the procuring department of any enhanced delivery charges prior to the acceptance of the purchase order.
7. Whenever Santa Fe County does not accept any product and returns it to the vendor, all related documentation furnished by the vendor shall be returned also. The department will inform the Vendor within five business days that a deliverable is unacceptable by the department.
8. The vendor shall bear all risk of loss or damage with respect to the returned products except for loss or damage directly attributable to the negligence of the department.
9. Unless otherwise agreed upon by the department, the vendor is responsible for the pick-up of the returned items.
10. The vendor's invoice shall be submitted duly certified and shall contain the following information: purchase order number, description, quantity, unit price and extended totals.
11. Separate invoices shall be rendered for each and every complete shipment. Invoices shall be submitted to the County department named on the purchase order.

COMMERCIAL WARRANTY

The vendor agrees that the supplies and/or services furnished under this order shall be covered by the most favorable commercial warranty the Vendor gives to any customer for such supplies or services.

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**BID FORM**

**PURCHASE: Mechanical Chest Compression Devices for  
Cardiopulmonary Resuscitation**

IFB No. 2019-0115-  
FD/CW

Bidder Information

This Bid is submitted to:

Name:

**Santa Fe County Purchasing Division**

Address:

**142 W. Palace Ave. (2<sup>nd</sup> Floor)  
Santa Fe, New Mexico 87501  
Attn: Coralie Whitmore**

Having read the Santa Fe County Bid Instructions and General Terms and Conditions and examined the Specifications for the Invitation for Bids reference #2019-0115-FD/CW, we hereby submit the attached firm offer for which will remain open for a period not to exceed ninety (90) days in accordance with all terms and conditions represented in this solicitation for:

**Mechanical Chest Compression Devices for Cardiopulmonary Resuscitation**

Signature:

Name (typed or printed):

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

Federal ID or Social Security Number: \_\_\_\_\_

Resident Preference Number: \_\_\_\_\_  
(Attach copy of Resident Preference Certificate to Bid)

Business License Number: \_\_\_\_\_  
(Attach copy of Business License to Bid)

Campaign Contribution Disclosure Form:  
(Complete, sign & attach to Bid)

( ) Received addenda #'s \_\_\_\_\_ & \_\_\_\_\_ & \_\_\_\_\_ when issued.

**BID SHEET**

**Mechanical Chest Compression Devices for Cardiopulmonary Resuscitation**

All blanks must be filled in, the Bid Sheet attached to the completed Invitation to Bid (IFB) #2019-0115-FD/CW, and returned herewith.

**NAME OF COMPANY:** \_\_\_\_\_

Please offer your best price for all bid items based on the unit price indicated below to include all costs for labor, equipment, tools, materials, federal tax, permits, licenses, fees, freight and any other items necessary to complete the services.

Item	Est. Qty.	Unit	Article and Description	Unit Price \$	Unit Price Written in Words
1		SF	Automatic, Load-Distributing Band Chest Compression Device For Out-Of-Hospital Cardiac Arrest Resuscitation		

*All bid items are exclusive of NM Gross Receipts Tax*

BID SUBMITTED BY:

COMPANY NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPENDIX A**

**ACKNOWLEDGEMENT OF RECEIPT FORM  
Mechanical Chest Compression Devices for Cardiopulmonary Resuscitation**

**IFB# 2019-0115-FD/CW**

An Acknowledgement of Receipt Form should be signed and submitted to the Purchasing Division no later than **January 14, 2019**, by close of business. Only Bidders who elect to return this completed form, with the intention of submitting a bid, will receive copies of the County’s written responses as well as IFB Addenda, if any are issued. (Please Print)

BIDDER: \_\_\_\_\_

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

TITLE: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The above name and address will be used for all correspondence related to the IFB.  
Bidder does / does not (CIRCLE ONE) intend to respond to this IFB.

Coralie Whitmore, Purchasing Specialist, Senior  
Santa Fe County Purchasing Division  
142. W. Palace Avenue (Second Floor)  
Santa Fe, NM 87501  
Telephone: (505) 986-6337  
Fax: (505) 989-3243  
Email: [cgwhitmore@santafecountynm.gov](mailto:cgwhitmore@santafecountynm.gov)

**APPENDIX B****CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person 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 Vendor must disclose whether they, a family member or a representative of the prospective Vendor 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 Vendor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the Vendor signs the contract, if the aggregate total of contributions given by the prospective Vendor, a family member or a representative of the prospective Vendor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective Vendor, a family member of the prospective Vendor, or a representative of the prospective Vendor 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 Vendor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE VENDOR 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 Vendor 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 either 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.

“**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.

“**Person**” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“**Prospective Vendor**” means a person who 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 qualifies for a sole source or a small purchase contract.

“**Representative of a prospective Vendor**” 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 Vendor.

**DISCLOSURE OF CONTRIBUTIONS:**

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

Relation to Prospective Vendor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

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 C**

**Resident Veterans Preference Certification**

\_\_\_\_\_ (NAME OF VENDOR) 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 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 Vendor 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 facts 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 box above 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 \_\_\_\_\_, 2018.

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

My Commission Expires:

\_\_\_\_\_

**APPENDIX D****SAMPLE PRICE AGREEMENT**

BETWEEN SANTA FE COUNTY AND \_\_\_\_\_

To Provide Mechanical Chest Compression Devices for Cardiopulmonary Resuscitation

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2019, by and between **SANTA FE COUNTY**, hereinafter referred to as the “County” and [**VENDOR’S NAME**], whose principal address is [**VENDOR’S ADDRESS**] hereinafter referred to as the “Vendor”.

**IT IS MUTUALLY AGREED BETWEEN THE PARTIES:****1. DEFINITIONS**

- A. “County”** shall mean the County of Santa Fe, New Mexico.
- B. “Using Department or Department”** shall mean a Department of Santa Fe County.
- C. “Purchase Order”** shall mean a fully executed Purchase Document issued by the County Purchasing Department that specifies the items to be provided by the Contractor.
- D. “Price Agreement”** means this indefinite quantity Price Agreement which requires the Contractor to provide signs, aluminum sign blanks and historic markers to a Using Department which issues a Purchase Order.
- E. “Price”** means the fixed prices paid by the County and its Departments for signs, aluminum sign blanks and historic markers as described in Attachment A.

**2. GOODS TO BE PROVIDED**

- A. Purchase.** Attachment A of this Price Agreement is the prices for the Contractor’s delivery of mechanical chest compression devices for cardiopulmonary resuscitation. Attachment A also indicates any specifications required for the items that are subject of this Price Agreement.
- B. Items Listed on Attachment A.** The County may issue Purchase Orders for the purchase of the items listed on Attachment A. Any item ordered 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 #2019-00115-FD/CW.
- C. Quantities.** It is understood that this is an indefinite quantity Price Agreement and the County may purchase any quantity of the items 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 items be issued under this Price Agreement. Quantities of items may vary and the Contractor is required to accept the Purchase Order and furnish the item(s).
- D. Specifications.** The items furnished under this Price Agreement shall meet or exceed the specifications provided in the Information for Bidders, IFB# 2019-0115-FD/CW including all Addenda. Orders issued pursuant to this Agreement must show the applicable Price Agreement item(s) and price(s).
- E. Delivery and Billing Instructions.**
  - 1. The Contractor shall deliver the items in accordance with the County’s instructions. The Contractor shall also deliver, with the items ordered, an invoice listing the order number and the Price Agreement number.

2. Whenever, the Department does not accept any deliverable and returns it to the Contractor, all related documentation furnished by the Contractor shall be returned also.
3. The Department will inform the Contractor within five business days that a deliverable is unacceptable by the Department.
4. Prices listed in Attachment A, for each item, shall be the fixed prices 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 and deliverables meet specifications and will accept the items or deliverables if they meet specifications. No payment shall be made for any item until the item has been accepted in writing by the Using Department. Unless otherwise agreed upon, between the Department and the Contractor within thirty (30) days from the delivery and receipt of items or deliverables, the Using Department shall issue a written certification of complete or partial acceptance or rejection of any item or deliverable. Unless the Using Department gives notice of partial acceptance or rejection within the time specified in Paragraph 2 above, the item or deliverables 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 thirty (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 the date of the last signature by the parties hereto and shall terminate four years later from the effective date, unless earlier terminated pursuant to Section 6 (Termination) or Section 11 (Appropriations).

**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 items or deliverables 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. 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 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 30 days, the breaching party shall have a reasonable time to cure the breach, provided that, within 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.

B. Termination for Convenience of the County. The County may, in its discretion, terminate this Agreement at any time for any reason by giving the Vendor written notice of termination. The notice shall specify the effective date of termination, which shall not be less than 15 days from the Vendor's receipt of the notice. The County shall pay the Vendor 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.

**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 (3) years thereafter, the Contractor shall maintain detailed records pertaining to the services or deliverables 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 Disclosures 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 written 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 \$1,000,000 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 (3) business days after being mailed.

**To the County:**  
Santa Fe County  
102 Grant Avenue  
PO Box 276  
Santa Fe, NM 87504-0276

**To the Vendor:**

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.

**26. SURVIVAL**

The provisions of following paragraphs shall survive termination of this Contract; INDEMNIFICATION; RECORDS AND INSPECTION; RELEASE, CONFIDENTIALITY, PUBLICATION, REPRODUCTION, AND USE OF MATERIAL; COPYRIGHT; COMPLIANCE WITH APPLICABLE LAW; CHOICE OF LAW; NO THIRD-PARTY BENEFICIARIES; SURVIVAL.

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

**SANTA FE COUNTY**

\_\_\_\_\_  
Katherine Miller  
County Manager

\_\_\_\_\_  
Date

Approved as to form

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R. Bruce Frederick  
County Attorney

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Date

Finance Department

---

Stephanie Schardin Clarke  
Finance Director

---

Date

**VENDOR:**

---

(Signature)

---

Date

---

(Print Name)

---

(Print Title)