

**BELEN CONSOLIDATED SCHOOLS**

**520 N. Main Street  
Belen, NM**

**INVITATION TO BID**

**FOR**

**MOP AND LINEN SERVICE**

**ITB # 04012020ML SVC**

**Offeror:** \_\_\_\_\_

**Due Date: April 20, 2020  
2:00 p.m.**

**BELEN CONSOLIDATED SCHOOLS  
520 N. MAIN STREET  
BELEN, NM 87002  
(505) 966-1016**

**INVITATION TO BID**

**Respective Proposers:**

You are invited to submit a bid for ITB # 04012020MLSVC as listed in the attached specifications for the Belen Consolidated Schools, Belen, New Mexico for the rental of mops, linen and mechanic shop rags for the Belen School District.

The quote must be submitted in a sealed envelope to the Belen Consolidated Schools Administrative Office at 520 N. Main Street before 2:00 p.m., April 20, 2020. Mark the outside of the envelope "Mop & Linen Services".

Bids received after 2:00 p.m., April 20, 2020 will be marked VOID and will not be considered. Faxed quotes are not accepted. Belen Schools is not liable for any costs incurred by a person or company responding to this ITB.

Please direct any questions regarding this proposal to:

Jacqueline Sanchez  
Belen Schools  
505-966-1016

The Belen Consolidated Schools and the Belen Board of Education reserves the right to reject any or all bid proposals and to waive any and all technicalities. Additionally, BCS reserves the right to reject, as non-responsive, any proposals which are not organized and formatted as described in this ITB.

**Purpose of Solicitation**

The intent of this ITB is to solicit bids from mop, linen & mechanic shop rags providers and establish a rental program that will service the Belen School District. We would like you to submit on your pricing two options. Option 1 is to provide service with one stop, receiving and delivering all mops and linen to our Main Warehouse. Option 2 is to provide services to each school site, Transportation and our Main Warehouse (11 sites). Belen Schools reserves the right to choose the best proposal to fit our needs with both service and price.

## **Scope of Work**

The Belen Consolidated Schools operates 16 school, administrative & support sites located through Valencia & Socorro Counties. Service will be provided for the fiscal year beginning July 2020 and continue through June 30, 2021. In order to be in compliance with statutory requirements, BCS cannot obligate funds beyond one current fiscal year. This contract is contingent upon funding and the mutual agreements of both parties. The contract may be extended for a maximum/total of three (3) years, in one-year increments.

15pts

**Section A:** Detail the organization of your firm. Who are the key personnel that will be involved in the performance of this contract and what is their level of authority? Identify individuals and their position(s) within the company who are authorized to obligate the firm to oversee this contract. Where is your office located? Is there local representation? Is there a corporate office other than in Albuquerque, and what is their commitment to this contract? BCS wishes to avoid promises made locally and then rescinded elsewhere.

5pts

**Section B:** BCS has several individual agreements, past or present, which have allowed companies to place rentals at other district locations. As a condition with this RFQ, you are required to identify all such agreements with you now hold as to original date and contract.

15pts

**Section C:** Discuss your mop and linen service. What type do you recommend for Belen Schools? How often are mops and linen inspected or replaced? How do you charge for mops and linens? Do you charge for entire number every week or what is sent in for cleaning? What is the average life of mops and linen? How are they serviced? How is vandalism handled? Do you stock supplies locally? Under what circumstances do you provide replacements? Is there a live person answering the phones or is it a voicemail system?

10 pts

**Section D:** Charges and Service Fees. What **other charges or service fees** would apply to a contract with your firm? What is your invoicing procedure? BCS would require billing no less than once per month. It must be a complete listing of services provided detailing date, any credits and total. It must have a signature from an authorized employee. Please provide a sample invoice. Do you have programming capabilities to accommodate this aspect of the contract? To whom will the location complain if an item is in dispute? Does your firm waive charges or fees for the 3 to 4 weeks the schools are closed for holidays and spring break?

5pts

**Section E:** References. Please provide at least 3 references, with name of company, address, a contact person and a phone number to reach them at.

5pts

**Section F:** The successful contractor is required to indemnify and save the school district harmless from any and all claims, liabilities, losses and causes of action which may arise out of the fulfillment of the contractual obligations outlined in this proposal. Insurance coverage is required as follows:

- Workers' Compensation Insurance as required by the state of NM.
- General Liability Insurance.
- Automobile Insurance covering all owned, non-owned and hired vehicles used in connection with the work in an amount of no less than \$300,000.00 combined single limit per occurrence for bodily injury and property damage.

Our approximate inventories are:

- 24" Dust Mops 175
- 36" Dust Mops 100
- 60" Mop Handle and frame for each
  
- Large Dish towels –1400 (NO bar towels)  
Approximate size 16" x 27"
  
- Bib Aprons –800
- 2 stands, with cloth bags for dirty towels & aprons per school (20)

Service is to be provided on a weekly basis with approximately half (½) of the linen and half (½) of the mop heads to be pick-up and turned in for cleaning. ***We would like to suspend service on the mop heads –not being charged in June or July as our custodians perform other cleaning and maintenance of their sites and will not be in need of mop service.***

**Bid pricing must include the mop handles and frames and cloth bags with stands for towels and aprons.**

BCSD reserves the right to reject any and all responses of a result of the ITB. Late responses will not be accepted and will be returned to the submitting company unopened. BCSD is not liable for any costs incurred by any person or firm responding to this ITB. This procurement in no manner obligates the BCSD to the purchase of any services offered unless a valid, written contract is fully executed and approved by BCS.

#### Evaluation Criteria

The interested bidder will submit their proposals as required by this document. The district will establish a committee to review responses. Each committee member will score the proposals separately. Individual scores will be averaged to obtain a consensus. The bidder with the highest points will be recommended to the Board of Education for final approval. The committee may wish to make site visits and/or conduct additional interviews or final presentations to clarify or seek additional information at any time

during this process. The selection of a successful contractor will be based on the following criteria:

- A. Service level, stability of firm, experience, management capability, competence, professional image and similar conditions as discussed in proposal. Sections A through F. 50%
- B. Costs/pricing 50%
- Total** **100%**

The undersigned agrees to furnish the services required by this proposal.

**OPTION 1- MAIN WAREHOUSE**

**Qty. &**

**Description**

**Of service**

**Price**

**x # weeks**

**= Total**

**+ other fees**

**=Total**

<i>175-</i> 24" mop heads		<b><u>44 (no June* or July* Svc)</u></b> *Suspend service-not charging District			
<i>100-</i> 36" mop heads		<b><u>44 (no June* or July* Svc)</u></b> *Suspend service-not charging district.			
<i>1,400</i> Dish Towels Size: _____		48 weeks Less holidays/SB			
<i>800-</i> Bib aprons		48 weeks Less holidays/SB			
<i>100</i> Mechanic Shop Rags		<b>52 weeks</b>			

Grand total \_\_\_\_\_

**TOTAL bid for year: \$** \_\_\_\_\_

**OPTION #2 SCHOOL SITES, TRANSPORTATION & MAIN WAREHOUSE**

**(11 stops)**

**Qty. &**

**Description**

**Of service                      Price                      x   # weeks                      = Total                      + other fees                      =Total**

<i>175-</i> 24" mop heads			<b>44</b> (no June or July Svc)			
<i>100-</i> 36" mop heads			<b>44</b> (no June or July Svc)			
<i>1,400</i> Dish Towels Size: _____			48 weeks			
<i>800-</i> Bib aprons			48 weeks			
<i>100 Mechanic Shop Rags</i>			52 weeks			

Grand total \_\_\_\_\_

**TOTAL bid for year: \$** \_\_\_\_\_

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Name of Bidding Firm

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Address

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Telephone Number

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Fax Number

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Signature of Owner, Partner or Authorized Agent

**The Belen Consolidated Schools reserves the right to reject all bids or portions thereof and to waive all technicalities.**

**CAMPAIGN CONTRIBUTION DICLOSURE FORM**

Pursuant to NMSA 1978 S 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 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 of 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 the contributions given by the prospective contractor, a family member of 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 shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) A prospective contractor, a family member or 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.

THIS FORM MSUT BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DICLOSURE.

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 things 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 of any other private legal entity.

"Prospective contractor" 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 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.

**DISCLOSURE CONTRIBUTIONS:**

Contribution Made BY: \_\_\_\_\_  
Relation to Prospective Contractor: \_\_\_\_\_  
Name of Applicable Public Official: \_\_\_\_\_  
Date Contribution(s) Made: \_\_\_\_\_  
Amounts of Contributions: \_\_\_\_\_  
Nature of Contributions: \_\_\_\_\_  
Purpose of Contribution: \_\_\_\_\_  
(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