

Torrance County
State of New Mexico

Request for Proposals

**Towing & Recovery Services for Vehicles
Under 25,999 LBS GVWR**



RFP No. 2018-04
Commodity Code: 96890

Sealed Proposals Submitted to:
Torrance County Finance & Purchasing Office
Torrance County Administrative Building
205 9th Street, P.O. Box 48
Estancia, NM 87016
ATTN: Leslie Olivas, Purchasing Director

Date Proposals Submitted by:
January 2, 2018
3:00 PM

Proposals must be submitted in a sealed envelope that is clearly marked

"RFP No. 2018-04 – Towing & Recovery Services – Passenger"

The Board of Commissioners of Torrance County, State of New Mexico is accepting competitive sealed proposals for Towing and Recovery Services for Torrance County-owned passenger vehicles under 25,999 LBS GVWR. Six (6) copies of the proposals should be submitted no later than **January 2, 2018** to the Torrance Purchasing Office located at 205 9th Street, P.O. Box 48, Estancia, NM 87016.

Proposals will be reviewed and ranked by an Evaluation Review Committee. A Recommendation will then be made to the Board of Commissioners of Torrance County for award based upon the proposal which is determined to be the most advantageous to the County based on the specific evaluation criteria. This procurement may result in multiple awards.

A. CONTRACT PERIOD AND RENEWAL OPTIONS

The term of this contract will be for a period of one year from the date of full contract execution. At the end of that time for a period of three years, the County shall have the yearly option of renewing the existing contract by mutual consent and the approval of the Board of County Commissioners.

B. SCOPE OF WORK

The County desires to enter into a contractual relationship with a vendor or vendors to provide:

Services:

1. Towing of County-owned passenger vehicles due to breakdowns or accidents; and
2. Secure storage of County-owned passenger vehicles when required; and
3. "Winch outs" for County-owned passenger vehicles when stuck in snow or mud; and
4. Emergency roadside assistance for County-owned passenger vehicles (jump starts, tire changes).

Vehicle Types That May Need to Be Towed:

1. Sedans; and
2. Pickup trucks; and
3. Sport utility vehicles; and
4. Trailers; and
5. All-terrain vehicles.

Additional Requirements:

1. It shall be the responsibility of the successful offeror(s) submitting their proposal to have all equipment necessary to complete the required work.

2. It shall be the responsibility of the successful offeror(s) submitting their proposal to have the necessary business licenses (City, County, and State) for the mechanical services being provided.
3. It shall be the responsibility of the successful offeror(s) submitting their proposal to obtain the insurance necessary to operate a towing and recovery service in the State of New Mexico

C. SEQUENCE OF EVENTS

The Purchasing Director will make every effort to adhere to the following schedule:

ACTION	DATE(S)
1. Issue of RFP	12/21/2017
2. Submission of Proposal	01/02/2018
3. Proposal Evaluations	01/03/2018
4. Contract Award	01/10/2018
5. Protest Deadline	01/30/2018

D. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the Sequence of Events show in Section C.

1. Issue of RFP
This RFP is being issued by Torrance County Purchasing Department.
2. Submission of Proposal
All proposals shall be received for review and evaluation by the Purchasing Director or designee no later than 3:00 PM on January 2, 2018. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals shall be addressed and delivered to the Purchasing Director at the address listed on the cover of this RFP. Proposals shall be sealed and labeled on the outside of the package to clearly indicate that they are in response to "RFP 2018-04 – Towing & Recovery Services – Passenger." Proposals submitted by facsimile or via email will not be accepted.
3. Proposal Evaluation
The evaluation of proposals will be performed by an evaluation committee appointed by the Purchasing Director. This process will take place during the dates indicated in the Sequence of Events.
4. Contract Award
After review of the Evaluation Committee's findings, the Purchasing Director will make a recommendation for award(s) of the contract to the Torrance County Commission on the date indicated in the Sequence of Events. This date is subject to change at the discretion of the Purchasing Director.

This contract shall be awarded to the Offeror(s) whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

5. **Protest Deadline**

Any protest by an offeror shall be timely and in conformance with the New Mexico Procurement Code (13-1-28 through 13-1-199 NMSA 1978). The protest period for responsive offerors shall begin on the day following the execution of the contract and will end at the close of business on **January 30, 2018**. Protests shall be written and shall include the name and address of the protestor and the request for proposals number. It shall also contain a statement of grounds for protest including appropriate supporting exhibits, and it shall specify the ruling requested from the Purchasing Director. The protest shall be delivered to the Purchasing Director as indicated below:

Leslie Olivas, Purchasing Director
205 9th Street
P.O. Box 48
Estancia, NM 87016

Protests received after the deadline will not be accepted.

E. PROPOSAL CONTENT

Submit the following information as a part of the proposal, as follows:

1. **Capability of Firm.** Submit a statement identifying any experience of passenger vehicles towing and recovery and emergency roadside assistance, including years of service performing this type of work and work history.
2. **Past Record of Performance.** Submit a detailed statement of familiarity and past record of performing passenger vehicles towing and recovery assistance.
3. **Identification of Equipment.** It shall be the responsibility of the successful offeror(s) submitting their proposal to have a means of coming to the designated stations with the necessary tools and equipment to provide the mechanical services outlined in the scope of work. Submit a list of equipment, tools, and other resources that will be used to render the services described in the Scope of Work.
4. **Fee proposal.** Please provide fees for following:
 - a. Cost per mile to reach vehicle in need of towing, recovery, or assistance; and
 - b. Hook-up fees; and
 - c. Cost per mile while towing vehicle; and
 - d. Hourly labor charges for roadside assistance; and
 - e. Cost per day for any necessary storage.
5. **Proof of Insurance.** Torrance County requires that a minimum \$1,000,000.00 General Liability Insurance, and \$500,000 for property damage insurance be provided. It shall be the responsibility

of the successful offeror(s) submitting their proposal to include Torrance County as an additional insured.

6. **Necessary Licensure and Certification.** Please provide copies of all necessary licensure and certifications.
7. **Completed Campaign Contribution Disclosure Form.** This form is attached to the RFP.

F. EVALUATION

Proposals will be evaluated on the basis of the following criteria. Each proposal may be awarded points up to the amount listed below:

Criteria	Maximum possible points
1. Capability of Firm	35
2. Past Record of Performance	35
3. Identification of Equipment	20
4. Fee Proposal	10
5. Proof of Insurance	Pass/Fail
6. Necessary Licensure and Certification	Pass/Fail
7. Completed Campaign Contribution Disclosure Form	Pass/Fail
Total	100

The proposals will be evaluated by a selection committee. A recommendation will then be submitted to the Torrance County Board of Commissioners for award of the contract.

G. NOTICE

The Procurement Code (13-1-28 through 13-1-199 NMSA 1978) imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kick-backs.

H. QUESTIONS

Questions concerning this Request for Proposals should be directed to Leslie Olivas, Purchasing Director at (505) 544-4730.

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 contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

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

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, which has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, this 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" included the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed 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 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 a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS.

Contribution Made By: _____

Relation to Prospective Contractor: _____

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.

Type or Printed Name

Date

Signature

Title (Position)

Company Name

County Commission

**James “Jim” Frost
Commissioner
District 1**

**Julia DuCharme
Commissioner
District 2**

**Javier E. Sanchez
Commissioner
District 3**



**PO Box 48 ~ 205 Ninth Street
Estancia, NM 87016
(505)544-4700 Main Line (505) 384-5294 Fax
www.torrancecountynm.org**

**County Manager
Belinda Garland**

**Deputy County Manager
Annette Ortiz**

**County Attorney
Dennis Wallin**

Attachment to Campaign Contribution Disclosure Form

Current Torrance County Elected Officials

Commissioner, District 1 – James “Jim” Frost

Commissioner, District 2 – Julia DuCharme

Commissioner, District 3 – Javier E. Sanchez

Assessor – Betty Cabber

Clerk – Linda Jaramillo

Probate Judge – Jim Summers

Sheriff – Heath White

Treasurer – Tracy L. Sedillo