

**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 12 A



**TORRANCE COUNTY
COMMISSION MEETING**

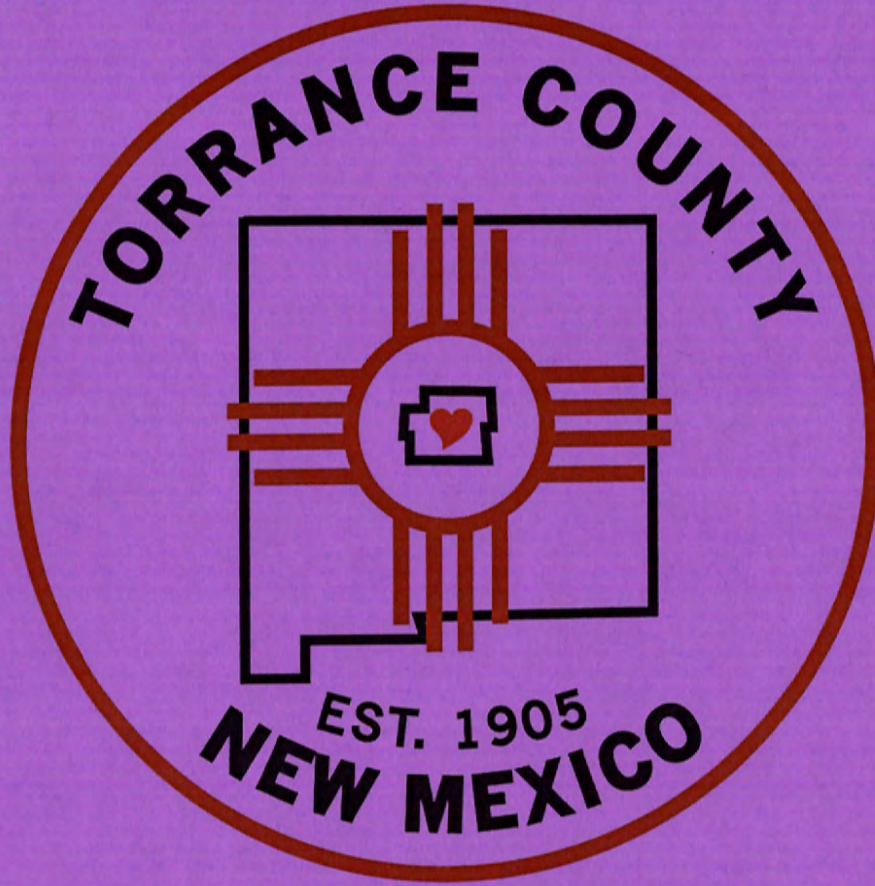
Agenda Item

No. 12 B



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item
No. 12 C



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 12 D

General Agreement/Memorandum of Agreement/Understanding

Between the

UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

Salinas Pueblo Missions National Monument

AND

Torrance County, New Mexico | Summer Enrichment Internship Program

Project Title: Torrance County Summer Enrichment Internship Program | Salinas Pueblo Missions National Monument *Future Leaders of Tomorrow Internship Program*

Project Location: Salinas Pueblo Missions National Monument, Mountainair, NM

Completion Date: July 26, 2024

This Agreement is entered into by the U.S. Department of the Interior, National Park Service (NPS), Salinas Pueblo Missions National Monument and Torrance County, New Mexico | Summer Enrichment Internship Program (Partner). Throughout this agreement, the NPS and Torrance County, NM | Summer Enrichment Internship Program may be jointly referred to as the “Parties.”

ARTICLE I – BACKGROUND AND OBJECTIVES

The Torrance County Summer Enrichment Program provides paid internships for local youth, ages 14 to 18, allowing the acquisition of valuable work experience outside the classroom, inside the workforce. Students will be paired with local government agencies, non-profits, and local business connections to provide meaningful, paid work experiences and adult mentorship, opening doors to explore future careers, training and higher education.

This program is fully funded through awarded grant funding. In collaboration with New Mexico Education Department, College and Career Readiness Bureau, Torrance County Grants Department will be providing an Eight Week Structured Program this summer to youth that can meet the Program Eligibility Requirements.

This program will be monitored under supervision of the Torrance County Summer Enrichment Internship Program Coordinator.

Salinas Pueblo Missions National Monument and Torrance County Summer Enrichment Internship Program look to partner together to:

1. Engage local youth in developing a life-long awareness of, and commitment to, our national parks.
2. Provide opportunities to local youth that will allow them to gain job skills and experience while teaching preservation values.
3. Educate local youth about the NPS mission through formal and informal methods.
4. Train and prepare local youth so that they may qualify for jobs and careers in the NPS.
5. Provide the NPS will valuable assistance and additional labor to address essential park projects.

ARTICLE II – LEGAL AUTHORITY

The NPS Organic Act, 54 U.S.C. §§ 100101, et seq., authorizes the NPS to promote and regulate the use of the National Park System by such means and measures as to conform to the fundamental purpose of the System units, which purpose is to conserve the scenery and the natural and historic objects and wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations.

ARTICLE III – STATEMENT OF WORK

A. The Torrance County Summer Enrichment Internship Program will:

- a. Manage all aspects of their hiring process, including application, interviews, County paperwork, and student placement.
- b. Provide funding for pay and manage all aspects of payroll for student interns.
- c. Support NPS and supervisors in the form of an intern coordinator who will communicate regularly with supervisor and student, conduct site visits, mediate challenges and other duties as necessary.
- d. Conduct weekly training for students to ensure student understanding and success at placement.
- e. Provide evaluation forms for feedback on student performance and program evaluation.
- f. Receive parent or guardian approval for intern(s) under 18 years of age and provide copy of each approval form to the NPS. Copy of approvals can be included as attachments in Article XI of this agreement.

B. The NPS will:

- a. Identify a site employee in each program area that the intern will work with to obtain experience. Site employee(s) will guide the interns' activities while on-site.
- b. Provide supplies and clear instructions to complete the tasks in a safe manner.
- c. Inform intern(s) of Park policies, conduct expectations, and agency guidelines and rules, and lay other expectations for safety and compliance.
- d. Escort intern(s) in federal buildings and transport intern(s) to sites to conduct assigned work, research, and trainings, when appropriate.
- e. Provide professional development opportunities in the form of online trainings, field trips, hands on fieldwork and research, presentations, and meetings.
- f. Offer meaningful assignments, activities, and trainings to address goals outlined in the Torrance County Summer Enrichment Internship Program – *acquisition of valuable work experience outside the classroom, inside the workforce.*
- g. Offer input on program and intern evaluations to Torrance County Summer Enrichment Internship Program

C. Torrance County Summer Enrichment Internship Program and NPS, jointly, will:

- a. Onboard intern(s) to share expectations and roles of each party.
- b. Offer feedback and input on work assignments and progress.
- c. Develop and conduct trainings, before and during internship to prepare intern(s) for success.
- d. Identify appropriate profession and safety clothing/footwear standards, appropriate for working in the field and in an office setting. Interns will not be wearing any official NPS uniforms.
- e. Develop a work plan and weekly schedule that diversifies the activities and experiences. Schedules should consider NPS needs and intern(s) internship schedule.
- f. Communicate with intern coordinator from Torrance County regularly.

ARTICLE IV – TERM OF AGREEMENT

This Agreement shall become effective on July 1, 2024, and extend through July 31, 2025, unless it is terminated earlier by one of the parties pursuant to Article VI that follows.

ARTICLE V – KEY OFFICIALS

A. Key officials are essential to ensure maximum coordination and communications between the parties and the work being performed. They are:

1. **For the NPS:**

a. Signatory:

Regional Director

National Park Service

Interior Regions 6, 7, 8

b. Key Official:

Kathy Faz Garcia

Superintendent

Salinas Pueblo Missions National Monument

2. **For the Partner:**

a. Signatory:

b. Key Official:

Janice Barela

B. **Communications.** The parties shall address any communication regarding this Agreement to the Key Officials.

C. **Changes in Key Officials.** No party may make any permanent change in a key official without written notice to the other party reasonably in advance of the proposed change. The notice will include a justification with sufficient detail to permit evaluation of the impact of such a change on the scope of work specified within this Agreement. Any permanent change in key officials will be made only by modification to this Agreement.

ARTICLE VI – MODIFICATION AND TERMINATION

A. This Agreement may be modified only by a written instrument executed by all parties.

B. Any party may terminate their partnership in this Agreement by providing Key Official with 30 days advance written notice. In the event that one party provides the NPS with notice of its intention to terminate, the parties will meet promptly to discuss the reasons for the notice and try to resolve their differences.

ARTICLE VII – LIABILITY

A. **Indemnification.** The partner hereby agrees to indemnify the federal government, NPS or from any act or omission of Torrance County Summer Enrichment Internship Program its officers, employees, or (members, participants, agents, representatives, agents as appropriate), (1) against third party claims for damages arising from one or more identified activities carried out in connection with this financial assistance agreement and (2) for damage or loss to government property resulting from such an activity. This obligation shall survive the termination of this Agreement.

To the extent authorized by applicable federal law, including the Federal Tort Claims Act, codified as amended primarily at 28 U.S.C. §§ 2671-80 (2014), the NPS will be liable for the negligent or other wrongful acts of omissions of its respective officers or employees while acting with the scope of their office or employment.

1. **Insurance And Liability.** To the extent authorized by law, the Partner shall be fully responsible for the acts and omissions of its representatives and employees connected with the performance of this Agreement. The Partner shall:
 - a. Accept responsibility for any property damage, injury, or death caused by the acts or omissions of its employees or representatives, acting within the scope of their employment arising under this Agreement, to the extent permitted by law.
 - b. Comply with State Labor Codes and Laws, which governs workers' compensation protection of the Partner's officers, employees, or representatives.
 - c. Cooperate with the NPS in the investigation and defense of any claims that may be filed with the NPS arising out of the activities of the Partner, its agents, and employees.

ARTICLE X – REPORTS AND OTHER DELIVERABLES

Upon request and to the extent permitted by applicable law, the parties shall share with each other final reports involving both parties.

ARTICLE IX – PROPERTY UTILIZATION

All tools, equipment, and facilities furnished by NPS will be on a loan basis. Tools, equipment and facilities will be returned in the same condition received except for normal wear and tear in project use.

ARTICLE IIX – GENERAL AND SPECIAL PROVISIONS

A. General Provisions

1. **Non-Discrimination.** All activities pursuant to this Agreement shall be in compliance with the requirements of Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended, (78 Stat. 252; 42 U.S.C. §§2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C. §794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 et seq.); and with all other federal laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex.
2. **Lobbying Prohibition.** 18 U.S.C. §1913, Lobbying with Appropriated Moneys, as amended by Public Law 107-273, Nov. 2, 2002 - No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Members or official, at his request, or to Congress or such official, through the proper official channels, requests for legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute violations of section 1352(a) of title 31. In addition to the above, the

related restrictions on the use of appropriated funds found in Div. F, § 402 of the Omnibus Appropriations Act of 2008 (P.L. 110-161) also apply.

3. **Anti-Deficiency Act.** Pursuant to 31 U.S.C. §1341 nothing contained in this Agreement shall be construed as binding the NPS to expend in any one fiscal year any sum in excess of appropriations made by Congress, for the purposes of this Agreement for that fiscal year, or other obligation for the further expenditure of money in excess of such appropriations.
4. **Assignment.** No part of this Agreement shall be assigned to any other party without prior written approval of the NPS and the Assignee.
5. **Member of Congress.** Pursuant to 41 U.S.C. § 22, no Member of Congress shall be admitted to any share or part of any contract or agreement made, entered into, or adopted by or on behalf of the United States, or to any benefit to arise thereupon.
6. **Agency.** The Recipient is not an agent or representative of the United States, the Department of the Interior, NPS, or the Park, nor will the Recipient represent its self as such to third parties. NPS employees are not agents of the Recipient and will not act on behalf of the Recipient.
7. **Non-Exclusive Agreement.** This Agreement in no way restricts the Recipient or NPS from entering into similar agreements, or participating in similar activities or arrangements, with other public or private agencies, organizations, or individuals.
8. **Survival.** Any and all provisions which, by themselves or their nature, are reasonably expected to be performed after the expiration or termination of this Agreement shall survive and be enforceable after the expiration or termination of this Agreement. Any and all liabilities, actual or contingent, which have arisen during the term of and in connection with this Agreement shall survive expiration or termination of this Agreement.
9. **Partial Invalidity.** If any provision of this Agreement or the application thereof to any party or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement or the application of such provision to the parties or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
10. **Captions and Headings.** The captions, headings, article numbers and paragraph numbers appearing in this Agreement are inserted only as a matter of convenience and in no way shall be construed as defining or limiting the scope or intent of the provision of this Agreement nor in any way affecting this Agreement.
11. **No Employment Relationship.** This Agreement is not intended to and shall not be construed to create an employment relationship between NPS and Recipient or its representatives. No representative of Recipient shall perform any function or make any decision properly reserved by law or policy to the Federal government.
12. **No Third-Party Rights.** This Agreement creates enforceable obligations between only NPS and Recipient. Except as expressly provided herein, it is not intended nor shall it be construed to create any right of enforcement by or any duties or obligation in favor of persons or entities not a party to this Agreement.

B. Special Provisions

2. Public Information and Endorsements.

- a. Recipient shall not publicize or otherwise circulate promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a business, product, service, or position

- which the Recipient represents. No release of information relating to this award may state or imply that the Government approves of the Recipient's work products, or considers the Recipient's work product to be superior to other products or services.
- b. All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government."
 - c. Recipient must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.
 - d. Recipient further agrees to include this provision in a subaward to a subrecipient, except for a subaward to a State government, a local government, or to a federally recognized Indian tribal government.
3. **Publications of Results of Studies.** No party will unilaterally publish a joint publication without consulting the other party. This restriction does not apply to popular publications of previously published technical matter. Publications pursuant to this Agreement may be produced independently or in collaboration with others; however, in all cases proper credit will be given to the efforts of those parties contribution to the publication. In the event no agreement is reached concerning the manner of publication or interpretation of results, either party may publish data after due notice and submission of the proposed manuscripts to the other. In such instances, the party publishing the data will give due credit to the cooperation but assume full responsibility for any statements on which there is a difference of opinion.
4. **Rights in Data.** The Recipient must grant the United States of America a royalty-free, non-exclusive and irrevocable license to publish, reproduce and use, and dispose of in any manner and for any purpose without limitation, and to authorize or ratify publication, reproduction or use by others, of all copyrightable material first produced or composed under this Agreement by the Recipient, its employees or any individual or concern specifically employed or assigned to originate and prepare such material.
5. **Seat Belt Provision.** In accordance with Executive Order 13043, "Increasing Seat Belt Use in the United States" (signed April 18, 1997), as amended by Executive Order 13652 (signed September 30, 2013), the Recipient is encouraged to adopt and enforce on-the-job seat belt use policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and other appropriate programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.

ARTICLE XI – ATTACHMENTS

The following attachments are hereby incorporated into this Agreement.

ARTICLE XII – SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) set forth below.

FOR *[Insert Capitalized and Boldfaced Name of Partner]*

Name
Title

Date

FOR THE NATIONAL PARK SERVICE (Name of Park)

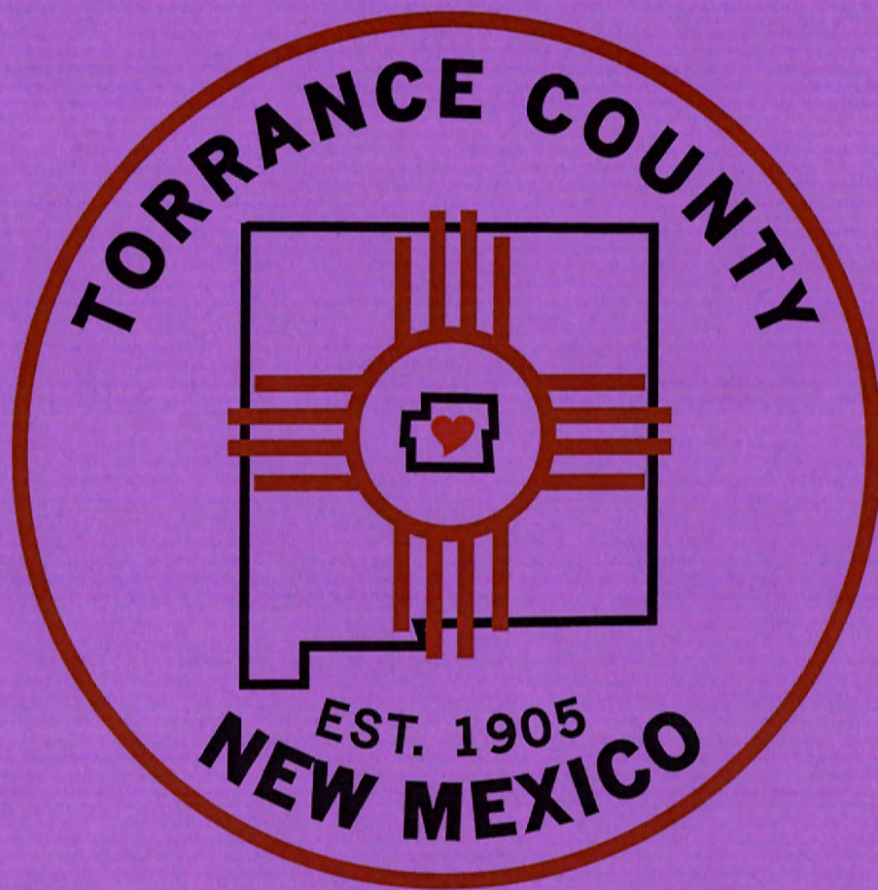
Name
Title

Date

FOR APPROVAL BY REGIONAL DIRECTOR OR DESIGNEE

Name
Title

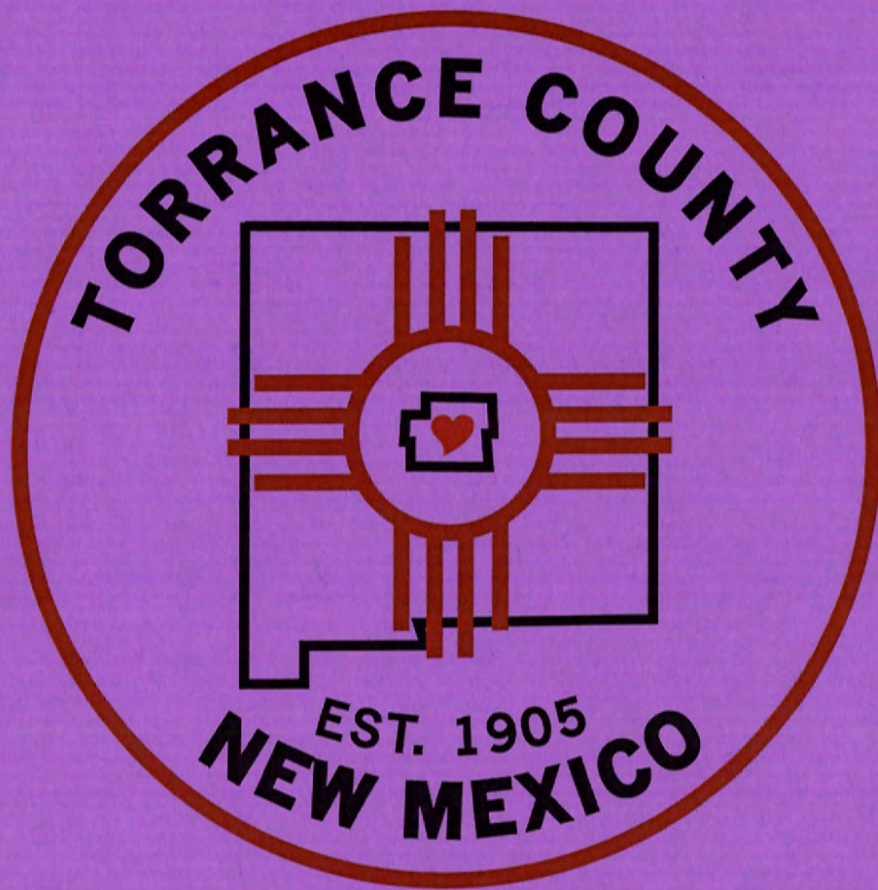
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**TORRANCE COUNTY
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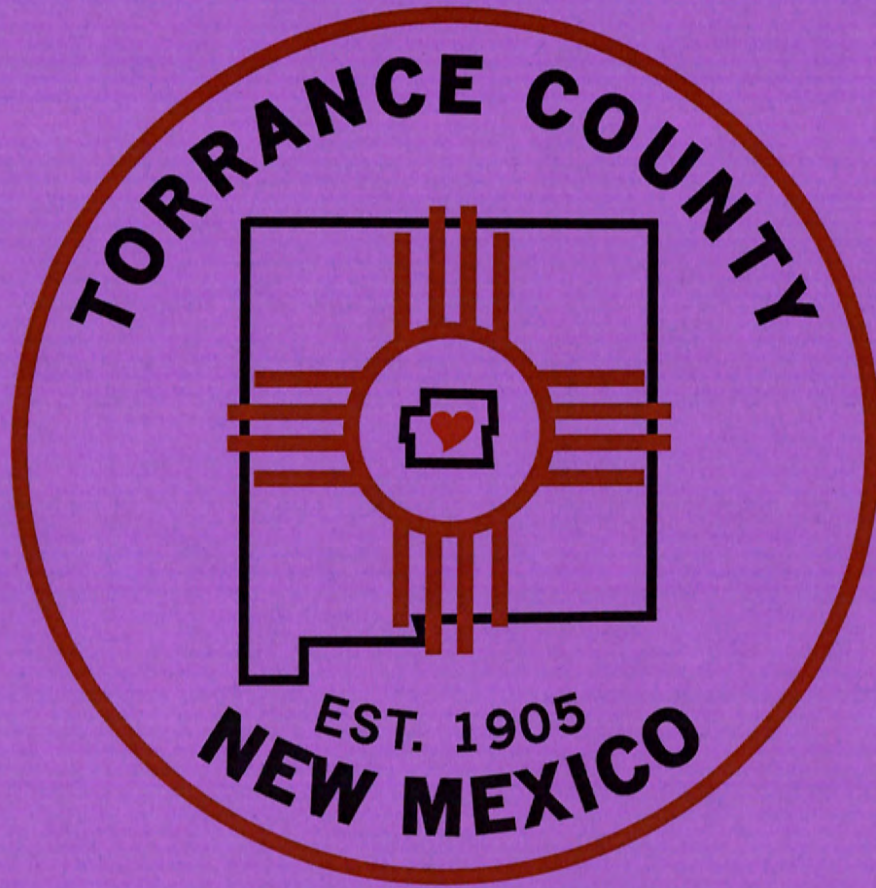
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**TORRANCE COUNTY
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No. 12 F



**TORRANCE COUNTY
COMMISSION MEETING**

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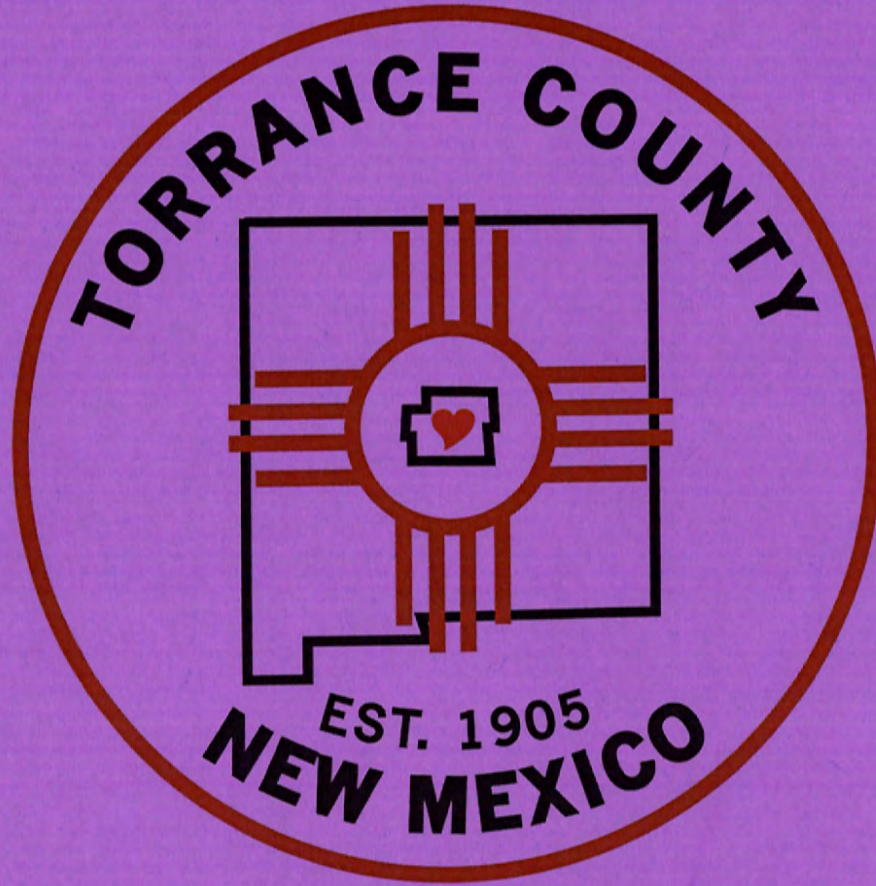
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**TORRANCE COUNTY
COMMISSION MEETING**

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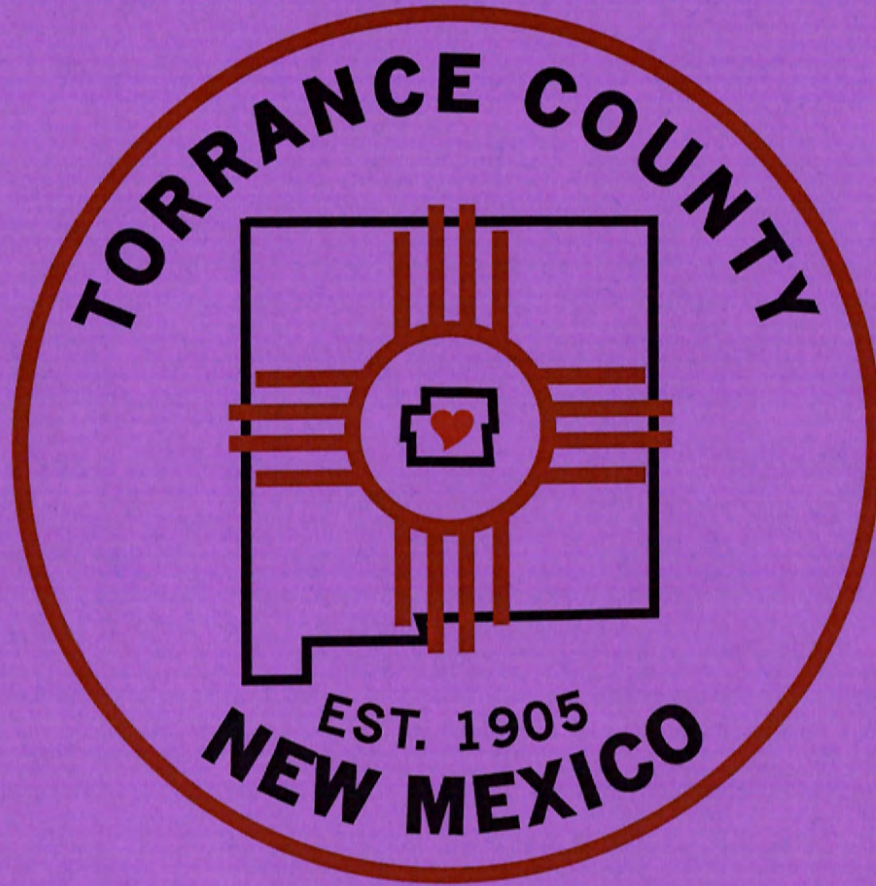
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**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

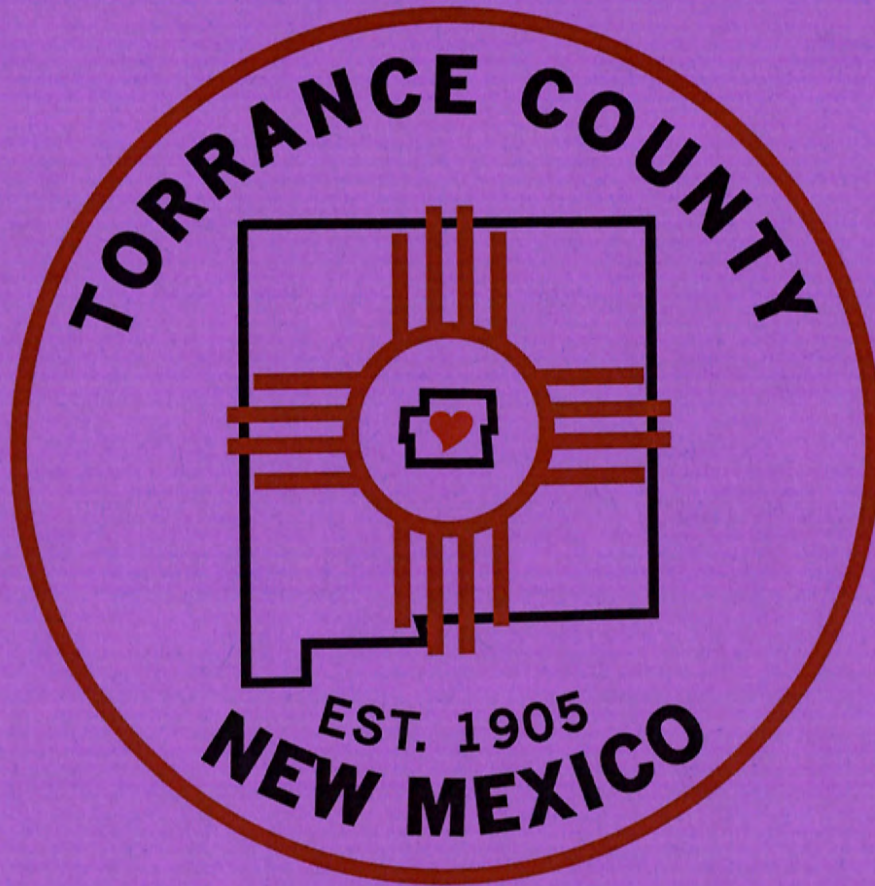
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**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 12 J



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 12 K

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered this 3rd day of July, 2024 by and between Torrance County, New Mexico, (hereinafter the "County"), and Kathleen West, RPh, (hereinafter "Contractor") for the provision of professional services to the Torrance County Animal Services (hereinafter the "Animal Services").

1. **SCOPE OF SERVICES:** Contractor agrees to perform the following services and/or provide the following materials to the Animal Services, as the supervising veterinarian:

- a. Review the standard operating procedures (SOP) regarding Humane Euthanasia and the controlled drug accountability standards used by the Animal Services.
- b. Assist the Animal Shelter in ordering controlled substances and supplies used by the shelter.
- c. Perform quarterly inspections as required by the State of New Mexico.

2. **PAYMENT:** The County hereby agrees to pay Contractor the sum of \$250.00 plus gross receipts tax for each actual inspection of the shelter to perform the services set out above. **THE MAXIMUM AMOUNT TO BE PAID UNDER THIS CONTRACT SHALL NOT EXCEED \$1,000.00 per annum including gross receipts tax.**

3. **TERM:** This Agreement shall expire on the 1- year anniversary date hereof, except that the parties may agree to extend the Agreement, subject to the requirements of New Mexico law governing governmental procurements.

4. **STATUS AS CONTRACTOR:** In the performance of services hereunder, Contractor shall be an independent contractor of the County. The parties shall perform as set out in this Agreement, and each accepts the contractual relationship, which is established herein.

5. **STANDARD OF CARE:** Contractor covenants with the County to furnish her professional skill and judgment with due care in accordance with the generally accepted standards of those performing like services, in accordance with acceptable standards of the profession in effect on the date hereof.

6. **TERMINATION:** This Agreement may be terminated without cause by either party upon thirty days prior written notice to the other party. This Agreement may be terminated by either party upon seven days prior written notice to the other should the other fail to perform in accordance with the terms and conditions hereof.

In the event of any termination of this Agreement, which is not the fault of Contractor, Contractor shall be paid all amounts payable hereunder in respect to services performed through the date of such termination.

7. **CONFIDENTIALITY:** Contractor shall comply with New Mexico law concerning the disclosure of confidential information pertaining to any County activity.

8. **ASSIGNMENT:** This is a professional services contract and may not be assigned or transferred without the prior consent of the County.

9. **CONFLICT OF INTEREST:** No officer, employee, or agent of the County who exercises any function or responsibility in connection with the services provided pursuant to this Agreement, or any

other person, other than contractor, who exercises any function or responsibility hereunder, shall have any personal financial interest, direct or indirect, in this Agreement.

10. **GOVERNING LAW:** This Agreement shall be governed by the laws of the State of New Mexico.
11. **INDEMNIFICATION:** The Contractor will defend, hold harmless, and indemnify the County from and against any and all liability, loss, claims, damages, wages or overtime compensation due its employees, costs, attorneys' fees, and expenses of whatever kind or nature which the County may sustain, incur, or be required to pay either by reason of the loss or improper use of any monies disbursed or to be disbursed hereunder including but not limited to fraud, embezzlement, or dishonesty on the part of any person represented or employed by the Contractor, or by reason of the intentional or negligent act of the Contractor or its agents, representatives and/or employees.

The Contractor further agrees that it will, at its own expense, defend all claims, actions, suits, or proceedings that may be brought against the County in connection with the above and satisfy, pay, and discharge all judgments or other resolution of claims that may be entered against the County in any such action or proceedings.

The Contractor further agrees that it is responsible for all claims arising from the hiring of individuals relating to activities provided under the Contract. All individuals hired are employees of the Contractor and not of the County.

12. **ENTIRE AGREEMENT:** This agreement represents the entire agreement between the parties and incorporates all prior negotiations, representations, or agreements, written or oral, between Contractor and the County. This agreement may be amended only by written instrument signed by Contractor and the County.
13. **BRIBES, GRATUITIES AND KICKBACKS PROHIBITED.** Bribes, gratuities and kickbacks are expressly prohibited. This Agreement incorporates by reference, as if fully stated herein, the applicable criminal laws prohibiting bribes, gratuities and kickbacks as required by NMSA 1978, § 13-1-191.

IN WITNESS THEREOF this contract has been executed by the parties hereto in an original and one counterpart copy.

TORRANCE COUNTY, NM

Kathleen West, RPh

County Manager



Approved as to legal form:

Torrance County Attorney

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, 13-1-191.1 (2007), any person seeking to enter into a contract with any state or 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 filled 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 year 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, 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 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 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 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.

Kathleen West
Signature

7.2.2024
Date

Title (Position) Consultant Pharmacist



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 12 L

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE COUNTY OF TORRANCE, NEW MEXICO
AND
THE CITY OF MORIARTY, NEW MEXICO**

This Memorandum of Understanding entered by and between the County of Torrance, State of New Mexico (hereinafter "the County") and the City of Moriarty, New Mexico (hereinafter "the City") effective as of the date of execution of the last of the parties to execute the same.

Whereas the County operates the Torrance County Animal Services, (hereinafter "TCAS"), which provides animal shelter services, adoption, euthanasia, and rescue of stray or unclaimed dogs and cats; and,

Whereas the City has the need to provide animal shelter services, adoption, euthanasia, and rescue of stray or unclaimed dogs and cats picked up within the Municipality; and,

Whereas the parties hereto wish to enter into an agreement whereby TCAS will provide the above services for the City and to set out the fees for such services and the authority of TCAS once dogs and/or cats are brought to its shelter for such services.

Now, therefore, it is agreed as follows:

1. TCAS shall accept, in the sole discretion of its Animal Services Director, subject to kennels being available and the health of the individual animal, stray or unclaimed dogs and/or cats from the Municipality for shelter, adoption, euthanasia, and rescue. Once all stray holds, bite holds or protective custody/ court holds are completed, all animals transferred will be immediately available for adoption, transfer, or euthanasia.

8. This writing constitutes the entire agreement of the parties and may not be modified unless in writing and executed, after appropriate board action, by both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the dates noted below.

TORRANCE COUNTY

CITY OF MORIARTY

Chairman, Board of County Commissioners

Mayor

ATTEST:

County Clerk

City Clerk

Approved as to legal form and sufficiency:

County Attorney

City Attorney

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE COUNTY OF TORRANCE, NEW MEXICO
AND
THE CITY OF MORIARTY, NEW MEXICO**

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TORRANCE COUNTY

CITY OF MORIARTY

Chairman, Board of County Commissioners

Mayor

ATTEST:

County Clerk

City Clerk

Approved as to legal form and sufficiency:

County Attorney

City Attorney

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE COUNTY OF TORRANCE, NEW MEXICO
AND
THE CITY OF MORIARTY, NEW MEXICO**

This Memorandum of Understanding entered by and between the County of Torrance, State of New Mexico (hereinafter "the County") and the City of Moriarty, New Mexico (hereinafter "the City") effective as of the date of execution of the last of the parties to execute the same.

Whereas the County operates the Torrance County Animal Services, (hereinafter "TCAS"), which provides animal shelter services, adoption, euthanasia, and rescue of stray or unclaimed dogs and cats; and,

Whereas the City has the need to provide animal shelter services, adoption, euthanasia, and rescue of stray or unclaimed dogs and cats picked up within the Municipality; and,

Whereas the parties hereto wish to enter into an agreement whereby TCAS will provide the above services for the City and to set out the fees for such services and the authority of TCAS once dogs and/or cats are brought to its shelter for such services.

Now, therefore, it is agreed as follows:

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8. This writing constitutes the entire agreement of the parties and may not be modified unless in writing and executed, after appropriate board action, by both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the dates noted below.

TORRANCE COUNTY

CITY OF MORIARTY

Chairman, Board of County Commissioners

Mayor

ATTEST:

County Clerk

City Clerk

Approved as to legal form and sufficiency:

County Attorney

City Attorney

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TORRANCE COUNTY

CITY OF MORIARTY

Chairman, Board of County Commissioners

Mayor

ATTEST:

County Clerk

City Clerk

Approved as to legal form and sufficiency:

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City Attorney

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TORRANCE COUNTY

CITY OF MORIARTY

Chairman, Board of County Commissioners

Mayor

ATTEST:

County Clerk

City Clerk

Approved as to legal form and sufficiency:

County Attorney

City Attorney

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE COUNTY OF TORRANCE, NEW MEXICO
AND
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 - a. \$20.00 per head for each dog delivered to TCAS.
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6. The County, through TCAS, will maintain adequate and satisfactory records of the acceptance and disposal, whether through adoption, euthanization, or rescue, of each animal.

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TORRANCE COUNTY

CITY OF MORIARTY

Chairman, Board of County Commissioners

Mayor

ATTEST:

County Clerk

City Clerk

Approved as to legal form and sufficiency:

County Attorney

City Attorney

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE COUNTY OF TORRANCE, NEW MEXICO
AND
THE TOWN OF ESTANCIA, NEW MEXICO**

This Memorandum of Understanding entered by and between the County of Torrance, State of New Mexico (hereinafter "the County") and the Town of Estancia, New Mexico (hereinafter "the Town") effective as of the date of execution of the last of the parties to execute the same.

Whereas the County operates the Torrance County Animal Services, (hereinafter "TCAS"), which provides animal shelter services, adoption, euthanasia, and rescue of stray or unclaimed dogs and cats; and,

Whereas the Town has the need to provide animal shelter services, adoption, euthanasia, and rescue of stray or unclaimed dogs and cats picked up within the Municipality; and,

Whereas the parties hereto wish to enter into an agreement whereby TCAS will provide the above services for the Town and to set out the fees for such services and the authority of TCAS once dogs and/or cats are brought to its shelter for such services.

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TORRANCE COUNTY

TOWN OF ESTANCIA

Chairman, Board of County Commissioners

Mayor

ATTEST:

County Clerk

Town Clerk

Approved as to legal form and sufficiency:

County Attorney

Town Attorney

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE COUNTY OF TORRANCE, NEW MEXICO
AND
THE TOWN OF MOUNTAINAIR, NEW MEXICO**

This Memorandum of Understanding entered by and between the County of Torrance, State of New Mexico (hereinafter "the County") and the Town of Mountainair, New Mexico (hereinafter "the Town") effective as of the date of execution of the last of the parties to execute the same.

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TORRANCE COUNTY

TOWN OF MOUNTAINAIR

Chairman, Board of County Commissioners

Mayor

ATTEST:

County Clerk

Town Clerk

Approved as to legal form and sufficiency:

County Attorney

Town Attorney

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE COUNTY OF TORRANCE, NEW MEXICO
AND
THE TOWN OF WILLARD, NEW MEXICO**

This Memorandum of Understanding entered by and between the County of Torrance, State of New Mexico (hereinafter "the County") and the Town of Willard, New Mexico (hereinafter "the Town") effective as of the date of execution of the last of the parties to execute the same.

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TORRANCE COUNTY

TOWN OF WILLARD

Chairman, Board of County Commissioners

Mayor

ATTEST:

County Clerk

Town Clerk

Approved as to legal form and sufficiency:

County Attorney

Town Attorney

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
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AND
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TORRANCE COUNTY

CITY OF MORIARTY

Chairman, Board of County Commissioners

Mayor

ATTEST:

County Clerk

City Clerk

Approved as to legal form and sufficiency:

County Attorney

City Attorney



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item
No. 12 M

**TORRANCE COUNTY
STATE OF NEW MEXICO**

REQUEST FOR PROPOSALS (RFP)

**TEEN COURT COORDINATOR/
PREVENTION SPECIALIST**



**RFP#
24-25-001**

RFP Release Date: April 29, 2024

Proposal Due Date: May 20, 2024

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I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The County of Torrance, State of New Mexico, on behalf of the Torrance County Board of County Commissioners, is soliciting Proposals from qualified parties to serve as the Teen Court Coordinator/Prevention Specialist, hereinafter referred to as “Coordinator/Preventionist” for Torrance County’s DWI Prevention Program.

B. SUMMARY SCOPE OF WORK

The scope of work consists of services provided by the Coordinator/Preventionist who will work to coordinate and support the DWI Prevention Program. The Coordinator/Preventionist ensures compliance with contractual requirements with the County of Torrance, herein after referred to as “County.” The Coordinator/Preventionist will complete reports, collect, and verify data, and foster relationships within the community that will benefit at-risk youth and their families. The Coordinator/Preventionist will work with the DWI Coordinator to provide substance abuse prevention in the community and will be responsible for all aspects of the Teen Court Program. The full Scope of Work is included as part of the Professional Services Contract (see Appendix B).

C. SCOPE OF PROCUREMENT

The scope of the procurement consists of providing services as the Coordinator/Preventionist to support the County to provide services to at-risk youth and increase community awareness of the dangers of underage drinking, substance misuse/abuse, and DWI. The duration of the contract resulting from this RFP shall be from the date of award through June 30, 2025. The contract will automatically be renewed on an annual basis, for up to three (3) additional, one (1) year terms unless terminated as provided by the contract or law. In accordance with Section 13-1-150 NMSA 1978, no term for a professional services contract, including extensions and renewals, shall exceed four (4) years, except as set forth in Section 13-1-150 NMSA 1978. This procurement will result in a single source award.

D. CHIEF PROCUREMENT OFFICER

The County has designated a Chief Procurement Officer who is responsible for this procurement and whose name, address, and telephone number are listed below.

NAME: Torrance County Finance Office c/o Chief Procurement Officer Kristin Saavedra

Reference: RFP # and RFP Name

ADDRESS: PO Box 48 / 205 S. Ninth St., Estancia, NM 87016

TELEPHONE: 505-544-4720

EMAIL: Ksaavedra@tcnm.us

1. **Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Chief Procurement Officer. Offerors may contact **ONLY** the Chief Procurement Officer regarding this procurement. Other County employees or Evaluation Committee members **do not** have the authority to respond on behalf of the County.
2. **Protests of the solicitation or award must be submitted in writing to the Protest Manager identified in Section II.B.9.** As a Protest Manager has been named in the Request for Proposal, pursuant to §13-1-172, NMSA 1978 and 1.4.1.82 NMAC, **ONLY** protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule, and this Request for Proposal

E. DEFINITION OF TERMINOLOGY

This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

“Authorized Purchaser” means an individual authorized by a Participating Entity to place order against this contract.

“Award” means the final execution of the contract document.

“Board of County Commissioners” (also “BCC”) means the elected board in whom all powers of the County are vested and who are responsible for the proper and efficient administration of County government.

“Chief Procurement Officer” means that person within a state agency's or local public body's central purchasing office who is responsible for the control of procurement of items of tangible personal property, services, or construction. "Chief procurement officer" includes the state purchasing agent.

“Close of Business” means 5:00 P.M. Mountain Standard Time (MST) or Mountain Daylight Time (MDT), whichever is in effect on the date specified.

“Confidential” means confidential financial information concerning Offeror’s organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act §§57-3-A-1 through 57-3A-7, NMSA 1978. See also NMAC 1.4.1.45. The following items may **not** be labelled as confidential: Offeror’s submitted Cost response, Staff/Personnel Resumes/Bios (excluding personal information such as personal telephone numbers and/or home addresses), and other submitted data that is **not** confidential financial information or that qualifies under the Uniform Trade Secrets Act.

“Contract” or “Agreement” means a written agreement for the procurement of items of tangible personal property or services.

"Contractor" means a successful Offeror who enters into a binding contract.

"County" means the County of Torrance, State of New Mexico.

"Determination" means the written documentation of a decision of the Procurement Officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

"Desirable" refers to the terms "may", "can", "should", "preferably" or "prefers" which identify a desirable or discretionary item or factor. (As opposed to a "mandatory" item or factor.)

"Evaluation Committee" means a body appointed by County management to perform the evaluation of Offeror proposals.

"Evaluation Committee Report" means a report prepared by the Procurement Officer and the Evaluation Committee for submission to appropriate approval authorities for contract award that contains all written determinations resulting from the conduct of a procurement requiring the evaluation of competitive sealed proposals.

"Finalist" is defined as an Offeror who meets all the mandatory specifications of this Request for Proposal and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

"Local public body" means every political subdivision of the State of New Mexico and the agencies, instrumentalities, and institutions thereof, including two-year post-secondary educational institutions, school districts and local school boards and municipalities.

"Mandatory" refers to the terms "must", "shall", "will", "is required" or "are required" which identify a mandatory item or factor. (As opposed to a "desirable" item or factor.) Failure to meet a mandatory item or factor may result in the rejection of the Offeror's proposal.

"Offeror" is any person, corporation, or partnership who chooses to submit a proposal.

"Price Agreement" means a definite quantity contract or indefinite quantity contract which requires the contractor to furnish items of tangible personal property, services, or construction to a state agency or a local public body which issues a purchase order, if the purchase order is within the quantity limitations or contract, if any.

"Procurement" means purchasing, renting, lease purchasing, or otherwise acquiring items of *tangible personal property, services, or construction*; all procurement functions, including but not limited to preparation of specifications, solicitation of sources, qualification or disqualification of sources, preparation and award of *contract*, and contract administration.

"Procuring Agency" means all State of New Mexico agencies, commissions, institutions, political subdivisions, and local public bodies allowed by law to entertain procurements.

“Professional Services” means services of architects, archeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and system analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, *construction* managers, and other persons or businesses providing similar *professional services*, which may be designated as such by determination issued by the state purchasing agent or a central purchasing office. NMSA 1978 §13-1-76.

"Purchase Order" or "PO" means the document issued by the state purchasing agent or a central purchasing office that directs a contractor to deliver items of tangible personal property, services, or construction.

"Purchasing" means the County of Torrance Purchasing Office or the Torrance County Purchasing Officer.

"Purchasing Agent" or "PA" means the Purchasing Office for the County of Torrance.

"Request for Proposals" or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished required information and data to prove that their financial resources, production or service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the services or items of tangible personal property called for in this proposal.

"Responsive Offer" or "Responsive Proposal" means an offer or proposal which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity, and delivery requirements.

“State” means the State of New Mexico.

“Staff” means any individual who is a full-time, part-time, or an independently contracted employee with the Offerors’ company.

“Statement of Compliance” and “Statement of Concurrence” mean an express statement, by the Offeror in their proposal that they agree with and agree to the stated requirement(s). Possible examples of acceptable responses include “The [NAME HERE Company] agrees to comply with this requirement.” and “The [NAME HERE Company] concurs with this requirement.”

F. RESIDENT/VETERAN BUSINESS PREFERENCE

1. Resident Business Preference

The New Mexico Procurement Code provides for preference for resident businesses and Contractors under certain conditions. If applicable, the preference will be provided to those Offerors that have provided a valid resident business preference certificate with their proposal, as required by 13-1-22 NMSA 1978.

In order for an Offeror to receive preference as a resident business, that Offeror must submit a copy of their preference certificate with their proposal. The preference certificate must have been issued by the New Mexico Taxation and Revenue Department after January 1, 2012. Providing only a preference number is not acceptable and will not qualify the Offeror for any preference.

For more information, reference Sections 13-1-21 and 13-1-22 of the New Mexico Procurement Code. Preference applications are available for download at:

Resident Business and Resident Veterans Business:

<https://www.tax.newmexico.gov/businesses/business-preference-certification/>

G. PROCUREMENT LIBRARY

The Procurement Library consists of the following documents which may be accessed by their associated Internet links:

- **New Mexico Procurement Code**

<https://nmonesource.com/nmos/nmsa/en/item/4378/index.do#!fragment//BQCwhgziBcwMYgK4DsDWszlQewE4BUBTADwBdoByCgSgBplTCIBFRQ3AT0otojlyYANKIDCSNNACEyPoTC4EbDtypyFCAMp5SAIW4AIAKIAZIwDUAggDIRR2qTAAjaKWxxq1IA>

- **County Procurement Policy**

<https://www.torrancecountynm.org/departments/finance-department>

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II. CONDITIONS GOVERNING THE PROCUREMENT

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

A. SEQUENCE OF EVENTS

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

ACTION	DATE
1. Issue RFP	Monday, April 29, 2024
2. Return of "Acknowledgment of Receipt" Form for Distribution List	Thursday, May 09, 2024 5:00 pm MDT
3. Deadline to Submit Questions	Monday, May 13, 2024, 5:00 pm MDT
4. Response to Written Questions/ RFP Amendments	Thursday, May 16, 2024 5:00 pm MDT
5. Submission of Proposal	Monday 20, 2024, 2:00 pm MDT
6. Proposal Evaluation	Thursday, May 30, 2024 3:00 pm
7. Interview of Finalist(s)	Monday, June 10, 2024 10:00 am
8. Contract Award*	Wednesday, June 26, 2024
9. Protest Deadline	Thursday, July 11, 2024

*Contract award is subject to approval of the Board of County Commissioners or Designee.

B. EXPLANATION OF EVENTS

The following paragraphs further detail the activities listed in the sequence of events shown in Section II, Paragraph A.

1. Issue RFP

This RFP is being issued by the County Purchasing Officer on behalf of the County and the County Board of County Commissioners.

2. Return of "Acknowledgment of Receipt" Form for Distribution List

Potential Offerors should hand deliver or return by facsimile or e-mail or registered or certified mail 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 signed by an authorized representative of the organization, dated, and returned by 5:00 PM MDT on the date indicated in Section II.A (Sequence of Events), above.

The procurement distribution list will be used to notify those that submitted the form of any written responses to questions and any RFP amendments. Failure to return this form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

3. Deadline to Submit Written Questions

Potential Offerors may submit written questions as to the intent or clarity of this RFP by 5:00 PM MDT on the date indicated in Section II.A (Sequence of Events), above. All written questions must be sent by e-mail to the Chief Procurement Officer (See Section I, Paragraph D.)

4. Response to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments will be posted to the County Purchasing Office web site (Torrancecountynm.org via the "Contact Us" tab under the "Procurement" tab). Notification of such posting shall be provided to all potential Offerors that have returned the "Acknowledgement of Receipt" Form found at Appendix A. A new "Acknowledgement of Receipt" Form will accompany the posted distribution package. The form should be signed by the Offeror's representative, dated, and hand-delivered or returned by facsimile or e-mail or by registered or certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process.

5. Submission of Proposal

OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE CHIEF PROCUREMENT OFFICER OR DESIGNEE **NO LATER THAN 2:00 PM MDT ON THE DATE INDICATED IN SECTION II.A (SEQUENCE OF EVENTS), ABOVE. **PROPOSALS RECEIVED AFTER THIS DEADLINE FOR ANY REASON WILL NOT BE ACCEPTED OR CONSIDERED.****

The date and time of receipt will be recorded on each proposal. Proposals must be addressed and delivered to the Chief Procurement Officer at the delivery address listed in Section I, Paragraph D. Proposals must be sealed and should be labeled on the outside of the package to clearly indicate that they are in response to the "Teen Court Coordinator/Prevention Specialist," should reference "RFP #24-25-001" and should indicate the deadline for receipt (due date and time). Proposals submitted by facsimile or other electronic means **WILL NOT BE ACCEPTED.**

A public log will be kept of the names of all Offerors submitting proposals. Pursuant to Section 13-1-116 NMSA 1978, the contents of any proposal shall not be disclosed to competing Offerors prior to contract award.

6. Proposal Evaluation

The evaluation of proposals will be performed by an Evaluation Committee appointed by County management. This process will take place during the time period indicated in Section II.A (Sequence of Events), above. During this time, the Chief Procurement Officer may, at her option, initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions **SHALL NOT** be initiated by the Offerors. The Evaluation Committee may select, and the Chief Procurement Officer may notify finalist Offerors. Only finalists will be invited to participate in the subsequent steps of the procurement. The Evaluation Committee reserves the right not to utilize the finalist process if they deem it in the best interest of the County.

7. Interview of Finalists

Finalists will be invited to participate in a panel interview with the RFP Evaluation Committee for the purpose of vetting responsive Offerors. This process will take place during the time period indicated in Section II.A (Sequence of Events), above.

8. Contract Award

After review of the Evaluation Committee Report, interview, and the tentative contract, the Purchasing Officer anticipates the Board of County Commissioners will award the contract on the date indicated in Section II.A (Sequence of Events), above. This date is subject to change at the discretion of the Purchasing Officer or the Board of County Commissioners.

9. Protest Deadline

Any protest by an Offeror must be timely, in conformance with, and will be governed by Sections 13-1-172 through 13-1-176 NMSA 1978. The fifteen (15) day protest period for timely Offerors shall begin on the day following the contract award and will end at 5:00 PM MDT on the date indicated in Section II.A (Sequence of Events), above. Protests must be written and must include the name and address of the protestor and the Request for Proposals number. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from the Purchasing Officer. The protest must be delivered to the Purchasing Officer.

Torrance County Purchasing
Attn. Kristin Saavedra
205 S. Ninth Street
PO Box 48
Estancia, New Mexico 87016

NOTE: Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with the New Mexico Procurement Code (131-28 NMSA 1978) and the County Procurement Policy (Resolution 2019-38).

1. Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the Conditions Governing the Procurement in the letter of transmittal form (see Appendix D). Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

2. Incurring Cost

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material or negotiation associated with their response to this RFP shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any contract that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract with the County. The County will only make contract payments to the prime contractor.

4. Subcontractors

The use of subcontractors must be clearly explained in the proposal, and each must be identified by name. The prime contractor shall be wholly responsible for contract performance whether or not subcontractors are used. Substitution of subcontractors, after contract award, must receive prior written approval of the County Purchasing Office.

5. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. County personnel will not merge, collate, or assemble proposal materials.

6. Offeror's Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the Chief Procurement Officer. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm

Responses to this RFP, including proposal prices, will be considered firm for ninety (90) days after the due date for receipt of proposals or sixty (60) days after the due date for the receipt of a best and final offer, if one is solicited.

8. Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded by the awarding authority. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material which is proprietary or confidential. The Procurement Officer will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the remaining portions of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-I to 57-3A7 NMSA 1978. The price of products offered, or the cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Purchasing Officer shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continued prohibition on the disclosure of confidential data.

9. No Obligation

This procurement in no manner obligates the County or any of its departments or other subdivisions to the eventual lease, purchase, etc., of any tangible personal property offered or services proposed until a valid written contract is approved by the Purchasing Officer and other required approval authorities.

10. Termination

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the determines such action to be in the best interest of the County.

11. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be affected by sending written notice to the contractor. The County's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

The County requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Officer.

13. Governing Law

This procurement and any agreement with Offerors that may result shall be governed by the laws of the State of New Mexico.

14. Basis for Proposal

Only information supplied by the County in writing through the Chief Procurement Officer or in this RFP should be used as the basis for the preparation of Offeror proposals.

15. Contract Terms and Conditions

The contract between the County and the contractor will follow the format specified by the County and contain the terms and conditions set forth in Appendix B, Professional Services Contract. However, the County reserves the right to negotiate with successful Offeror provisions in addition to those contained in this RFP. The contents of this RFP, as revised or supplemented, and the successful Offeror's proposal will be incorporated into and become part of the contract.

Should an Offeror object to any of the County's terms and conditions, as contained in this Section or in Appendix B, that Offeror must propose specific alternative language. The County may or may not accept the alternative language, at the County's sole discretion. General references to the Offeror's terms and conditions or attempts at complete substitutions are not acceptable to the County and could lead to disqualification of the Offeror's proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording in order for the proposed alternate wording to be considered.

16. Offeror's Terms and Conditions

Offerors must submit with their proposal a complete set of any additional terms and conditions which they request be included in a contract negotiated with the County. The County may or may not accept the additional language, at the County's sole discretion.

17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the County and the selected Offeror and shall not be deemed an opportunity to amend the Offeror's proposal.

18. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85 NMSA 1978.

19. Right to Waive Minor Irregularities

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

20. Change in Contractor 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, meeting its needs adequately.

21. Notice

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. The State of New Mexico criminal statutes also impose felony penalties for bribes, gratuities, and kickbacks.

22. County Rights

The County reserves the right to accept all or a portion of an Offeror's proposal.

23. Ownership of Proposals

All documents submitted in response to the RFP shall become the property of the County. However, any technical or user documentation submitted with the proposals of non-selected Offerors may be returned after the expiration of the protest period, by request, at the expense of the Offeror.

24. Ambiguity, Inconsistency, or Errors in RFP

Offerors shall promptly notify the Procurement Officer, in writing, of any ambiguity, inconsistency or error which they discover upon examination of the RFP.

25. Competition

By submitting a proposal, Offeror certifies that they have not, either directly or indirectly, entered into any action in restraint of full competition in connection with the proposal submitted to the County.

26. Use by Other Government Entities

By submitting a proposal, Offeror indicates that they understand and agree that other government entities within the State of New Mexico, or as otherwise allowed by their governing directives, may contract for the goods or services included in this procurement document with the awarded contractor(s). Contractual engagements accomplished under this provision shall be solely between the awarded vendor and the contracting government entity with no obligation or liability incurred by County.

27. Confidentiality

Any confidential information provided to, or developed by, the contractor in the performance of any agreement resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the County.

28. Electronic Mail Address Required

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). The offeror must have a valid e-mail address to receive this correspondence.

29. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. If accepted by such means, the Offeror acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the County, the version maintained by the County shall govern.

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III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offeror's may submit only one (1) response to this RFP.

B. NUMBER OF COPIES

Offerors shall deliver four (4) identical copies of their proposal to the location specified in Section I, Paragraph D, on or before the closing date and time for receipt of proposals. (Identical copies are defined as the original plus the number of additional copies needed to fulfill the requirement. For example, a requirement for four (4) identical copies would be fulfilled by submitting the original and three [3] copies of the original.) The original copy should be clearly marked "ORIGINAL" on the front cover and shall contain original signatures. (An exception to this requirement is made for the "Cost Response Form" and the "Campaign Contribution Disclosure Form". See Section III.C.1, immediately below.)

C. PROPOSAL FORMAT

All proposals must be typewritten on standard 8 1/2 x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section.

1. Proposal Organization

The proposal should be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence shown unless otherwise indicated.

- a. Letter of Transmittal Form (See Appendix D)
- b. Valid In-State Resident or Veteran Preference Certificate (Optional at Offeror's discretion. See Section I.F.)
- c. Table of Contents
- d. Cost Response Form (See Appendix C)
- e. Campaign Contribution Disclosure Form (See Appendix F)
- f. Resume
- g. Proposal Summary (Optional)
- h. Response to Specifications

Within each section of their proposal, Offerors should address the items in the order in which they appear in this RFP. Any forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal. Unless otherwise specified in this RFP, all discussion of proposed costs, rates or expenses must occur only on the Cost Response Form, Appendix C.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis.

A proposal summary may be included by Offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

2. Letter of Transmittal Form

The Letter of Transmittal Form at Appendix D **must** be completed, signed, and included with the Offeror's proposal.

3. Other Supporting Materials

Offerors may attach other materials which they feel may improve the quality of their responses. However, these materials may not be reviewed by members of the Evaluation Committee and **will not** be scored.

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IV. SPECIFICATIONS

A. INFORMATION

1. In-State Resident or Veteran Preference

A valid In-State Resident or Veteran Preference Certificate issued by the New Mexico Taxation and Revenue Department **must** be included with the proposal if the Offeror wishes to receive the additional points available as a qualifying resident or veteran business. See Section I.F.1, above, for more information.

2. Response to Requirements

Each mandatory requirement in sections IV.B.1 through IV.B.9, below, requires a vendor response, as indicated. Failure to respond to, or properly comply with, a mandatory requirement may result in the disqualification of the Offeror's proposal. Each desirable requirement in sections IV.C.1 through IV.C.3, below may be answered at the Offeror's discretion. Failure to respond to a desirable requirement will result in a score of zero (0) being assigned for that requirement.

B. MANDATORY REQUIREMENTS

1. Letter of Transmittal Form (0 Points)

Offeror must complete and submit the "Letter of Transmittal Form", found at Appendix D, with their proposal. The form must be signed and dated by an individual authorized to contractually bind the party.

2. Capability and Agreement to Perform (0 Points)

Offeror certifies that they are capable and qualified to provide the products or services required by this RFP and agrees to perform the Scope of Work as specified in the Contract at Appendix B. A statement of concurrence is required.

3. Campaign Contribution Disclosure Form (0 Points)

The offeror **must complete and sign** the Appendix F, Campaign Contribution Disclosure Form, **whether any applicable contribution has been made or not**, and it **must be** included in the submitted proposal. Note that there are two (2) different signature sections within the form. (For purposes of this requirement, the applicable elected public officials within the County are BCC Commissioner District II Ryan Schwebach, Commissioner District I Kevin McCall, and Commissioner District III Samuel Schropp;

County Assessor Jesse Lucero; County Clerk Linda Jaramillo; Probate Judge Josie Chavez-Eaton; Sheriff David Frazee; and Treasurer Kathryn Hernandez)

4. Conflict of Interest Affidavit (0 Points)

Offerors must include signed and completed Conflict of Interest Affidavit Form (see Appendix E) with RFP documents. Offeror 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 the performance or services required under the Agreement. The Offeror certifies that the requirements of the Governmental Conduct Code Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

5. Tax Obligations (0 Points)

Bidders/Proposers are required to certify that they are not delinquent in the payment of their tax obligations and that they will not become delinquent in the payment of their tax obligations during the term of any contract that may be awarded pursuant to this solicitation. Failure to maintain compliance, or to timely cure defects, may cause termination of a contract or initiation of debarment proceedings against the noncompliant contractor. Bids/Proposals that fail to comply with the certification requirements will be considered non-responsive and excluded from further consideration. A statement so certifying is required.

6. Accessibility (100 Points)

If awarded the contract, Contractor must be available to respond to County queries Monday – Thursday from 8:00 am to 5:00 pm, but not limited to those times. Contractor must be able to travel to and throughout the County and New Mexico to meet with County personnel, complete public outreach, network with peers with the New Mexico Teen Court Association (NMTCA), conduct and attend meetings and trainings, within and outside normal business hours, to deliver a high-level of accessibility to stakeholders. Contractor must commit to presentations during regularly scheduled BCC meetings, if required. Offeror must explain, in narrative format, how they will meet this requirement with a focus on their accessibility.

7. Cost Response Form (25 Points)

Offeror must complete and submit the Cost Response Form, at Appendix C, providing proposed contract cost for accomplishing the scope of work. State gross receipts and local option taxes (if any) shall not be included in the proposed cost. Such taxes shall be separately reimbursed to the contractor by the County.

8. Resume (100 Points)

Offeror must submit current resume including, but not limited to, employment history, experience, skills, and education.

9. Professional Writing Sample (100 Points)

Offeror must provide a minimum of one (1) professional writing sample, i.e. reports, proposals, articles, brochures, fact sheets, presentations, letters, etc.

C. DESIRABLE REQUIREMENTS

1. Specific Experience

a. Experience with Project Management (75 Points)

Offerors should be proficient with, and experienced in managing projects and staff to guarantee all requirements and deliverables are met in a timely manner. Offerors should be effective administrators. Offerors should describe, in narrative form, how they meet this requirement describing similar experience. The response should include the description of a situation that the Offeror feels best describes their experience and success in this area.

b. Experience with Public Presentation (75 Points)

Offerors should be proficient with and experienced in preparing and conducting presentations in informal and formal settings. This will include conducting public meetings, organizing workshops, and presenting to public bodies. Offerors should describe, in narrative form, how they meet this requirement. The response should include the description of a situation that the Offeror feels best describes their experience and success in this area.

c. Experience with Documentation (75 Points)

Offerors should be proficient with and experienced in compiling and writing reports to summarize data, accomplishments, progress, problems, and plans for improvement. Offerors should be proficient with and experienced in preparing financial reports including invoices and work logs. Offerors should describe, in narrative form, how they meet this requirement. The response should include the description of a situation that the Offeror feels best describes their experience and success in this area.

d. Experience with Youth Education and/or Services (75 Points)

Offerors should be proficient with, and experienced working with youth in individual and group settings. Experience with At-Risk Youth is ideal. At-risk youth is defined as juveniles who have demonstrated specific behaviors that if repeated will make the juvenile eligible for a referral to juvenile probation and parole. Knowledge of underage substance abuse issues, juvenile justice, and delinquency prevention is ideal. Offerors should describe, in narrative form, how they meet this requirement. The response should include the description of a situation that the Offeror feels best describes their experience and success in this area.

e. Experience with Community Outreach (75 Points)

Offerors should be proficient with and experienced in dealing with public outreach including meeting with stakeholders and community members to promote programs and garner support and participation for the programs. Offerors should describe, in narrative form, how they meet this requirement. The response should include the description of a situation that the Offeror feels best describes their experience and success in this area.

f. Experience with Government Processes and Procurement (75 Points)

Offerors should be familiar with and experienced in dealing with local government. Knowledge of grant writing and funding sources for government programs is ideal. Offerors should describe, in narrative form, how they meet this requirement. The response should include the description of a situation that the Offeror feels best describes their experience and success in this area.

2. References (100 Points)

Offeror should provide names and current contact information for at least three (3) employers, clients, or local public bodies for which Offeror has provided similar services. Offeror must also describe the type of service provided to each, when the service was performed, the duration of the service, and implementation and success of the service.

3. Panel Interview (125 Points)

Selected finalists will be invited to participate in a panel interview to obtain further information about an Offeror's qualifications and to evaluate an Offeror's ability to respond to questions in a formal setting.

V. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point value assigned to each or a Pass/Fail evaluation. These, along with the general requirements, will be used in the evaluation of individual Offeror proposals.

REF.	REQUIREMENT	POINTS AVAIL.
IV.B.1	Letter of Transmittal Form	0*
IV.B.2	Capability and Agreement to Perform	0*
IV.B.3	Campaign Contribution Disclosure Form	0*
IV.B.4	Conflict of Interest Form	0*
IV.B.5	Tax Obligations	0*
IV.B.6	Accessibility	100
IV.B.7	Cost Response Form	25
IV.B.8	Resume	100
IV.B.9	Professional Writing Samples	100
IV.C.1.a	Experience with Project Management	75
IV.C.1.b	Experience with Public Presentation	75
IV.C.1.c	Experience with Documentation	75
IV.C.1.d	Experience with Youth Education and/or Service	75
IV.C.1.e	Experience with Community Outreach	75
IV.C.1.f	Experience with Government Processes	75
IV.C.2	References	100
IV.C.3	Panel Interview	125
TOTAL		1,000

*Pass/Fail only.

Points will be awarded based on the evaluation factors found in IV.B.1 through IV.C.3, below, as indicated.

B. EVALUATION FACTORS: MANDATORY REQUIREMENTS

1. Letter of Transmittal Form (0 Points)

Pass/Fail only.

2. Capability and Agreement to Perform (0 Points)

Pass/Fail only.

3. Campaign Contribution Disclosure Form (0 Points)

Pass/Fail only.

4. Conflict of Interest Affidavit (0 Points)

Pass/Fail only.

5. Tax Obligations (0 Points)

Pass/Fail only.

6. Accessibility (100 Points)

Points will be awarded based on the Offeror's ability to demonstrate ease of reaching the Offeror when needed, ability to attend required meetings and training, availability to County personnel.

7. Cost Response Form (25 Points)

Points will be awarded based on the total cost proposed on the Cost Response Form.

$$\text{Offeror's Points} = \frac{\text{Lowest Annual Proposed Cost}}{\text{This Offeror's Annual Proposed Cost}} \times 25$$

A schedule of fees can also be submitted as a supplement to the Cost Response Form; however, it does not replace or fulfill the Cost Response Form requirement.

8. Resume (100 Points)

Points will be awarded based relevance of employment, experience, skills, and education to the Scope of Work.

9. Professional Writing Sample (100 Points)

Points will be awarded based on the quality of writing sample provided.

C. EVALUATION FACTORS: DESIRABLE REQUIREMENTS

1. Specific Experience

a. Experience with Project Management (75 Points)

Points will be awarded based on the depth and breadth of the experience of the Offeror in this specific area. The Evaluation Committee will pay particular attention to the similarity between described experience and the work required to be performed specified in the Statement of Work (Appendix B, Attachment 1) as well as the complexity and difficulty of work described in the Offeror's response. Offeror responses will also be compared to submittals from other Offerors.

b. Experience with Public Presentation (75 Points)

Points will be awarded based on the depth and breadth of the experience of the Offeror in this specific area. The Evaluation Committee will pay particular attention to the similarity between described experience and the work required to be performed specified in the Statement of Work (Appendix B, Attachment 1) as well as the complexity and difficulty of work described in the Offeror's response. Offeror responses will also be compared to submittals from other Offerors.

c. Experience with Documentation (75 Points)

Points will be awarded based on the depth and breadth of the experience of the Offeror in this specific area. The Evaluation Committee will pay particular attention to the similarity between described experience and the work required to be performed specified in the Statement of Work (Appendix B, Attachment 1) as well as the complexity and difficulty of work described in the Offeror's response. Offeror responses will also be compared to submittals from other Offerors.

d. Experience with Youth Education and/or Service (75 Points)

Points will be awarded based on the depth and breadth of the experience of the Offeror in this specific area. The Evaluation Committee will pay particular attention to the similarity between described experience and the work required to be performed specified in the Statement of Work (Appendix B, Attachment 1) as well as the complexity and difficulty of work described in the Offeror's response. Offeror responses will also be compared to submittals from other Offerors.

e. Experience with Community Outreach (75 Points)

Points will be awarded based on the depth and breadth of the experience of the Offeror in this specific area. The Evaluation Committee will pay particular attention to the similarity between described experience and the work required to be performed specified in the Statement of Work (Appendix B, Attachment 1) as well as the complexity and difficulty of work described in the Offeror's response. Offeror responses will also be compared to submittals from other Offerors.

f. Experience with Government Processes (75 Points)

Points will be awarded based on the depth and breadth of the experience of the Offeror in this specific area. The Evaluation Committee will pay particular attention to the similarity between described experience and the work required to be performed specified in the Statement of Work (Appendix B, Attachment 1) as well as the complexity and difficulty of work described in the Offeror's response. Offeror responses will also be compared to submittals from other Offerors.

2. References (100 Points)

Points will be awarded based on the similarity of the Offeror's dealings indicated to the requirements of the Scope of Work as well as the reference's satisfaction in their dealings with the Offeror and the provided products or services. The Evaluation Committee may call any or all of the references. Reference responses to this section will also be compared to reference responses from other Offerors.

3. Panel Interview (125 Points)

Points will be awarded based on the depth and breadth of the answers provided to questions, as well as presentation and ability to communicate orally. The Evaluation Committee will pay particular attention to the similarity between response to questions and the work required to be performed specified in the Statement of Work (Appendix B, Attachment 1) as well as the complexity and difficulty of work described in the Offeror's response. Offeror responses will also be compared to submittals from other Offerors.

D. EVALUATION PROCESS

1. Initial Review

All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive to any mandatory requirement will be eliminated from further consideration.

2. Clarifications

The Procurement Officer may contact the Offeror for clarification of the response as specified in Section II, Paragraph B.6.

3. Other Information Sources

The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section II, Paragraph C.18.

4. Resident Business/Contractor Preference

13-1-21 NMSA 1978 provides for preference for resident businesses and contractors under certain conditions. If applicable, the preference will be provided to those Offerors that have provided a valid resident business preference certificate or a valid resident contractor certificate with their proposal, as required by 13-1-22 NMSA 1978.

5. Scoring and Contract Award Recommendation

Responsive proposals will be evaluated and assigned a point value based on the factors in Section V. Finalist Offerors will be invited to participate in a panel interview with the RFP Evaluation Committee. The responsible Offeror whose proposal is most advantageous to the County, taking into consideration the evaluation factors in Section V, will be recommended for contract award to the Purchasing Officer, and any other required approving authorities. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

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APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT FORM

Request for Proposals

PROFESSIONAL SERVICES FOR TORRANCE COUNTY

RFP 24-25-001

Teen Court Coordinator/Prevention Specialist

In acknowledgment of receipt of this Request for Proposals, the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix F.

The acknowledgment of receipt should be signed and returned (by fax, e-mail, courier, or hand delivery) to the Procurement Officer no later than (date).

*The firm listed below **does** intend to respond to this Request for Proposals.*

OFFEROR:

REPRESENTED BY: _____ TITLE: _____

E-MAIL ADDRESS: _____

PHONE NO. _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

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

Please return to:

Kristin Saavedra
Torrance County Purchasing
205 S. Ninth Street
PO Box 48
Estancia, NM 87016
Phone: (505) 544-4720
Fax: (505) 384-5294
E-mail: ksaavedra@tcnm.us

APPENDIX B

PROFESSIONAL SERVICES CONTRACT FOR TORRANCE COUNTY

RFP #24-25-001

Teen Court Coordinator/Prevention Specialist

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TORRANCE COUNTY PROFESSIONAL SERVICES AGREEMENT

TEEN COURT COORDINATOR/PREVENTION SPECIALIST

RFP #24-25-001

THIS AGREEMENT is made and entered into by and between **Torrance County**, New Mexico (hereinafter referred to as the “**County**”), and Gilbert Adrian Ortiz (hereinafter referred to as “**Contractor**”).

WHEREAS, the County is in need of professional services to conduct the coordination and administration of its Teen Court program and Prevention Specialist services related to drug and alcohol prevention in underage individuals; and

WHEREAS, Contractor is qualified to provide such services; and

WHEREAS, the County desires to engage Contractor to render certain services in connection therewith, and Contractor is willing to provide such services.

NOW, THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. SCOPE OF SERVICES.

Contractor shall perform all services as requested by the County, including, but not limited to, the following services (hereinafter the “**Services**”) in a satisfactory and proper manner as determined by the County:

- a. Provide coordination, evaluation – including impact and outcome, review, and refinement of the existing County Teen Court Program;
- b. Network with other such programs in New Mexico and maintain status as a “member in good standing” of the New Mexico Teen Court Association (NMTCA). This will include attendance at NMTCA trainings and quarterly meetings;

- c. Recruit and train adults to serve as guest judges and youth to serve as volunteer jurors; receive and screen referrals to the program; make initial contact with youth and parents or guardians to schedule initial interview; attend all Teen Court sessions; prepare or assist in the preparation of Teen Court forms; prioritize cases; assign cases specific times and locations; assign past defendants to cases; coordinate and supervise all trials, which may be conducted outside of traditional work hours (evenings and weekends);
- d. Become an active participant of the Estancia Valley Youth and Family Council (formerly known as the Tri-County Juvenile Justice Board), attending a minimum of six meetings per year.
- e. Become an active participant of the Partnership for a Healthy Community/Substance Abuse Prevention Core Team, attending a minimum of six meetings per year.
- f. Network with and maintain open communication with potential referral agencies, including but not limited to Juvenile Parole and Probation, Estancia Valley Youth and Family Council, law enforcement agencies, courts, and school administrators, and seek input from agencies toward improvement of the program;
- g. Publicly promote the County Teen Court Program and disseminate a variety of prevention information, prepare prevention and outreach materials for health fairs and other related events, participate in community health and safety fairs throughout the year, including the Annual County Suicide Awareness/Prevention 5k Walk/Run, the County Health Fair, and other community events as they become advertised.
- h. Provide targeted drug and alcohol prevention to youth who are referred to Teen Court for substance-related offenses. This prevention may be in the form of evidence-based curricula, general prevention education, or speakers;
- i. Submit required reports to the County DWI Program Coordinator by quarterly deadlines and provide oral reports to the Torrance County DWI Planning Council, and other agencies as requested;
- j. Conduct evaluation of alcohol and substance abuse prevention efforts to determine the effectiveness of such efforts as they pertain to teen court youth. This will be conducted by the development and use of pre- and post-tests.
- k. Oversee and direct the administering of drug and alcohol tests of teen court clients who are sentenced to same for alcohol- and/or drug-related offenses. Positive drug test results will be reported to the County DWI Prevention Program Coordinator, referring agency, and parent(s).
- l. Provide a minimum of three Alive@25 driver improvement classes.

2. TERM.

Services of Contractor shall commence on **July 1, 2024**, and shall be undertaken and completed in such sequences as to assure their expeditious completion considering the purposes of this Agreement, provided; however, that the initial term hereof ends on **June 30, 2025**. The contract will automatically be renewed on an annual basis, for up to three (3) additional, one (1) year terms unless terminated as provided by the contract or law. In accordance with Section 13-1-150 NMSA 1978, no term for a professional services

contract, including extensions and renewals, shall exceed four (4) years, except as set forth in Section 13-1-150 NMSA 1978. This procurement will result in a single source award.

3. COMPENSATION AND METHOD OF PAYMENT.

For performing the Services specified in Section 1 of this Agreement, the County agrees to pay Contractor on a monthly basis the sum of \$23.00/hour, inclusive of all salary, supplies, mileage/per-diem, telephone allowance, and administrative costs, plus applicable New Mexico Gross Receipts Tax. Compensation will be disbursed as follows: Contractor will provide a detailed invoice describing services provided and will be compensated at the rate of \$23.00/hour, plus New Mexico Gross Receipts Tax, following the end of the month. Total amount of compensation, including gross receipts tax, shall not exceed \$48,000.

Such amount shall be payable monthly upon the submission and approval of an invoice for Teen Court Coordinator/Prevention Specialist Services. Payments to Contractor shall be made as determined by the budgetary and fiscal guidelines by the County. The County will send payment within 45 days to the County's receipt of the invoice to:

Contractor: Gilbert Adrian Ortiz
Address: 45 Robert Drive
City, State, Zip: Estancia, NM 87016

THE FINAL INVOICE MUST BE RECEIVED BY THE COUNTY DWI PREVENTION PROGRAM NO LATER THAN JUNE 15, 2025. INVOICES RECEIVED AFTER SUCH DATE WILL NOT BE PAID.

4. TERMINATION.

- a. This Agreement may be terminated in whole or in part, in writing, by either party in the event of substantial failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party, provided that no less than fifteen (15) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate, and an opportunity for consultation with the terminating party prior to termination.
- b. This Agreement may be terminated in whole or in part in writing by either party for its convenience, provided that the other party is given 1) not less than thirty (30) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and (2) an opportunity for consultation with the terminating party prior to termination.
- c. If termination for default is instituted by the County, an equitable adjustment in the price provided for in this Agreement may be made, but (1) no amount shall be allowed for anticipated profit on unperformed services for other work, and (2) any payment due to the Contractor at the time of termination may be adjusted to cover any additional costs to the County because of the Contractor's default. Upon termination,

Contractor will be paid a reasonable amount for services rendered and expenses incurred prior to the termination, in addition to termination settlement costs reasonably incurred by the Contractor relating to commitments which have become firm prior to the termination.

- d. Upon receipt of a termination action under Paragraph (a) or (b) above, the Contractor shall 1) promptly discontinue all affected work (unless the notice directs otherwise) and 2) deliver or otherwise make available to the County all data, reports, and such other information and materials as may have been accumulated by the Contractor in performing its contract, whether completed or in process.
- e. Upon termination under Paragraphs (a) or (b) above, the County may take over the work and may award another party a contract to complete the work under this Agreement.
- f. If after termination for failure of the Contractor to fulfill contractual obligations, it is determined that the Contractor had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the County. In such an event, adjustment of the agreement price shall be made as provided in Paragraph C of this clause.

5. AUDIT ACCESS TO RECORDS.

- a. The Contractor shall maintain books, records, documents, and other evidence directly pertinent to performance of County funded work under this contract in accordance with generally accepted accounting practices consistently applied. The Contractor shall also maintain the financial information and data used in the preparation or support of any cost submission. The County or any of its authorized representatives shall have access to all such books, records, documents, and other evidence for the purpose of inspection, audit and copying during normal business hours both before and after payment, the Contractor will provide proper facilities for such access and inspection.
- b. Audits conducted under this provision shall be in accordance with generally accepted auditing standards, and with established procedures and guidelines of the reviewing or audit agency or agencies.

6. RELEASE ON FINAL PAYMENT.

The Contractor, upon final payment of the amounts due and under this Agreement, releases the County, its officers and employees from all liabilities, claims, and obligation whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the County to any obligation not assumed in this Agreement by the County, unless the Contractor has express written authority to do so, and then only within the strict limits of that authority. Payments on this Agreement shall not foreclose the County's right to recover excessive or illegal payments.

7. CONFIDENTIALITY.

Any information that the Contractor receives or develops in the performance of this Agreement shall be kept confidential and the Contractor shall not make such information available to any individual or organization without the County's prior written approval.

8. PRODUCT OF SERVICE.

All documents that the Contractor develops or acquires under this Agreement shall become the County's property and shall be delivered, if so requested, to the County no later than the final termination of this Agreement.

9. CONFLICT OF INTEREST.

The Contractor warrants that it presently has no interest, and shall not acquire any interest, directly or indirectly, that would conflict in any manner or degree with the performance of services required under this Agreement. When and if such provisions become applicable, the Contractor shall promptly provide a written disclosure to the County Manager.

10. AMENDMENT.

This Agreement shall not be altered, changed, or amended except by an instrument in writing executed by the parties. No amendment shall be effective or binding until approved by the County Board of Commissioners.

11. MERGER.

This Agreement incorporates all of the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior agreement or understanding, verbally or otherwise, of the parties or of their agents shall be valid or enforceable unless embodied in this Agreement.

12. WAIVER.

No waiver of any breach of this Agreement or any of the terms or conditions thereof shall be held to be a waiver of any other or subsequent breach, nor shall any waiver be valid or binding unless the same shall be in writing and signed by the party alleged to have granted the waiver.

13. APPROPRIATIONS.

This Agreement's terms, including the initial and any extended terms, are contingent upon the County making sufficient appropriations and authorization for the performance of this Agreement. If the County does not make sufficient appropriations and authorizations, this Agreement shall, notwithstanding the provisions of Paragraph 1 and 2, above, terminate immediately upon the County giving written notice to the Contractor.

The County's decision whether sufficient appropriations are available shall be accepted by the contractor and shall be final.

14. EQUAL OPPORTUNITY COMPLIANCE.

The Contractor agrees to abide by all Federal and State laws and rules and regulations, and executive orders of the President of the United States and the Governor of the State of New Mexico, pertaining to equal employment opportunity, to the extent they pertain to this Agreement. In accordance with all such laws and rules and regulations, and executive orders of the President of the United States and the Governor of the State of New Mexico, the Contractor agrees to assure that no person in the United States shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity performed under this Agreement. If the Contractor is found to be not in compliance with these requirements to the extent they pertain to this Agreement, during the life of this Agreement, the Contractor agrees to take appropriate steps to correct these deficiencies.

15. NOTICE.

The Procurement Code, Sections 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 kickbacks.

16. INDEMNITY.

The Contractor will indemnify and hold harmless the County, including payment of costs and attorney fees, against all claims, suits, liability, or damages which may be brought, found, or levied against the County as a result or arising out of the services and actions of the Contractor under this Agreement, provided that this indemnity will not apply to the County's gross negligence or intentional torts.

17. INDEPENDENT CONTRACTOR.

The Contractor, in the performance of this contract, is an independent contractor, and the County shall have no obligations to Contractor as an employer other than as set forth in this contract.

18. COVENANT AGAINST CONTINGENCY FEES.

The Contractor assures that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this assurance, the County shall have the right to annul this Agreement without liability or, at its discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

19. THIRD PARTIES.

Nothing in this Agreement, express or implied, is intended to confer any rights, remedies, claims, or interests upon a person not a party to this Agreement.

20. LIABILITY AND INSURANCE.

Contractor shall provide professional liability insurance for himself or any employees that may assist in the performance of services pursuant to this Agreement, in accordance with the provisions of the New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, as amended. Contractor shall provide a certificate of insurance to the County immediately upon execution of this Agreement. The liability of Contractor will be subject in all cases to the immunities and limitations of the Tort Claims Act.

21. GOVERNING LAWS.

This Agreement will be construed, interpreted, governed, and enforced in accordance with the statutes, judicial decisions, and other laws of the State of New Mexico.

22. NON-ASSIGNABILITY.

This Agreement will not be assigned by either party, nor will the duties imposed upon either party by this Agreement be delegated, subcontracted, or transferred by either party, in whole or in part, without the prior written consent of the other party.

23. SEVERABILITY.

The invalidity or unenforceability of any term or provision of this Agreement will in no way affect the validity or enforceability of any other term or provision to the extent permitted by law.

24. ENTIRE AGREEMENT.

This Agreement represents the entire understanding between the parties and supersedes any prior agreements or understandings with respect to the subject matter of this Agreement.

25. WAIVER OF BREACH.

The waiver by either party of a breach or violation of any provision of this Agreement will not operate as or be construed as a waiver of any subsequent breach of this Agreement.

26. COOPERATION AND DISPUTE RESOLUTION.

The parties agree that, to the extent compatible with the separate and independent management of each, they will maintain effective liaison and close cooperation. If a dispute arises related to the obligations or performance of either party under this Agreement, representatives of the parties will meet in good faith to resolve the dispute.

27. BINDING EFFECT.

This Agreement is binding upon, and inures to the benefit of, the parties to this Agreement and their respective successors and assigns.

28. NOTICES.

Any notice that will be given in accordance with this Agreement, will be deemed appropriate when sent by certified mail to the following:

Torrance County
c/o County Manager
P. O. Box 48
Estancia, NM 87016

and

Contractor: Gilbert Adrian Ortiz
Address: 45 Robert Drive
City, State, Zip: Estancia, NM 87016

29. APPROVAL REQUIRED.

This Agreement shall not become effective until signed by both parties.

WITNESS WHEREOF, the County and Contractor have executed this Agreement effective July 1, 2024.

By: _____ Date: _____
Contractor

Printed Name: Gilber Adrian Ortiz

Address:
45 Robert Drive, Estancia, NM 87016

By: _____ Date: _____
Torrance County Manager

Printed Name: Janice Y. Barela

Address: 205 S Ninth Street, Estancia, NM 87016

By: _____ Date: _____
Torrance County Purchasing Agent

Printed Name: KRISTIN SAAVEDRA

Address: 205 S. Ninth Street, Estancia, NM 87016

BOARD OF COUNTY COMMISSIONERS

APPROVED, ADOPTED AND PASSED on this _____ day of _____, 2024.

Ryan Schwebach
Chair Commissioner, District II

Kevin McCall
Vice Chair Commissioner, District I

Samuel Schropp
Member Commissioner, District III

Attest:

Linda Jaramillo
Torrance County Clerk

Attachment 1 – Statement of Work

Torrance County

Teen Court Coordinator/Prevention Specialist

The County desires to enter into a contractual relationship with a Teen Court Coordinator/Prevention Specialist to provide services including, but not limited to, the following:

1. Provide coordination, evaluation – including impact and outcome, review, and refinement of the existing County Teen Court Program; and
2. Network with other Teen Court/Peer Court programs in New Mexico; and
3. Maintain status as a “member in good standing” of the New Mexico Teen Court Association (NMTCA). This will include attendance at NMTCA training and quarterly meetings. Overnight travel may be required; and
4. Recruit and train adult volunteers to serve as guest judges, as well as youth to serve as volunteer jurors; receive and screen referrals to the program; make initial contact with youth and parents or guardian to schedule initial interview; attend and coordinate all Teen Court sessions; prepare or assist in the preparation of Teen Court forms; prioritize cases; assign cases specific times and locations; assign past defendants to serve as jurors on cases; coordinate and supervise all hearings, which may be conducted outside of traditional work hours; and
5. Actively participate in the Estancia Valley Youth and Family Council, formerly known as the Tri-County Juvenile Justice Board; and
6. Provide “Alive at 25” classes for those teens whose sentences require driver improvement classes; and
7. Research and utilize sanction options, to include community service, Boys Council and Girls Circle, and other programs implemented by the Estancia Valley Youth and Family Council where appropriate; and
8. Network with local non-profit organizations and government agencies to coordinate community service opportunities for teen court defendants; and
9. When appropriate, supervise defendants in community service projects; and
10. Conduct random drug tests when such tests are included in sanctions for teen court defendants; and
11. Actively participate in the County DWI Planning Council; and
12. Actively participate in the Partnership for a Healthy Torrance Community, the County’s health council; and

13. Network with potential referral agencies, including, but not limited to: Juvenile Parole and Probation, Estancia Valley Youth and Family Council; courts, law enforcement, and school administrators. Contractor will maintain open communication with all agencies and will seek input toward improvement of the program; and
14. Publicly promote the program by distributing teen court brochures, visiting with potential referral agencies, attending group meetings, participating in community events, and maintaining a social media presence; and
15. Attend trainings on substance abuse prevention; and
16. Provide substance abuse prevention education to teen court participants; and
17. Provide substance abuse prevention education in the community; and
18. Participate in alternative activities in the community; and
19. Where appropriate, conduct pre- and post-testing for evidence-based curriculum delivery; and
20. Obtain credentials of Certified Prevention Intern within two years of the execution of contract; and
21. Work with the County DWI Prevention Program Coordinator and program evaluator to establish and update a prevention plan; and
22. Maintain database information, including personal, demographic, and tracking information of all teen court defendants; and
23. Maintain a log of all court documentation, including dockets detailing court dates and hearings; and
24. Submit written quarterly reports for the County DWI Prevention Program Coordinator; and
25. Provide oral reports at the quarterly meetings of the County DWI Planning Council.

MINIMUM QUALIFICATIONS FOR INDIVIDUALS, COMBINED ENTITIES, NON-PROFITS, OR 501(C)(3) ORGANIZATIONS:

The following qualifications apply to individuals, or the entity types listed immediately above. Entities may meet the qualifications by illustrating that the current personnel team meets the minimum qualifications in sum. Entities applying to act as Continuum Coordinator should provide a detailed explanation of which individuals will complete the various duties and how those individuals meet certain portions of the qualifications such that the total personnel team meets the full set of minimum qualifications. Entities should also provide an operational budget and organizational chart as part of the application. High School Diploma or equivalent and experience in project management, public relations, and two years supervisory/management experience;

1. Demonstrated ability to integrate coalitions; communicate effectively; and develop, organize, and implement community and public relations programs and policies;
2. Proof of general and professional liability insurance; and New Mexico CRS and Data Universal Numbering System (DUNS) numbers.
3. Skill in communicating effectively both orally and in writing;
4. Skill in establishing and maintaining effective working relationships with government entities, law enforcement officials, the general public, and peers.
5. Applicants must also meet the following requirements:
 - a. Be at least twenty-one (21) years of age;
 - b. Be a United States Citizen;
 - c. Have a valid New Mexico driver's license;
 - d. Not have been convicted of a felony or any domestic violence conviction or other crime involving moral turpitude;
 - e. Submit to a thorough background investigation;
 - f. No DUI convictions within the last five years; and be willing to complete drug and alcohol testing according to the County policy to fill this safety sensitive position.
 - g. Be proficient with keyboarding, computer systems, and software including Microsoft Excel and Word;
 - h. Abide by the County Employee Code of Conduct.

PREFERRED QUALIFICATIONS:

1. Demonstrated knowledge of underage substance abuse issues, juvenile justice, and delinquency prevention issues in New Mexico to include prevention, public information and education, law enforcement, screening, substance abuse treatment, compliance monitoring, and alternative sentencing;
2. Demonstrated ability to interact positively with local school systems on all juvenile justice issues; and

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This position is funded by a combination of County and State grant funds. Accordingly, the position is subject to the availability and authorization of funding.

APPENDIX C
COST RESPONSE FORM

RFP #24-25-001
Teen Court Coordinator/Prevention Specialist

State gross receipts and local option taxes (if any) shall not be included in the Total Proposed Cost.
Such taxes shall be separately reimbursed by the County.

OFFEROR NAME:

TOTAL PROPOSED ANNUAL COST \$ _____

APPENDIX D

LETTER OF TRANSMITTAL FORM

RFP #24-25-001

Teen Court Coordinator/Prevention Specialist

Items #1 to 4 **MUST EACH BE RESPONDED TO.** Failure to respond to all four items **WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL!**

1. Identity (Name) and Mailing Address of the submitting organization:

2. For the person authorized by the organization to contractually obligate the organization:

Name	
Title	
E-mail Address	
Telephone Number	

3. For the person authorized to negotiate the contract on behalf of the organization:

Name	
Title	
E-mail Address	
Telephone Number	

4. For the person to be contacted for clarifications:

Name	
Title	
E-mail Address	
Telephone Number	

5. Declarations:

- I certify that I am authorized to contractually bind my company.
- On behalf of the submitting organization named in item #1 above, I accept the Conditions Governing the Procurement as required in Section II, Paragraph C.1.
- I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.
- I acknowledge receipt of any and all amendments to this RFP.
- I certify that my company/entity/organization commits to comply and act in accordance with (1) Federal Executive Orders and New Mexico State Statutes relating to the enforcement of civil rights, (2) Federal Code 5 USCA 7201 et. seq., Anti-Discrimination in Employment; (3) Executive Order No. 11246, Equal Opportunity in Federal Employment; (4) Title 6, Civil Rights Act of 1964; and (5) Requirements of the American with Disabilities Act of 1990 for work performed as a result of this RFP.

Signature

Date

Authorized Signature and Date (**Must be signed by the person identified in item #2, above.**)

APPENDIX E

CONFLICT-OF-INTEREST AFFIDAVIT

STATE OF NEW MEXICO)
) ss.
COUNTY OF TORRANCE)

I, _____(name), being first duly sworn upon my oath, depose and state the following:

- Terms of the Conflict of Interest are inapplicable.
I am a former employee of _____(name of Department/Agency), having separated/retired from state employment as of _____(date).
I am a current employee of _____(name of Department/Agency), or a legislator with the state, or the family member (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the state, I hereby certify that I obtained this Agreement pursuant to Sections 10-16-7 or 10-16-9 NMSA 1978, that is, in accordance with the Procurement Code except that this Agreement has NOT been awarded via the sole source or small purchase procurement methods.

The Department/Agency and I have entered into an agreement in the amount of \$ _____

Section 10-16-8.A(1) NMSA 1978 of the Governmental Conduct Act does not apply to this Agreement because I neither sought a contract with the Department/Agency, nor engaged in any official act which directly resulted in the formation of the Professional Services Agreement while an employee of the Department/Agency.

To the best of my knowledge, this Agreement was awarded in compliance with all relevant provisions of the New Mexico Procurement Code (13-1-28, et. seq., NMSA 1978).

FURTHER, AFFIANT SAYETH NOT.

NAME

Subscribed and sworn to before me by _____(name of former employee) this
_____ day of _____, 20 ____.

NOTARY PUBLIC

Terms of the Conflict-of-Interest Affidavit are inapplicable.

My Commission Expires:

APPENDIX F

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor 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 may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code 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.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND 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, 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 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 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 of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“**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.

“**Prospective contractor**” means a person or business that 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 or business 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.

Name(s) of Applicable Public Official(s) if any: _____ (Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

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)



Torrance County

P.O. Box 48
205 South Ninth Street
Estancia, New Mexico 87016
505-544-4700

Ryan Schwebach
District II

Kevin McCall
District I

Samuel Schropp
District III

Janice Y. Barela
County Manager

Tracy Sedillo
Deputy County
Manager

Michael Garcia
County Attorney

Kathryn Hernandez
Treasurer

Linda Jaramillo
Clerk

Jesse Lucero
Assessor

David Frazee
Sheriff

Josie Chavez-Eaton
Probate Judge

Attachment to Campaign Contribution Disclosure Form

Current Torrance County Elected Officials

Chair Commissioner, District II – Ryan Schwebach

Vice Chair Commissioner, District I – Kevin McCall

Member Commissioner, District III – Samuel Schropp

Assessor – Jesse Lucero

Clerk – Linda Jaramillo

Probate Judge – Josie Chavez-Eaton

Sheriff – David Frazee

Treasurer – Kathryn Hernandez



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 12 N



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Wildlife Services

Albuquerque
District Office

8441 Washington
NE
Albuquerque, NM
87113

(505) 346-2640

Board of County Commissioners
Torrance County Courthouse
P.O. Box 48
Estancia, NM 87016

Dear Mr. Ryan Schwebach:

Attached is the copy of the Cooperative Service Agreement between Torrance County and Wildlife Services. This 5-year agreement outlines the general terms and mutual responsibilities between both parties. Please note it does not commit Torrance County to the expenditure of any funds, funding is stipulated on the annual Work/Financial Plan. Please sign and return the original directly to me at: lisa.a.selner@usda.gov

USDA/APHIS/Wildlife Services
Attn: Lisa Selner
8441 Washington Street, NE
Albuquerque, NM 87113

A fully executed original will be returned to you for your records. Thank you for your continued support of our cooperative wildlife damage management program.

Sincerely,

LISA SELNER Digitally signed by LISA SELNER
Date: 2024.04.03 09:14:06 -06'00'

Lisa Selner
District Supervisor
USDA/APHIS/WS



Safeguarding American Agriculture

APHIS is an agency of USDA's Marketing and Regulatory Programs
An Equal Opportunity Provider and Employer

Federal Relay Service
(Voice/TTY/ASCII/Spanish)
1-800-877-8339

**COOPERATIVE SERVICE AGREEMENT
REIMBURSABLE
between
TORRANCE COUNTY
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES (WS)**

ARTICLE 1 - PURPOSE

The purpose of this agreement is to conduct wildlife damage management (WDM) activities to control damage and conflicts caused by wildlife in Torrance County, New Mexico. The activities will include employing available technologies through operational and a technical assistance programs.

ARTICLE 2 – AUTHORITY

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353, to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3 - MUTUAL RESPONSIBILITIES

The cooperating parties mutually understand and agree to/that:

1. APHIS-WS shall perform services set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this agreement, to amend, modify, add or delete services from the Work Plan.
2. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management (WDM) services that the Cooperator is seeking from APHIS-WS.
3. All equipment with a purchase price of \$5,000 or more per unit, purchased directly with funds from the cooperator for use on this project shall be subject to disposal according to APHIS policy, and shall be specifically listed in the attached work plan and financial plan. Property title/disposal shall be determined when this project (including all continuations and revisions of this agreement) terminates, or when the equipment is otherwise directed to other projects, whichever comes first. If the equipment is sold prior to the project end, the proceeds should be allocated according to APHIS policy. Continuations and revisions to this agreement shall list any equipment with a purchase price of \$5,000 or more per unit, carried over from a purchase directly with funds from the cooperator for use on this project. All other equipment purchased for the program is and will remain the property of APHIS-WS.
4. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

ARTICLE 4 - COOPERATOR RESPONSIBILITIES

The Cooperator agrees to/that:

1. Designate the County Manager of Torrance County, New Mexico, as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this Agreement.
2. To authorize APHIS-WS to conduct direct control activities as defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by the Cooperator. Cooperator will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.
3. To reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the agreement with amended Work Plan and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The Cooperator agrees to pay all costs of services submitted via an invoice from APHIS-WS within 30 days of the date of the submitted invoice(s). Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996.
4. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.
5. As a condition of this agreement, the Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
6. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.
7. The Cooperator acknowledges that APHIS-WS shall be responsible for administration of APHIS-WS activities and supervision of APHIS-WS personnel.
8. To obtain the appropriate permits for removal activities for species listed in the Work Plan and list USDA, APHIS, Wildlife Services as subpermittees.
9. To provide an indoor working space to complete necessary paperwork.
10. The Cooperator will not be connected to the USDA APHIS computer network(s).

ARTICLE 5 – WS RESPONSIBILITIES

WS agrees:

1. To designate Lisa Selner, District Supervisor, 8441 Washington St. NE, Albuquerque, New Mexico, 87113, (505) 208-3003 as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this Agreement.
2. To conduct activities at sites designated by Cooperator as described in the Work and Financial Plans. APHIS-WS will provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work Plan and Financial Plan of this agreement.

3. That the performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
4. To invoice Cooperator for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. Authorized auditing representatives of the Cooperator shall be accorded reasonable opportunity to inspect the accounts and records of APHIS-WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

ARTICLE 6 – CONTINGENCY STATEMENT

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE

Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

ARTICLE 8 – CONGRESSIONAL RESTRICTIONS

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise therefrom.

ARTICLE 9 – APPLICABLE REGULATIONS

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

ARTICLE 10 – LIABILITY

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 11 – NON-DISCRIMINATION CLAUSE

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

ARTICLE 12 - DURATION, REVISIONS, EXTENSIONS, AND TERMINATIONS

This agreement shall become effective on July 1, 2024, and shall continue through June 30, 2029, not to exceed five years. This Cooperative Service Agreement may be amended by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend the end date at least 10 days prior to expiration of the agreement. Also, this agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 60 days prior to effecting such action. Further, in the event the Cooperator does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

AUTHORIZATION:

TORRANCE COUNTY
Estancia, New Mexico
Tax ID No. 85-6000257

CHAIRMAN, BOARD OF COUNTY COMMISSIONERS

Date

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES
Albuquerque, New Mexico:
Tax Identification Number: 41-0696271

State Director, New Mexico

Date

Director, Western Region

Date



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item
No. 12 O

THE NEW MEXICO FIRE PROTECTION GRANT COUNCIL
FY25 ELIGIBILITY REQUIREMENTS AND SELECTION CRITERIA

APPLICATION PERIOD

The application opens on July 1, 2024, and closes on August 31, 2024

WEBSITE

<https://newmexicostatefireservicesgrant.com/>

GRANT APPLICATION TYPES

1. Individual Department Grant
2. County-Wide Project Grant
3. Volunteer stipends, recruiting, retention and educational programs

ELIGIBILITY

1. All fire departments currently certified and funded by the New Mexico State Fire Marshal's Office are eligible to apply for an Individual Department Grant. The fire department must have a unique FDID.
2. County Administrative Offices having administrative responsibility for more than one district/department may apply for a County-wide Project Grant if each district within the County is compliant with the requirements of the grant. The County-Wide Project must benefit all the departments within the County. A County Administrative Office applying for a grant does not prevent departments within the County from applying for an Individual Department Grant.

RESTRICTIONS

1. Grant applications must not be contingent on another grant award.
2. Joint applications will not be considered.
3. Only one grant application per jurisdiction may be submitted.
4. Any fire department that is awarded a grant and subsequently loses its qualification to participate in the Fire Protection Funding process shall return the apparatus and/or equipment to the State Fire Marshal for redistribution as per 59A-53 NMSA 1978 and Title 10 Chapter 25 Part 10 of the NMAC.
5. So that as many grant requests as possible may be honored, it is not necessary to apply for the full amount available for the category. Please request only the amount that is necessary to address the need.

MAXIMUM AWARD AMOUNTS

The maximum award amounts in the four categories for the grant cycle will be determined by the New Mexico Fire Protection Grant Council and will be dependent on funds available from the Fire Protection Fund. The grant amount requested must be equal to or less than the maximum amount allowed for the category of the project and equal to or less than the total equipment cost. Only a single project may be applied for (Ex. If applying for apparatus equipment, you cannot add PPE to the same grant application).

1. The maximum amount awarded to a single applicant (either an Individual Department Grant or a County-wide Project Grant) shall not exceed **\$600,000** for the following projects:
 - Apparatus (If a radio is part of the specification, it must be capable of 700 MHz programming)
 - New Construction

2. The maximum amount awarded to a single applicant (either an Individual Department Grant or a County-wide Project Grant) shall not exceed maximum of **\$500,000** for the following projects:
 - Major facility improvements or repairs
 - Land acquisition
 - Training Facilities
 - Single large infrastructure project to include water and communications infrastructure projects
 - SCBA's and/or air support systems (air compressors, cascade systems)
 - Communications – Mobile Radios, Portable Radios and Base-Stations
 - All radios must be capable of 700 MHz programming

3. The maximum amount awarded to a single applicant (either an Individual Department Grant or a County-wide Project Grant) shall not exceed **\$250,000** for the following projects:
 - NFPA Equipment
 - PPE (structural, wildland)
 - Extractors- PPE, SCBA
 - Other projects that will positively impact ISO

4. In addition to the projects applied for, up to **\$25,000** may be requested by Municipal Departments or a County-wide request may be made for the purpose of providing stipends, supplementing recruitment and retention programs or educational programs for volunteers that are administered by the County or Municipality's Fiscal Agent (CFO or designee).
 - An approved policy/specification of the program parameters from the department's fiscal agent must be submitted with the grant application request
 - Signed Policy, Council/Commission Resolution
 - Costs exceeding the grant amount shall be the responsibility of the local government
 - State fire funds may be used for this purpose with approval from the New Mexico State Fire Marshal's Office
 - Educational programs are for volunteer training and not fire prevention materials.
 - A report of all Stipend Grant fund usage shall be submitted to the State Fire Marshal's Office upon expenditure of all awarded funds or by 8/31 for the previous fiscal year in order to remain eligible for the stipend award.
 - Any unused funds will be used to offset the total award, so it does not exceed \$25,000.

SIGNATURES/COMMITMENT OF FUNDS

1. The Fire Chief and the County/Municipality's Fiscal Agent shall sign the application indicating a commitment to comply with the procurement and reporting requirements of the award and to comply with any laws governing the use of these funds. The Fiscal Agent shall also sign the Fiscal Agent's Commitment Statement indicating a commitment of these funds for the awarded project. Applications submitted without all signatures will not be considered.
2. Project costs exceeding the grant amount requested shall be the responsibility of the applicant.
 - The grant amount requested must be equal to or less than the maximum amount allowed for the category of the project and equal to or less than the total costs.
 - If the excess funds used will be from State Fire Funds, the use must be approved by the State Fire Marshal's Office.

MINIMUM REQUIREMENTS FOR ELIGIBILITY

1. Beginning FY 2026, all departments applying for a grant shall have had an ISO inspection within the last seven (7) years.
2. NFIRS Reporting: All applicants shall be in compliance with the reporting requirements of the New Mexico State Fire Marshal's Office utilizing the National Fire Incident Reporting System (NFIRS) per 59A-52 NMSA 1978 and Title 10 Chapter 25 Part 10 of the NMAC.
 - Applicants with outstanding delinquent NFIRS reports for the period of July 2023 to June 2024, will not be eligible to participate in the grant application cycle.
 - All reporting must be compliant by 7/15.
3. Pump Testing: All rated fire pumps shall undergo annual pump tests to ensure proper function and firefighter safety.
 - All annual pump tests shall be in accordance with current NFPA standards and the Insurance Service Office (ISO) requirements.
 - The Fire Chief's e-signature on the application is an affirmation that the pump tests have been completed and that three (3) years of pump test records exist and are on file for each apparatus with a rated pump, with the exception of newly acquired apparatus.
 - All records are subject to inspection upon request.
4. Hose Testing: All fire hose shall undergo annual hose tests to ensure proper function and firefighter safety.
 - All annual hose tests shall be in accordance with NFPA standards and the Insurance Service Office (ISO) requirements.
 - The Fire Chief's e-signature on the application is an affirmation that hose testing for the previous calendar year was completed, records exist and are on file for all hose.
 - All records are subject to inspection upon request.

CRITICAL NEEDS

Departments may apply for only one project in one critical needs category listed below:

1. Need that will clearly have significant impact on ISO Public Protection Classification
2. Water Supply/Distribution
 - Storage tanks greater than or equal to 40,000 gallons with a 250 gpm pump and hydrant with 6" piping.
3. Fire apparatus/equipment
 - Apparatus that will have a clear impact on ISO
 - Engines/Pumpers with a minimum 1000 gpm pump
 - Pumper Tenders with a minimum 1000 gpm pump
 - Aerial Apparatus
 - Service Companies
4. Personal Protective Equipment
 - Structural and/or Wildland
 - SCBA and/or Air support systems (Compressor, fixed and mobile cascade systems)
 - Decontamination Equipment- Bunker Gear and/or SCBA Extractors
5. Communications
 - Radios compatible with 700 MHz
6. Facility Construction
 - New Facility Construction
 - Facility Improvement/Repairs

SCORING- 100 points possible

1. Regular and Adequate Training (Up to 20 points):
 - Training records for each member for year prior (July 1, 2023 to June 30, 2024)
 - Total Hours Trained Per Person
 - Attached records with rosters containing signatures (Electronic records or physical copies)
2. Financial Need (Up to 25 points):
 - Clearly articulate the department's financial picture to include debts and funding sources that the organization has (Tax Base, Fire Fund, EMS Funds, Other Funding Sources)
 - Explain the efforts that have been attempted to secure the funding requested.
 - Explain the financial impact to the department if the grant is not awarded
3. Problem (Up to 20 points):
 - Is the request a critical need identified in the grant?
 - How will the request positively impact the operations of the department?
4. Benefit (Up to 10 points):
 - What are the positive and negative impacts if awarded?
 - Be specific
5. Consequences (Up to 10 points):
 - What are the negative impacts if not awarded?
 - Be specific
6. Completeness of Application (Up to 5 points)
 - Overall grant request thoroughness
 - Clear picture across all areas of the grant request
7. Insurance Services Organization (ISO) Rating (Up to 10 points):
 - ISO Rating will be added to the final averaged scoring
 - Example- ISO 10 = 10 pts, ISO 5 = 5 pts

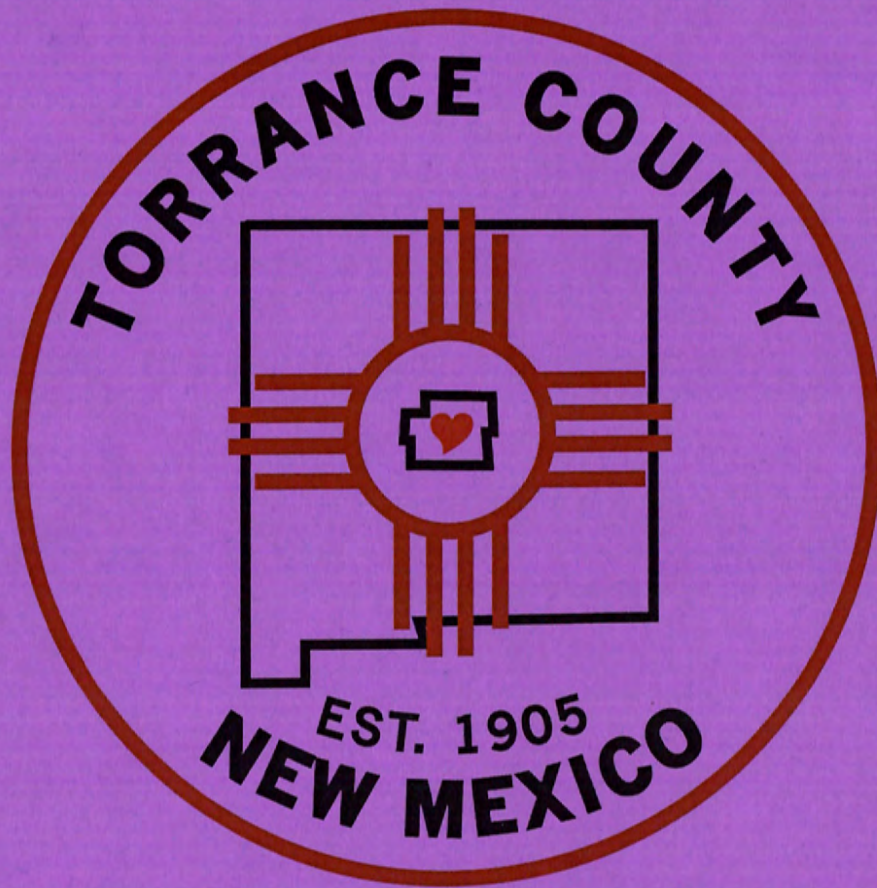
ADDITIONAL INFORMATION

1. Awards may be subject to audit and could result in forfeiture of funds and future grant consideration if non-compliance is determined.
 - Any grant awards deemed non-compliant will result in loss of opportunity for the upcoming grant cycle.
2. All the information contained in the application is carefully reviewed and considered. In addition to general information and data provided, thorough and clear narrative responses are critical to helping reviewers understand the needs of the department relative to the request.
3. Apparatus purchased with grant funds must meet the current NFPA standards and will be inspected for acceptance.
4. Awards are contingent upon approval of specifications by the State Fire Marshal's Office.
5. For apparatus applications, the department must have the capability to immediately house apparatus properly. NFPA listed equipment may be included with the purchase of apparatus.
6. Preliminary project specifications, (i.e., scope of work, concept drawings, stipend policies) must be submitted with the application. Applications submitted without preliminary project specifications will not be considered. Applicants are encouraged to contact the SFMO for guidance on what is required by NFPA or ISO prior to submitting.
7. Only apply for an amount that is necessary to aid in the completion of the project.

RANKING

After review by the Fire Support staff for compliance:

1. The valid applications will be submitted to the grant council.
2. Three councilors will be assigned to review and score approximately half of the total number of valid applications.
3. A second group of three councilors will be assigned the remaining valid applications to review and score.
4. The scoring will be reviewed by the full council and outliers will be reexamined (Greater than 25 point difference between any of the councilors)
5. The individual entity's three raw scores will be merged and averaged.
6. The average scores will be added to that entity's ISO rating for a final score.
7. The final scores will be used to determine the entity's rank among the other applicants for presentation to the council with input from the Fire Support staff.
8. In order of ranking, the application will then be considered for approval by the collective council.



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 12 P



Unauthorized/Non-Conforming Purchase Notice

Date: 06/18/2024

Department: Sheriff/Finance

Employee: Misty Witt

Purchase Amount: \$52.76

Date of Purchase: 06/13/2023

Vendor: Galls

Explanation of purchase and why prior authorization was not received or why purchase was non-conforming (invoices and documentation must be attached to this notice):

Galls invoice number # 024775538 dated 06/13/2023 for \$52.76 was received
by the Torrance County Sheriff's Department Admin staff on 06/13/2024
as a past due invoice. There was a purchase order in place for this purchase
in FY23, PO # 23-00092. The purchase order was partially invoiced and closed
out in June 2023 prior to this invoice being paid. This purchase was a prior
Fiscal year purchase for FY23.

Stephanie L. Reynolds
Department Head Signature

For Finance Use Only

Purchase reviewed by Finance? Yes No Date reviewed: 6/18/2024 Initials: SW
Line Item: 401-0500-2236 Funds available in budget? Yes No
Procurement Code followed? Yes No TC Policy followed Yes No

Payment Approved Denied

Commission Signature

Date



INVOICE

BILLING INQUIRIES (866) 286-1358

PO Box 54308
Lexington, KY 40555-4430
Billing Questions: ARSGalls.com

Page 1 of 1
ACCOUNT NUMBER 3736744
TERMS NET 30
INVOICE NUMBER 024775538
INVOICE DATE 06/13/2023
DUE DATE 07/13/2023
SHIP VIA Customer Pickup
P.O. NUMBER 23-00092
ORDER# / ORDER DATE 23182327 03/21/2023
FOB SHIPPING POINT F.O.B. Shipping Point

When applicable, merchandise was received and signed for by (signature below):

Sold To:
TORRANCE CNTY SHERIFF DEPT
KEVIN NAPOLBONE
PO BOX 498
ESTANCIA NM 87016

Ship To:
ABQ - Albuquerque Retail
KEVIN NAPOLBONE
8204 Menaul Blvd NE
Ste A
ALBUQUERQUE NM 87110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
ST643 BLK XL	GRID FLEECE PULLOVER, ZIP THROUGH	ABQ	1	52.76	52.76

Subtotal: 52.76
Shipping: \$0.00
Tax: \$0.00
CREDIT/PREPAYMENTS: \$0.00
TOTAL CHARGE\$ CURRENT SHIPMENT: 52.76

To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment:



INVOICE DATE 06/13/2023
ACCOUNT NUMBER 3736744

DUE DATE 07/13/2023
AMOUNT DUE 52.76
INVOICE NUMBER 024775538

Bill To:
TORRANCE CNTY SHERIFF DEPT
KEVIN NAPOLBONE
PO BOX 498
ESTANCIA NM 87016

Payable To:
GALLS, LLC
P.O. Box 743626
Los Angeles, CA 90074-3626

Account # 0002735/744
 Account Name TORRANCE CITY SHERIFF DEPT
 Customer Statement

Remit to Account
 GHS, LLC
 P.O. Box 743626
 Los Angeles, CA 90074-3626

TOTAL OUTSTANDING CURRENT	657.28	1-30 PAST DUE	176.00	31-60 PAST DUE	176.00	61-90 PAST DUE	577.48	OVER 90 PAST DUE	139.20
Total									

TRANSACTION #	TYPE	PG #	SALES ORDER #	INVOICE DATE	DUE DATE	ORIGINAL BALANCE	TOTAL OUTSTANDING CURRENT	1-30 PAST DUE	31-60 PAST DUE	61-90 PAST DUE	OVER 90 PAST DUE	ORDER DATE	SHIP-TO CONTACT NAME
128959	CK			07/06/2023		(370.64)	(370.64)						
02475526	IV	23-08992	2318237	05/13/2023	07/13/2023	52.76	52.76					09/21/2023	KEVIN NAPOLITONE
02474000	IV	24-01258	2018571	03/28/2024	04/28/2024	133.50	133.50					03/28/2024	QUINTANA NATASHA
027494355	IV	24-01258	2018571	03/28/2024	04/27/2024	148.99	148.99			133.50		03/28/2024	QUINTANA NATASHA
027558156	IV	24-01258	20562065	03/04/2024	03/04/2024	244.99	244.99			148.99		04/04/2024	COEN DONALD
027123786	IV	24-01258	20562065	03/22/2024	03/22/2024	176.00	176.00		176.00	244.99		04/04/2024	COEN DONALD

Misty Witt

From: Shannon Waldorf
Sent: Tuesday, June 18, 2024 11:31 AM
To: Misty Witt
Subject: FW: Acct. 3736744 Statement 6-13-2024 & Invoices
Attachments: Acct. 3736744 Statement 6-13-2024.xlsx; Acct. 3736744 Invoices.pdf

This is what they sent us. Only the first invoice is for us, I sent the others to planning and zoning

From: Wells, Terry <Wells-Terry@galls.com>
Sent: Thursday, June 13, 2024 12:34 PM
To: Donna Zamora <donnaz@tcnm.us>
Cc: Shannon Waldorf <swaldorf@tcnm.us>
Subject: Acct. 3736744 Statement 6-13-2024 & Invoices

Some people who received this message don't often get email from wells-terry@galls.com. [Learn why this is important](#)

Hello,

I am forwarding this email that was initially addressed to callen@tcnm.us in response to out of office and resignation email.

I attempted to reach you today by telephone regarding payment status of the past due invoices. As of today, the balance on the account is \$664.24 with \$756.24 past due.

Attached is a statement and the invoice copies for your review. The account can be set to send invoices and statements electronically if preferred.

The last payment was \$1,025.81 received on 07/11/2023.

Payment status is requested by 06/20/2024. Your assistance to resolve the past due status is requested.

Terry Wells | Accounts Receivable Collections Specialist/AL, AZ, CT, DE, LA, MA, ME, MS, NH, NM, RI, TX, VT

1340 Russell Cave Road | Lexington, KY 40505
Phone: 859-800-1494 Fax: 859-268-5946 wells-terry@galls.com

***Need invoice copies?**

They are now available on line. <https://payments.galls.com> sign in as guest first time.

For future payments and invoice copies:

For processing payment via our New Credit Card Portal, please click [here](#). You can sign in as a Guest by using your Account number, an Invoice number or the Order number or create an account ID to use for future payments or retrieve invoice copies. If you have any questions or concerns regarding the Portal, feel free to [email](#) or contact Galls as 1.866.286.1361. Monday to Friday. 8AM to 5PM Eastern Time.



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TORRANCE COUNTY

PO Box 48
Estancia, NM 87016

PURCHASE ORDER

PO Number: 23-00092

Date: 09/26/2022

Requisition #: 23-00148

Vendor #: 1862

ISSUED TO: GALLS LLC
P O BOX 71628
CHICAGO, IL 60694-1628

SHIP TO: Torrance County Administration
Attn: Finance & Purchasing
205 S Ninth Street
PO Box 48
Estancia, NM 87016

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	1 Uniform Needs	401-050-2236		1,000.00	1,000.00
2	27 Tourniquets	410-050-2222		25.00	675.00

Authorized by: _____ 

SUBTOTAL:	1,675.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	1,675.00

1. To ensure payment, invoices must be sent to: invoices@tcnm.us or Torrance County, PO Box 48, Estancia, NM 87016.
2. Payment may be expected within 30 days of receipt of goods and invoice.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the County.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The County is exempt from all federal excise and state tax - ID# 85-6000257 & CRS 01-505585-00-0

STATEMENT

BILLING INQUIRIES (866) 286-1358



STATEMENT DATE 06/05/2023
ACCOUNT NUMBER 3736744
PAGE NUMBER 1 of 1

PO Box 54308
 Lexington, KY 40555-4430

Billing Questions: AR@Galls.com

1350 1 MB 0.531 E0285X I0285 D11134077008 S2 P9724514 0001:0001



TORRANCE CNTY SHERIFF DEPT
 PO BOX 498
 ESTANCIA NM 87016-0498

DATE	INVOICE NUMBER	DOC TYPE	REFERENCE	AMOUNT	BALANCE
03/15/2022	119622	Payment	119522	-150.00	-150.00
09/29/2022	022252976	Invoice	38339	121.44	121.44
10/05/2022	022306611	Invoice	38339	65.00	65.00
11/22/2022	022760584	Invoice	38339	92.00	92.00
03/09/2023	023796659	Invoice	23-00092	164.00	164.00
03/10/2023	023808847	Invoice	23-00092	61.41	61.41
03/21/2023	023910302	Invoice	23-00092	77.44	77.44
03/23/2023	023938628	Invoice	23-00092	72.16	72.16
03/28/2023	023985794	Invoice	23-00092	60.72	60.72
04/04/2023	024059675	Invoice	23-00092	72.16	72.16
04/04/2023	024059696	Invoice	23-00092	607.20	607.20
04/18/2023	024202781	Invoice	23-00092	60.72	60.72
					1175.81
					- 150.00
					<u>1025.81</u>

CURRENT	PAST DUE
60.72	1,243.53

TOTAL AMOUNT DUE →

TOTAL DUE
\$1,304.25

To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment.



STATEMENT DATE 06/05/2023
ACCOUNT NUMBER 3736744

AMOUNT DUE \$1,304.25

Bill To:
 TORRANCE CNTY SHERIFF DEPT
 PO BOX 498
 ESTANCIA NM 87016-0498

Payable To:
 GALLS, LLC
 P.O. BOX 743626
 LOS ANGELES, CA 90074-3626

1 000003736744 00000000000000 0 0000130425 0000130425 0



INVOICE

BILLING INQUIRIES (866) 286-1358

PO Box 54308
Lexington, KY 40555-4430



Billing Questions: AR@Galls.com

ACCOUNT NUMBER	3736744
TERMS	NET 30
INVOICE NUMBER	023796659
INVOICE DATE	03/09/2023
DUE DATE	04/08/2023
SHIP VIA	Customer Pickup
PO #	23-00092
SALES ORDER	23082614
F.O.B. Shipping Point	

Page 1 of 1

683 1 MB 0.531 E0205X 10316 010460380775 S2 P9587019 0001:0002



TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

SHIP TO: KEVIN NAPOLBONE
ABQ - Albuquerque Retail
8204 Menaul Blvd NE
Ste A
ALBUQUERQUE NM 87110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
TR909 TUN 38 32	5.11 STRYKE PANT W/FLEX TAC	ABQ	2	82.00	164.00

SUBTOTAL: 164.00
 SHIPPING: 0.00
 TAX: 0.00
 CREDITS/PREPAYMENTS: 0.00
TOTAL CHARGES CURRENT SHIPMENT: \$164.00

To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment.



INVOICE DATE 03/09/2023
ACCOUNT NUMBER 3736744

DUE DATE 04/08/2023
AMOUNT DUE \$164.00
INVOICE NUMBER 023796659

Bill To:
TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

Payable To:
GALLS, LLC
P.O. BOX 743626
LOS ANGELES, CA 90074-3626

1 000003736744 0000023796659 0 0000016400 0000016400 4



INVOICE

BILLING INQUIRIES (866) 286-1358

PO Box 54308
Lexington, KY 40555-4430



Billing Questions: AR@Galls.com

ACCOUNT NUMBER	3736744
TERMS	NET 30
INVOICE NUMBER	023808847
INVOICE DATE	03/10/2023
DUE DATE	04/09/2023
SHIP VIA	Customer Pickup
PO #	23-00092

SALES ORDER	23082614
F.O.B. Shipping Point	

Page 1 of 1

683 1 MB 0.531 E0205 10317 D10467893235 S2 P9587019 0002:0002



TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

SHIP TO: KEVIN NAPOLBONE
ABQ - Albuquerque Retail
8204 Menaul Blvd NE
Ste A
ALBUQUERQUE NM 87110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
SW726 BLK LGT	5.11 PERFORMANCE L/S POLO	ABQ	1	61.41	61.41

SUBTOTAL:	61.41
SHIPPING:	0.00
TAX:	0.00
CREDITS/PREPAYMENTS:	0.00
TOTAL CHARGES CURRENT SHIPMENT:	\$61.41

To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment.



INVOICE DATE	03/10/2023
ACCOUNT NUMBER	3736744

DUE DATE	04/09/2023
AMOUNT DUE	\$61.41
INVOICE NUMBER	023808847

Bill To:
TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

Payable To:
GALLS, LLC
P.O. BOX 743626
LOS ANGELES, CA 90074-3626

1 000003736744 0000023808847 0 0000006141 0000006141 4



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BILLING INQUIRIES (866) 286-1358

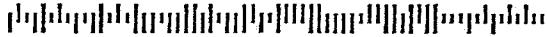
PO Box 54308
Lexington, KY 40555-4430

ACCOUNT NUMBER	3736744
TERMS	NET 30
INVOICE NUMBER	023910302
INVOICE DATE	03/21/2023
DUE DATE	04/20/2023
SHIP VIA	Customer Pickup
PO #	23-00092
SALES ORDER	23182327
F.O.B. Shipping Point	

Billing Questions: AR@Galls.com

Page 1 of 1

1671 1 MB 0.531 E0164X ID193 D10532909197 S2 P9601829 0001:0003



SHIP TO: KEVIN NAPOLBONE
ABQ - Albuquerque Retail
8204 Menaul Blvd NE
Ste A
ALBUQUERQUE NM 87110



TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
SW724 BLK LGT	5.11 MENS PERFORMANCE S/S POLO	ABQ	1	46.64	46.64
HB024 TDGN LXL	5.11 BOONIE HAT	ABQ	1	30.80	30.80

SUBTOTAL: 77.44
 SHIPPING: 0.00
 TAX: 0.00
 CREDITS/PREPAYMENTS: 0.00
TOTAL CHARGES CURRENT SHIPMENT: \$77.44

To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment.



INVOICE DATE	03/21/2023	DUE DATE	04/20/2023
ACCOUNT NUMBER	3736744	AMOUNT DUE	\$77.44
		INVOICE NUMBER	023910302

Bill To:

Payable To:

TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

GALLS, LLC
P.O. BOX 743626
LOS ANGELES, CA 90074-3626

1 000003736744 0000023910302 0 0000007744 0000007744 6



INVOICE

BILLING INQUIRIES

(866) 286-1358

PO Box 54308
Lexington, KY 40555-4430

Billing Questions: AR@Galls.com

ACCOUNT NUMBER	3736744
TERMS	NET 30
INVOICE NUMBER	023938628
INVOICE DATE	03/23/2023
DUE DATE	04/22/2023
SHIP VIA	Customer Pickup
PO #	23-00092

SALES ORDER	23182327
F.O.B. Shipping Point	

Page 1 of 1

1871 1 MB 0.531 E0164 I0194 D10549681817 S2 P9601829 0002:0003



TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

SHIP TO: KEVIN NAPOLBONE
ABQ - Albuquerque Retail
8204 Menaul Blvd NE
Ste A
ALBUQUERQUE NM 87110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
TR909 TUN 38 32	5.11 STRYKE PANT W/FLEX TAC	ABQ	1	72.16	72.16

SUBTOTAL:	72.16
SHIPPING:	0.00
TAX:	0.00
CREDITS/PREPAYMENTS:	0.00
TOTAL CHARGES CURRENT SHIPMENT:	\$72.16

To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment.



INVOICE DATE 03/23/2023
ACCOUNT NUMBER 3736744

DUE DATE 04/22/2023
AMOUNT DUE \$72.16
INVOICE NUMBER 023938628

Bill To:
TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

Payable To:
GALLS, LLC
P.O. BOX 743626
LOS ANGELES, CA 90074-3626

1 000003736744 0000023938628 0 0000007216 0000007216 2



INVOICE

BILLING INQUIRIES (866) 286-1358

PO Box 54308
Lexington, KY 40555-4430



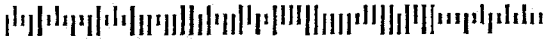
Billing Questions: AR@Galls.com

ACCOUNT NUMBER	3736744
TERMS	NET 30
INVOICE NUMBER	023985794
INVOICE DATE	03/28/2023
DUE DATE	04/27/2023
SHIP VIA	Customer Pickup
PO #	23-00092

SALES ORDER	23182327
F.O.B. Shipping Point	

Page 1 of 1

1871 1 MB 0.531 E0164 I0195 D10580731349 S2 P9601829 0003:0003



TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

SHIP TO: KEVIN NAPOLBONE
ABQ - Albuquerque Retail
8204 Menaul Blvd NE
Ste A
ALBUQUERQUE NM 87110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
SW726 BLK LGT	5.11 PERFORMANCE L/S POLO	ABQ	1	60.72	60.72

SUBTOTAL:	60.72
SHIPPING:	0.00
TAX:	0.00
CREDITS/PREPAYMENTS:	0.00
TOTAL CHARGES CURRENT SHIPMENT:	\$60.72

To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment.



INVOICE DATE 03/28/2023
ACCOUNT NUMBER 3736744

DUE DATE 04/27/2023
AMOUNT DUE \$60.72
INVOICE NUMBER 023985794

Bill To:
TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

Payable To:
GALLS, LLC
P.O. BOX 743626
LOS ANGELES, CA 90074-3626

1 000003736744 0000023985794 0 0000006072 0000006072 7



INVOICE

BILLING INQUIRIES (866) 286-1358

PO Box 54308
Lexington, KY 40555-4430



Billing Questions: AR@Galls.com

ACCOUNT NUMBER	3736744
TERMS	NET 30
INVOICE NUMBER	024059675
INVOICE DATE	04/04/2023
DUE DATE	05/04/2023
SHIP VIA	Customer Pickup
PO #	23-00092
SALES ORDER	23182327
F.O.B. Shipping Point	

Page 1 of 1

221 1 SP 0.600 E0221X 10341 D10636519641 S2 P9620211 0001:0002



TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

SHIP TO: KEVIN NAPOLBONE
ABQ - Albuquerque Retail
8204 Menaul Blvd NE
Ste A
ALBUQUERQUE NM 87110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
TR909 TUN 38 32	5.11 STRYKE PANT W/FLEX TAC	ABQ	1	72.16	72.16

SUBTOTAL: 72.16
 SHIPPING: 0.00
 TAX: 0.00
 CREDITS/PREPAYMENTS: 0.00
TOTAL CHARGES CURRENT SHIPMENT: \$72.16

To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment.



INVOICE DATE 04/04/2023
ACCOUNT NUMBER 3736744

DUE DATE 05/04/2023
AMOUNT DUE \$72.16
INVOICE NUMBER 024059675

Bill To:
TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

Payable To:
GALLS, LLC
P.O. BOX 743626
LOS ANGELES, CA 90074-3626

1 000003736744 0000024059675 0 0000007216 0000007216 8



INVOICE

BILLING INQUIRIES (866) 286-1358

PO Box 54308
Lexington, KY 40555-4430

ACCOUNT NUMBER	3736744
TERMS	NET 30
INVOICE NUMBER	024059696
INVOICE DATE	04/04/2023
DUE DATE	05/04/2023
SHIP VIA	Customer Pickup
PO #	23-00092
SALES ORDER	23182327
F.O.B. Shipping Point	

Page 1 of 1

Billing Questions: AR@Galls.com

221 1 SP 0.600 E0221 I0342 D10636519699 S2 P9620211 0002:0002



TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

SHIP TO: KEVIN NAPOLBONE
ABQ - Albuquerque Retail
8204 Menaul Blvd NE
Ste A
ALBUQUERQUE NM 87110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
FA240 BLK	C-A-T TOURNIQUET	ABQ	22	27.60	607.20

SUBTOTAL: 607.20
 SHIPPING: 0.00
 TAX: 0.00
 CREDITS/PREPAYMENTS: 0.00
TOTAL CHARGES CURRENT SHIPMENT: \$607.20

To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment.



INVOICE DATE 04/04/2023
ACCOUNT NUMBER 3736744

DUE DATE 05/04/2023
AMOUNT DUE \$607.20
INVOICE NUMBER 024059696

Bill To:
TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

Payable To:
GALLS, LLC
P.O. BOX 743626
LOS ANGELES, CA 90074-3626

1 000003736744 0000024059696 0 0000060720 0000060720 3



INVOICE

BILLING INQUIRIES (866) 286-1358

PO Box 54308
Lexington, KY 40555-4430

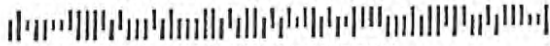
Billing Questions: AR@Galls.com


ACCOUNT NUMBER	3736744
TERMS	NET 30
INVOICE NUMBER	024202781
INVOICE DATE	04/18/2023
DUE DATE	05/18/2023
SHIP VIA	Customer Pickup
PO #	23-00092

SALES ORDER	23182327
F.O.B. Shipping Point	

Page 1 of 1

1274 1 MB 0.531 E0348X I0507 D10731303729 S2 P9655715 0001:0001



 TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

SHIP TO: KEVIN NAPOLBONE
ABQ - Albuquerque Retail
8204 Menaul Blvd NE
Ste A
ALBUQUERQUE NM 87110

ITEM	ITEM DESCRIPTION	WHS	QTY	PRICE	TOTAL
SW726 BLK LGT	5.11 PERFORMANCE L/S POLO	ABQ	1	60.72	60.72

SUBTOTAL:	60.72
SHIPPING:	0.00
TAX:	0.00
CREDITS/PREPAYMENTS:	0.00
TOTAL CHARGES CURRENT SHIPMENT:	\$60.72

To ensure proper payment application, please write your account number on your check, and include the attached coupon with your payment.



INVOICE DATE 04/18/2023
ACCOUNT NUMBER 3736744

DUE DATE 05/18/2023
AMOUNT DUE \$60.72
INVOICE NUMBER 024202781

Bill To:
TORRANCE CNTY SHERIFF DEPT
PO BOX 498
ESTANCIA NM 87016-0498

Payable To:
GALLS, LLC
P.O. BOX 743626
LOS ANGELES, CA 90074-3626

1 000003736744 0000024202781 0 0000006072 0000006072 1

PURCHASE ORDER

38026

Ship To:

TORRANCE COUNTY
PO BOX 48
205 S NINTH STREET
ESTANCIA NM 87016 0048

ADDRESS ALL CORRESPONDENCE TO:
TORRANCE COUNTY
ATTN:ACCOUNTS PAYABLE
P.O. BOX 48
ESTANCIA, NEW MEXICO 87016

NOTICE: This order number must appear on all invoices and shipping containers. Invoices are to be issued in **DUPLICATE** and **CERTIFIED** as follows:
"I certify that the above bill is correct and just and that no payment therefore has been received. No state or local taxes included.

WWW.TORRANCECOUNTYNM.ORG

By: _____

UNIT	QUANTITY	ARTICLE AND DESCRIPTION	LINE ITEM	EST. ACTUAL COST
27.00	25.00	TOURNIQUETS UNIFORM NEEDS JULY 2022	410-50-2222	675.00
1000.00	1.00		401-50-2236	1000.00
				1675.00

TO BE PAID FROM:

VENDOR: 1862
GALLS LLC

P O BOX 71628
CHICAGO IL 60694 1628

PURCHASE ORDER NO.
38026

DATE
7/11/22

PURCHASING AGENT SIGNATURE

REC'D FINANCE DEPT
22 JUL 5 AM 11:15



TORRANCE COUNTY

Requisition For Purchase

Date July 1, 2022	Line Item	Amount	Line Item Audit
Department Sheriff			
Vendor # 1862			
Vendor Name and Complete Address:			
Galls	410-50-2222	675	<i>JP</i>
PO Box 71628	401-50-2236	1000	<i>JP</i>
Chicago, IL 60694-1628			

#	Quantity	Description	Unit Cost	Total Cost
1	25	410-50-2222 Tourniquets	27	\$ 675.00
2	1	401-50-2236 Uniform Needs	1000	\$ 1,000.00
3				\$ 0.00
4		July 2022		\$ 0.00
5				\$ 0.00
6				\$ 0.00
7				\$ 0.00
GRAND TOTAL COST				\$ 1,675.00

#	QUOTES		GSA Contract (Copy Attached)	
	Oral	Written (Copies Attached)		
	Vendor 1	Vendor 2	Vendor 3	
1				
2				
3				
4				
5				
6				
7				

Department Approval *Stephano D* Date *7.1.22*

County Manager Approval _____ Date _____

Purchasing Director Approval *(Signature)* Date *7/6/2022*

25

Search

GO

SHOPPING CART

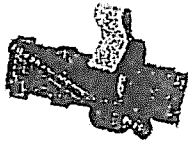
[Back to Shopping](#)

ITEMS

UNIT PRICE
QTY
TOTAL PRICE

[UPDATE CART](#)

[CHECKOUT](#)



**NORTH AMERICAN RESCUE CAT
TOURNIQUET, GEN 7 - COMBAT
APPLICATION TOURNIQUET**

Item#: FA240 | Mfg#: 30-0001

Color: BLACK

~~\$29.99~~

\$27.00

25

\$675.00

Temporarily Out Of Stock, Ship As Soon As Available. Estimated Ship Date 07/25/2022

[ADD TO LIST](#) [EDIT ITEM](#) [REMOVE](#)

PRICING

Savings: \$74.75

Subtotal: \$675.00 (25)

COUPON OR PROMO CODE

GA15

[APPLY](#)

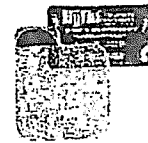
Promo code applied

YOU MAY ALSO LIKE

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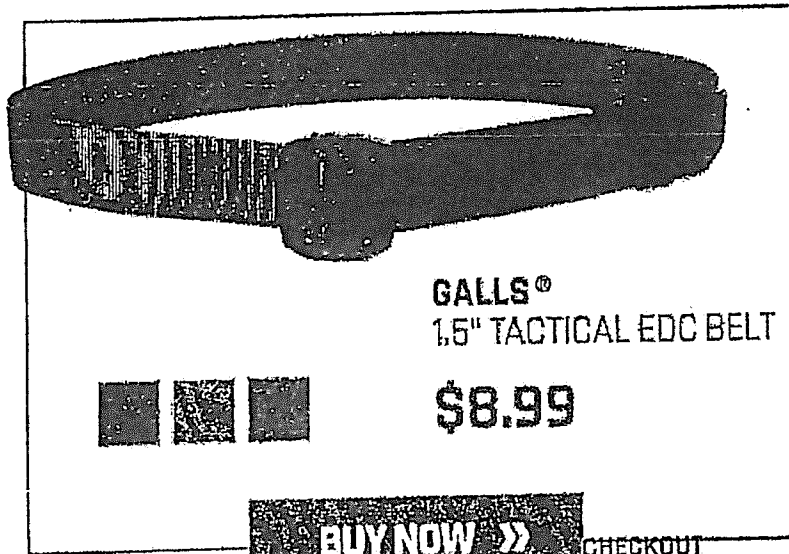
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North American Rescue
Chest Seal

AVAILABLE BONUS OFFERS



GALLS®
1.5" TACTICAL EDC BELT

\$8.99

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HOPPE'S®
PISTOL CLEANING KIT
ALL CALIBERS EXTRA LONG

\$11.99

BUY NOW >>



Eleven 10 Rigid TQ Case for
SOFT with TekLok Belt
Mount



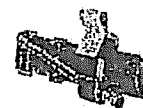
5.11 Flex Tourniquet Pouch



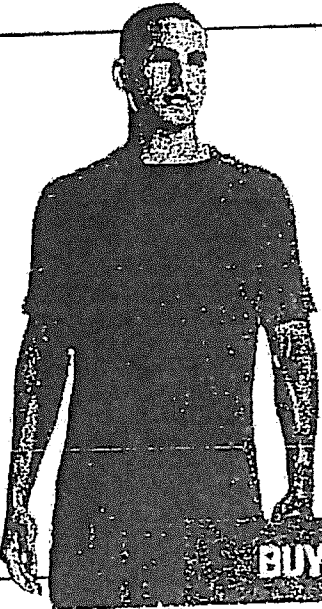
Eleven 10 RIGID TQ Case
for SOFTT-W MOLLE (Plain
Black)



Eleven 10 SWAT-T
Tourniquet



North American Rescue CAT
Tourniquet, GEN 7 - Combat
Application Tourniquet



UNDER ARMOUR®
MEN'S FREEDOM TECH
SHORT SLEEVE SHIRT
\$25.00

BUY NOW >>



GALLS®
LED TACTICAL
FLASHLIGHT
\$32.00

BUY NOW >>

SCHRADE®
TOUGH TOOL
\$19.99

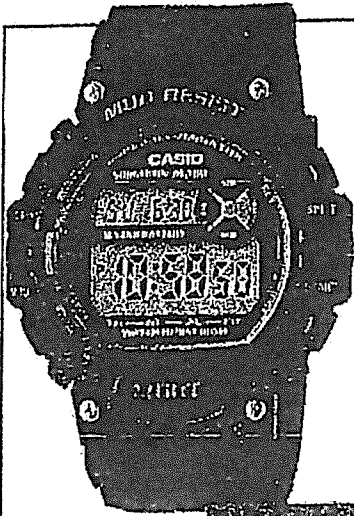


BUY NOW >>

GALLS®
TACTICAL PEN
\$19.99

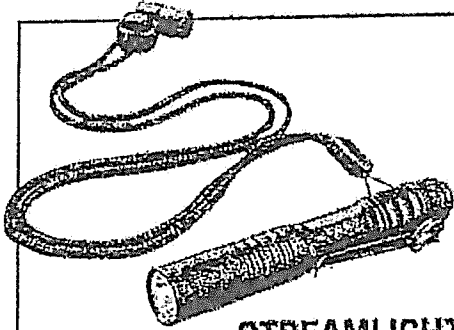


BUY NOW >>



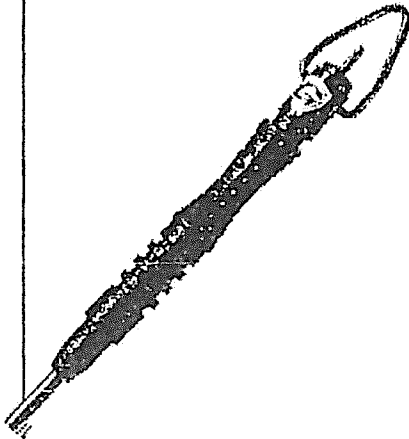
CASIO®
MUD RESIST
DIGITAL WATCH
\$39.95

BUY NOW >>



STREAMLIGHT MICROSTREAM
LED PEN LIGHT
\$31.99

BUY NOW >>

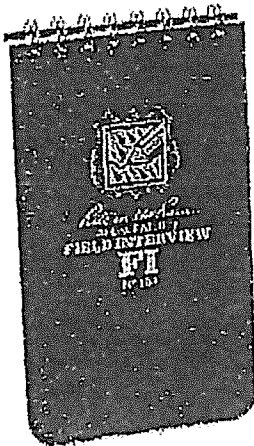


**GALLS CARBON FIBER
SWIVEL HANDCUFF KEY**

★★★★★

\$7.50

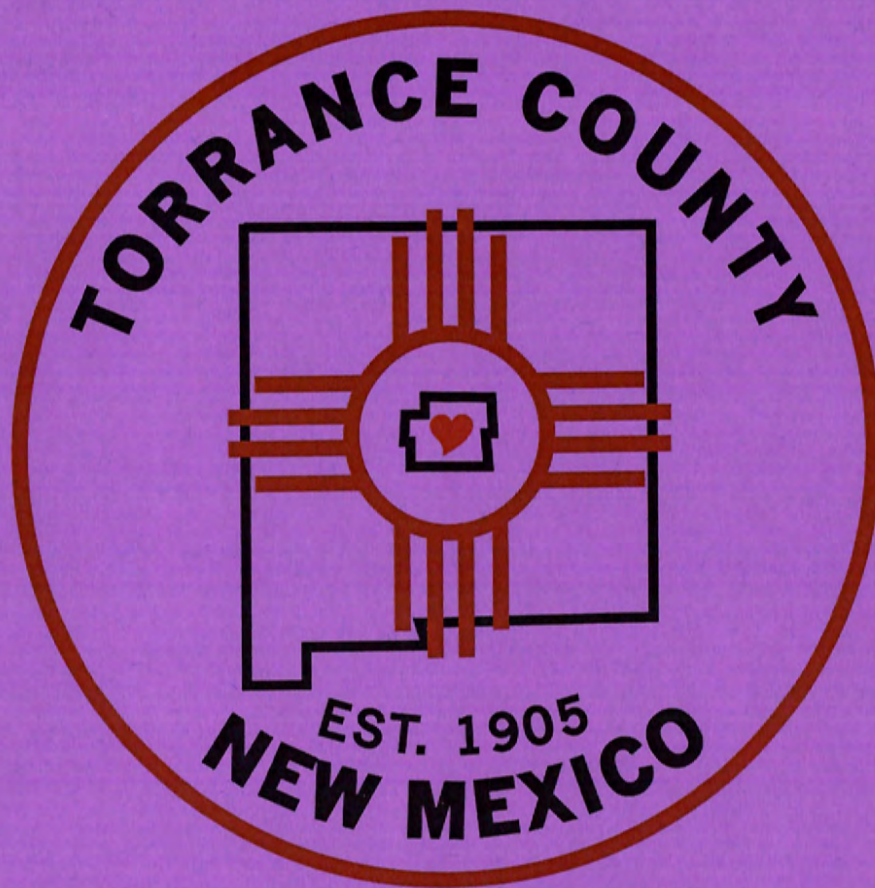
BUY NOW »



**RITE IN THE RAIN®
ALL WEATHER FIELD
INTERVIEW NOTEBOOK**

\$5.95

BUY NOW »



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item
No. 12 Q



Unauthorized/Non-Conforming Purchase Notice

Date: 06/24/2024

Department: Finance

Employee: Misty Witt

Purchase Amount: \$1,709.02

Date of Purchase: 01/01/20, 05/01/20, 05/22/20, 02/01/21

Vendor: Lobo Internet

Explanation of purchase and why prior authorization was not received or why purchase was non-conforming (invoices and documentation must be attached to this notice):

Invoices N10715-1 dated 01/01/2020 for \$156.78, N10715-5 dated 05/01/2020 for \$166.92, N10715-7 dated 05/22/2020 for \$1,230.32, and N10715-17 dated 02/01/2021 for \$155.00 were emailed to Torrance County when Torrance County reached out to Lobo Internet to check for any final outstanding FY24 invoices to be paid prior to FY24 year end close out. These services were provided in prior fiscal years. If approved these invoices will be paid from the County IT line item for telecommunications, which is where these services are currently budgeted and paid for.


Department Head Signature

For Finance Use Only			
Purchase reviewed by Finance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date reviewed: <u>6/24/2024</u>	Initials: <u>mw</u>
Line Item: <u>401-096-2207</u>	Funds available in budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Procurement Code followed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	TC Policy followed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Payment Approved Denied

Commission Signature

Date

INVOICE

Torrance County Admin Office
 Post Office Box 48
 Estancia, NM 87016

Invoice Summary	
Account	10715
Reference	N10715-1
Date	2020-01-01
Due Date	2020-01-15
Total (\$)	166.92
Amount Due (\$)	156.78

Item	Description	Nontaxable (\$)	Taxable (\$)	Tax (\$)
Hosting	Business Web-hosting Package Business Webhosting Package Service Dates: 2020-02-01 to 2020-02-29 tcnm.net	0.00	30.00	2.31
Commercial Wireless	Domain Name: torrancecountynm.org Prontonet Commercial Wireless Internet Service Dates: 2020-02-01 to 2020-02-29 backup connection Service Address: Torrance County Admin Office, 87016 Bandwidth: 10 meg /10 meg - Burst to 20 meg	0.00	125.00	9.61
Tax Summary			Taxable (\$)	Tax (\$)
NMGRT			155.00	11.92

Notes:

You may pay your account by check or credit card. Visit us online at lobo.net for on-line payment options.

Please tear off and return the bottom portion with your payment. Thank you.

Torrance County Admin Office
 Post Office Box 48
 Estancia, NM 87016



Lobo Internet Services Ltd
 2419 San Pedro Dr NE
 Albuquerque , NM 87110

Payment Summary	
Account	10715
Reference	N10715-1
Due Date	2020-01-15
Amount Due (\$)	156.78
Amount Enclosed	
Check Number	
Please make checks payable to Lobo Internet Services Ltd	

INVOICE

Torrance County Admin Office
 Post Office Box 48
 Estancia, NM 87016

Invoice Summary	
Account	10715
Reference	N10715-5
Date	2020-05-01
Due Date	2020-05-25
Total (\$)	166.92
Amount Due (\$)	166.92

Item	Description	Nontaxable (\$)	Taxable (\$)	Tax (\$)
Commercial Wireless	Prontonet Commercial Wireless Internet Service Dates: 2020-06-01 to 2020-06-30 backup connection Service Address: Torrance County Admin Office, 87016 Bandwidth: 10 meg /10 meg - Burst to 20 meg	0.00	125.00	9.61
Hosting	Business Web-hosting Package Service Dates: 2020-06-01 to 2020-06-30 tcnm.net Domain Name: torrancecountynm.org	0.00	30.00	2.31
Tax Summary			Taxable (\$)	Tax (\$)
NMGRT			155.00	11.92

Notes:

You may pay your account by check or credit card. Visit us online at lobo.net for on-line payment options.

Please tear off and return the bottom portion with your payment. Thank you.

Torrance County Admin Office
 Post Office Box 48
 Estancia, NM 87016



Lobo Internet Services Ltd
 2419 San Pedro Dr NE
 Albuquerque , NM 87110

Payment Summary	
Account	10715
Reference	N10715-5
Due Date	2020-05-25
Amount Due (\$)	166.92
Amount Enclosed	
Check Number	
Please make checks payable to Lobo Internet Services Ltd	

INVOICE

Torrance County Admin Office
 Post Office Box 48
 Estancia, NM 87016

Invoice Summary	
Account	10715
Reference	N10715-7
Date	2020-05-22
Due Date	2020-05-25
Total (\$)	1510.32
Amount Due (\$)	1230.32

Item	Description	Nontaxable (\$)	Taxable (\$)	Tax (\$)
Consulting	Website work between 09/01/2019-04/30/2020 Quantity: 16.5 Rate: 85	0.00	1402.50	107.82
Tax Summary			Taxable (\$)	Tax (\$)
			1402.50	107.82
NMGRT				

Notes:

You may pay your account by check or credit card. Visit us online at lobo.net for on-line payment options.

Please tear off and return the bottom portion with your payment. Thank you.

Torrance County Admin Office
 Post Office Box 48
 Estancia, NM 87016



Lobo Internet Services Ltd
 2419 San Pedro Dr NE
 Albuquerque, NM 87110

Payment Summary	
Account	10715
Reference	N10715-7
Due Date	2020-05-25
Amount Due (\$)	1230.32
Amount Enclosed	
Check Number	
Please make checks payable to Lobo Internet Services Ltd	

INVOICE

Torrance County Admin Office
 Post Office Box 48
 Estancia, NM 87016

Invoice Summary	
Account	10715
Reference	N10715-17
Date	2021-02-01
Due Date	2021-02-25
Total (\$)	155.00
Amount Due (\$)	155.00

Item	Description	Nontaxable (\$)	Taxable (\$)	Tax (\$)
Commercial Wireless	Prontonet Commercial Wireless Internet Service Dates: 2021-03-01 to 2021-03-31 backup connection Service Address: Torrance County Admin Office, 87016 Bandwidth: 10 meg /10 meg - Burst to 20 meg	125.00	0.00	0.00
Hosting	Business Web-hosting Package Service Dates: 2021-03-01 to 2021-03-31 tcnm.net Domain Name: torrancecountynm.org	30.00	0.00	0.00

Notes:

You may pay your account by check or credit card. Visit us online at lobo.net for on-line payment options.

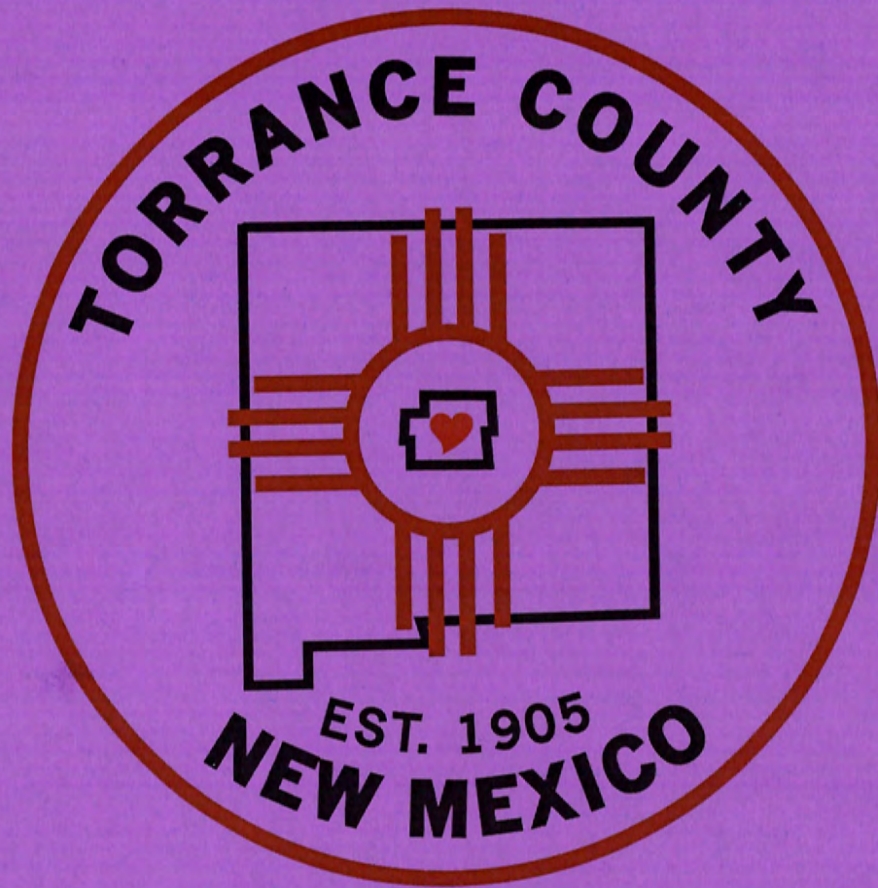
Please tear off and return the bottom portion with your payment. Thank you.

Torrance County Admin Office
 Post Office Box 48
 Estancia, NM 87016



Lobo Internet Services Ltd
 2419 San Pedro Dr NE
 Albuquerque, NM 87110

Payment Summary	
Account	10715
Reference	N10715-17
Due Date	2021-02-25
Amount Due (\$)	155.00
Amount Enclosed	
Check Number	
Please make checks payable to Lobo Internet Services Ltd	



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 12 R

Toby's Mid-Valley Doors

19707 Highway 314
Belen, NM 87002
(505) 864-0669
midvalleydoors@gmail.com



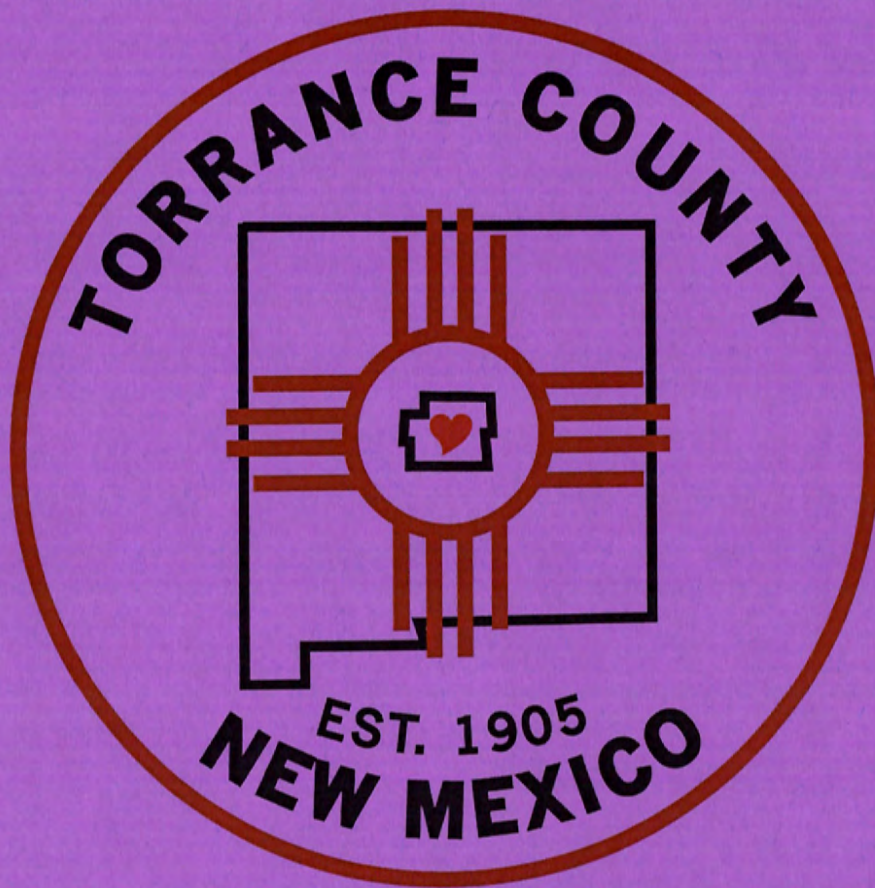
INVOICE

BILL TO
Torrance County Fire Department

INVOICE 20147
DATE 06/17/2024
TERMS Net 10

PURCHASE ORDER
753 Salt Mission Trail

QTY	DESCRIPTION	RATE	AMOUNT
1	Garage Door Section/Panel Replaced- 20'2"x24" Model 3241 White Bottom Panel Special Stiles @ 49",97".145"193" Double Hinge On Ends	810.00	810.00T
		SUBTOTAL	810.00
		TAX	0.00
		TOTAL	810.00
		BALANCE DUE	\$810.00



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 12 S



Unauthorized/Non-Conforming Purchase Notice

Date: 07/11/2024

Department: Facilities Maintenance

Employee: Ricard Lopez

Purchase Amount: \$1604⁴⁵ - \$46⁸⁸ - \$23¹² - \$25³⁷ -

Date of Purchase: July 8 - July 10 - July 9th

Vendor: AKC - Estancia Valley Feed - Harts Hardware

Explanation of purchase and why prior authorization was not received or why purchase was non-conforming (invoices and documentation must be attached to this notice):

- AKC Plumbing - Repair AC units #5 & #7, Emergency Repair at The Judicial Complex Building \$604⁴⁵
- Estancia Valley Feed - Main Water Leak next To The Radio Arena PVC water line Adapter \$46⁸⁸ ~~AKC~~
- Estancia Valley Feed - Water leak into The Ladies Restroom Damaged Ceiling and AC water line fix. \$23¹² (Fairgrounds)
- Harts Hardware - Purchase Sheetrock, Tape and Allpurpose Compound Mtd. For Fairground Center Ladies Restroom Ceiling Repair
- Estancia Valley Feed - w/o #4023 - Parts ~~and~~ Tool needed To proceed with The request. \$42⁸⁸ & 29⁸⁶

I am not aware of The policy process yet.

[Signature]
Department Head Signature

For Finance Use Only

Purchase reviewed by Finance? Yes No Date reviewed: 7/11/2024 Initials: [Signature]

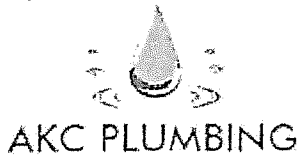
Line Item: Judicial 401-016-2215 Funds available in budget? Yes No

Line Item: Fairgrounds 401-053-2215 Procurement Code followed? Yes No TC Policy followed Yes No

Payment Approved Denied

Commission Signature

Date



Invoice

Date: July 8, 2024

To: Richard lasperance
903 B N Fifth St
Estancia , NM 87016
505-315-5888

invoice#00503
LIC# 383420
AKC PLUMBING LLC
11320 Malaguena Ln NE
Albuquerque NM, 87111
505-489-3529
akcplumbing14@gmail.com

Noe Garcia

HVAC Work

adjust and lubricate pulley in Roof top unit #7	
check refrigerant levels in Roof top unit #5 it has a leak	560.00
recommended to be replace due to be R-22 unit .	

Judicial

Subtotal \$	560.00
Sales Tax	8%
Total \$	604.45

Thank you for your business!

11320 Malaguena Ln Albuquerque, NM 87111 akcplumbing14@gmail.com 5054893529

with us today
**Estancia Valley Feed
 and Supply**

PO Box 1086
 506 5TH STREET
 ESTANCIA, NM 87016
 505-384-5225

TORR CO MAINT.
 P O BOX 48
 ESTANCIA, NM 87016
 ACCOUNT # 125

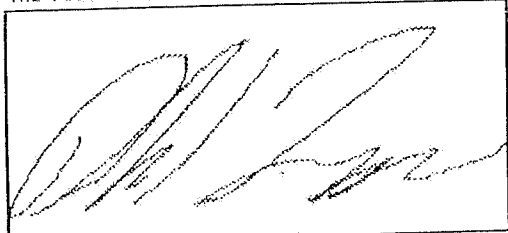
ITEM	QTY	SALE/REG	EXT
046224033752	1 00	9.29	9.29
1669746	EACH		
PB0T-090 COMP ANGLE VALVE			
038561345056	2 00	0.92	1.84
2379980	EACH		
34505 RISER EXTEND1/2(FIPXMI			
021449256315	1 00	11.99	11.99
7615727	EACH		
25631 PIPE THRD SEALANT#5 40			

SUBTOTAL \$	23.12
TAX \$	0.00
TOTAL \$	23.12

CHARGE 23.12

PO # 24-00093

I AGREE TO PAY THE ABOVE TOTAL ACCORDING TO
 THE POSTED TERMS AND CONDITIONS



SIGNATURE Authorized Signer

EMPLOYEE	TERM	INV#	TIME	DATE
12	10	308480	01:12	09-Jul-24

Your receipt guarantees
 your no-hassle-return

ALL PURCHASES RETURNED
 SUBJECT TO 10% RESTOCKING FEE

INVOICE



Harts Hardware
1411 Route 66 / PO Box 2459
Moriarty NM 87035
505-832-8883

Transaction#: A141562
Associate: APRIL
Date: 07/09/2024 Time: 08:50:32 AM

Due Date: 08/15/2024

*** SALE ***

PO: 24-00081

Bill To:
Customer # 33
TORRANCE COUNTY
PO BOX 48
ESTANCIA, NM 87016

PN75 PAPER JOINT TAPE 75-6590681		
1.00 EACH @ \$2.79 N		\$2.79
1.75 PT JOINT COMPOUND PA-6144224		
1.00 EACH @ \$7.29 N		\$7.29
1/2 SHEETROCK - 7522782		
1.00 EACH @ \$15.29 N		\$15.29

Subtotal: \$25.37

TAX EXEMPT

TOTAL: \$25.37

INVOICE: \$25.37

CHANGE: \$0.00

A Minimum Finance Charge of
\$1.00 or 1.5% per month
applies to all past due balances



(X) _____
MAINTENANCE

Thank You!
No Returns after 30 days

Thanks for shopping
with us today
**Estancia Valley Feed
and Supply**

PO Box 1086
506 5TH STREET
ESTANCIA, NM 87016
505-384-5225

TORR CO MAINT.
P O BOX 48
ESTANCIA, NM 87016
ACCOUNT # 125

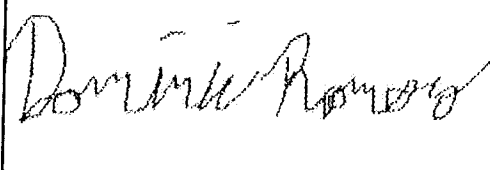
ITEM	QTY	SALE/REG	EXT
045734995888	1.00	11.99	11.99
4732111	EACH		
SINK STRAINER			
046224206637	1.00	10.59	10.59
8445926	PACK		
PP20663 SLIP JOINT STRAP 1-1			
046224205548	1.00	2.69	2.69
8445264	SACK		
PP20554 PVC EXTSN COUPL 1-1/			
046224209065	1.00	4.59	4.59
6258107	EACH		
PP20906 FLNG TAILPIECE1-1/2X			

SUBTOTAL \$	29.86
TAX \$	0.00
TOTAL \$	29.86

CHARGE 29.86

PO # 24-00089

I AGREE TO PAY THE ABOVE TOTAL ACCORDING TO
THE POSTED TERMS AND CONDITIONS



SIGNATURE Authorized Signer

EMPLOYEE	TERM	INV#	TIME	DATE
12	10	308532	02:39	10-Jul-24

Your receipt guarantees
your no-hassle-return

ALL PURCHASES RETURNED
SUBJECT TO 10% RESTOCKING FEE

INVOICE

111 111111111111111111111111

Thanks for shopping
with us today
**Estancia Valley Feed
and Supply**

PO Box 1086
506 5TH STREET
ESTANCIA, NM 87016
505-384-5225

TORR CO MAINT
P.O BOX 48
ESTANCIA, NM 87016
ACCOUNT # 125

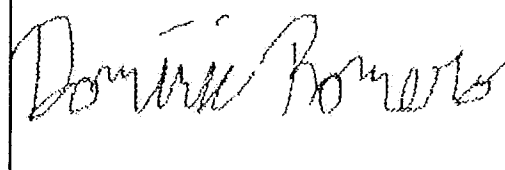
ITEM	QTY	SALE/REG	EXT
014045217750	1.00	42.79	42.79
8080806	EACH		
TORCH SWIVEL ON DEMAND TRIGG			

SUBTOTAL \$	42.79
TAX \$	0.00
TOTAL \$	42.79

CHARGE 42.79

PO # 24-00094

I AGREE TO PAY THE ABOVE TOTAL ACCORDING TO
THE POSTED TERMS AND CONDITIONS



SIGNATURE Authorized Signer

EMPLOYEE	TERM	INV#	TIME	DATE
12	10	308533	02:40	10-Jul-24

Your receipt guarantees
your no-hassle-return

ALL PURCHASES RETURNED
SUBJECT TO 10% RESTOCKING FEE

INVOICE

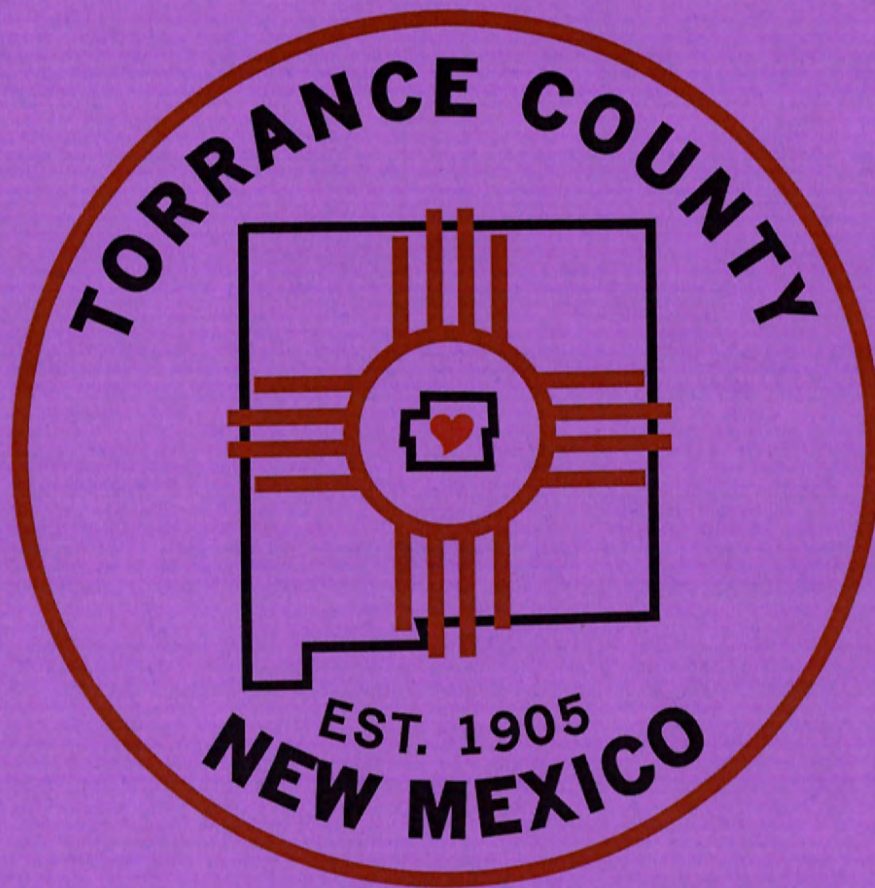




**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 12 T



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 12 U



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item
No. 12 V

Harts Hardware
 1411 Route 66 / PO Box 3459
 Moriarty, NM 87015
 505 832 6883

Transaction#: A19761
 Associate: Alex C
 Date: 06/05/2004 Time: 11:47:51 AM
 Due Date: 07/15/2004
 *** SALE ***

PO: 34 00112

Bill To:
 Customer # 33
 TORRANCE COUNTY
 PO BOX 48
 ESTANCA, NM 87016

10152 DRY WHT ACRYLIC LAG 8524530
 1.00 EACH @ 21.45 N 21.45
 0049 WALL TUCK COG 1-17 000420
 1.00 EACH @ 210.99 N 210.99
 P895-60 COMBING WASHER 1008484
 1.00 EACH @ 22.75 N 22.75
 P110CP WASTE ARM 1 1/2X15 111820
 1.00 EACH @ 21.00 N 21.00
 P20CE J-BEND COGA 1 1/2X1-3/8 0100
 1.00 EACH @ 214.00 N 214.00

Subtotal: 470.41
 TAX EXEMPT
 TOTAL: 470.41
 INVOICE: 470.41
 CHANGE: 0.00

A Minimum Finance charge of
 \$1.00 or 1.5% per month
 applies to all past due balances

[Signature]

(X) DISPATCH

Thank You!
 No Returns after 30 days

(X) FIRE ARM

Thank You!
 NO RETURNS AFTER 30 DAYS!

Harts Hardware
 1411 Route 66 / PO Box 3459
 Moriarty, NM 87015
 505 832 6883

Transaction#: A190510
 Associate: Alex C
 Date: 06/05/2004 Time: 01:11:11 PM
 Due Date: 07/15/2004
 *** SALE ***

PO: 34 00112

Bill To:
 Customer # 33
 TORRANCE COUNTY
 PO BOX 48
 ESTANCA, NM 87016

PRIMER GAL 1904890
 2.00 EACH @ 224.99 N 449.98
 PAINT INTERIOR SATIN BLS 1004
 1.00 EACH @ 2,79.99 N 2,799.99

Subtotal: 3,249.97
 TAX EXEMPT
 TOTAL: 3,249.97
 INVOICE: 3,249.97
 CHANGE: 0.00

A Minimum Finance charge of
 \$1.00 or 1.5% per month
 applies to all past due balances

[Signature: Dominic Proenza]

HARTS HARDWARE

Thank You!
 No Returns after 30 days

Harts Hardware
 1411 Route 66 / PO Box 3459
 Moriarty, NM 87015
 505 832 6883

Transaction#: B551805
 Associate: APPTL
 Date: 06/05/2004 Time: 04:00:00 PM
 Due Date: 07/15/2004
 *** SALE ***

PO: FIREDEET 0666

Bill To:
 Customer # 33
 TORRANCE COUNTY
 PO BOX 48
 ESTANCA, NM 87016

SLYDE KING CR NEN-WLT 1001
 1.00 EACH @ 241.99 N 241.99
 9964 VINYL BUMPERS 6198400
 1.00 EACH @ 23.79 N 23.79
 008116A CLEAR REPAIR 950 0121480
 1.00 EACH @ 27.30 N 27.30
 1607 GOOF OFF 351754
 1.00 EACH @ 28.99 N 28.99
 560 BRUSH UTILITY HANDLE 1492314
 1.00 EACH @ 27.29 N 27.29
 733-43 TAMILO BOWL BRUSH-6070100
 1.00 EACH @ 25.46 N 25.46
 Boot & Shoe Scrubber 27007
 1.00 EACH @ 225.99 N 225.99
 10370988/10289753 SHOE DC 1198301
 1.00 EACH @ 216.99 N 216.99
 817448016434
 10x25 4MIL CLR Sheeting 101182
 1.00 EACH @ 212.99 N 212.99

Subtotal: 1,131.11
 TAX EXEMPT
 TOTAL: 1,131.11
 INVOICE: 1,131.11
 CHANGE: 0.00

A Minimum Finance charge of
 \$1.00 or 1.5% per month
 applies to all past due balances

[Signature: Bill]

(X) DISPATCH

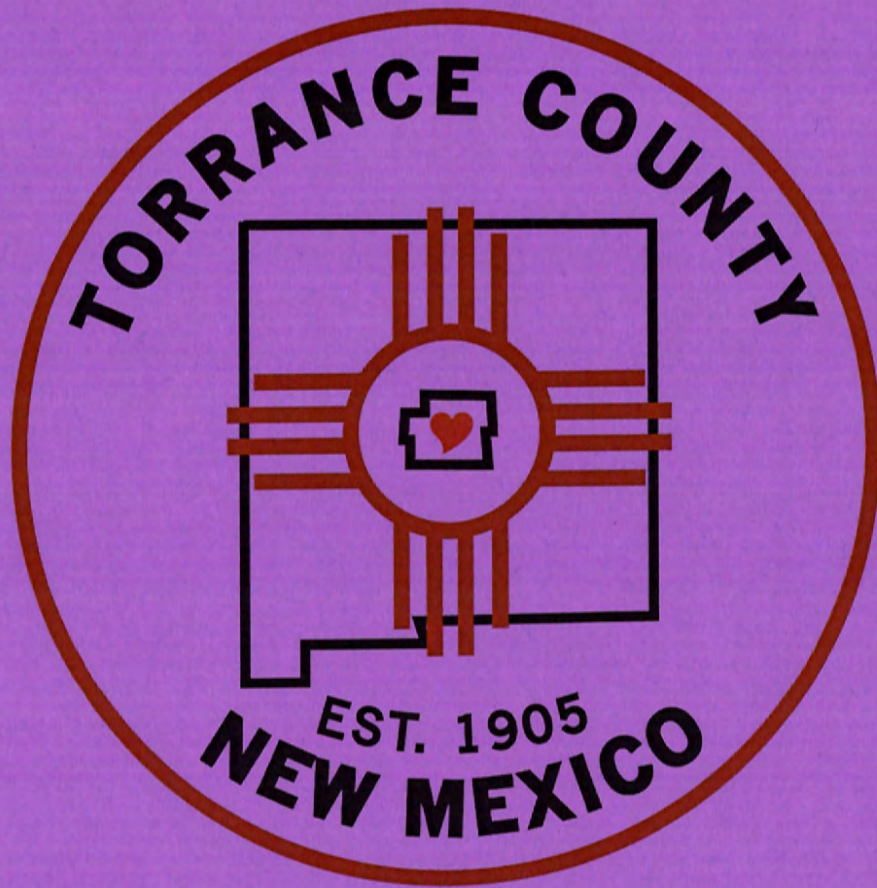
Thank You!
 No Returns after 30 days



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 13 A



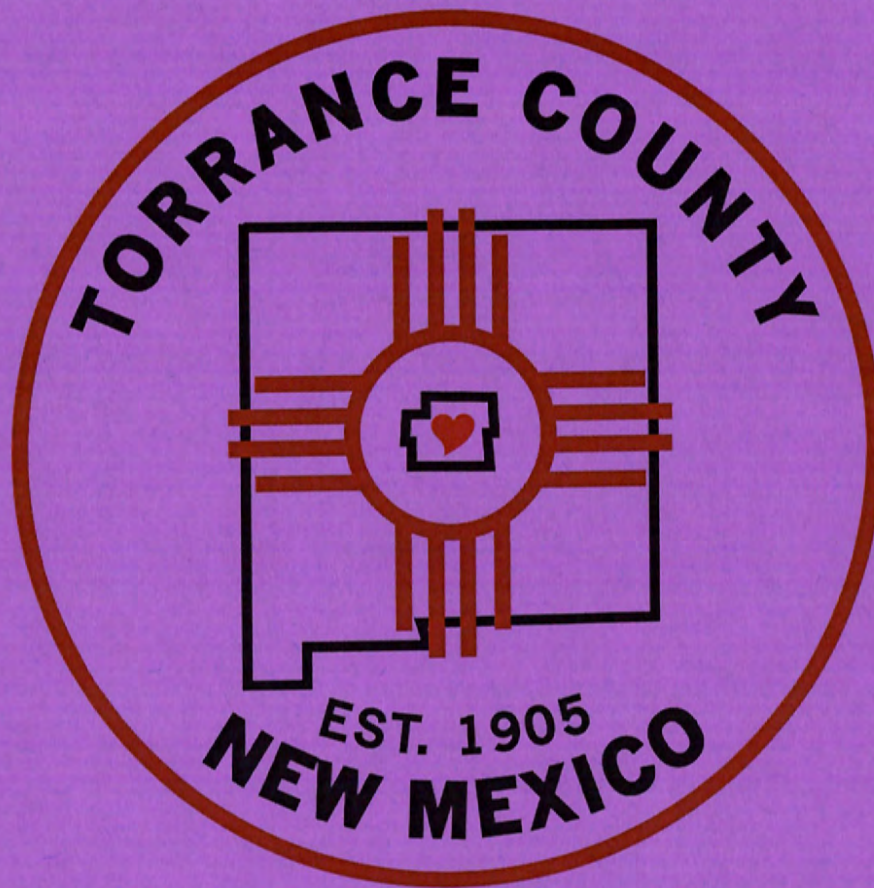
**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

No. 13 B

Year	Rank	Year	Rank	Project Name	Legislative Language	Recommendation	Total Cost	Status
2025								
2025	1			County Fairgrounds Improvement	to plan, design, remodel, construct, furnish, and equip improvements to county fairgrounds in the town of Estancia in Torrance County	Remain in Top 12	\$ 14,863,120.00	
2025	2			Fire Station Water System Upgrades	to plan, design, construct, and install water collection and storage systems for use by the fire department in McIntosh, Torrance County		\$ 1,470,000.00	
2025	3			New County Government Offices	to plan, design, construct, equip, and furnish new county administrative offices in the town of Estancia in Torrance County	Move Down - Out of Top 12	\$ 13,210,800.00	
2025	4			Torrison Wall and Water System	to install a new well from location survey to full service, all required equipment and tank storage in Torreon, Torrance County	Move Down - Out of Top 12	\$ 300,000.00	
2025	5			Fire Department Comprehensive Plan	to develop a comprehensive plan to guide remodeling, construction, and equipping projects for the fire districts located within Torrance county		\$ 235,000.00	
2025	6			County Road Improvements	to plan, pave (construct), and equip with signage multiple roads to include, Green, Echo Ridge, A102 and Martinez roads in Torrance county, New Mexico	Remain in Top 12	\$ 17,675,328.00	
2025	7			Road Department Equipment	to purchase and equip road department equipment necessary for road maintenance and improvements for the department located in Torrance county		\$ 2,542,170.00	
2025	8			Purchase and Equip Medical Response Vehicle	to purchase and equip emergency medical response vehicles for the Torrance county fire department in Torrance county, New Mexico		\$ 2,455,289.00	
2025	9			Duran Water System Improvements	to plan, design, construct, and equip water system improvements for Village of Duran, New Mexico, in Torrance county	Support for Duran	\$ 4,886,861.00	
2025	10			Emergency Management Facility	to plan, design, construct or remodel, furnish, and equip emergency management facilities including a training room, emergency operations center, storage, parking lot, garage, and security in Torrance county, New Mexico		\$ 1,435,884.00	
2025	11			Restoration and Preservation of Historical Records	plan, design, construct and upgrade the offices of the county clerk, treasurer and assessor, including archival storage cabinets, climate control and fire suppression systems, in Estancia in Torrance county.	Move Down	\$ 177,100.00	
2025	12			Arthur Park Lake and Pool Improvements	Estancia will plan, design, equip, furnish, install, and construct improvements to Arthur park and lake in Estancia, Torrance County	Support for Estancia	\$ 3,352,000.00	
2026								
2026	1			Also Water System Development	to plan, design, construct, and equip water system for Also area, New Mexico, near Mountaintair, New Mexico, in Torrance County		\$ 2,420,000.00	
2026	2			New Regional Animal Shelter	to plan, design, construct, furnish, and equip a regional animal shelter in Torrance County to incorporate and centralize animal control and shelter needs of Torrance County and its communities	Keep on ICP, develop partnerships, etc. for future funding.	\$ 11,485,000.00	
2026	3			Mountaintair Resleeve Grounds Improvement	to plan, design, construct, furnish and equip various improvements to the JP Helms Rodero Area in the town of Mountaintair, Torrance county	Support for Mountaintair	\$ 300,000.00	
2026	4			Duran Schoolhouse Feasibility Study	to conduct a feasibility study to determine if the historic Duran Schoolhouse can be restored and renovated to serve as community center	Move to Top 12	\$ 100,000.00	
2026	5			Roads Assessment	to develop an road assessment and maintenance plan for all roads owned by Torrance county and located within Torrance county, New Mexico	Move Down	\$ 150,000.00	
2026	6			Multi-Generational Facility with Gym	to plan, design, construct, furnish and equip a multi-generational facility with gymnasium within Torrance county, New Mexico	Move Down	\$ 5,650,000.00	

Year	Rank	Year	Rank	Project Name	Legislative Language	Recommendation	Total Cost	Status
2027								
2027	1			Emergency Management Equipment	to purchase equipment necessary to address emergency situations as addressed by the emergency manager and first responders within Torrance county, New Mexico		\$ 350,000.00	
2027	2			Asset Management Plan	to develop an asset management plan to develop a strategy to guide capital and equipment maintenance, remodeling, and construction for property owned by Torrance county, New Mexico	Move Down/Remove	\$ 100,000.00	
2027	3			Road Shop Yard/ Water System	to plan, design, construct, and install water collection and storage system at the road department yard/shop in Torrance county, New Mexico	Move Down/Remove	\$ 435,000.00	
2028								
2028	1			Ball Fields Development	to plan, design, construct, and equip a ball fields complex in Torrance county, New Mexico		\$ 5,650,000.00	
2028	2			Hwy 285 Corridor Fire Station	to plan, design, construct, furnish and equip a new fire station along/near the highway 285 corridor in Torrance county, New Mexico	Possibly combine into one station	\$ 10,000,000.00	
2029								
2029	1			Hwy 60 Corridor Fire Station	to plan, design, construct, furnish and equip a new fire station along/near the highway 60 corridor in Torrance county, New Mexico	Possibly combine into one station	\$ 10,000,000.00	
2029	2			Emergency Medical Services Building	to plan, design, construct, furnish and equip a new emergency medical services building in Torrance county, New Mexico		\$ 5,000,000.00	
2029	3			Water wells with Tanks	to plan, design, construct and equip water wells, tanks and well houses in Torrance county, New Mexico		\$ 1,700,000.00	
2029	4			NM41 Ball Trail	to plan, design, construct and equip a pedestrian, bicycle, and equestrian trail along the 14.7 miles of abandoned railroad bed which parallels NM41 between Moriarty and Estancia in Torrance county, New Mexico		\$ 17,500,000.00	
2029	5			P25/700 Mhz Radio System/Upgrade to State Radio System	to purchase, equip and install and P25/700 Mhz digital radio system in Torrance county	Move to Top 12	\$ 1,218,000.00	
2029	6			Develop Torrance County Park	plan, design, construct, furnish, and equip the Torrance County Park located in Torrance County, New Mexico, into a recreational site to include picnic area and trails		\$ 920,000.00	
2029	7			Mescalero Reservoir Dam Mitigation	to plan, design, and reconstruct Mescalero Reservoir Dam near City of Moriarty, New Mexico, in Torrance county		\$ 133,000.00	
Newly Added								
				Mobile Dispatch Unit		Need more information	\$ 400,000.00	
				Emergency Management Vehicle			\$ 95,000.00	
				Improvements to Existing Animal Shelter		Move to Top 12	\$ 75,000.00	
				Annual Update of Sheriff's Fleet			\$ 1,920,070.00	
				Urgent Care			\$ 1,280,000.00	
				Mountainair Municipal Airport Improvements	to plan, design, construct, furnish and equip improvements to the Municipal Airport in the town of Mountainair, Torrance county			
				Four Helipads	design and construction of four helipads in Torreon, Encino, Cedar Vale, and ***			



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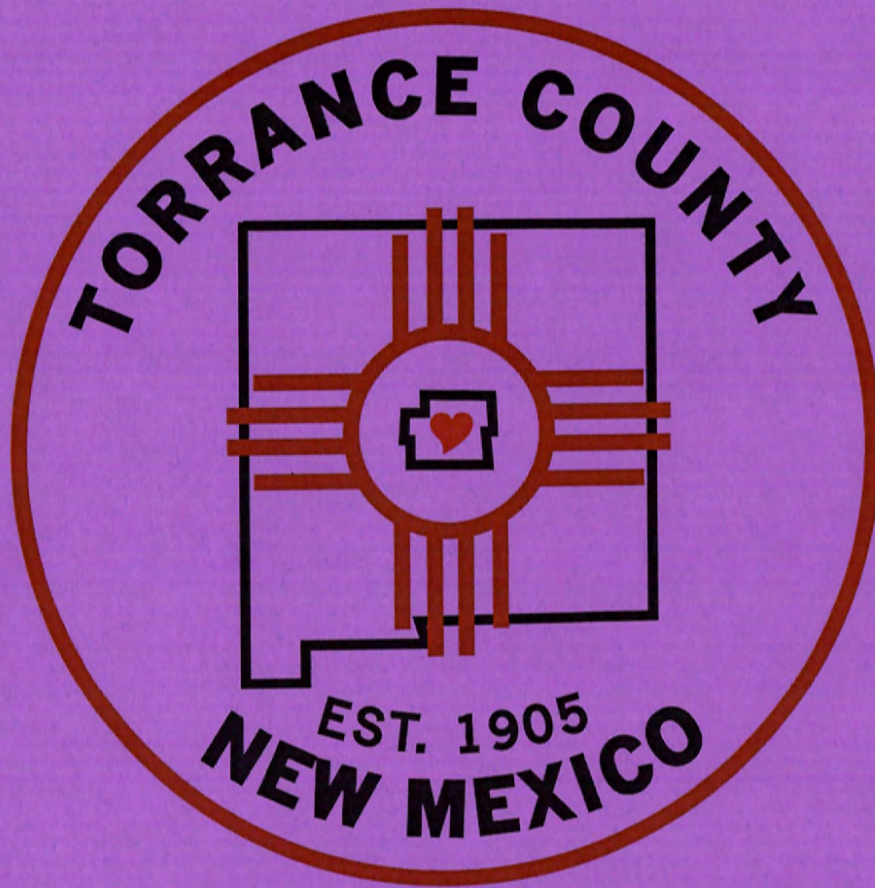
Agenda Item

No. 13 C



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item
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**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item

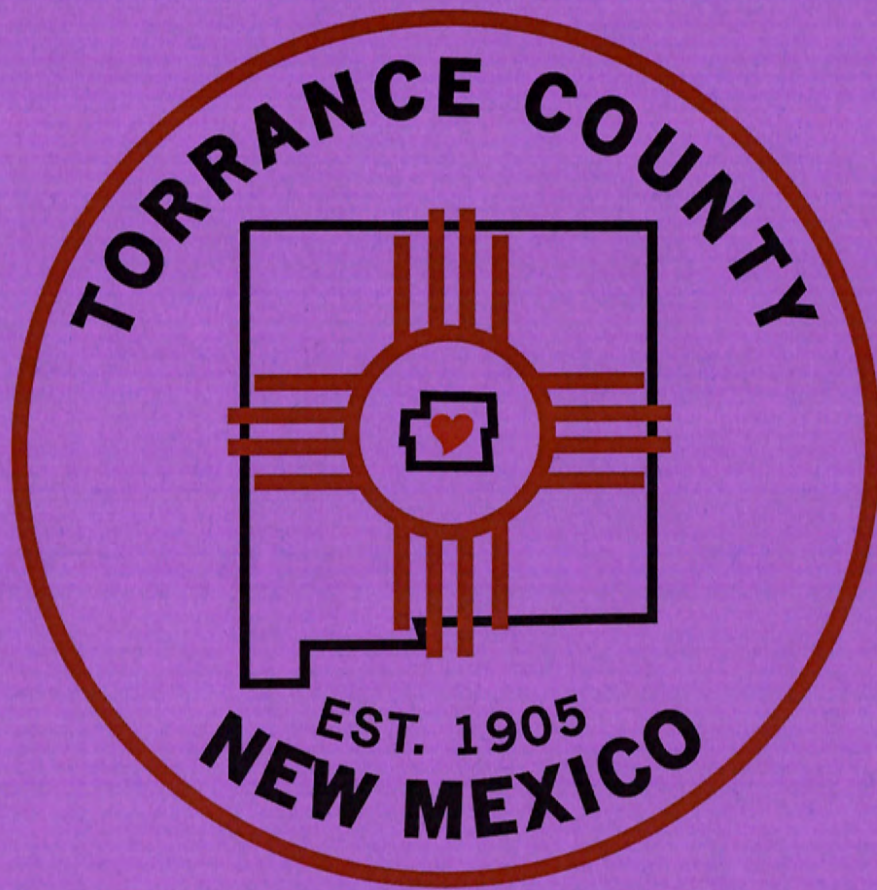
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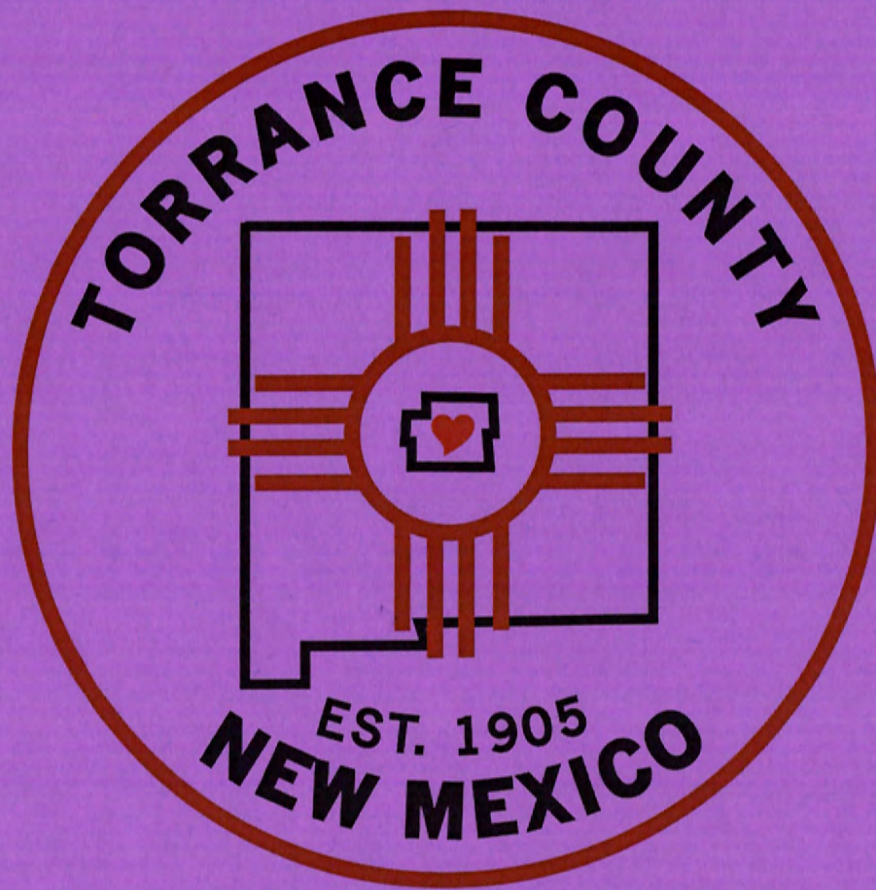
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No. 14 A



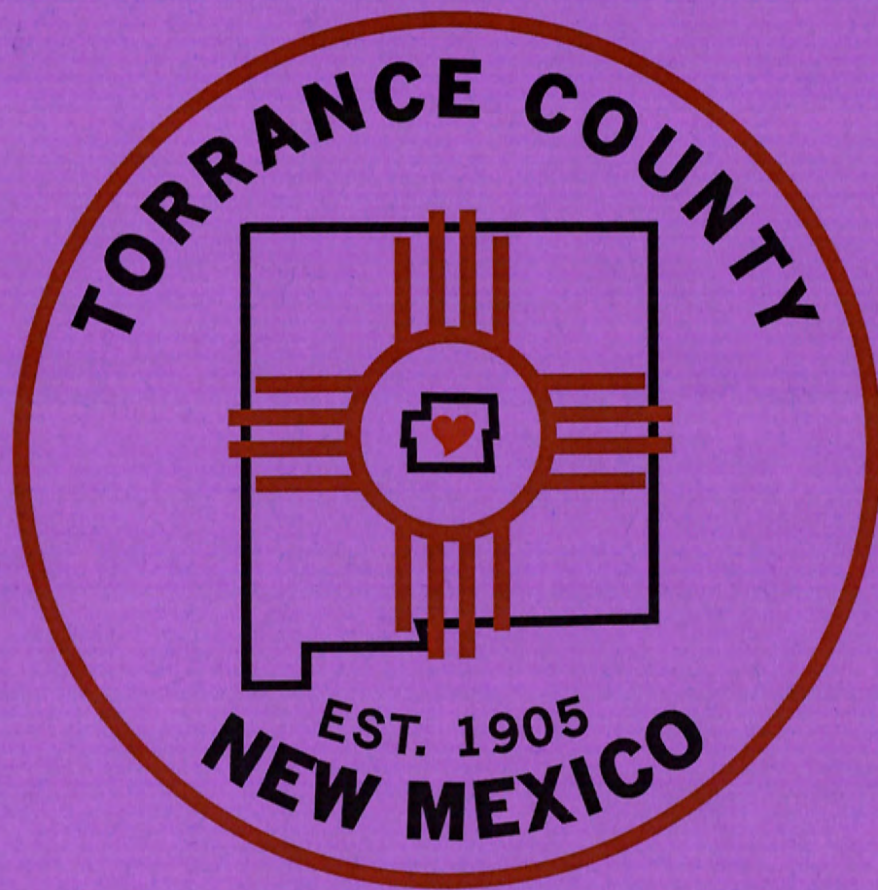
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No. 14 B



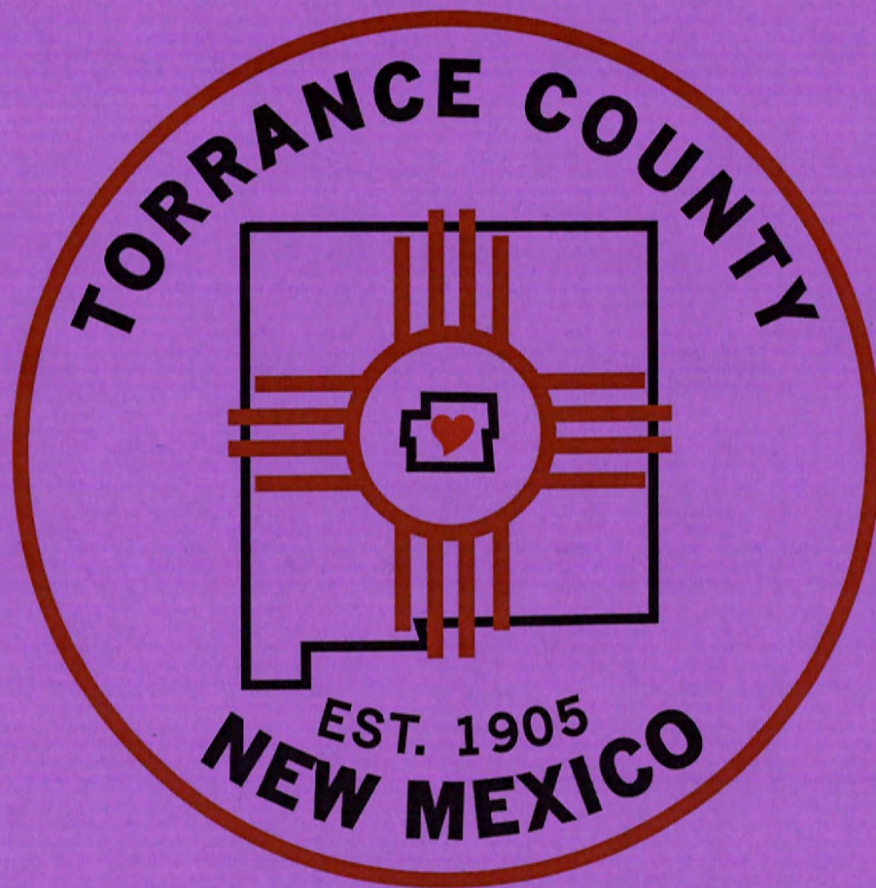
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COMMISSION MEETING**

Agenda Item

No. 15 B



**TORRANCE COUNTY
COMMISSION MEETING**

Agenda Item
No. 15 C



**TORRANCE COUNTY
COMMISSION MEETING**

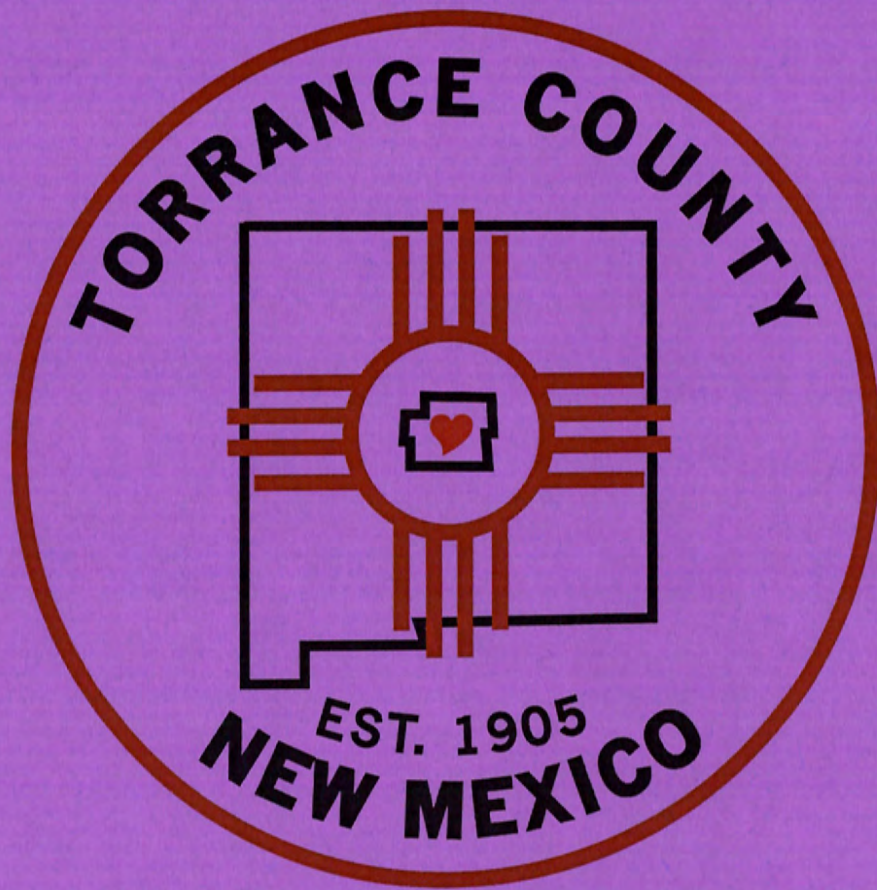
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**TORRANCE COUNTY
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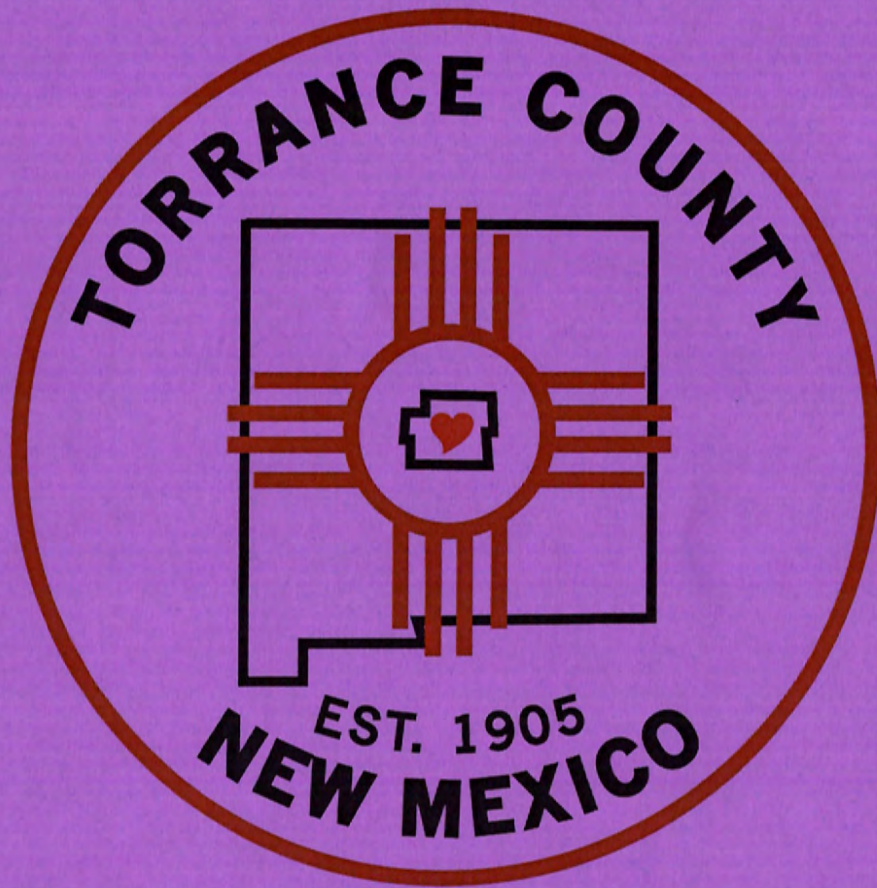
Agenda Item

No. 16



**TORRANCE COUNTY
COMMISSION MEETING**

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No. 17



**TORRANCE COUNTY
COMMISSION MEETING**

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