



CITY OF LOVINGTON, NEW MEXICO

REQUEST FOR PROPOSALS

ON-CALL CITY SERVICES

Plumbing | Electrical | HVAC | General Construction | Janitorial

Solicitation No.	RFP No. 2026-005
Issue Date	August 25, 2026
Proposal Deadline	Friday, September 18, 2026, at 3:00 p.m. MOUNTAIN TIME
Delivery Location	Chief Procurement Officer City of Lovington, 214 S. Love Street, Lovington, NM 88260
Procurement Contact	Leslie Boldt, C.P.O. lboldt@lovington.org 575-396-9302

Important: Offerors may submit a proposal for one service part, multiple service parts, or all service parts. Each part will be evaluated and may be awarded independently. The City may make multiple awards within a part to maintain adequate coverage.

SEALED PROPOSAL - DO NOT OPEN

Clearly identify the RFP number and each service part included in the proposal.



LEGAL NOTICE
CITY OF LOVINGTON
REQUEST FOR PROPOSALS
RFP NO. 2026-005
ON-CALL CITY SERVICES

The City of Lovington is accepting sealed proposals from qualified contractors for on-call plumbing, electrical, HVAC, general construction and facility repairs, and janitorial services. Offerors may submit proposals for one or more service categories.

Proposals must be received by 3:00 p.m. Mountain Time on Friday, September 18, 2026, at City Hall, 214 S. Love Street, Lovington, New Mexico 88260.

The complete RFP is available at www.lovington.org or by contacting Leslie Boldt, Chief Procurement Officer, at lboldt@lovington.org or 575-396-9302.

The City reserves the right to reject any or all proposals and to make multiple awards when determined to be in the City's best interest.



1. Solicitation Overview

1.1 Purpose

The City of Lovington (City) requests competitive sealed proposals from qualified, properly licensed and insured contractors to provide routine, scheduled, urgent, and emergency services for City facilities, property, and operations. Qualifications, availability, service approach, response time, and price are material to the City's selection; award will not be based solely on the lowest proposed price.

The resulting contracts will be indefinite-delivery, on-call agreements. Work will be authorized only through a written purchase order, task order, work order, or other written authorization issued by the City. No minimum amount of work, exclusivity, or payment is guaranteed.

1.2 Service Parts A through E (respond only to each applicable Part)

Part	Service	General Description
Part A	Plumbing Services	Routine and emergency plumbing diagnosis, repair, replacement, and minor installation.
Part B	Electrical Services	Routine and emergency electrical diagnosis, repair, replacement, and minor installation.
Part C	HVAC Services	Heating, ventilation, air-conditioning, refrigeration, controls, maintenance, and repair.
Part D	General Construction and Facility Repairs	Minor construction, carpentry, roofing repairs, doors, finishes, concrete, and related facility work.
Part E	Janitorial Services	Routine Magistrate Court cleaning and separately authorized on-call cleaning at other City facilities.

1.3 Authority and Procurement Method

This procurement is conducted under the New Mexico Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, applicable regulations, and City purchasing policies. Section 13-1-111 NMSA 1978 authorizes competitive sealed proposals for construction and facility maintenance, services, and repairs. The City Commission authorized release of this solicitation by Resolution No. 2026-105.

1.4 Anticipated Schedule

Event	Date / Time
RFP issued and advertised	August 25, 2026
Optional pre-proposal meeting/site visit	September 2, 2026, by appointment
Deadline for written questions	September 8, 2026



Event	Date / Time
Final addendum released, if any	September 10, 2026
Proposals due	Friday, September 18, 2026, at 3:00 p.m. Mountain Time
Evaluation/discussions, if needed	September 21–22, 2026
Anticipated Commission award	September 28, 2026
Anticipated contract start	October 1, 2026

The City will attempt to follow the schedule but may update it through a written addendum.

1.5 Contract Term and Awards

- Initial term: one year from the effective date stated in the executed contract.
- Renewals: up to three additional one-year terms, subject to satisfactory performance and applicable law.
- Awards: one or more contracts may be awarded for each service part. A contractor is eligible only for the parts awarded to that contractor.
- The City may reject all proposals for any part, make no award, or procure particular work by another lawful method when in the City's best interests.

2. Instructions to Offerors

2.1 Procurement Contact and Communications

All questions and requests for clarification must be submitted in writing to the Procurement Contact shown on the cover. Offerors shall not contact evaluation committee members, elected officials, or other City employees concerning this procurement except as authorized by the Procurement Contact.

2.2 Proposal Submission

- Submit one original signed proposal. The City may reproduce the proposal for evaluation and administrative use.
- Place the proposal in a sealed package marked with the RFP number, offeror name, and each service part included.
- The proposal must be received at the stated delivery location by the deadline.
- Cost information must be included in the pricing forms for the applicable service parts.
- Proposals must remain valid for 120 calendar days after the proposal deadline.



2.3 Questions, Addenda, and Acknowledgment

The City will issue material clarifications or changes by written addendum. Offerors are responsible for obtaining all addenda and must acknowledge each addendum on the Offeror Information and Certification Form.

2.4 Confidential Information and Public Inspection

Proposals will be kept secure before the established due date and will not be opened publicly. After award, procurement records are subject to public inspection as provided by law. An offeror requesting confidential treatment must clearly identify the specific material, state the legal basis for nondisclosure, and place it in a readily separable section. A blanket designation of the entire proposal as confidential is not acceptable. The City will make the final determination regarding disclosure.

2.5 Costs of Preparation

The City is not responsible for any cost incurred by an offeror in preparing, submitting, presenting, clarifying, or negotiating a proposal.

2.6 Right to Cancel or Reject

The City may cancel this RFP or any service part; reject any or all proposals; waive minor informalities; request clarification; conduct discussions; request best and final offers; and make the award or awards determined to be most advantageous to the City, subject to applicable law.

3. General Scope and Performance Requirements

3.1 Work Authorization

1. The City department requesting service will describe the work, location, priority, and requested schedule.
2. The contractor will provide an estimate when requested, identifying labor, materials, equipment, subcontractors, taxes, and anticipated completion time.
3. Except for a documented emergency authorized by an authorized City representative, the contractor shall not begin work without written authorization and an approved purchase order or other City authorization.
4. The contractor shall notify the City promptly before exceeding an authorized amount or materially changing the scope. Unauthorized work is performed at the contractor's risk.
5. The contractor will submit an itemized invoice referencing the authorization number, facility, dates, personnel, hours, materials, equipment, and completed work.

3.2 Priority and Response Standards

Priority	Description	Expected Contractor Response
Emergency	Immediate threat to health, safety, security, essential operations, or property.	Acknowledge within 30 minutes; provide estimated arrival; target on-site response within 2 hours unless otherwise approved.



Priority	Description	Expected Contractor Response
Urgent	Condition likely to disrupt service or worsen if not addressed promptly.	Acknowledge within 2 business hours; target on-site response within 8 hours or as agreed.
Routine	Planned maintenance, repair, cleaning, or minor project.	Acknowledge within 1 business day; schedule as agreed in the work order.

Offerors must state any exceptions and their actual response capabilities. Response commitments could become contract requirements if accepted by the City.

3.3 General Contractor Responsibilities

- Provide qualified supervision and sufficient trained personnel to complete authorized work safely and timely.
- Maintain all licenses, registrations, permits, certifications, insurance, and bonds required for the service and each work order.
- Comply with applicable federal, state, and local laws, codes, safety requirements, wage requirements, and City policies.
- Protect City property and the public; maintain clean and secure work areas; and repair contractor-caused damage at no additional cost.
- Coordinate shutdowns, access, alarms, keys, and occupied-space work with the designated City representative.
- Use new, code-compliant materials unless the City authorizes otherwise and provide manufacturers' documentation and warranties.
- Obtain prior written approval before using a subcontractor. The prime contractor remains fully responsible for subcontracted work.
- Maintain service records and provide closeout information, photographs, warranties, permits, inspection records, and other documentation requested by the City.
- Not split or sequence work to avoid procurement, public works, approval, or bonding requirements.

3.4 City Responsibilities

- Identify an authorized City representative for each assignment.
- Provide reasonable access to the work location and available information relevant to the assignment.
- Issue written authorization and identify any applicable funding, reporting, wage, bonding, or closeout requirements.
- Inspect work and notify the contractor of deficiencies requiring correction.

3.5 No Exclusivity and No Guaranteed Work

An award creates eligibility to receive work but does not guarantee assignments, revenue, or a minimum purchase. The City may rotate work, select a contractor based on availability, specialized qualifications, location, past performance, price, or the needs of a particular assignment, and may use another lawful procurement method.



4. Part A - Plumbing Services

4.1 Scope

- Diagnose and repair leaks, stoppages, broken fixtures, water heaters, pumps, valves, backflow components, piping, drains, sewer laterals, and related building plumbing.
- Provide preventive maintenance, inspections, winterization, minor replacement, and code-compliant installation when authorized.
- Respond to water or sewer emergencies, isolate affected systems, and provide temporary measures when permanent repair cannot be completed immediately.
- Coordinate permits, utility locates, inspections, testing, and restoration when applicable.

4.2 Minimum Qualifications

- Applicable and current New Mexico Construction Industries Division license(s) for all work performed.
- At least three years of relevant commercial, institutional, or governmental plumbing experience.
- Demonstrated ability to provide routine and emergency response in Lovington.

4.3 Part A Pricing

Complete Pricing Schedule A, including regular and after-hours labor, service-call or trip charges, material and subcontractor markups, equipment rates, and any minimum charge.



5. Part B - Electrical Services

5.1 Scope

- Diagnose and repair circuits, panels, breakers, receptacles, lighting, controls, motors, disconnects, generators and transfer equipment, and related facility electrical systems.
- Provide preventive maintenance, testing, troubleshooting, minor replacement, and code-compliant installation when authorized.
- Respond to outages and electrical hazards, isolate unsafe conditions, and provide temporary measures when appropriate.
- Coordinate permits, utility requirements, inspections, lockout/tagout, and documentation when applicable.

5.2 Minimum Qualifications

- Applicable and current New Mexico Construction Industries Division electrical license(s) for all work performed.
- At least three years of relevant commercial, institutional, or governmental electrical experience.
- Demonstrated ability to provide routine and emergency response in Lovington.

5.3 Part B Pricing

Complete Pricing Schedule B, including regular and after-hours labor by classification, service-call or trip charges, material and subcontractor markups, equipment rates, and any minimum charge.



6. Part C - HVAC Services

6.1 Scope

- Diagnose, maintain, and repair packaged units, split systems, boilers, furnaces, evaporative cooling, refrigeration, pumps, motors, thermostats, controls, ventilation, and related equipment.
- Provide preventive maintenance, seasonal start-up and shutdown, filter and belt replacement, refrigerant services, testing, cleaning, and minor equipment replacement when authorized.
- Respond to loss of heating, cooling, ventilation, or refrigeration affecting occupied or critical facilities.
- Maintain service logs and comply with refrigerant handling, permitting, code, and manufacturer requirements.

6.2 Minimum Qualifications

- Applicable and current New Mexico Construction Industries Division license(s) and required refrigerant certifications.
- At least three years of relevant commercial, institutional, or governmental HVAC experience.
- Demonstrated ability to obtain common parts and provide routine and emergency response in Lovington.

6.3 Part C Pricing

Complete Pricing Schedule C, including regular and after-hours labor by classification, preventive-maintenance rates or sample packages, service-call or trip charges, material and subcontractor markups, equipment rates, and any minimum charge.



7. Part D - General Construction and Facility Repairs

7.1 Scope

- Minor carpentry, drywall, ceilings, painting, flooring, doors, hardware, cabinetry, fencing, masonry, concrete, weatherproofing, roofing repairs, demolition, and other related facility work.
- Temporary protection, board-up, stabilization, repair of damage, and restoration following leaks, storms, vandalism, or other incidents.
- Small renovations or improvements specifically authorized by work order and within the contractor's license classifications.
- Coordination of permits, inspections, utility locates, subcontractors, closeout, and warranties when applicable.

7.2 Minimum Qualifications

- Applicable and current New Mexico Construction Industries Division license(s) for all work performed.
- At least three years of relevant commercial, institutional, or governmental construction or facility repair experience.
- Ability to provide qualified trades, project supervision, estimates, schedules, and documentation for assigned work.

7.3 Public Works and Assignment Limits

Each assignment is subject to available budget, delegated authority, the Procurement Code, the Public Works Minimum Wage Act, bonding requirements, applicable licensing, and any funding-source conditions. The City may require wage decisions, payroll records, bonds, permits, or a separate procurement. The master contract may not be used to avoid a requirement that applies to a particular project.

7.4 Part D Pricing

Complete Pricing Schedule D, including regular and after-hours labor by trade classification, supervision, material and subcontractor markups, equipment rates, mobilization or trip charges, and any minimum charge.



8. Part E - Janitorial Services

8.1 Routine Magistrate Court Service

Facility	Magistrate Court Building
Address	26 West Avenue A, Lovington, New Mexico
Approximate Size	Approximately 11,000 square feet; offerors are responsible for confirming conditions
Base Frequency	Two cleaning days per week, on a schedule approved by the City and Court
Base Pricing	Monthly lump sum, excluding New Mexico gross receipts tax

8.2 Example Tasks Per Cleaning Day

- Damp mop entrances; sweep and mop hard floors as needed.
- Vacuum carpet; spot clean carpet and walls as needed.
- Clean and disinfect restrooms and refill City-provided towel, soap, and toilet paper dispensers.
- Clean kitchen and break areas; dish and utensil washing is excluded unless separately authorized.
- Dust ledges, counters, and cleared office furniture surfaces.
- Empty trash receptacles and replace liners; place refuse in designated containers.
- Secure the facility upon completion and report damage, leaks, safety concerns, pest evidence, or unusual conditions.

8.3 Periodic Tasks

- Monthly: clean and disinfect telephone handsets, doorknobs, push plates, and light switches.
- Quarterly: clean accessible interior and exterior windows, glass doors, and partitions, unless otherwise directed.
- Annually: strip and wax applicable resilient flooring, scheduled with the City and Court.

8.4 Supplies and Equipment

For the routine Magistrate Court service, the City will provide approved cleaning equipment, materials, liners, and consumable restroom supplies stored at the facility unless the final contract states otherwise. The contractor shall provide labor and shall request needed supplies through the designated City representative. Purchases made outside the City purchasing system without prior written authorization are the contractor's responsibility. For other on-call cleaning assignments, the work order will identify whether supplies and equipment are City-provided or contractor-provided.

8.5 Security and Personnel

- Protect keys, access cards, alarm information, door codes, records, and confidential information.
- Use only personnel approved under the final contract and immediately report lost credentials or suspected security incidents.



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- Comply with facility screening, conduct, identification, and access requirements. The City or Court may require removal of personnel from the assignment for documented security or performance concerns.
- Do not open files, desks, evidence areas, secured rooms, or equipment except as specifically authorized.

8.6 On-Call Cleaning

The City may request additional cleaning at the Magistrate Court or other City facilities, including event cleaning, vacancy cleaning, emergency cleanup, floor care, window cleaning, or temporary coverage. Such work requires separate written authorization and will be paid under the accepted Part E pricing schedule. Hazardous-material remediation, biohazard cleanup, and work requiring specialized licensing are excluded unless expressly included in a work order and legally performed by the contractor.

8.7 Part E Pricing

Complete Pricing Schedule E, including the Magistrate Court monthly base price, periodic-task pricing, on-call hourly rates, after-hours rates, and any contractor-provided supply or equipment markup.



9. Proposal Content and Organization

Organize the proposal in the order below. Clearly label the service part or parts to which each response applies.

Tab	Section	Required Content
1	Offeror Information and Certifications	Complete and sign Appendix 1; acknowledge all addenda.
2	Service Part Selection	Complete Appendix 2 and identify every part proposed.
3	Qualifications and Licensing	Describe company history, ownership, licenses, certifications, registrations, insurance capability, and relevant experience for each selected part. Please add.
4	Personnel and Capacity	Identify key personnel, trade classifications, supervision, staffing levels, vehicles/equipment, service area, and use of subcontractors. Please add.
5	Approach and Response	Explain intake, dispatch, estimating, communication, emergency response, quality control, safety, documentation, invoicing, and service continuity. Please add.
6	References and Past Performance	Provide at least three recent references for comparable commercial, institutional, or governmental work. Use Appendix 3.
7	Pricing	Complete a separate pricing schedule for each selected part. State all exceptions, minimums, fees, and assumptions.
8	Required Disclosures and Preferences	Include applicable campaign contribution disclosure, preference certificate, and other required forms. Provided.
9	Exceptions	Identify proposed exceptions to the RFP or contract terms. Silence constitutes acceptance.



10. Evaluation and Award

10.1 Responsiveness and Minimum Requirements

The City will first review proposals for timely receipt, required signatures, selected service parts, licenses, and material compliance. A nonresponsive proposal or a proposal from a nonresponsible offeror may be rejected.

10.2 Evaluation Factors

Evaluation Factor	Maximum Points
Relevant experience, qualifications, licenses, and references	25
Personnel, equipment, capacity, and ability to serve Lovington	20
Technical approach, quality control, safety, and contract administration	20
Response time, availability, and continuity of service	15
Pricing, transparency, and overall value	20
Total base points	100

Each service part will be scored independently. Information common to several parts may be incorporated by reference, but the offeror must provide part-specific qualifications, approach, and pricing. The City may verify references and consider documented past performance.

10.3 Statutory Preferences

The City will apply eligible New Mexico, Native American resident, resident veteran, or Native American resident veteran business or contractor preferences as required by law. To receive a preference, the offeror must submit the applicable valid certificate with its proposal. Preferences may not be combined. Preferences do not apply when prohibited because an expenditure includes federal funds. For a point-based evaluation, applicable preference points will be added as provided by current law.

10.4 Discussions and Best and Final Offers

The City may award without discussions or may conduct discussions with offerors whose proposals are reasonably susceptible of award. If discussions are held, the City may request best and final offers. Offerors should submit their best terms initially.

10.5 Basis of Award

Award will be made to the responsible offeror or offerors whose proposal is most advantageous to the City for the applicable service part, considering the stated evaluation factors. The City may make multiple awards within a part and may condition an award on successful negotiation of final rates, scope, insurance, and contract terms.



11. Contract Requirements

Independent Contractor. The contractor is an independent contractor and is responsible for its personnel, payroll, taxes, supervision, methods, and legal compliance.

Insurance. Before work begins, the contractor must provide certificates and endorsements meeting the City's required coverage, including commercial general liability, automobile liability, workers' compensation as required by law, and any additional coverage appropriate to the service. The City will be named as an additional insured where required by the final contract.

Indemnification. The final contract will contain indemnification obligations permitted by New Mexico law, including responsibility for claims arising from the contractor's acts or omissions.

Payment. Invoices must be accurate, itemized, and supported by requested documentation. Payment is subject to inspection, acceptance, available appropriations, and the final contract. The City will not pay unauthorized charges.

Taxes. Pricing must separately identify New Mexico gross receipts tax when applicable. The contractor is responsible for all other taxes and obligations arising from its business.

Records and Audit. The contractor must maintain complete assignment, labor, material, subcontractor, invoice, and compliance records for the period required by law or the final contract and make them available for lawful inspection.

Non-Appropriation. The City's obligations in future fiscal years are contingent on lawful appropriation and availability of funds.

Termination. The final contract may allow termination for cause and termination for the City's convenience upon written notice, with payment limited to accepted authorized work performed through the effective termination date.

Assignment. The contractor may not assign the contract or an assignment without prior written City approval.

Governing Law. New Mexico law governs. Venue for disputes will lie in the appropriate court serving Lea County, New Mexico, unless law requires otherwise.

Procurement Integrity. The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil, misdemeanor, and felony criminal penalties for violations. New Mexico criminal statutes also impose felony penalties for bribes, gratuities, and kickbacks. Conflicts of interest, collusion, and improper communications are prohibited and may result in rejection, termination, debarment, or other lawful action.



Appendix 1 - Offeror Information and Certification

Legal Business Name	
DBA, if any	
Physical Address	
Mailing Address	
Primary Contact	
Telephone / Email	
New Mexico Tax ID	
Federal Tax ID	
Applicable License No(s).	
Preference Certificate No.	

Addenda Acknowledged (if released by the City - applicable)

Addendum No.	Date	Initials

Certification

The undersigned certifies that the offeror has examined the RFP and addenda; the proposal is genuine and not collusive; the information submitted is true and complete; the signer is authorized to bind the offeror; and the offeror will comply with the proposal and negotiated contract if awarded. The offeror acknowledges that an award does not guarantee work.

Authorized Signature	
Printed Name / Title	
Date	



Appendix 2 - Service Part Selection

Check each part included in this proposal.

A complete part-specific response and pricing schedule must be included for every selected part.

Select	Part	Service
☐	A	Plumbing Services
☐	B	Electrical Services
☐	C	HVAC Services
☐	D	General Construction and Facility Repairs
☐	E	Janitorial Services

Offeror name: _____

Primary service contact: _____

24-hour emergency number, if offered: _____



Appendix 3 - Reference Form

Provide at least three references. Copy this page if needed and identify the applicable service part(s).

Reference 1

Client / Organization	
Contact Name / Title	
Telephone / Email	
Service Part(s)	
Dates and Value	
Description of Work	

Reference 2

Client / Organization	
Contact Name / Title	
Telephone / Email	
Service Part(s)	
Dates and Value	
Description of Work	



Reference 3

Client / Organization	
Contact Name / Title	
Telephone / Email	
Service Part(s)	
Dates and Value	
Description of Work	



Appendix 4 - Pricing Instructions

- Complete one schedule for each service part proposed. Enter N/A where a line does not apply; do not leave material pricing terms ambiguous.
- Rates must include overhead, profit, supervision, ordinary hand tools, insurance, and all costs not separately identified. New Mexico gross receipts tax must be shown separately on invoices.
- State whether travel time is included. The City will not pay mileage or travel outside the accepted schedule unless approved in writing.
- Materials, equipment rentals, and subcontractors must be supported by invoices when requested. Markups apply to documented net cost and may not be compounded.
- The accepted rates will remain firm for the initial term. Any renewal adjustment must be requested in writing with support and accepted by written amendment before taking effect.

Pricing Schedule A - Plumbing

Labor Classification	Regular Hours	After Hours / Weekend	Emergency / Holiday
Master/qualifying party	\$ _____ / hr	\$ _____ / hr	\$ _____ / hr
Journeyman plumber	\$ _____ / hr	\$ _____ / hr	\$ _____ / hr
Apprentice/helper	\$ _____ / hr	\$ _____ / hr	\$ _____ / hr

Other Pricing Item	Proposed Charge / Percentage	Explanation or Limitation
Service call / trip charge		
Minimum billable time		
Materials markup		
Subcontractor markup		
Equipment rental markup		
Other charge (describe)		

Regular hours definition:

Guaranteed or typical response by priority: _____

Pricing assumptions / exceptions: _____

**Pricing Schedule B - Electrical**

Labor Classification	Regular Hours	After Hours / Weekend	Emergency / Holiday
Master/qualifying party	\$ _____ / hr	\$ _____ / hr	\$ _____ / hr
Journeyman electrician	\$ _____ / hr	\$ _____ / hr	\$ _____ / hr
Apprentice/helper	\$ _____ / hr	\$ _____ / hr	\$ _____ / hr

Other Pricing Item	Proposed Charge / Percentage	Explanation or Limitation
Service call/trip charge		
Minimum billable time		
Materials markup		
Subcontractor markup		
Equipment rental markup		
Other charge (describe)		

Regular hours definition:

Guaranteed or typical response by priority:

Pricing assumptions/exceptions:

**Pricing Schedule C - HVAC**

Labor Classification	Regular Hours	After Hours / Weekend	Emergency / Holiday
Senior HVAC technician	\$_____ / hr	\$_____ / hr	\$_____ / hr
HVAC technician	\$_____ / hr	\$_____ / hr	\$_____ / hr
Apprentice/helper	\$_____ / hr	\$_____ / hr	\$_____ / hr
Controls specialist	\$_____ / hr	\$_____ / hr	\$_____ / hr

Other Pricing Item	Proposed Charge / Percentage	Explanation or Limitation
Service call / trip charge		
Minimum billable time		
Materials / parts markup		
Refrigerant pricing or markup		
Subcontractor markup		
Equipment rental markup		
Other charge (describe)		

Regular hours definition:

Guaranteed or typical response by priority: _____**Pricing assumptions / exceptions:** _____



Pricing Schedule D - General Construction

Labor Classification	Regular Hours	After Hours / Weekend	Emergency / Holiday
Project superintendent	\$_____ / hr	\$_____ / hr	\$_____ / hr
Carpenter	\$_____ / hr	\$_____ / hr	\$_____ / hr
Drywall / finish worker	\$_____ / hr	\$_____ / hr	\$_____ / hr
Painter	\$_____ / hr	\$_____ / hr	\$_____ / hr
Concrete / masonry worker	\$_____ / hr	\$_____ / hr	\$_____ / hr
General laborer	\$_____ / hr	\$_____ / hr	\$_____ / hr
Other trade (identify)	\$_____ / hr	\$_____ / hr	\$_____ / hr

Other Pricing Item	Proposed Charge / Percentage	Explanation or Limitation
Mobilization / trip charge		
Minimum billable time		
Materials markup		
Subcontractor markup		
Equipment rental markup		
Other charge (describe)		

Regular hours definition:

Guaranteed or typical response by priority: _____

Pricing assumptions / exceptions: _____



Pricing Schedule E - Janitorial Services

Routine Service	Frequency	Lump-Sum Price Excluding NMGR
Magistrate Court routine cleaning	Two days per week	\$_____ per month
Quarterly window cleaning	Quarterly	\$_____ per service
Strip and wax applicable floors	Annual	\$_____ per service

On-Call Service	Regular Hours	After Hours / Weekend	Emergency / Holiday
Supervisor	\$_____ / hr	\$_____ / hr	\$_____ / hr
Janitorial staff	\$_____ / hr	\$_____ / hr	\$_____ / hr

Other Pricing Item	Proposed Charge / Percentage	Explanation or Limitation
Minimum service charge		
Contractor-provided supplies markup		
Contractor-provided equipment charge		
Additional floor care		
Additional window cleaning		
Other charge (describe)		

Regular hours definition: _____

Pricing assumptions/exceptions: _____



Appendix 5 - Non-Collusion Affidavit

The undersigned, being duly authorized for the offeror, certifies that the proposal has been arrived at independently and submitted without collusion, consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition; that no attempt has been made to induce another person or firm to submit or not submit a proposal; and that the proposal is made in good faith.

Offeror	
Authorized Signature	
Printed Name / Title	
Date	



Appendix 6 - Campaign Contribution Disclosure Form

This form is required under Section 13-1-191.1 NMSA 1978 and must be completed and submitted with the proposal whether or not a reportable contribution was made. A separate entry must be provided for each reportable contribution.

Applicable City public officials: Howard (Robbie) Roberts, Mayor; Ezequiel Rodriguez, Commissioner; Christina Ramon, Mayor Pro-Tem/Commissioner; Steven Perry, Commissioner; and Lizabeth White, Commissioner.

Prospective Contractor	
Address	
Authorized Representative	
Telephone / Email	
RFP Number	

Select one:

☐ No reportable campaign contribution was made by the prospective contractor, a family member, or a representative of the prospective contractor during the applicable two-year period.

☐ One or more reportable campaign contributions were made. Complete the disclosure table below.

Contribution Made By	
Relationship to Prospective Contractor	
Applicable Public Official	
Date(s) of Contribution	
Amount(s) and Description	

Copy the disclosure table as needed for additional contributions.

Certification

The undersigned certifies that this disclosure is complete and accurate and acknowledges that campaign contributions and other things of value are prohibited during the pendency of the procurement process as provided by Section 13-1-191.1 NMSA 1978.

Authorized Signature	
Printed Name / Title	
Date	

Disclosure guidance: Disclosure applies to contributions exceeding an aggregate of \$250 to an applicable public official during the two years before proposal submission. For purposes of the statute, family members and representatives have the meanings stated in Section 13-1-191.1 NMSA 1978.