CITY OF LOVINGTON

214 S. Love Street | Lovington, New Mexico 88260
575-396-9302 | lboldt@lovington.org

October 22, 2026

Dear Prospective Offeror:

The City of Lovington invites you to submit a sealed proposal to provide janitorial services at the Magistrate Court Building, 26 West Avenue A, Lovington, New Mexico. The attached RFP describes the cleaning schedule, requested pricing, proposal requirements, and evaluation factors.

Proposals must be received at City Hall, 214 S. Love Street, Lovington, NM 88260, by Wednesday, November 25, 2026, at 10:00 a.m. Mountain Time. Please deliver the sealed proposal to the Front Desk and request a receipt. The envelope should be marked “Magistrate Court Janitorial Services RFP – Do Not Open.”

An optional escorted site visit is scheduled for Tuesday, November 10, 2026, at 10:00 a.m. at the Magistrate Court Building. Submit written questions to me at lboldt@lovington.org by November 12, 2026, at 5:00 p.m. The City will issue any answers or changes in writing to all prospective offerors.

Thank you for your interest in serving the City of Lovington.

Sincerely,

Leslie Boldt, M.S. C.P.O
Grant Development Manager / Chief Procurement Officer
City of Lovington

Enclosure: Request for Proposals for Magistrate Court Janitorial Services

LEGAL NOTICE

CITY OF LOVINGTON
REQUEST FOR PROPOSALS
MAGISTRATE COURT JANITORIAL SERVICES

The City of Lovington is accepting sealed proposals from qualified contractors for janitorial services at the Magistrate Court Building, 26 West Avenue A, Lovington, New Mexico. Services include twice weekly cleaning, periodic window cleaning, and annual floor care.

Proposals must be received by 10:00 a.m. Mountain Time on Wednesday, November 25, 2026, at City Hall, 214 S. Love Street, Lovington, New Mexico 88260. Proposals received after the deadline will not be considered.

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. Written questions are due November 12, 2026, at 5:00 p.m. Mountain Time.

The City reserves the right to reject any or all proposals or cancel the RFP as permitted by law.

Selection will be based on the evaluation factors stated in the RFP.

Publish: October 22, 2026 until November 25th, 2026

CITY OF LOVINGTON
Request for Proposals for Magistrate Court Janitorial Services

Issued October 22, 2026 | Proposals due November 25, 2026 at 10:00 a.m. Mountain Time

The City seeks one qualified contractor to clean the Magistrate Court Building at 26 West Avenue A, Lovington, New Mexico. The building is approximately 11,000 square feet. The City will evaluate service quality, staffing, security, and price under the New Mexico Procurement Code.

1 Key dates and contact

Event	Date or location
RFP release and first newspaper notice	Thursday, October 22, 2026
Optional escorted site visit	Tuesday, November 10, 2026 at 10:00 a.m.; meet at 26 West Avenue A
Written questions due	Thursday, November 12, 2026 at 5:00 p.m.
Written answers posted	Monday, November 16, 2026
Sealed proposals due and publicly received	Wednesday, November 25, 2026 at 10:00 a.m., City Hall, 214 S. Love Street, Lovington, NM 88260

Procurement contact: Leslie Boldt, Chief Procurement Officer, lboldt@lovington.org. Send questions by email. Only written addenda issued by the City change this RFP. The City may extend dates by written addendum and will give the same information to all prospective offerors.

2 Scope of services

The contractor shall provide trained labor and supervision for two cleaning visits each week, outside court operating hours at times approved by the City and the Court. The contractor shall coordinate access, protect court records and property, and use safe cleaning practices. The City will provide cleaning equipment, cleaning materials, restroom consumables, and trash liners at the facility; the contractor shall request replenishment from the City designee and shall not purchase supplies on the City's behalf without written authorization.

- **Each visit:** damp mop entrances; sweep and mop hard floors as needed; vacuum carpets; spot clean carpets and walls; clean and disinfect restrooms and refill dispensers; clean kitchen and break areas, excluding dishes; dust ledges, counters, and cleared furniture; empty trash and replace liners.
- **Monthly:** disinfect frequently touched surfaces, including door handles, light switches, and telephone handsets where accessible.
- **Quarterly:** clean accessible interior glass, partitions, and windows; identify any exterior or high work that would require a separate agreed price.
- **Annually:** strip and wax applicable resilient floors, scheduled with the City and Court. Protect areas and provide safe access while floors cure.
- **At every visit:** lock and secure the building, safeguard keys and codes, and promptly report damage, leaks, hazards, pest evidence, or other unusual conditions. Additional cleaning requires prior written City authorization.

3 Proposal and price

Submit one signed paper original in a sealed envelope marked "Magistrate Court Janitorial Services RFP – Do Not Open" to the Front Desk, City Hall, 214 S. Love Street, Lovington, NM 88260, please request a receipt, by the deadline above. Hand delivery or mail is permitted; the City must actually receive it before the deadline. The public receipt will identify offerors; proposals will be reviewed afterward. Faxed or emailed proposals will not be accepted.

Keep the proposal short. No separate proposal form is required; include the items below.

Include: (1) business name, address, contact, and authorized signature; (2) a one-page description of experience and two recent references; (3) proposed staffing, supervision, backup coverage, security practices, and work schedule; (4) the completed price schedule below; (5) the completed campaign contribution disclosure form attached; and (6) any applicable New Mexico preference certificate or other documentation required to claim a statutory preference.

Price item	Offeror price excluding New Mexico gross receipts tax
Base service, two visits weekly, per month	$_____
Quarterly window and glass service, per occurrence	$_____
Annual floor stripping and waxing, per occurrence	$_____
Additional cleaning, hourly rate with written approval	$_____
Any separately proposed supply or equipment charge; explain	_____

For comparison, the City will calculate one year of service as 12 monthly base charges plus four quarterly services and one annual floor service. Additional hourly work will not be included in the comparison total. State any proposed price adjustment at renewal; prices are otherwise firm for the initial year. Identify any exceptions to the scope or terms clearly.

4 Evaluation and selection

Factor	Points
Price for one year of scheduled service	35
Experience and references for similar occupied facilities	25
Staffing, supervision, and backup coverage	25
Security, quality control, and work schedule	15
Total	100

The City will review responsiveness and responsibility, apply any applicable statutory in-state preference with the required proof, and score proposals using the factors above. The City may seek clarification or conduct discussions as permitted by law. An award, if made, will be to the responsible offeror whose proposal is most advantageous to the City under the stated factors. The City may reject any or all proposals or cancel this RFP as allowed by law. No work may start before a written contract and City authorization.

5 Proposed contract terms

The anticipated initial term is one year from contract execution, with up to three optional one-year renewals by written agreement, subject to appropriation and any required approval. The contract will specify the approved scope and prices; monthly invoices will be paid for accepted service. The City may require correction of deficient work. Either party may terminate for material default after written notice and a reasonable opportunity to cure; the City may terminate for convenience on 30 days' written notice, paying only for accepted services performed through termination.

Before work begins, the contractor shall provide a current W-9, proof of applicable business registration, general liability insurance of at least $1,000,000 with the City named as additional insured, and workers' compensation coverage as required by New Mexico law. The contractor shall comply with applicable law, protect confidential records, and be responsible for its employees and approved subcontractors. Access credentials remain City property. The final agreement may include customary indemnification and insurance terms consistent with City requirements. No proposed award guarantees renewal or additional work.

Appendix A Campaign Contribution Disclosure Form

Applicable City officials for the attached disclosure: Howard (Robbie) Roberts, Ezequiel Rodriguez, Steven Perry, and Lizabeth White.

Pursuant to the Procurement Code, Sections 13-1-28, et seq. NMSA 1978 and § 13-1-191.1 NMSA 1978 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars ($250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official, whose family members have not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give 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 during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled 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 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or 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.

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 a 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 [Sections 13-1-28 through 13-1-199 NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or 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): Howard (Robbie) Roberts; Ezequiel Rodriguez; Steven Perry; Lizabeth White.

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)