

**Artesia Public Schools
Janitorial Services Bid
2015-2018**

May 5, 2015

Invitation to Bid

Notice is hereby given that the Artesia Board of Education is seeking sealed bids for Janitorial Services. Bids may be obtained by contacting James T. Phipps at tphipps@bulldogs.org or by visiting the school districts website www.bulldogs.org. Bids will be received by the Artesia Public Schools at the Administration Office, 1106 W Quay Avenue, Artesia, New Mexico on or before Tuesday, June 2, 2015 at 2:20 PM local time at which time the bids will be opened and read aloud. Bids received after 2:20 PM will be marked "nonresponsive" and returned to the Bidder unopened.

Bids should be sealed in an opaque envelope and marked: **Janitorial Services Bid 2015-2018**

Instructions to Bidders

All bidders will also be required to furnish a minimum of two letters of reference from an agent representing a New Mexico public school, institution of higher education, city, county or state government. Bidder should insure the letters of reference clearly communicate the agent's name, address, and business phone number.

The successful bidder will also be required to furnish a Certificate of Liability Insurance naming the Artesia Public Schools as a Certificate Holder and a copy of the bidder's W-9.

It is the responsibility of each bidder before submitting a bid to examine thoroughly the contract documents and other related data identified in the bidding documents; to visit the site to become familiar with the general, local and site conditions of the buildings and all systems, elements and equipment that may affect cost, progress and performance of this services contract. ; to consider federal, state and local laws and regulations that may affect cost, progress, and performance or furnishing of the work; to study and carefully correlate bidder's knowledge and observations with the contract documents and such other related data; and to promptly notify owner in writing of all conflicts, errors, ambiguities or discrepancies which bidder has discovered in or between the contract documents and such other related documents.

Interpretations or clarifications considered necessary by the owner in response to written questions will be issued by addenda mailed or delivered to all parties recorded by the owner and bidder as having received the bidding documents. Questions received less than eight (8) days prior to the date for opening of bids may not be answered.

General Terms and Conditions

All bids shall be submitted on the form as issued by the Artesia Public Schools, and same shall be filled out in its entirety. Changes or alterations to the form(s) will automatically cause the bid to be rejected.

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The Artesia Public Schools reserves the right to reject any or all bids, including without limitation, the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional bids and to reject the bid of any bidder if owner believes that would not be in the best interest of the Artesia Public Schools to make an award to bidder, whether because the bid is not responsible or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the owner.

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

Specifications

Bidder will be required to supply all cleaning equipment and supplies. Supplies used must meet the district's current specifications.

All bids submitted should address the following areas with unit price for each included:

1. Administration Building
2. Tech House
3. Artesia High School Annex
4. Artesia High School Trades
5. Roselawn Elementary
6. Grand Heights
7. Central Elementary

Services to be performed at each location where applicable, but not limited to:

Daily:

1. All bathrooms are mopped, all toilets, sinks, and floors disinfected daily. All water fountains are to be disinfected daily.
2. Trash is to be emptied from each office and or classroom as well as any trash containers outside of buildings.
3. All offices, halls, and classroom areas are to be swept and or vacuumed.
4. All paper and soap dispensers to be checked and filled.

Weekly:

1. All tile floors at all locations mopped.
2. Clean and disinfect all door knobs inside and out.
3. Disinfect and clean all office and classroom desks.

Monthly:

1. All interior and exterior windows should be cleaned.

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December Break:

1. Shampoo all carpets and mop, disinfect all tile floors.
2. Rest room stalls, walls, and doors wiped and disinfected.

Spring Break:

1. Rest room stalls, walls, and doors wiped and disinfected.

Summer Break:

1. School district will negotiate with the contractor on work needed during the summer months.

Evaluation Criteria and Award

In evaluating bids, owner will consider the qualifications of bidders, compliance with the prescribed bid requirements, unit prices and other data, as may be requested in the bid documents.

Owner may conduct such investigations as owner deems necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications and financial ability of bidders to perform and furnish the work in accordance with representation by bidder that bidder has complied with every requirement of the bidding documents, that without exception the bid is premised upon performing and furnishing the work required by the contract documents and applying the specific means, methods, techniques, sequences or procedures (if any) that may be shown or indicated or expressly required by the contract documents, that bidder has given the owner written notice of all conflicts, errors, ambiguities and discrepancies that bidder has discovered in the contract documents and the written resolutions thereof by the owner is acceptable to bidder, and that the contract documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the work.

It is the intent of the owner to award the bid to one contractor for the work described in these bidding documents. The contractor shall be considered an independent contractor and may not be an employee of the Artesia Public Schools.

Preference will be given to Resident New Mexico and Veteran bidders who provide a copy of their certificate with their bid packet and enter their certificate number on the proposal form. Preference will be given pursuant to 13-1-21 and 13-4-2 NMSA 1978.

Award will be made to the bidder who submits the lowest responsive bid.

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Contractual Terms and Conditions

The contract period will be for one year with the opportunity to extend the contract for an additional two years. The first contract year will begin on July 1, 2015 and end on June 30, 2016. An evaluation of performance will be conducted by the Artesia Public Schools within three months of the expiration of each year's contract. This Multi-Term Contract will be pursuant to 13-1-150 NMSA 1978.

Any increase in the "services" price by the bidder during the renewal term shall be less than three (3%) percent.

**Artesia Public Schools
2015-2016 Janitorial Services
Bid Sheet**

	Price Per Day	Price (December Break)	Price (Spring Break)
1. Administration Building			
2. Tech House			
3. Artesia High School Annex			
4. Artesia High School Trades			
5. Roselawn Elementary			
6. Grand Heights			
7. Central Elementary			
Bid Price excluding Taxes			
Total Tax Amount (All Areas)			
Total Bid Price with Taxes			

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Company Phone: _____

SIGNED: _____

(Authorized Signature)

(Title)

(Date)