

# **INVITATION TO BID**

**Carpet  
Ninth Judicial District Courtroom  
Curry County Courthouse  
Clovis, NM 88101**

**Invitation to Bid No. 2012/13-09**

**Submittal Deadline:  
Wednesday, February 13, 2013 at 2:00 p.m.**

**Mail bids to the following address:  
Curry County Administration  
700 N. Main Street, Suite 10  
Clovis, NM 88101  
Attn: Purchasing Department**

**Bids must be submitted in a sealed  
envelope that is clearly marked  
“Bid No. 2012/13-09 – Do Not Open”**

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The Curry County Board of Commissioners is requesting competitive sealed bids for remodel of the Ninth Judicial District Courtroom Number 2 located in the Curry County Courthouse at 700 North Main Street, Clovis, New Mexico as described herein. A full set of plans may be obtained from the Curry County Administration Office as well as being provided to bidders at the Pre-Bid Conference/Viewing.

**SCOPE OF WORK**

1. The Successful Bidder must secure any and all of the necessary permits/permissions related to the project. A walk through of the courtroom at 700 North Main will take place Friday, February 1, 2013 at 3:00 p.m.. In order to be a successful bidder, the bidder, or its representative must appear and participate at the walk through/pre-bid conference.. For purposes of the project the following is a rough guideline of the work to be performed by the successful bidder under the contract. The Successful Bidder must be licensed, or have subcontractors who are licensed to perform any and all of the work required to complete the entire project. All work will be done pursuant to plans and bid documents provided to the bidders.
2. Supply and install 2400 square feet of commercial grade carpet, 550 linear feet of commercial grade cove base and all necessary transitions. Carpet must be 24 ounce equivalent or higher and have a minimum 10 year wear through warranty. Cove base must be a complimentary dark brown color. Carpet will cover the entire renovated area (minus the restroom), the adjoining offices, new juror riser and Judge's Chambers. Color samples must be provided with the bid.
3. Removal of existing carpet and cover base and movement of furniture will be provided by Curry County.
4. The successful bidder must also coordinate with the successful remodel bidder for the installation of the carpet. Construction for the entire projects is from April 1 through April 20, 2013.
5. Prior to the acceptance of the completed work, the successful bidder will be responsible for properly disposing of any and all trash, building debris and building materials from the worksite.
6. The contract will be for a turnkey project and prior to acceptance, County personnel will walk through the remodel of the courtroom at 700 North Main Street with a punch list if appropriate, and County will provide the successful bidder with an additional five (5) days to satisfactorily complete any and all items on said punch list.
7. Any variations from, or exceptions to, the conditions and specifications of this bid must be listed on a separate sheet labeled "Exception(s) to Bid Conditions", and attached to the bid.

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**PRE-BID CONFERENCE/VIEWING**

A mandatory pre-bid conference is scheduled for 3:00 p.m., Friday, February 1, 2013 at the property, located at 700 North Main, Clovis, NM 88101. During the pre-bid conference, the mandatory viewing of the property will occur.

**QUOTATION SHEETS**

Bidders must use the attached Quotation Sheet(s) to submit their bids. The Quotation Sheet(s) must be signed. New Mexico Gross Receipts tax will be applied to the entire project since it is a construction project.

**NEW MEXICO BIDDER'S PREFERENCE**

Pursuant to Sections 13-1-21 & 13-4-2 NMSA 1978, and GSD Rule 1.4.1 NMAC, bidders claiming the 5% preference must be certified prior to the bid opening. The number must appear on the Quotation Sheet(s) in the space provided in order to receive the preference.

**COMPLIANCE**

In order to be a successful bidder, bids must contain all of the required information, must address all of the matters raised herein and must be submitted on the quotations sheets attached.

**BID OPENING**

Competitive sealed bids will be accepted until **Wednesday, February 13, 2013 at 2:00 p.m.** at the Curry County Administration office, 700 N. Main Street, Clovis, New Mexico. At that time and place, the bids will be publicly opened. Bids should be submitted in a sealed envelope clearly marked: "**Bid No. 2012/13-09 - Do Not Open**".

**RESERVATIONS**

The Curry County Commission reserves the right to reject any or all bids, to waive any technicalities, to accept in whole or in part such bid or bids as may be deemed in the best interest of the County.

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**AWARD**

The award may be made to the bidder providing a responsive, responsible bid which results in the lowest cost to the County. The award will be made by the Curry County Commission at their next regularly scheduled meeting. Bid prices must be good for sixty (60) days after date of award.

The undersigned hereby offers to furnish and deliver the products as specified above at the prices and terms there stated, and in strict accordance with the specifications and general conditions of the Invitation to Bid, all of which are made a part of this offer. This offer must be good for at least sixty (60) days subsequent to the bid opening date.

**QUESTIONS**

Questions regarding the specifications stated within the bid should be directed to Joseph Wright, Facilities Operations Director at (575)763-6016. Questions regarding the bidding process should be directed to Lee Ann Hutchins, Finance Director/Purchasing Agent at (575)763-6016.

**QUOTATION SHEET**

Cost of Materials: \_\_\_\_\_

Cost of Labor: \_\_\_\_\_

Gross Receipts Tax: \_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_

Expected date to begin project: \_\_\_\_\_

Number of days to complete project: \_\_\_\_\_

Firm submitting bid: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

New Mexico Contractor's License Number: \_\_\_\_\_

New Mexico Bidder's Preference Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_