

# County of Curry



## Request for Proposals No. 2019/20-01

### Medical Services for the Melrose Health Clinic

**Issue Date:  
August 2, 2019**

**Proposal Due:  
September 19, 2019  
Time: 2:00 p.m.**

**Mandatory Notice to Owner of Intent to Propose Form Due:  
September 6, 2019**

**Curry County Administration Office  
417 Gidding St., Suite 100  
Clovis, NM 88101  
Attn: Finance Department/Procurement Office  
575-763-6016**

**Proposals must be submitted in a sealed envelope  
that is clearly marked  
"RFP No. 2019/20-01 Do Not Open"**

The Board of County Commissioners of Curry County, State of New Mexico (hereinafter referred to as "County") is requesting competitive sealed proposals from qualified offerors for providing of medical services for the Melrose Health Clinic, located at 121 North Main Street, Melrose, NM 88124.

To be responsive, One (1) original and five (5) identical copies of the proposal and one (1) electronic version must be received no later than September 19, 2019 at 2:00 p.m. Mountain Time at the Curry County Administration Office, located at 417 Gidding Street, Suite 100, Clovis, NM 88101.

Proposals will be reviewed and ranked in private by an Evaluation Committee. It is possible that the Curry County Evaluation Committee will request an oral presentation. A recommendation will then be made to the Curry County Commission for award to the Offeror whose proposal is determined to be the most advantageous to the County, based upon the specific evaluation criteria as outlined in the proposal. The Curry County Commission may also request an oral presentation by the highest ranked applicant(s)

**IMPORTANT:**

**Sealed Proposal** along with RFP number, the offeror's name and address **MUST** appear clearly on the sealed envelope or package of all proposals.

If there is any problem regarding the following specifications or conditions that would prevent you from submitting a proposal, contact by email, Purchasing Agent Troy Hall at [thall@currycounty.org](mailto:thall@currycounty.org) immediately for clarification and/or consideration of an addendum.

Proposals may be mailed to Curry County Finance Department, 417 Gidding Street, Suite 100, Clovis, NM 88101 or hand-courier delivered to Curry County Finance Department, 417 Gidding Street, Suite 100, Curry County Administration, Clovis NM 88101.

**NOTE: WHEN SHIPPING OVERNIGHT DELIVERY, IT IS RECOMMENDED THAT SHIPMENT BE MADE TWO (2) DAYS PRIOR TO THE DEADLINE, IF POSSIBLE, TO ENSURE DELIVERY. IT IS ALSO RECOMMENDED TO VERIFY DELIVERY PRIOR TO PROPOSAL DEADLINE.**

Troy Hall  
Purchasing Agent/  
Chief Procurement Officer  
[thall@currycounty.org](mailto:thall@currycounty.org)

## **PURPOSE/GOAL**

Curry County is requesting proposals from a qualified offeror to provide medical services primarily to the residents of Melrose, New Mexico and the surrounding area. The County will enter into a contract with the successful offeror to use/or manage the County's building and property located at 121 North Main Street in Melrose, New Mexico without payment of rent in exchange for providing and to offset the cost of providing the services listed in the RFP. The successful proposal will demonstrate an outstanding record of performance in operating public health care clinics in an area with a population of approximately 650. The health care provider will be required to furnish all of the appropriate equipment and operational supplies that are necessary to render the patient services mentioned in this RFP and the submitted proposal. The selection will be based upon the qualifications and experience of the offeror. The health care provider must be licensed in New Mexico to conduct business and must maintain all necessary licenses and permits required by Federal and State rules and regulations. In addition, the proposal must contain proof of malpractice, workers compensation and general liability insurance.

Offeror shall propose a plan for physician and nurse practitioner care hours and operation. Staffing may grow as clinic volume increase, as determined by the offeror with written notification to Curry County.

## **GOVERNING LAW:**

The New Mexico Legislature has established, in §4-38-13.2 NMSA 2016 that: "the Legislature finds that without the daily contributions and efforts of the thousands of worthwhile non-profit organizations dedicated to the sick and indigent persons in communities throughout New Mexico, the state would be inundated with constant requests for health, human and social services, that it does not have revenue or resources to provide. The Legislature finds that it is in the best interests of that population, as well as for all residents and tax payers, that consideration be extended as real value recognition of the indispensable part the services contribute to the fabric of Life in New Mexico."

Pursuant to §4-38-13.1 (B) NMSA 2016: "A Board of County Commissioners may contract for the use of County buildings for the benefit of non-profit organizations demonstrating a consistent history of service to sick and indigent persons in the County, which service could legally be expected to be provided by a governmental entity, at rates these organizations can be reasonably expected to pay while maintaining their full-service commitment to their respective constituencies. These contract shall set forth in respective value of services being provided to County residence and the relative value of the use of property provided by the County.

Furthermore, a contract between a governmental entity and a non-profit for the services set forth herein is not a violation of the anti-donation clause of the New Mexico Constitution pursuant to Article IX, Section 14 (A) of the New Mexico Constitution.

## **SCOPE OF WORK**

Offeror must list in its proposal any and all primary medical services that will be provided throughout the term of the contract. Offerors will be viewed favorably that can provide medical services that include, but are not necessarily limited to:

### **A. MEDICAL:**

- i. Acute, medical services for prenatal, pediatric, adolescent, adult and geriatric patients, including upper respiratory infections, urinary tract infections, etc.
- ii. Chronic medical services, such as hypertension, diabetes, arthritis, etc.
- iii. Minor emergency medical services, such as lacerations, fractures, sprains, strains, etc.
- iv. Pediatric care, including upper respiratory infections, urinary tract infections, ear infections, asthma, diabetes and childhood obesity.
- v. Radiology referral services, including diagnostic imaging will be referred out to surrounding community facilities in Roosevelt, De Baca and Curry County.
- vi. Gynecology services, including annual pap and pelvic examinations; and, breast and cervical cancer screening.
- vii. Preventative services such as immunizations, routine physicals, pap smears and well child care.

\*The floor plan for the Melrose Health Clinic is included in the RFP.

## **MONETARY CONSIDERATIONS**

Curry County has obtained an appraisal on the property at 121 North Main Street in Melrose, New Mexico where the 2,079 sq. ft. Curry County Medical building is situated. The appraised annual rental value of the premises is \$27,000 per year or \$2,250 per month. In lieu of compensating offeror for providing the services requested, County shall allow offeror to use the premises to provide the services identified in this RFP. Offeror shall acknowledge in entering into a contract with County that said offset of rent is sufficient consideration. The services which are to be provided by the offeror, as set forth in the scope of work are of value to the residents of Curry County in the amount in excess of \$27,000 per year. In addition to the services set forth, offeror shall also repair and maintain the premises in which costs exceed the County's \$5,000 yearly commitment and pay for utilities with the exception of water, sewer and solid waste. Offeror shall, by the end of March, June, September and December of each year,

submit to the County a statement itemizing the amount and description of the service provided during that period together with the costs for repairs and maintenance which exceed the County's \$5,000 yearly commitment. County also reserves the right to request additional information as may be necessary after its receipt and review of said documents. Should the annual value of offeror's services, repairs maintenance and insurance costs not equal or exceed \$27,000 for the previous year, offeror shall make up said shortfall through the provision of additional services as agreed to by the parties. Should the value of such services exceed annual rental value, the amount of such excess shall be credited against offerors' services for the current or future years (if applicable); provided, however, that County shall not, under any circumstances, be obligated to reimburse offeror or otherwise be liable for the value of any non-cash services provided by offeror in excess of annual rental value.

#### **REQUIREMENTS FOR PROPOSAL**

1. Offeror shall deliver one (1) original and five (5) identical copies (6 total) of their proposal and one (1) electronic version of the proposal containing all sections and all Confidential Information separated on the electronic version (must mirror the hard copy submitted) to the Procurement Officer on or before the closing date and time for receipt of proposals.
2. Potential Offerors must return the **Mandatory "Notice to Owner of Intent to Propose" Form in order to submit a proposal.** This form may be hand-delivered, returned by facsimile, electronic mail, registered mail, certified mail, or any other type of carrier by the deadline stated. This is to ensure your organization is placed on the Procurement Distribution List to be notified of any change or amendments to the RFP documents, and written answers to inquiries.
3. The offeror with the successful proposal shall be prepared to enter into negotiations for projected fees, when required, for the services, prior to any work being started. Negotiations will follow procedures established by State Procurement Code 13-1-115 through 13-1-122.
4. Proposals shall not exceed fifteen (30) pages in length exclusive of cover letter, divider sheets, Resident Certificate(s) and Campaign Contribution Disclosure pages and other attached forms.
5. Proposal shall be good for ninety (90) days subsequent to the RFP opening date.

## **PROPOSAL PACKAGE**

**Each offeror must submit the following as labeled, tabbed and in the same order as follows:**

1. **Letter of Transmittal:** This is a brief letter to the County which provided the following information:
  - i. Name and address of the offeror
  - ii. Names, title and telephone number of the contact person for the offeror
  - iii. A statement that the proposal is in response to this RFP.
  - iv. The signature, typed name, and title of an individual who is legally authorized to commit the offeror to this proposal. The contents of the successful proposal may become a contractual obligation if a contract ensues
  - v. A statement acknowledging and accepting the terms and conditions of this RFP
  
2. **Criteria #1 Qualifications and Experience**  
Offeror must list the qualifications and experience of the health care provider and the proposed staff in the field of medicine. Offerors must include a list of the personnel that will be working in the clinic along with the qualifications and experience of each person.
3. **Criteria #2 Experience with Public Health Care Clinic Operations**  
Offeror must list experience with public health care clinic operations and certifications. This shall include a detailed listing of the type of experience the offeror has in operating a clinic during normal business hours.
4. **Criteria #3 Monetary considerations**  
Medical charges to patients and operation options proposed for the benefit of the taxpayers of Curry County. This should include a complete business plan including financial data necessary to successfully run the clinic.
5. **Criteria #4 Plan for Operating the Clinic**  
Offeror must give the plan for operating the clinic and services to be provided, including proposed normal business hours and any and all emergency hours.

## **EVALUATION CRITERIA**

<b>1. Qualifications and Experience</b>	<b>20 Points</b>
<b>2. Experience of Public Health Care Clinic Operations</b>	<b>15 Points</b>
<b>3. Monetary Considerations</b>	<b>25 Points</b>
<b>4. Plan for Operating the Clinic</b>	<b>40 Points</b>
<b>Subtotal</b>	<b><u>100 Points</u></b>
<b>5. Resident Veterans Preference (if applicable)</b>	<b>10 Points</b>
<b>6. Resident Business Preference (if applicable)</b>	<b>5 Points</b>
<b>7. Proposal Presentation by Finalist(s)</b>	<b>10 Points</b>
<b>TOTAL</b>	<b>125 Points</b>

## **PRE-PROPOSAL WALKTHROUGH**

A pre-proposal conference is not scheduled. Any potential offerors may schedule a walkthrough of the clinic with the Purchasing Agent, Troy Hall prior to the deadline for the Mandatory "Notice to Owner of Intent to Propose".

## **PROCEDURE**

1. Procedure: Proposals will be reviewed and ranked by an Evaluation Committee. Offerors who are deemed, on the basis of selection criteria, fully qualified and best suited among those submitting proposal, may be requested to participate in discussions or interviews regarding their proposals. Discussions may cover methods of delivery and other relevant factors. Those offerors will then be ranked on the basis of the evaluation criteria and/or information presented during the discussion/interview(s). Once awarded, negotiations will be conducted with offeror at a compensation determined in writing to be fair and reasonable. If a satisfactory agreement cannot be reached, the contract will be awarded to subsequent offeror until a satisfactory contract can be established or until the County determines the cancellation of the process is in the best interest of Curry County.

2. Method of award: Award will be made to the offeror whose proposal is determined to be the most professional, technically complete and in the best interest of the County. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal.
3. The County reserves the right to award this contract to the offeror that demonstrates the best ability to fulfill the requirements of this request for proposal.

## **LICENSE AND SAFETY CODE REQUIREMENTS**

The offeror will be required to obtain any and all permits, licenses and registrations, as may be necessary, for it to use the premises, as well as for providing services in said premises. Offeror shall be responsible to ensure that the premises, at all times during the term of the agreement, meet and/or exceeds all applicable rules and regulations and all health and safety code requirements.

County shall have the right to have its Safety Director, Facilities Maintenance Superintendent or other Representative of the County enter and do a walk-through of the premises at any given time and inspect the same to ensure that offeror's use of the premises is consistent with the terms and conditions set forth herein.

## **EQUIPMENT AND SUPPLIES**

Offeror shall be responsible for obtaining any and all medical equipment, operational supplies, furniture and fixtures that are required and otherwise necessary to perform the medical services set forth in this RFP and provide the medical treatment to the participants of the clinic as set forth in the RFP. Offeror shall be solely responsible to determine what equipment, operational supplies and other furniture, fixtures and assets are necessary to ensure that said medical treatment is provided at the clinic.

The awarded contract will be a turnkey contract, and at all times that the clinic is open and operating. Offeror shall ensure that it has the proper equipment, supplies and personnel to provide the medical treatment set forth in this RFP.

## **UTILITY AND OTHER EXPENSES**

Offeror shall be solely responsible for securing all utility services to the clinic. Thereafter, offeror shall promptly pay all utility and other charges of whatsoever kind and nature, including charges for electrical, gas, telephone, medical services, supplies, as well as other services, with the exception of water, sewer and solid waste expenses, plus any and all occupational fees or charges which may become payable or which are incurred in connection with the use and operation of the clinic. The village of Melrose has agreed to waive all water, sewer, and solid waste expenses incurred by the offeror selected so long as the facility is operated in accordance with the agreement reached

between Curry County and the offeror. Included in this Request for Proposal is a letter from the Village of Melrose.

### **TAXES AND OTHER ASSESSMENTS**

Offeror shall be responsible for all taxes and assessments which may be levied upon the clinic and/or the operation of the clinic.

### **CONDITION OF PREMISES AND REPAIRS**

No representation or warranty as to the condition or repair of the premises has been made by Curry County, and, at the expiration of the term of this agreement or any renewal or extension thereof, offeror will yield up peaceably said premises to County in as good order and condition as when the same was entered upon by the offeror, reasonable use and wear excepted.

Offeror must maintain both the interior and exterior of the building throughout the term of the contract. The County will cover routine maintenance and upkeep expenses up to \$5,000 per year which are necessary in conjunction with the use of the building, and the surrounding property owned by Curry County, whether they are structural, mechanical or otherwise. Offeror will be responsible for the costs of any and all repairs which may become necessary as a result of negligence to the building and the surrounding property.

### **ALTERATIONS, ADDITIONS AND IMPROVEMENTS**

Offeror shall not make, cause to be made, construct or allow others to make, construct or cause any alterations, additions or improvements in or about the premises without prior written notice to County and County's written consent. A purchase order must be provided by the County prior to any alterations, additions or improvements being made. Any and all alterations, additions and improvements done over the \$5,000 yearly commitment from the County shall be at offeror's expenses and in compliance with all applicable municipal, state and federal ordinances, law, rules and regulations and that no liens of mechanics, material men, laborers, architects, artisans, contractors, sub-contractors, or any other lien of any kind whatsoever shall be created against or imposed upon the premises, or any part thereof. Offeror shall indemnify and hold harmless County from any and all liability and claims for damages of every kind and nature which might be made or judgments rendered against County or against the premises on account of or arising out of any alterations, additions or improvements.

Any alterations, additions and improvements shall become a permanent part of the premises, and any and all interest of offeror therein shall immediately vest in County. No such alterations, additions and improvements shall be removed from the premises by offeror without the prior written permission of the County.

### Sequence of Events

All parties shall make every effort to adhere to the following schedule:

	<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
1.	Issue of RFP	Curry County	August 2, 2019
2.	<b>Mandatory</b> "Notice to Owner of Intent to Propose"	Potential Offerors	September 6, 2019
3.	Deadline to Submit Questions	Potential Offerors	September 6, 2019
4.	Last Response to Written Questions/RFP Amendments	Curry County	September 9, 2019
5.	<b>Submission of Proposal</b>	<b>Offeror</b>	September 19, 2019
6.	Proposal Evaluation	Evaluation Committee	September 19 – September 30, 2019
7.	Selection of Finalist(s)	County	September 30, 2019
8.	Best and Final Offers From Finalists (optional)	Finalist Offerors	October 3, 2019
9.	Oral Presentation by Finalist (optional)	Offeror	October 4, 2019
10.	Negotiate and Finalize Contract	Curry County, Awarded Offeror	October 4, 2019 – October 15, 2019
11.	Approve Contract	County Commission	October 15, 2019

### TERM OF CONTRACT

The contract shall be awarded for a three (3) year period from the date it is signed by both parties. The contract will automatically renew unless terminated or amended by the County. The County reserves the right to terminate the contract without cause upon 180 days written notice, after the first three (3) year period.

### PROTEST DEADLINE

Any protest by an Offeror shall be timely and in conformance with the applicable procurement regulations. The fifteen (15) day protest period for responsive Offerors shall begin on the day following the contract award and will end as of close of business on fifteen (15) days after the Contract Award. Protests shall be written and shall include the name and address of the protestor and the request for proposals number. It shall also contain a statement of grounds for protest including appropriate supporting exhibits, and

it shall specify the ruling requested from the Purchasing Agent. The protest shall be delivered to the Purchasing Agent.

## **BIDDER'S CHECKLIST – REQUIRED FORMS**

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the submittal is the sole responsibility of the Offeror. The following documents are also required to be included in your proposal packet:

1. Mandatory Notice to Owner of Intent to Propose Form – Page #18
2. Offeror's Response Form – Page #19
3. Execution of Proposal Form – page #20
4. Offeror's Reference Form – page #21
5. Offeror's Certification and Non-Collusion Affidavit – page #22
6. Letter of Transmittal Form – page #23
7. Copy of Business License – include with page #23
8. Completed W-9 – include with page #23
9. Certification Regarding Debarment, Suspension, & other Responsibility Matters – Page 24
10. Options, Exceptions or Variations – Page #25
11. Resident/Veterans Preference Certification – Page #26
12. Campaign Disclosure Form – pages #27-28
13. Proof of Insurance

## **Contractual Provisions**

The following provisions will be in any contract entered into by and between the County and the successful offeror.

**Amendment:** This contract shall not be altered, changed or amended, except by instrument in writing by the parties hereto.

**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.

**Equal Opportunity Compliance:** The successful offeror agrees to abide by all Federal and State laws, rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the offeror agrees to ensure 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 an agreement for the services outlined in this RFP. If the offeror is found not to be in compliance with these requirements during the life of the contract, then the institution agrees to take appropriate steps to correct these deficiencies. By signing and submitting a proposal, offeror agrees to comply with this paragraph.

### **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Offeror must complete and sign the Campaign Contribution Disclosure Form – whether any applicable contribution has been made or not. 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 of Curry are Commissioners Ben McDaniel, Robert Sandoval, Chet Spear, Robert Thornton and Seth Martin; Treasurer Debbie Spriggs, Assessor Candace Morrison, Clerk Anastasia Hogland, Sheriff Wesley Waller, or Probate Judge Mark Lansford.

### **CAPABILITY AND AGREEMENT TO PERFORM**

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 this RFP.

### **PROPERTY TAX OBLIGATIONS**

Offerors are required to certify that they are not delinquent in the payment of their property tax obligations and that they will not become delinquent in the payment of their property 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 be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor. Offerors that fail to comply with the certification requirements will be considered non-responsive and excluded from further consideration. A statement so certifying is required.

### **DEBARMENT & SUSPENSION CERTIFICATION**

Offeror must complete and submit the “Debarment & Suspension Certification Form”, with their proposal. The form must be signed and dated by an individual authorized to contractually bind the firm.

### **NONDISCRIMINATION STATEMENT**

Curry County in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair

opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Please refer to complete Curry County Title VI Plan, specifically Appendices A and E at <http://www.currycounty.org/dr/miscellaneous>.

**Applicable Laws:** The contract shall be governed by the laws of the State of New Mexico

#### **ADDITIONAL TERMS**

1. The terms and conditions outlined in this RFP, unless otherwise modified, shall govern the submission of proposals and subsequent contracts. The County reserves the right to reject any proposal which takes exception to these conditions.
2. If there is any clarification, problem, ambiguity or question regarding this RFP, you must contact the Purchasing Agent prior to **the proposal opening**. Clarifications and ambiguities will not be considered after the proposal opening. Answers provided regarding the specifications or RFP package must be answered by the Purchasing Agent. Questions answered by any other person or County Official shall be considered completely non-applicable to the legal provision of this proposal except as authorized by the Purchasing Agent. The County is not responsible for any errors or omissions contained in the offeror's proposal.
3. This procurement and any agreement entered with offerors that may result shall be governed by the laws of the State of New Mexico.
4. All information contained in the proposal must be legible. Any and all corrections and/or erasures must be initialed. Changes will not be permitted after the deadline for receipt. Proposals must be signed in ink by an authorized representative of the respondent and the required information must be provided. The contents of the proposals submitted by the offeror of the RFP will become public record upon award and may become part of any contract approved as the result of any solicitation. If there are portions of the proposal desired to be kept confidential, such as company financial information or any data that qualifies as a trade secret in accordance with the Uniform Trade Secret Act 57-3A-1, NMSA 1978, it is necessary to provide a written request for non-disclosure of such information **with the proposal**. It is not acceptable under the New Mexico State Procurement Code to request that either the entire proposal or the proposed cost of services be kept confidential.
5. Addendum: All changes, additions, and/or clarifications in connection with the RFP will be issued by the Curry County Procurement Officer in the form of a written addendum. The offeror shall acknowledge each addendum on the information form contained with the addendum. Verbal responses and/or representations are **not acceptable**.
6. The offeror will perform all services indicated in the proposal in compliance with the negotiated contract.
7. Proposals that do not meet the requirements set forth may be considered non-responsible.
8. The County reserves the right to negotiate any and all elements of this RFP.

9. Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident business possessing a valid resident business certificate shall receive 5% (5 Points). The Offeror's proposal must contain a copy of the Resident Business Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference. Five points will be awarded if the proposal contains a copy of the Taxation and Revenue Department's Resident Business Preference Certificate unless a Resident Veterans Preference Certificate is also submitted in which case the higher number of points from the Resident Veterans Preference shall be awarded instead.
10. Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident veteran may submit a completed Resident Veterans Preference Certificate in the proposal. The resident veteran shall receive up to 10% (10 Points). The Offeror's proposal must contain a Resident Veterans Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference. Ten Points will be awarded if the proposal contains a copy of the Taxation and Revenue Department's Resident Veterans Certificate as follows: Resident Veterans Businesses with annual revenues of \$3M or less shall receive 10 Points.
11. Proposal Presentation and Demonstrations by Finalist(s): Points for the proposal presentation will be awarded based upon an evaluation of the qualification of the proposed staff, effective communication, technical knowledge, experience with similar contracts and quality of the responses to questions will be the principle criteria for the evaluation.
12. Finalists may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers. Finalists who are asked and choose to submit revised proposals for the purpose of obtaining best and final offers will have their points recalculated accordingly. Amended proposals submitted in response to Best and Final offerors will be re-assessed using the same evaluation criteria and scoring mechanisms that were used to score the original proposals.
13. Finalist offerors may be requested to present their proposals to the Evaluation Committee. The Purchasing Agent will schedule the time for each Offeror presentation. The Purchasing Agent will notify finalist of the location of the presentation, time and presentation time limit. It shall be the obligation of the offeror to effectively manage their presentation time.
14. The County, or any of its agents, reserves the right to refuse to hold harmless or identify any respondent for any liability whatsoever.
15. Non-Collusion: Offerors, by submitting a signed proposal, certify that the accompanying proposal is not the result of, or affect by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under New Mexico or United States law.
16. Curry County reserves the right to reject any proposal from any offeror that has previously failed to perform properly, or complete on time, contracts of similar nature, or to reject the proposal from any offeror who is not in the position to perform such services satisfactory. Such is at the discretion of the County.

17. If an offeror to whom a contract is awarded refuses to accept the award, or fails to deliver in accordance with the contract terms and conditions, Curry County may, in its discretion, suspend the offeror for a period of time from entering into any contracts with Curry County.
18. This solicitation is governed by the laws of the State of New Mexico. By signing and submitting a proposal, the parties agree that any litigation concerning this request for proposal, or subsequent contract or purchase order must be brought in the 9<sup>th</sup> Judicial District in and for Curry County, State of New Mexico, and each party shall pay its own cost and Attorney fees.
19. Failure to comply with all of the Instructions and Conditions may subject the proposal to rejection. The Terms and Conditions, and the Specifications and Contractual Terms will form part of the contract between the County and the successful offeror.
20. All offerors submitting proposals will be notified by letter of the Board's award which will be conditioned upon entering into a formal written contract acceptable to the County.
21. The proposal specifications indicate the minimum standard of quality, performance or other pertinent characteristics required. All variations and exceptions from minimum specifications must be listed on or attached to the proposal.
22. Contents of any proposal shall not be disclosed upon opening, so as to not be available to competing offerors during the negotiation process.
23. Proposals shall be evaluated according to factors set forth on Evaluation Criteria. Each factor shall be given the weight indicated.
24. The County reserves the right to waive any technical irregularities in the form of the proposal which do not alter the quality, quantity, or time of performance of the services, and the County may reject any and all proposals when it is in the best interest of the County to do so.
25. The Curry County Procurement Policy and the New Mexico Procurement Code 13-1-28 through 199, NMSA, 1978 shall apply to this procurement and prevail over any inconsistent terms and govern all interpretations of contract documentation.
26. In submitting this proposal, the offeror represents the offeror has familiarized themselves with the nature and extent of the Request for Proposals dealing with Federal, State and local requirements which are part of the Request for Proposals.
27. In signing this proposal, the offeror certifies that there has been no direct or indirect action in restraint of free competition in connection with this proposal submitted to Curry County.
28. The County shall negotiate a contract with the highest qualified offeror as selected by the selection committee for the services contemplated under this RFP at compensation determined in writing to be fair and reasonable ("Contract").
29. Curry County will provide all building insurance and will cover the deductible for any roof or infrastructure claims throughout the entire term of the contract and any extensions hereof.  
Offeror shall obtain a general liability policy to cover any and all claims that may be made against the clinic, any of the clinic's employees, assigns or

representatives for any and all claims including but not limited to medical negligence, personal injury and/or death and, shall include Curry County as a named insured on each and every policy. The minimum amount of the policy that the offeror must maintain at all times during the term of the contract and any extension hereof shall \$1,050,000.00 for any one (1) claim, accident or incident. Such policy shall be in whatever form and with such insurance companies as reasonably satisfactory to County and shall provide for at least ten (10) days prior notice to County of any cancellation.

30. The RFP and the Contract are or will be subject to New Mexico law, including but not limited to, the Procurement Code, the New Mexico Public Works Minimum Wage Act and all federal and state laws, rules and regulations pertaining to equal employment opportunity. The right and obligations set forth herein are to be construed and interpreted according to said laws, regardless of whether they are expressly set forth herein. Should any provision herein be found to be legally unenforceable, it shall not affect the legality or enforceability of the remainder of this contract, so long as the basic intent and object of this agreement is not undermined by the elimination of the objectionable provision(s).

The offeror agrees to comply with state laws and rules applicable to workers' compensation benefits for its employees. If the offeror fails to comply with the Workers' Compensation Act and applicable rules when required to do so, this agreement may be terminated by the contracting agency.

31. The offeror will save and hold the County harmless from all suites, actions, claims, losses and expenses, including attorney's fees brought on account of any injuries or damages sustained by an employee or person, including wrongful death, or damage to property as a result of any negligent act or omission by the offeror or employee or agent thereof connected in any way with offeror's performance under this RFP or Contract.
32. The offeror, its agents and employees, by virtue of any award of the RFP will not be employees of Curry County and will not be entitled to any fringe benefits available to the employees of Curry County.
33. The Contract will provide that the County will be allowed to prematurely terminate the Contract if the County Manager and/or County Commission determine that the offeror has inadequately or unsatisfactorily met its obligation under the Contract. The Contract will provide it may be terminated by any party for cause upon 30-days written notice to the other parties to the Contract. As used herein, the term "cause" will mean a material breach of the Contract by a non-terminating party, or acts or conduct by a non-terminating party that substantially alters the terminating party's ability to benefit from the Contract, which breach, acts, or conduct are not cured or remedied within the 30-day period following the giving of notice by the terminating party (which notice shall detail the nature of the breach, acts, or conduct constituting the case for termination and specify the effective date of termination in the event such breach, acts, or conduct constituting the case for termination and specify the effective date of termination in the event such breach,

acts, or conduct are not cured or remedied within 30 days following the giving of such notice).

34. The offeror agrees not to assign any rights or privileges under this RFP or the Contract, or any part thereof, to any other person or business entity, without first receiving prior written consent of the County.
35. After award, proposals are subject to public inspection. Any confidential or proprietary information should be marked as such with a brief explanation as to why. Entire proposals may not be marked as proprietary.
36. The County's policy on requests for copies of proposal information after award is as follows:  
Submit a written request detailing what information you would like to receive.
  - a) There will be a charge of \$1.00 per page by cash or check / money order made payable to Curry County at the following address:

Curry County, Finance Department  
417 Gidding Street, Suite 100  
Clovis, NM 88101

The fee must be paid before the information is released.

37. According to state procurement regulations, any protest of the award must be submitted in writing within fifteen (15) days of written notice of award to:  
Purchasing Agent  
Curry County Administration  
417 Gidding Street, Suite 100  
Clovis, NM 88101

In order to receive resident or resident veteran preference, a copy of the offeror's current Resident/Resident Veteran Contractor Preference Certificate must be included in the Proposal in addition to the Veteran Preference Certification page found in the following Request for Proposals for Electronic Payment Services. For additional information regarding obtaining a Resident/Resident Veteran Contractor Preference Certificate please visit <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

**QUESTIONS:** Any questions concerning this Request for Proposals should be submitted to Troy Hall, Procurement Agent at [thall@currycounty.org](mailto:thall@currycounty.org).

**PROPOSAL FORM**  
**MANDATORY "NOTICE TO OWNER OF INTENT TO PROPOSE"**  
**RFP #: 2019/20-01 MEDICAL SERVICES FOR THE MELROSE HEALTH CLINIC**

By this "Mandatory Notice to Owner of Intent to Submit a Proposal" the undersigned agrees that he/she has received a complete copy of the RFP. Proposals will only be accepted from those Offerors who sign and return this form. Only potential Offerors who elect to return this form completed with the intention of submitting a proposal will receive copies of all Offeror written questions and the Owner's written responses to those questions, as well as any RFP amendments that may be issued.

**All other responses will be rejected as non-responsive.**

This Mandatory Notice to Owner shall be signed and returned to the Curry County Administration Office, 417 Gidding St., Suite 100, Clovis, New Mexico 88101, [thall@currycounty.org](mailto:thall@currycounty.org), Fax: 575-763-3656 no later than 5:00 pm Mountain Standard Time on:

**September 6, 2019**

**FIRM:** \_\_\_\_\_

**REPRESENTED BY:** \_\_\_\_\_  
(Printed Name & Title)

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Person authorized to sign for Firm**

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**ALTERNATE CONTACT PERSON/INFORMATION: \*This name and address may be used for all correspondence related to the RFP if the Representative indicates herein.**

**NAME:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-Mail Address of Alternate Contact:** \_\_\_\_\_

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**PLACE AN 'X' ON THE APPROPRIATE STATEMENT BELOW AND RETURN FORM TO THE PROCUREMENT MANAGER LISTED HEREIN:**

\_\_\_\_\_ Firm DOES INTEND to respond to this RFP

\_\_\_\_\_ Firm DOES NOT INTEND to respond to this RFP

**THIS PAGE MUST BE COMPLETED AND SUBMITTED ON OR BEFORE September 6, 2019**

PROPOSAL FORM  
OFFEROR'S RESPONSE FORM  
RFP #2019/20-01 MEDICAL SERVICES FOR THE MELROSE HEALTH CLINIC  
DUE DATE: SEPTEMBER 19, 2019 AT 2:00 PM

The services offered meet specifications: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Completed and attached campaign disclosure form: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Completed & attached veteran's preference form (if applicable): \_\_\_\_\_ Yes \_\_\_\_\_ No

***If the services offered do not meet specifications, all exceptions or variations are set forth on the following page.***

I have read and understand the Terms & Conditions and Specifications and Contractual Terms. I agree to comply with such and warrant that the services offered are as represented in this Proposal.

\_\_\_\_\_  
Signature Name (Typed/Printed)

\_\_\_\_\_  
Company Position

\_\_\_\_\_  
Address Telephone Number FAX Number

\_\_\_\_\_  
City, State, Zip Tax ID # E-mail Address

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_(name), being duly sworn, deposes and says that he/she is  
\_\_\_\_\_(title) of \_\_\_\_\_(company) and all foregoing  
questions and all statements herein contained are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

PROPOSAL FORM  
EXECUTION OF PROPOSAL FORM  
RFP #2019/20-01 Medical Services for the Melrose Health Clinic  
DUE DATE: SEPTEMBER 19, 2019 AT 2:00 PM

DATE: \_\_\_\_\_

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- \_\_\_\_\_ That this proposal was signed by an authorized representative of the offeror.
- \_\_\_\_\_ That the potential offeror has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- \_\_\_\_\_ That all labor costs associated with the services have been determined, including all direct and indirect costs.
- \_\_\_\_\_ That the potential offeror agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing Request for Proposals, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within ninety (90) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name & Title

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

OFFEROR'S REFERENCE FORM  
RFP #2019/20-01 MEDICAL SERVICES FOR THE MELROSE HEALTH CLINIC  
DUE DATE: SEPTEMBER 19, 2019 AT 2:00 PM

All references must be from customers for whom your company has completed work similar to the specifications of this bid. Attach additional page if necessary.

References for: \_\_\_\_\_  
(Company Name)

1. Company \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Contact Person Name \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_  
Describe Scope of Work and dates of project/service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Company \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Contact Person Name \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_  
Describe Scope of Work and dates of project/service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Company \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Contact Person Name \_\_\_\_\_  
Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_  
Describe Scope of Work and dates of project/service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

PROPOSAL FORM  
OFFERORS'S CERTIFICATION AND STATEMENT OF NON-COLLUSION FORM  
RFP #2019/20-01 MEDICAL SERVICES FOR THE MELROSE HEALTH CLINIC  
DUE DATE: SEPTEMBER 19, 2019 AT 2:00 PM

I \_\_\_\_\_ certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards.  
I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contract or communication by the proposer or the proposer's associates with any County staff, or elected officials since the date this **RFP #2019/20-01 Medical Services for the Melrose Health Clinic** was issued except: 1) through the Purchasing Department 2) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any proposer violating this provision.**  
I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

COMPANY NAME: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

PROPOSAL FORM  
**LETTER OF TRANSMITTAL FORM**  
RFP #2019/20-01 MEDICAL SERVICES FOR THE MELROSE HEALTH CLINIC  
DUE DATE: SEPTEMBER 19, 2019 AT 2:00 PM

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:

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

Name	
Title	

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	

1. Declarations:

- I certify that I am authorized to contractually bind my company.
- I concur that the submission of our proposal constitutes acceptance of the form of contract provided for in this RFP though specific contract details may be subject to negotiation."
- I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in 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.

\_\_\_\_\_, 2019  
Authorized Signature and Date (**Must be signed** by the person identified in **item #2**, above.)

**ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

PROPOSAL FORM  
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, & OTHER RESPONSIBILITY  
MATTERS

RFP #2019/20-01 MEDICAL SERVICES FOR THE MELROSE HEALTH CLINIC  
DUE DATE: SEPTEMBER 19, 2019 AT 2:00 PM

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

---

Print Name of Authorized Representative

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Title

---

Signature of Authorized Representative

---

Date

PROPOSAL FORM  
OPTIONS, EXCEPTIONS OR VARIATIONS FORM  
RFP #2019/20-01 MEDICAL SERVICES FOR THE MELROSE HEALTH CLINIC  
DUE DATE: SEPTEMBER 19, 2019 AT 2:00 PM

Please state each and every option, exception, or variation to the specifications (if any) for the services offered. Please sign below and return with your offer.  
(Use additional pages if necessary.)

1. THERE ARE OPTIONS, EXCEPTIONS OR VARIATIONS \_\_\_\_\_  
Signature

2. THERE ARE NO OPTIONS, ETC. LISTED. The services offered on this Request For Proposal meet or exceed all specifications, terms and conditions as described in said Request For Proposal without exceptions. I understand services not meeting all specifications, terms and conditions will be rejected.

\_\_\_\_\_  
Signature

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

**PROPOSAL FORM  
RESIDENT/VETERANS PREFERENCE CERTIFICATION FORM  
RFP #2019/20-01 MEDICAL SERVICES FOR THE MELROSE HEALTH CLINIC  
DUE DATE: SEPTEMBER 19, 2019 AT 2:00 PM**

\_\_\_\_\_ (NAME OF CONTRACTOR) hereby certifies the following  
in regard to application of the resident veterans' preference to this procurement:

**Please check one box only**

**Resident Veteran Business:**

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$3M allowing me the 10% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime

**Resident Businesses:**

I declare under penalty of perjury that my business is a New Mexico resident business allowing me the 5% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veteran's preference, I agree to report to the State's Division of the General Services Department the awarded amount involved. I will indicate in the report the awarded amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protect and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.

**Resident Business/Veteran Business Certificate Number:** \_\_\_\_\_

**A valid New Mexico Resident Business or New Mexico Veteran's Resident Business Certificate number and copy of certificate must be provided in order to receive preference.**

· I do not claim New Mexico Resident Business or New Mexico Veteran's Resident Business preference on this proposal.

\_\_\_\_\_  
(Signature of Business Representative)\*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory for the Business.

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**  
**RFP #2019/20-01 MEDICAL SERVICES FOR THE MELROSE HEALTH CLINIC**  
**DUE DATE: SEPTEMBER 19, 2019 AT 2:00 PM**

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: Commissioners Ben McDaniel, Robert Sandoval, Chet Spear, Robert Thornton and Seth Martin; Treasurer Debbie Spriggs, Assessor Candace Morrison, Clerk Anastasia Hogland, Sheriff Wesley Waller, or Probate Judge Mark Lansford.

**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)

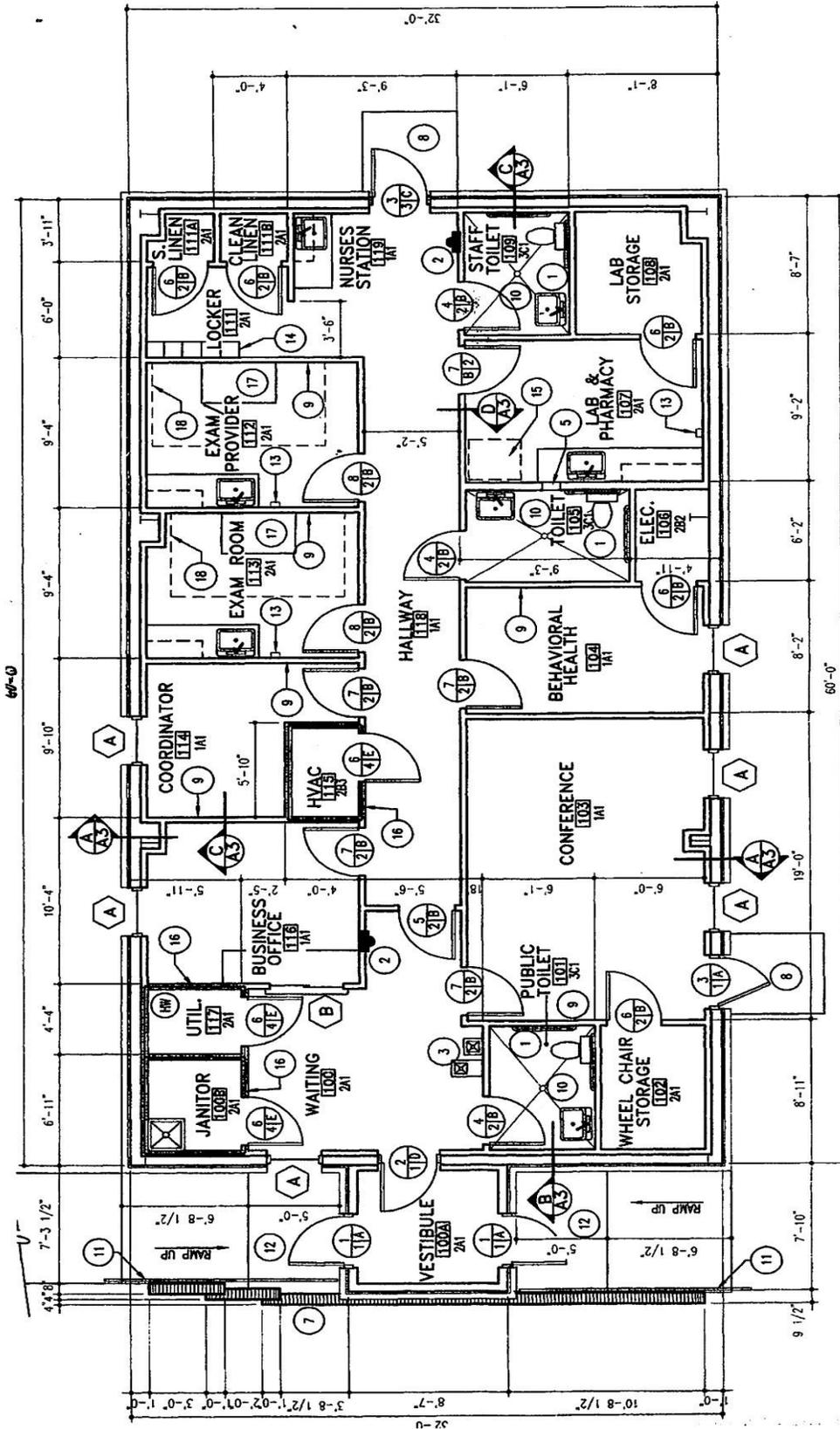
**--OR--**

**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)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



**FLOOR PLAN**  
 SCALE: 3/16" = 1'-0"



**VILLAGE OF MELROSE**  
**P. O. BOX 235**  
**MELROSE, NEW MEXICO 88124**  
**(575) 253-4274**  
**FAX: (575) 253-4260**  
**littletown@yucca.net**  
**Barry W. Green, Mayor**

July 26, 2019

Curry County, New Mexico  
**Attention:** Troy Hall  
417 Gidding Street, Suite 100  
Clovis, NM 88101

Dear Mr. Hall,

In reference to your letter date 7/26/2019 regarding the request for proposal to contract with a qualified medical provider to provide medical services to the residents of the Village of Melrose and surrounding area; the Village of Melrose will waive all water, sewer, and solid waste expenses incurred by the medical services provider selected so long as the facility is operated in accordance with the agreement reached between Curry County and the selected medical services provider.

I share your optimism that a qualified provider will respond positively to your request for proposal, and look forward to medical services being made available for our residents.

If there is anything more we can assist with, please don't hesitate to ask.

Sincerely,



Barry W. Green  
Mayor