



County of McKinley

P.O. Box 70 • 201 West Hill Avenue

Gallup, New Mexico 87305-00700

505-722-3868

Fax 505-863-6362

Commissioner, Dist. 1
Carol Bowman-Muskett

Commissioner, Dist. 2
Genevieve Jackson

Chairperson
Commissioner, Dist. 3
David Dallago Jr.

County Manager
Richard Kontz

INVITATION FOR BIDS

THE COUNTY OF MCKINLEY IS REQUESTING COMPETITIVE SEALED BIDS FOR THE FOLLOWING GOODS OR SERVICES:

TITLE: Sale of Surplus Equipment and Vehicles
BID IFB NO.: 2011-16
OPEN: Thursday, September 22, 2011 at 2 p.m. local time

FOR PURCHASING INFORMATION CONTACT:

THERESA M. DIAZ
PROCUREMENT AGENT/BUYER
(505) 722-3868, EXT 1004

THE OFFICE OF THE MANAGER, COUNTY OF MCKINLEY, WILL RECEIVE COMPETITIVE SEALED BIDS FOR THE GOODS OR SERVICES DESCRIBED IN THIS BID AT:

VIA MAIL
OFFICE OF THE MANAGER
COUNTY OF MCKINLEY
POST OFFICE BOX 70
GALLUP, NM 87305-0070

HAND CARRIED
OFFICE OF THE MANAGER
COUNTY COURTHOUSE, 3RD FLOOR
207 WEST HILL STREET
GALLUP, NM 87301

ANY BIDS RECEIVED AFTER BID OPENING DATE/TIME WILL BE RETURNED UNOPENED. PLEASE USE THE ENCLOSED MAIL LABEL ON THE OUTSIDE OF YOUR ENVELOPE.

INSPECTIONS ON ITEMS 1-70 WILL BE HELD ON THURSDAY, SEPTEMBER 15 2011 FROM 9:00 A.M. TO NOON AND 1:00 P.M. TO 4:00 P.M. @ 1980 WEST WAREHOUSE LANE, GALLUP, NM 87301; POINT OF CONTACT THERESA M. DIAZ PROCUREMENT AGENT (505) 722-3868, EXT. 1004

INSPECTIONS ON VEHICLES WILL BE HELD ON FRIDAY, SEPTEMBER 16 2011 FROM 9:00 A.M. TO NOON AND 1:00 P.M. TO 4:00 P.M. @ 413 BATAAN MEMORIAL DRIVE, GALLUP 87301; POINT OF CONTACT: FRED CASTILLO (505) 870-2462

EARLY VIEWING WILL NOT BE ALLOWED.

NOTE: USE OF THE MAIL SERVICE IS AT YOUR OWN RISK FOR PROPER DELIVERY.

TABLE OF CONTENTS

INVITATION FOR BID LEGAL ADVERTISEMENT	PAGE 2
OFFEROR CHECK LIST: This check list is provided as an aid in completing your bid. <i>DO NOT RETURN IT WITH YOUR BID.</i>	PAGE 3
PRICING DETAIL FORM: These pages provide an area for data about your bid including delivery date, discounts, residence preference number, compliance agreement and prices offered. <u>THEY MUST BE COMPLETED IN FULL AND RETURNED TO THE COUNTY OF MCKINLEY PURCHASING DEPARTMENT FOR EVALUATION.</u>	PAGES 4-9
CONDITIONS OF SALE: All bidders must comply fully with the conditions. Read, and retain the specifications for your records.	PAGE 10

**COUNTY OF MCKINLEY
2011-16**

**ADVERTISEMENT FOR BIDS
NOTICE TO BIDDERS**

PUBLIC NOTICE is hereby given that the County of McKinley will receive competitive sealed bids on **Thursday, September 22, 2011, 2:00 p.m. for Invitation for Bid No. 2011-16, Sale of Surplus Equipment and Vehicles** which time bids will be opened and publicly read aloud, as more particularly set out in the specifications. Copies for sealed bid may be obtained at the viewing date location or may be obtained at 207 West Hill Street, Gallup, NM; or McKinley County website: www.co.mckinley.nm.us/purchasing. McKinley County reserves the right to accept or reject any or all bids and to waive all formalities

Inspections will be held for Surplus Items, Item #1 through Item # 70 on Thursday, September, 15, 2011 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. at 1980 West Warehouse Lane, Gallup, NM 87301. Please contact: Theresa M. Diaz Ext. 1004. Item 71 -79 Vehicle Inspections will be held at 413 BATAAN MEMORIAL DRIVE, Gallup, NM 87301 Please contact: Fred Castillo (505) 870-2462.

The Procurement Code, Sections 13-1-28 Through 13-1-199, NMSA, 1978 imposes civil and criminal penalties for code violations. In addition the New Mexico criminal statutes impose felony/penalties for illegal bribes, gratuities and kickbacks.

**DATED 8 day of September, 2011 BY: /s/ David R. Dallago, Jr.
Chairperson, Board of Commissioners**

PUBLISH: Saturday, September 10th The Gallup Independent

OFFEROR'S CHECK LIST

THIS CHECK LIST IS OFFERED AS AN AID IN COMPLETING YOUR BID. ***YOU ARE NOT REQUIRED TO RETURN IT WITH YOUR BID.*** IF THERE ARE QUESTIONS ABOUT THIS INVITATION FOR BID, PLEASE CALL THE PURCHASING DEPARTMENT AT (505) 722-3868, EXT. 1010 FOR ASSISTANCE.

1. READ CONDITIONS OF SALE ON THIS BID. _____
2. INCLUDE UNIT AND EXTENDED PRICE WHERE APPLICABLE (THIS IS VERY IMPORTANT!) _____
3. RETURN QUOTATION SHEET PAGES 4-9 _____

RETAIN THIS FORM FOR YOUR RECORD

COUNTY OF MCKINLEY
IFB 2011-16

QUOTATION SHEET

DUE DATE: Thursday, September 22, 2011, 2 p.m. Local Time

Having carefully examined the notice to bidders, general instructions to bidders, terms and conditions, supplemental terms and conditions, and project specifications, addenda(s), the site of the work, the work on the above-named project, the undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc. (not including New Mexico Gross Receipt Taxes or any additive alternates) required by said documents and to complete all divisions of the work stipulated. The Board reserves the right to reject any or all bids and waive any/all formalities.

EARLY VIEWING WILL NOT BE ALLOWED.

ENTER THE DOLLAR AND CENT FIGURE UNDER TOTAL BID FOR EACH ITEM YOU WISH TO BID ON. ATTACH ALL COLORED COPIES TOGETHER AND SUBMIT IN ACCORDANCE WITH PAGE 10. PLEASE TYPE OR PRINT LEGIBLY.

ITEM NO.	DESCRIPTION	TOTAL BID
1. 1 each	Stove, Frigidaire, Electric, white No Tag	_____
2. 1 each	Dryer, GE, Two cycle, heavy duty, white Model # DVLR223ETOWW, S/N DR207236G, Tag# Unknown	_____
3. 1 each	Copier – Digital, Xerox – DC420AC2, S/N # NL2042142, Tag No. 12253	_____
4. 1 each	Printer, HP, Laser Jet 8150, S/N USCC027822 Tag No. 12453	_____
5. 1 each	Xerox Machine, Copier 265DC Document Center - No Tag	_____
6. 1 each	TV, Sharp 19in SN: 31369	_____

**COUNTY OF MCKINLEY
 BID # 2011-16**

QUOTATION SHEET

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>TOTAL BID</u>
7. 1 each	Mini- Fridge, Brown, No. Tag	_____
8. 1 each	Filing Cabinet, Metal brown - 5 Drawer No - Tag	_____
9. 1 each	Filing Cabinet, Metal brown - 5 Drawer No - Tag	_____
10. 1 each	Mail Slot, Red Wood 16 lots, No -Tag	_____
11. 1 each	Water Dispenser, Black Tag No - 17446	_____
12. 1 each	File Cabinet, Metal Shelves, Gray No - Tag	_____
13. 1 each	File Cabinet, Metal, 3 - Shelves, No - Tag	_____
14. 1 each	Paper slot, black No -Tag	_____
15. 1 each	File Cabinet, Metal 4 - Shelves, Brown, Keys Tag No. 06263	_____
16. 1 each	File Cabinet, 2 - Metal Shelves, Brown, Keys Tag No. 01116	_____
17. 1 each	File Cabinet, Metal 4-Shelves, Drk Brown Tag No. 03085	_____
18. 1 each	File Cabinet, Metal 2- Shelves, Brown Tag No. 03084	_____
19. 1 each	File Cabinet, Steelcase 3 Drawers, Brown Tag No. 03567	_____
20. 1 each	File Cabinet, Steelcase 5 - drawer, Black Tag No. 04689	_____
21. 1 each	File Cabinet, Steelcase 2600 8 - drawer, Black	_____

		No Tag	_____
22.	1 each	Desk, Metal, green top, 4 - drawers No Tag	_____
23.	1 each	Computer Desk, brown, no drawers Tag No. 04027	_____
24.	1 each	Computer Desk, brown, no drawers No Tag	_____
25.	1 each	Computer Desk, brown, no drawers No. Tag	_____
26.	1 each	Computer Desk, brown, 4 - drawers Tag No. 04027	_____
27.	1 each	Computer Desk, light brown w/wheels Tag No. 12258	_____
28.	1 each	Computer Monitor, Gateway 200 Tag No. 08889	_____
29.	1 each	Timestamp, Croprint Tag No. 11208	_____
30.	1 each	Gateway 200 Colorbook Tag No. 07452	_____
31.	1 each	Filing Cabinet, Wood 4-shelf No Tag	_____
32.	1 each	Label Maker, grey. No Tag	_____
33.	1 each	Timestamp, Brown Tag No. 11209	_____
34.	1 each	Computer, Shelf, Mayline, 3 level w/wheels Tag No. 09482	_____
35.	1 each	VCR, Cabinet, Brown Wood, no keys No Tag	_____
36.	1 each	Metal Corner Stand, No Tag	_____
37.	1 each	Filing Metal Cabinet, Grey Tag No. 08628	_____
38.	1 each	Filing Metal Cabinet, 4- drawer, Grey Tag No. 08634	_____

**COUNTY OF MCKINLEY
BID # 2011-16**

QUOTATION SHEET

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>TOTAL BID</u>
39.	1 each File Cabinet, Anderson Hickey, 4 - drawer Tag No. 00074	_____
40.	1 each Vacuum, Tidy Nobles, white No Tag	_____
41.	1 each Xerox Printer Phaser 6130 Tag No. 17167	_____
42.	1 each Filing Cabinet Metal, brown Tag No. 00352	_____
43.	1 each Filing Cabinet Metal, brown, wood Tag No. 06205	_____
44.	1 each Printer, Lexmark 2390, No Tag	_____
45.	1 each Vacuum, Eagle SN#004560, Tag No. 16100	_____
46.	1 each Solid Wood, 2 drawer, Tag No. 04013	_____
47.	1 each Printer, Fujitsu, Duplex Tag No. 9712	_____
48.	1 each Television, 20 inch, gray Tag No. 13495	_____
49.	1 each Freezer, Model Arctic Ice, white, No Tag	_____
50.	1 each Receipt Maker Tag No. 14661	_____
51.	1 each Television Stand, Black, No Tag	_____
52.	1 each Filing Metal Cabinet, 4- drawer, Brown Tag No. 08022	_____
53.	1 each Filing Metal Cabinet, 4- drawer, Yellow No Tag	_____

54.	1 each	Printer, Laserjet 2100 Tag No. 09670	_____
55.	1 each	Filing Metal Cabinet, 2- drawer, black, no key Tag No. 18057	_____
56.	1 each	Computer Desk Top w/ drawers, Tag No. 07033	_____
57.	1 each	Green Chair, high back w/ wheels Tag No. 16167	_____
58.	1 each	Computer Desk, Dark Brown No Tag No.	_____
59.	1 each	Printer, Epson C80 Tag# 11630	_____
60.	1 each	Printer, Lexmark 735 Tag No. 11768	_____
61.	1 each	Calculator, Carson Tag No. 124182	_____
62.	1 each	Calculator No Tag No.	_____
63.	1 each	Transmitter Recorder in eye locker, JVC, Silver No Tag	_____
64.	1 each	Motorola Radius Channel Radio Tag No. 08769	_____
65.	25 each	Metal School Lockers, No Tag No.	_____
66.	1 each	Metal Filing Shelf, 4 - shelf No Tag	_____
67.	1 each	Metal Filing Shelf, 4 - shelf No Tag	_____
68.	1 each	Vacuum, Kent, Blue Tag No. 8683	_____
69.	1 each	Vacuum, Windstar, Blue Tag No. 11829	_____
70.	1 each	Keyboards No Tag	_____

SURPLUS VEHICLES

- 71. 1 each 1992 Ford CVS, Crown Victoria, 4 dr, 8 cyls, white,
2FACP72W0NX205464, Mileage – 153870, Tag No. 6251,
License Plate No. G-14445 _____

- 72. 1 each 1992 Ford, White Box Truck 1974, Mileage
License Plate # Vin# E38AHX47566 _____

- 73. 1 each Silver Blue Chevy Impala, 4-Door, Mileage
License Plate # Vin# 2G1WF52K049179152 _____

- 74. 1 each Silver Blue Chevy Impala, 4-Door, Mileage
License Plate # Vin# 2G1WF52K049179152 _____

- 75. 1 each Red Chevy Caprice Classic, 4-door, Mileage
License Plate # Vin# 1G1BL52WXTR118032 _____

- 76. 1 each White GMC Jimmy SLE 4-Door, Mileage
License Plate # Vin# 2G1XDT13W5121853918 _____

- 77. 1 each Light Green, Chevy Suburban 350 Custom, G-18957
Mileage 501,382 Lic. Plate # Vin# 2G1XDT13W5121853918 _____

- 78. 1 each White, Ford Box Truck, G-11430
Mileage 117,782 _____

- 79. 6 each Metal 6' Picnic Tables (300lb weight)
Located at the old JDC building _____

ATTACH TO YOUR QUOTATION SHEET(S) BID

DON'T FORGET YOUR 5% BID REQUIREMENT ON YOUR TOTAL BID

NAME: _____ **COMPANY:** _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

CELL NUMBER: _____

COUNTY OF McKINLEY
IFB 2011-16

CONDITIONS OF SALE

INSPECTIONS ON ITEM # 1-70 WILL BE HELD ON THURSDAY, SEPTEMBER 15, 2011 FROM 9:00 A.M. TO NOON AND 1:00 P.M. TO 4:00 P.M. AT 1980 WEST WAREHOUSE LANE, GALLUP, NM 87301; POINT OF CONTACT THERESA M. DIAZ (505) 722-3868, EXT. 1004;

INSPECTIONS ON ITEM # 71-79 WILL BE HELD ON FRIDAY, SEPTEMBER 16 , 2011 FROM 9:00 A.M. TO NOON AND 1:00 P.M. TO 4:00 P.M. 413 BATAAN MEMORIAL DRIVE, GALLUP, NM 87301; POINT OF CONTACT FRED CASTILLO, (505) 870-2462;

EARLY VIEWING WILL NOT BE ALLOWED.

1. All items are sold "AS IS, WHERE IS, WITH NO WARRANTY AS TO CONDITION OR OPERABILITY." VISUAL INSPECTION AND VERIFICATION OF TECHNICAL INFORMATION IS THE RESPONSIBILITY OF THE AWARD VIEWER. REMOVAL OF AWARDED PROPERTY IS RESPONSIBILITY OF AWARDED VENDOR.
2. Bids shall be submitted in a **sealed** envelope with the following **IFB 2011-16** written on front bottom left-hand side of the envelope, unless a return label was received with your bid packet. Bid must be received and stamped prior to bid opening of Thursday, September 22, 2011, 2 p.m., Local Time, on the third floor of the McKinley County Courthouse, P.O. Box 70, 207 West Hill Street, Third Floor, Gallup, NM 87305
3. Award of bid will be to the highest bidder and bidder will be notified in writing of award with further instructions. **Please print legibly or type all required information, including your name, address, telephone number and dollar and cent amounts.** Use pages 3 through 9 (Colored Pages) for your bid tabulation.
4. McKinley County Board of Commissioners will approve the recommended bids tentatively on Tuesday, October 4th 2011 (subject to change) after which award letters will be mailed. Award notification will be by mail from the Procurement Office.
5. Payment will be determined by the total bid amount awarded by the Commissioners, payable to the McKinley County Board of Commissioners.
6. Successful bidder is responsible for the removal of items from the premises by appointment only and must be removed within seven (7) days of award letter. Successful bidder must bring all equipment and bring laborers for removal of items.
7. Failure to pay for and remove any item(s) awarded will result in a default and the items will be awarded to the next highest bidder.
8. The County reserves the right to reject any or all bids, to waive any technicalities and to accept the bid it deems to be in the best interest of the County.
9. If prior to the date for award or release of equipment McKinley County identifies a need for any item listed, the item(s) will be retained.
10. There will be new requirements to bid on McKinley County Surplus. **A 5% Bid Requirement (Cashier's Check or Personal Check) of your total bid is required with your bid response to become a responsive bidder.** The check must be made out to McKinley County Board of Commissioners.
11. If you are the highest bidder, approved by the County Commissioners, you will pay the difference of your bid. If you are not the highest bidder, your check will be returned. **Failure to submit a 5% Bid Requirement would deem your bid non-responsive.**