



# State of New Mexico General Services Department

## Price Agreement

**Awarded Vendor:**  
**0000089734**  
**Overhead Door Company of Albuquerque**  
**a div of DH Pace Company, Inc**  
**5656 Pasadena Ave NE**  
**Albuquerque, NM 87113**

**Email: [servicenm@dhpac.com](mailto:servicenm@dhpac.com)**  
**Telephone No.: [\(505\) 344-3667](tel:(505)344-3667)**

Price Agreement Number: **10-80500-20-16847**

Payment Terms: **Net 30**

F.O.B.: **As Requested**

Delivery: **Albuquerque, NM**

**Ship To:**  
**NMDOT District Two (2) Store Warehouse**  
**4505 W. Second Street**  
**P.O. Box 1457**  
**Roswell, N.M. 88202-1457**

Procurement Specialist: **Raelynn Lujan** *RL*

Telephone No.: **505-827-0484**

Email: **raelynn.lujan@state.nm.us**

**Invoice:**  
**New Mexico Department of Transportation District**  
**Two (2)**  
**4505 W. Second Street**  
**P.O. Box 1457**  
**Roswell, N.M. 88202-1457**

**For questions regarding this agreement please contact:**  
**India Garcia – (505) 690-7383**

Title: **Overhead Doors and Hoists**

Term: **January 8, 2021 thru January 7, 2022**

**This Price Agreement is made subject to the “terms and conditions” as indicated on subsequent pages.**

**Accepted for the State of New Mexico**

*Valerie Paulk*

Date: 1/8/2021

Mark Hayden, New Mexico State Purchasing Agent

× **This Agreement was signed on behalf of the State Purchasing Agent**

Purchasing Division: 1100 St. Francis Drive, Santa Fe, NM 87505; PO Box 6850, Santa Fe, NM 87502 (505) 827-0472

*MM*

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**Terms and Conditions**  
(Unless otherwise specified)

1. **General:** When the State Purchasing Agent or his/her designee issues a purchase document in response to the Vendor's bid, a binding contract is created.
2. **Variation in Quantity:** No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process and then only to the extent, if any, specified in this order.
3. **Assignment:**
  - a. Neither the order, nor any interest therein, nor any claim thereunder, shall be assigned or transferred by the Vendor, except as set forth in Subparagraph 3b or as expressly authorized in writing by the State Purchasing Agent or his/her designee. No such assignment or transfer shall relieve the Vendor from the obligations and liabilities under this order.
  - b. Vendor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this bid are hereby assigned to the State.
4. **State Furnished Property:** State furnished property shall be returned to the State upon request in the same condition as received except for ordinary wear, tear and modifications ordered hereunder.
5. **Discounts:** Prompt payment discounts will not be considered in computing the low bid.
6. **Inspection:** Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with specifications shall be removed at the Vendor's risk and expense, promptly after notice of rejection.
7. **Inspection of Plant:** The State Purchasing Agent or his/her designee may inspect, at any reasonable time, the part of the Contractor's, or any subcontractor's plant or place of business, which is related to the performance of this contract.
8. **Commercial Warranty:** The Vendor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Vendor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. **Vendor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.**
9. **Taxes:** The unit price shall exclude all state taxes.
10. **Packing, Shipping and Invoicing:**
  - a. The State's purchasing document number and the Vendor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipments. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.
  - b. The Vendor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each and every complete shipment.
  - c. Invoices must be submitted to the using agency and NOT the State Purchasing Agent.
11. **Default:** The State reserves the right to cancel all or any part of this order without cost to the State, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the State due to the Vendor's default. The Vendor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Vendor, such causes include but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by

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the subcontractor were obtainable from other sources in sufficient time to permit the Vendor to meet the required delivery scheduled. The rights of the State provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.

12. **Non-Collusion:** In signing this bid the Vendor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the State Purchasing Agent or his/her designee.

13. **Nondiscrimination:** Vendor doing business with the State of New Mexico must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act (Rev. 1979) and the Americans with Disabilities Act of 1990 (Public Law 101-336).

14. **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 bribes, gratuities and kickbacks.

15. **Items:** All bid items are to be NEW and of most current production, unless otherwise specified.

16. **Payment for Purchases:** Except as otherwise agreed to: late payment charges may be assessed against the user state agency in the amount and under the conditions set forth in Section 13-1-158 NMSA 1978.

17. **Workers' Compensation:** The Contractor agrees to comply with state laws and rules pertaining to Workers' Compensation benefits for its employees. If the Contractor fails to comply with Workers' Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the contracting agency.

18. **Submission of Bid:** Bids must be submitted in a sealed envelope with the bid number and opening date clearly indicated on the bottom left hand side of the front of the envelope. Failure to label bid envelope will necessitate the premature opening of the bid in order to identify the bid number.

19. **Contractor Personnel:** Personnel proposed in the Contractor's written bid to the Procuring Agency are considered material to any work performed under this Price Agreement. Once a Purchase Order or contract has been executed, no changes of personnel will be made by the Contractor without prior written consent of the Procuring Agency. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience, and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. The Procuring Agency shall retain the right to request the removal of any of the Contractor's personnel at any time.

20. **Subcontracting:** The Contractor shall not subcontract any portion of the Price Agreement without the prior written approval of the Procuring Agency. No such subcontracting shall relieve the Contractor from its obligations and liabilities under this Price Agreement, nor shall any subcontracting obligate payment from the Agency.

21. **Records and Audit:** The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Price Agreement's term and effect, and retain them for a period of three (3) years from the date of final payment under this Price Agreement. The records shall be subject to inspection by the Agency, State Purchasing Division, Department of Finance and Administration, and for Information Technology contracts, State Chief Information Officer. The Agency shall have the right to audit billings, both before and after payment. Payment for services under this Price Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

22. **Subcontracts:** The foregoing requirements for Contractor Personnel, Subcontracting, and Audit shall be inserted into all subcontracts from the prime contractor to the subcontractor.

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**New Mexico Employees Health Coverage**

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for its New Mexico Employees and offer that health insurance to its New Mexico Employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceeds \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of its New Mexico Employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all of its New Mexico Employees of the availability of State publicly financed health care coverage programs by providing each of its New Mexico Employees with, as a minimum, the following web site link to additional information: <https://bewellnm.com>.

D. For purposes of this Paragraph, the following terms have the following meanings:

- (1) "New Mexico Employee" means any resident of the State of New Mexico employed by Contractor who performs the majority of the employee's work for Contractor within the State of New Mexico, regardless of the location of Contractor's office or offices; and
- (2) "offer" means to make available, without unreasonable restriction, enrollment in one or more health coverage plans and to actively seek and encourage participation in order to achieve the goals of Executive Order 2007-049. This could include State publicly financed public health coverage programs such as *Insure New Mexico!*

**Department Price Agreement**

**Article I – Statement of Work**

Under the terms and conditions of this Price Agreement, the using agency may issue orders for items and/or services described herein.

The terms and conditions of this Price Agreement shall form a part of each order issued hereunder.

The items and/or services to be ordered shall be listed under Article IX – Price Schedule. All orders issued hereunder will bear both an order number and this Price Agreement number. It is understood that no guarantee or warranty is made or implied by either the New Mexico State Purchasing Agent or the user that any order for any definite quantity will be issued under this Price Agreement. The Contractor is required to accept the order and furnish the items and/or services in accordance with the articles contained hereunder for the quantity of each order issued.

**Article II –Term**

The term of this Price Agreement for issuance of orders shall be as indicated in specifications.

**Article III –Specifications**

Items and/or services furnished hereunder shall conform to the requirements of specifications and/or drawings applicable to items listed under Article IX - Price Schedule. Orders issued against this schedule will show the applicable price agreement item(s), number(s), and price(s); however they may not describe the item(s) fully.

**Article IV – Shipping and Billing Instructions**

Contractor shall ship in accordance with the instructions of this form. Shipment shall be made only against specific orders which the user may place with the contractor during the term indicated in Article II – Term. The Contractor shall enclose a packing list with each shipment listing the order number, price agreement number and the commercial parts number (if any) for each item. Delivery shall be made as indicated on page 1. If vendor is unable to meet stated delivery the State Purchasing Agent must be notified.

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**Article V - Termination**

The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach. Termination of this Contract, however, shall not affect any outstanding orders. This provision is not exclusive and shall not waive other rights and remedies afforded either party in the event of breach of contract or default. In such instances the contract may be cancelled effective immediately.

**Article VI – Amendment**

This Price Agreement may be amended by mutual agreement of the New Mexico State Purchasing Agent or his/her designee and the Contractor upon written notice by either party to the other. An amendment to this Price Agreement shall not affect any outstanding orders issued prior to the effective date of the amendment as mutually agreed upon, and as published by the New Mexico State Purchasing Agent or his/her designee. Amendments affecting price adjustments and/or the extension of a price agreement expiration date are not allowed unless specifically provided for in the bid and price agreement specifications.

**Article VII – Issuance or Orders**

Only written signed orders are valid under this Price Agreement.

**Article VIII – Packing (if applicable)**

Packing shall be in conformance with standard commercial practices.

**Article IX – Price Schedule**

Prices as listed in the price schedule hereto attached are firm.

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**Specifications:**

The purpose of this Invitation to Bid (ITB) is to establish a Price Agreement for Overhead Doors and Hoists, commercial, maintenance/ repair/replacement for various locations throughout District two (2) for the New Mexico Department of Transportation (NMDOT).

**Term:**

The term of this price agreement shall be for one (1) year from date of award with the option to extend for a period (s) of three (3) additional years, on a year-by-year basis, by mutual agreement of all parties and approval of the New Mexico State Purchasing Agent at the same price, terms and conditions. This price agreement shall not exceed four (4) years.

All parts must be for commercial use only substitutions of residential parts are unacceptable and shall result in Contractor having their Price Agreement cancelled by the State of New Mexico.

**Tax Note:**

Price shall not include State Gross Receipts or Local Option Tax. Taxes shall be added to the purchase order and invoice at current rates as a separate item to be paid by NMDOT.

**Bidding Information:**

The conditions and specifications set out in the invitation to bid are inseparable and indivisible. Any Vendor, by submitting a bid, agrees to be bound by all such conditions and/or specifications. All conditions and specifications in the invitation to bid, and all other documents required to be submitted, shall be submitted by the Vendor in their bid package. Failure to do so or any attempt to vary or change the conditions or specifications of the invitation to bid shall, at the discretion of the State of New Mexico, constitute grounds for rejection of the entire bid.

The prices quoted herein represent the total compensation to be paid by the State of New Mexico for goods and/or services provided. It is understood that the vendor providing said goods and/or services to the State of New Mexico is responsible for payment of all costs of labor, equipment, tools, materials, federal taxes, permits, licenses, fees, and any other items necessary to complete the work provided. The prices quoted in this price agreement include an amount sufficient to cover such costs.

**The Vendor Agrees To:**

- A. Provide competent supervision and skilled personnel to perform all work covered by this price agreement.
- B. Comply with all local, state, and federal laws governing safety, health and sanitation. The Vendor shall provide all safeguards, safety devices and protective equipment, and take any other needed actions necessary to protect the safety and health of employees on-the-job, the safety of the public, and to protect property in connection with the performance of the work covered by the price agreement.
- C. Indemnify and hold harmless The State of New Mexico, its officers and employees, against liability, claims, damages, losses and/or expenses arising out of bodily injury to persons or damage to property caused by, or resulting from, Vendor's and/or its employees, own negligent act(s) or omission(s) while Vendor, and/or its employees, perform(s) or fails to perform its obligations and duties under the terms and conditions of this price agreement. This hold harmless and indemnification clause is subject to the immunities, provisions and limitations of the tort claims act (41-4-1, et seq., N.M.S.A. 1978 comp.) and section 56-7-1 N.M.S.A. 1978 comp. and any amendments thereto.

It is specifically agreed between the parties executing this price agreement that it is not intended by any of the provisions of any part of the price agreement to create the public or any member thereof a third party beneficiary or to authorize anyone not a party to the price agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies) and/or any other claim(s) whatsoever pursuant to the provisions of this price agreement.

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- D. Comply with state laws and rules pertaining to worker's compensation insurance coverage for its employees. If the Vendor fails to comply with the Worker's Compensation Act and applicable rules when required to do so, the purchase order may be cancelled effective immediately.
- E. Be responsible for all cleanup work on the project site and at the equipment storage areas prior to the final inspection and acceptance.

Contractors who are bidding shall promptly notify the NMDOT of any ambiguity, inconsistency, or error which they discover upon their examination of these bidding documents, or of the site and local conditions.

The State Purchasing Division shall have the right to reject any or all bids, and in particular to reject a bid not accompanied by the data required by this bidding document, or a bid which is in any way incomplete or irregular.

Bidder must specify the brand(s) they are providing a bid for if the brand(s) are different from what is specified in this Invitation to Bid.

**All parts must be for commercial use only, substitutions of residential parts are unacceptable and shall result in contractor having their Price Agreement cancelled by the State of New Mexico.** All bidders shall submit a parts pricing list for all items needed for the performance of work under this Price Agreement.

Unit bid prices for installation of items 01, 02, 03 & 04, shall include labor and material cost for completion. Hourly rates shall not be applied when performing any of the installation items.

**Contractor Note:**

No person shall act as a Contractor without a license issued by the Construction Industries Division classified to cover the type of work to be undertaken. No bid on a Contract shall be submitted unless the Contractor has a valid license issued by the Construction Industries Division to bid and perform the type of work to be undertaken (60-13-12, NMSA 1978).

**Contractor License Number:** \_\_\_\_\_

The Vendor shall be considered an independent Contractor and not an employee of the State of New Mexico. The NMDOT shall provide direction regarding the time and place of performance and compliance with rules and regulations required by this price agreement.

All bidders must include a copy, with their bid, of their license issued by the Construction Industries Division, to provide proof that their company has been involved in servicing, maintaining, selling, and installing overhead doors for commercial use for a minimum of five (5) years with their bid. Failure to provide documentation will be cause for disqualification of bids.

The Foreman must present proof at each job site of a minimum of five (5) years' experience in servicing and maintaining overhead doors for commercial use before commencing work.

**Method of Award:**

Method of award may be to multiple vendors for each item.

The Prices provided for each item shall be all inclusive.

Award will go to the lowest responsible bidder meeting minimum specifications, terms and conditions. The State reserves the right to award to multiple vendors per item.

Awards will be made to meet the best interests of the State of New Mexico.

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**Notice to bidders:**

For a bid to be considered for award, Bidders must bid on all items. Failure to do so will result in the bid being deemed non-responsive and rejected from consideration for award

Due to the large geographical area covered by this Price Agreement Mileage will be paid as stated in **Repairs and Replacements**.

Please note: Bid evaluations will exclude the items for “parts discount off list price” and “odd size door discount off certified invoice”.

Bid location as follows:

Portales Patrol 8137A S.R 206 Portales, NM 88130	Clovis Patrol 1100 A Brady Clovis, NM 88101	Ft. Sumner Patrol 3442 East HWY 247 Ft. Sumner, NM 88119
Corona Patrol 117 State Hwy 247 Corona, NM 88318	Vaughn Patrol 1353 Airport Road Vaughn, NM 88353	Carrizozo Patrol 12449 US Hwy 54 Carrizozo, NM 88301
Capitan Patrol 131 Main Road Capitan, NM 88316	Tularosa Patrol 7688 Hwy 70, South Tularosa, NM 88352	Mayhill Patrol 3201 US 82 Mayhill, NM88339
Hondo Patrol 28558 US Highway 70 Hondo, NM 88336	Artesia Patrol 3103 W Main Artesia, NM 88210	Hobbs Patrol 201 S Magnum Industrial Hobbs, NM 88240
Tatum Patrol 1mile East of Tatum on US 380 Tatum, NM 88267	Jal, Patrol 3655 State Hwy 18 Jal, NM 88252	Roswell Patrol 4505 West Second Roswell, NM 88201
Carlsbad Patrol 2504 South Canal Carlsbad, NM 88220	NMDOT D2 Office 4505 West Second Roswell, NM 88201	

Utilization of Vendors:

The following procedure for the utilization of Vendors shall be used on multiple award price agreements.

The selection of a Vendor from a multiple award price agreement to complete a project shall be based on the purchase order utilizing pricing contained within this price agreement.

The District Engineer or their designee shall evaluate the estimated quantities, unit costs, total costs per item, and total project costs for each awarded Vendor.

The Vendor selected to perform the work on the project shall be the Vendor providing services for the specific project estimate at the lowest overall cost to the NMDOT and able to meet all project delivery requirements including project schedule. A Vendor not offering the lowest cost to the NMDOT can be used for the specific project if the Vendor providing the lowest overall cost is unable to meet all project requirements as determined and documented by the District Engineer or their designee. Any changes to the original purchase order will require a modification form signed by the District Engineer or their designee. All supporting documentation shall be maintained in the project file.



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**Public Works Minimum Wage Act:**

This is a Public Works Contract subject to the provisions of the Public Works Minimum Wage Act, Section 13-4-11 through 13-4-17, etc. Seq. NMSA 1978 as amended. Minimum wage rates as determined and published by the New Mexico Department of Work Force Solutions (NMDWS), Santa Fe, New Mexico shall be in effect and utilized by the vendor during the life of this Price Agreement. If a Vendor or Subcontractor is willfully paying employees covered by the Public Works Minimum Wage Act, lower rates than required, the Vendor or subcontractor may lose their right to proceed with the work.

**Contract Order:**

At time of every task order issued for projects over sixty-thousand dollars (\$60,000.00), a Wage Rate Decision number must be requested by end user of the user Agency. The Wage Rate Decision number can be obtained by contacting Work Force Solutions at: <https://www.dws.state.nm.us/Public-Works> .

Wage Rates must be attached to each contract order issued over the over sixty-thousand dollars (\$60,000.00). Vendor shall provide all insurance necessary to employees on work site, including but not limited to Workers' Compensation.

**Insurance Requirements:**

The Vendor shall procure and maintain at the Vendor's expense, insurance of the kinds and in amounts herein provided. This insurance shall be provided by insurance companies authorized to do business in the State of New Mexico and shall cover all operations under the price agreement, whether performed by the Vendor, the Vendor's agents or employees or by Sub-Contractors. All insurance provided shall remain in full force and effect for the entire period of the work, up to and including final acceptance, and the removal of all equipment, employees, agents and Sub-Contractors therefrom.

**(A) Public Liability and Automobile Liability Insurance**

1. General Liability: bodily injury liability and property damage liability insurance applicable in full to the subject project shall be provided in the following minimum amounts:

Bodily Injury Liability:

\$1,000,000 each person; \$2,000,000 each occurrence  
 (annual aggregate)

Property Damage Liability:

\$2,000,000 each occurrence  
 (annual aggregate)

- a. The policy to provide this insurance is to be written on a Comprehensive General Liability Form or Commercial General Liability Form which must include the following:
  1. Coverage for liability arising out of the operation of independent Contractors
  2. Completed operation coverage
  3. Attachment of the Broad Form Comprehensive General Liability Endorsement
- b. In the event that the use of explosives is a required part of the price agreement, the Vendor's insurance must include coverage for injury to or destruction of property arising out of blasting or explosion.
- c. In the event that a form of work next to an existing building or structure is a required part of price agreement, the Vendor's insurance must include coverage for injury to or destruction of property arising out of:
  1. The collapse of or structural injury to building or structures due to excavation, including burrowing, filling or backfilling in connection therewith, or to tunneling, cofferdam work or caisson work or to moving, shoring, underpinning, razing or demolition of building or structures or removal or rebuilding of structural supports thereof.
- d. Coverage must be included for injury to or destruction of property arising out of injury to or destruction of wires, conduits, pipes, mains, sewers or other similar property or any apparatus in connection therewith below the surface of the ground. If such injury or destruction is caused by or

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occurs during the use of mechanical equipment for the purpose of excavating, digging, or drilling, or to injury to or destruction of property at any time resulting there from.

2. Automobile liability insurance coverage for the Vendor (whether included in the policy providing general liability insurance or in a separate policy) must provide liability for the ownership, operation and maintenance of owned, non-owned, and hired cars. The limits of liability for automobile liability insurance shall be provided in the following amounts:

Bodily Injury Liability:

\$1,000,000 each person; \$2,000,000 each occurrence  
(annual aggregate)

Property Damage Liability:

\$2,000,000 each occurrence (annual aggregate)

- (B) **Worker's compensation insurance:** The Vendor shall also carry Worker's Compensation Insurance or otherwise fully comply with provisions of the New Mexico Workman's Compensation Act and Occupational Disease Disablement Law.

If the Vendor is an "owner-operator" of such equipment, it is agreed that the State of New Mexico assumes no responsibility, financial or otherwise, for any injuries sustained by the "owner-operator" during the performance of said price agreement.

- (C) **Certificate of Insurance/Department as Additional Insured:** The Vendor being awarded this Price Agreement shall furnish evidence of Vendor's insurance coverage by a Certificate of Insurance. The Certificate of Insurance shall be required prior to the "Notice to Proceed" is issued.

The Vendor shall have the New Mexico Department of Transportation named as an additional insured on the Comprehensive General Liability Form or Commercial General Liability Form furnished by the Vendor, pursuant to Paragraph (A) 1 and (A) 2, of this subsection. The Certificate of Insurance shall state that the coverage provided under the policy is primary over any other valid and collectible insurance.

The Certificate of Insurance shall also indicate compliance with these specifications and shall certify that the coverage shall not be changed, cancelled or allowed to lapse without giving the NMDOT thirty (30) days written notice. Also, a Certificate of Insurance shall be furnished to the New Mexico Department of Transportation on renewal of a policy or policies as necessary during the terms of this price agreement.

The NMDOT shall not issue a notice to proceed until such time as the above requirements have been met.

- (D) **Umbrella Coverage:** The insurance limits cited in the above paragraphs are minimum limits. This specification is no way intended to define what constitutes adequate insurance coverage for individual Vendor. The NMDOT will recognize following form excess coverage (Umbrella) as meeting the requirements of Subsection (A) 1.a of this price agreement, should such insurance otherwise meet all requirements of such subsections.
- (E) **Other Required Insurance:** The Vendor shall procure and maintain, when required by the NMDOT form and types of bailee insurance such as, but not limited to, builder's risk insurance, Vendor's equipment insurance, rigger's liability property insurance, etc. In an amount necessary to protect the NMDOT against claims, losses, and expenses arising from the damage, disappearance or destruction of property of others in the care, custody or control of the Vendor, including property of others being installed, erected or worked upon by the Vendor, his agents, or Sub-Contractors.
- (F) **Railroad Insurance:** In the event that railroad property is affected by the subject price agreement, the Vendor, in addition to the above requirements, shall be required to furnish a Railroad Protective Liability policy in the name of the railroad company involved. In addition, on those rails that are used by the National Railroad Passenger Corporation (NRPC), the Vendor will also obtain a Railroad Protective Liability Policy in the name of NRPC.

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The limits of liability for the Railroad Protective Liability Policy (or policies) must be negotiated with the railroad company on a hazard and risk basis. In no event will the limits exceed the following:

Bodily Injury Liability, Property Damage Liability:

\$2,000,000 each occurrence

Liability and Physical Damage to Property:

\$6,000,000 aggregate

The limits of liability stated above apply to the coverage's as set forth in the Railroad Protective Liability Endorsement Form, subject to the terms, conditions, and exclusions found in the form.

The policy must afford coverage as provided in the Standard Railroad Protective Liability Endorsement (AASHTO Form).

The conditions listed in the above paragraphs are an integral part of this bid and shall be the conditions regulating the performance of any price agreement between the Bidder and the State of New Mexico and any Commission, Divisions, or Department thereof.

**Specifications for Overhead Doors and Hoists:**

Repairs shall be performed within twenty-four (24) hours after receipt of order. Replacement or installation of equipment shall be performed within three (3) weeks after receipt of order. The conditions listed in the above paragraphs are an integral part of this bid and shall be the conditions regulating the performance of any Price Agreement between the vendor and the State of New Mexico and any commission, division, or department thereof.

The Vendor agrees that the supplies or services furnished under this Agreement shall be covered by the most favorable commercial warranties the Vendor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. Vendor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.

**Preventive Maintenance Inspections:**

The District will schedule a pre-preventive maintenance meeting with the successful contractors, prior to the preventive maintenance commencing, in order to set up a route and schedule whereby the contractor can accommodate each Patrol Yard at the most cost effective means to the Districts. This will also ensure that each Patrol Yard will have a responsible employee present to accept and initial the maintenance report.

Payment for preventive maintenance and inspection shall include travel time, mileage, lodging, meals labor, and all incidentals. Preventive maintenance includes, but is not limited to, checking, adjusting, and minor repairs on all rollers, tracks, springs, nuts, bolts, cables, belts, bearings, operators, as well as lubricating any necessary parts. Any parts needed, will be purchased by the using agency at the prices stated in the parts items on the Price Agreement.

Inspections are to be performed annually at the discretion of the District. It will be the responsibility of the District to contact the successful bidder to make arrangements for this service.

Payment for preventive maintenance will be made upon completion of all Maintenance and Inspections submitted per locations in District 2. Preventive maintenance and inspection are to be performed concurrently and are considered inseparable.

**Repairs and Replacements:**

Applicable hourly rates for repairs will be paid only while Contractors employees are performing repairs at the actual Patrol Yard or site where repairs are needed.

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Mileage charges (travel time) are to be determined by the Contractor and verified by the District Engineer or designee and paid under mileage charge. Hourly rates shall not be applied when performing any of the installation items.

Mileage charges will be paid one way, from the Contractors Base of Operation to the Patrol Yard or site where installation and repairs will occur. The first twenty (20) miles of travel will not be paid. The District will make payment for repairs and replacement of doors after completion and final acceptance of work.

**Escalation/Reduction Clause:**

In the event of a product and/or fuel cost increase, an escalation request will be reviewed by this office and approved by the State purchasing Division on an individual basis. This measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase. Price decreases as well as increases shall apply. If vendor's prices are reduced for any reason, users shall receive the benefit of such reductions. Price increases will not be retroactive to orders already in house or backorders. Orders will be filled at the price in effect on the date of receipt of the order by the vendor.

To facilitate prompt consideration, all requests for price increase must include all information listed below:

1. Price Agreement item number
2. Current item price
3. Proposed new price
4. Percentage of increase
5. Supplier notification of price increase indicating percentage of increase including reason for increase.

This escalation policy will be terminated as soon as the market stabilizes. Should you have questions concerning this policy, please contact the State Purchasing Division.

**Method of Measurement and Payment:**

Items shall be measured and paid as follows:

1. **Operator, Installed Trolley Type** - Hourly rates shall not be applied when performing any of the installation items. This item shall be measured and paid by "each".
2. **Operator, Installed Jackshaft Type** - Hourly rates shall not be applied when performing any of the installation items. This item shall be measured and paid by "each".
3. **Doors, Normal Headroom** - Hourly rates shall not be applied when performing any of the installation items. This item shall be measured and paid by "each".
4. **Doors, Low Headroom** - Hourly rates shall not be applied when performing any of the installation items. This item shall be measured and paid by "each".
5. **Parts for Repairs Discount**- Parts for repair of existing doors or hoists. This item is the percent (%) "Discount off List Price" when invoicing parts in excess of one hundred (\$100.00). Certified freight and certified parts invoice must be provided to requestor. This item is a discount on invoice.
6. **Preventive Maintenance and Inspection** - This item is for the performance of preventive maintenance and inspection of each location and number of doors per location. Payment for this item shall include travel time, mileage, lodging, meals labor, and all incidentals. Preventive Maintenance and Inspection shall also include, but is not limited to, checking, adjusting, and minor repairs on all rollers, tracks, springs, nuts, bolts, cables, belts, bearings, operators, and lubrication. Any necessary parts will be purchased by the using Agency at the price stated in the parts items. Payment will be made after all Maintenance and Inspections are completed in all submitted locations per order.
7. **Repairs other than Routine Maintenance** -During Normal Working Hours -Applicable hourly rates will be paid only while contractor's employees are performing repairs at the actual Patrol Yard or site where repairs are needed. This item shall be measured and paid by the hour.

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8. **Repairs other than Routine Maintenance** -After Normal Working Hours -Applicable hourly rates will be paid only while contractor's employees are performing repairs at the actual Patrol Yard or site where repairs are needed. This item shall be measured and paid by the hour.
9. **Mileage Charge** - Will be paid, one way, for installation and repair items only - Mileage charges will be paid as stated in **Repairs and Replacements**.
  - a.) **Notice to bidders** - Due to the large geographical areas that will be covered by this Price Agreement, travel costs will be heavily weighted in the analysis of the bids submitted.
10. **Odd Size Door Discount** - This item is for the percent (%) "Discount off List Price" for odd size doors. Certified freight and certified parts invoice must be provided to requestor. This item is a discount on invoice.
11. **Spring Bumpers** - This item is for spring bumpers for chain operated low and normal headroom doors. This item shall be measured and paid by "each".

**Quantities:**

The approximate quantities for each item are estimated and are for bidding purposes only. Actual requirements will be as determined by the Engineer and quantities may be increased or decreased as necessary to meet actual field requirements. The State does not guarantee any amount of work.

Required usage of the Price Agreement is an estimate only; exact usage shall be determined by the District. NMDOT is encouraging and requesting multiple awardees.

**Payment Provisions:**

Within fifteen (15) days after the date the NMDOT receives written notice from the Contractor that payment is requested for services, construction or items of tangible personal property delivered on site and received, the NMDOT shall issue a written certification of complete or partial acceptance or rejection of the services, construction, or items of tangible personal property. If the NMDOT finds that the services, construction, or items of tangible personal property are not acceptable, it shall, within thirty (30) days after the date of receipt of written notice from the Contractor that payment is requested, provide to the Contractor, a letter of exception explaining the defect or objection to the services, construction, or delivered tangible personal property along with the details of how the Contractor may proceed to provide remedial action.

Upon certification by the NMDOT that the services, construction, or delivered tangible personal property have been received and accepted, payment shall be tendered to the Contractor within thirty (30) days after the date of certification. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. After the thirtieth (30th) day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the Contractor at the rate of one and one half percent (1-1/2%) per month. For purchases funded by state or federal grants to local public bodies, if the local public body has not received the funds from the federal or state funding agency, but has already certified that the services or items of tangible personal property have been received and accepted, payments shall be tendered to the Contractor within five (5) working days of receipt of funds from that funding agency.

Final payment shall be made within thirty (30) days after the work has been approved and accepted by the New Mexico Department of Transportation's Secretary or his duly authorized representative.

The Contractor agrees to comply with state laws and rules pertaining to Workers' Compensation Insurance coverage for its employees. If Contractor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, the Price Agreement may be cancelled effective immediately.

Questions concerning this Invitation to Bid, prior to award shall be directed to Raelynn Lujan at [raelynn.lujan@state.nm.us](mailto:raelynn.lujan@state.nm.us) and after award to Moises Garcia, via email at [Moises.Garcia2@state.nm.us](mailto:Moises.Garcia2@state.nm.us)

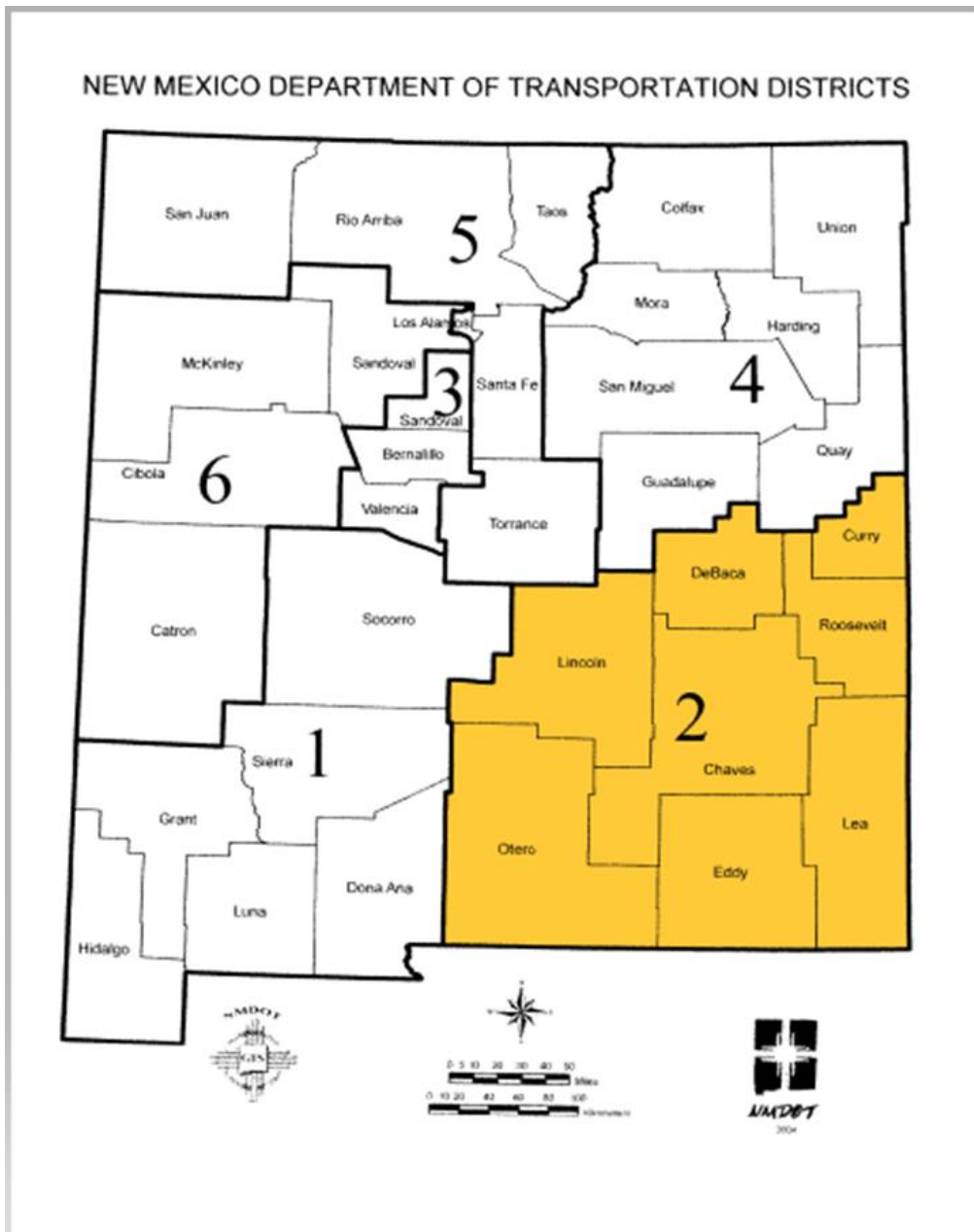
State of New Mexico  
General Services Department  
Purchasing Division  
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**Ship To:**

NMDOT District Two (2) Store Warehouse  
4505 W. Second Street  
P.O. Box 1457  
Roswell, N.M. 88202-1457

**Bill To:**

New Mexico Department of Transportation District Two (2)  
4505 W. Second Street  
P.O. Box 1457  
Roswell, N.M. 88202-1457



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**Awarded Items:**

Item	Approx. Qty.	Unit	Article and Description	Unit Price
001	1	EA	Operator, Installed, Trolley Type 1/2 HP 115 Volt with mechanical brake and constant pressure push button station for use as a replacement of existing overhead door hoist with electric operator and control with disconnects for operation during an emergency. Raynor, Power Hoist Basic or Equivalent. All units must be commercial rated. Various locations throughout District two (2)	\$2,000.00
			Brand Offered: <b><u>Overhead Door Brand</u></b>	
002	1	EA	Operator, Installed, Jackshaft Type 1/2 HP 115 Volt with mechanical brake and constant pressure push button station for use as a replacement for existing overhead door hoist w/electrical operator and control w/disconnects for operation during an emergency. Raynor, Power Hoist Basic or equivalent. All units must be commercial rated. Various locations throughout District two (2)	\$2,300.00
			Brand Offered: <b><u>Overhead Door Brand</u></b>	
003	1	EA	Doors, Installed, Normal Headroom, 14 ft. x 13 ft. Steel, exterior, 20 gauge, white; expanded polystyrene insulation (R-value = 7.7); 24 gauge steel back cover, 3 in. EPDM bottom seal; Header Seal; U-bar 4 in. 18 gauge; oval window (24 in. X 8 in.) glass 1/8" insulated DSB; galvanized 2 in. 12 gauge track; Torsion spring, 3 1/2" inner diameter, 13 gauge tube; 11 gauge hinges; heavy duty 2" rollers; interior slide lock; 11 gauge hanger angle; Raynor, Steel Form Standard, S-20 or equivalent. All units must be commercial rated. Various locations throughout District two (2)	\$5,884.00
			Brand Offered: <b><u>Overhead Door Brand</u></b>	
004	1	EA	Doors, Installed, Low Headroom, 14 ft. x 13 ft. Steel, exterior, 20 gauge, white; expanded polystyrene insulation (R-value = 7.7); 24 gauge steel back cover; 3 in. EPDM bottom seal; Header Seal; U-bar 4 in. 18 gauge; oval window (24 in. X 8 in.) glass 1/8" insulated DSB; galvanized 2 in. 12 gauge track; torsion spring, 3 1/2" inner diameter, 13 gauge tube; 11 gauge hinges; heavy duty 2" rollers; interior slide lock; 11 gauge hanger angle; Raynor, Steel Form Standard, S-20 or equivalent. All units must be commercial rated. Various locations throughout District two (2)	\$5,983.00
			Brand Offered: <b><u>Overhead Door Brand</u></b>	

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Item	Approx. Qty.	Unit	Article and Description	Unit Price
005	%	Disc	Parts for Repair of Existing Doors or Hoists, Discount off current list price. When invoicing parts in excess of \$100.00 certified freight and certified parts invoice must be provided to requestor. Various locations throughout District two (2)	10% off of list price
006	1	EA	Preventive Maintenance and Inspection. Maintenance to include, but not be limited to checking, adjusting, and minor repairs on all rollers, tracks, springs, nuts, bolts, cables, belts, bearings, operators, and lubrication. With the exception of parts, all costs associated with preventative maintenance and inspection, shall be included in the bid price for this item. Various locations throughout District two (2)	\$4,847.00
007	1	HRL Y	Repairs other than routine maintenance during normal working hours. Various locations throughout District two (2) – This is per hour	\$149.00
008	1	HRL Y	Repairs other than routine maintenance after regular working hours, on weekends, or on Holidays. Various locations throughout District two (2) – This is a per hour rate	\$210.00
009	1	Mile	Price per mile for “one -way” trips that exceed 20 miles from Contractors Base of Operation to the Patrol Yard or site Various locations throughout District two (2) – this is a price per mile rate	\$3.75
010	%	Disc	Odd Size Doors, discount off current list price. Certified parts and certified freight invoice must be provided to requestor. Various locations throughout District two (2) -	10% off of list price
011	1	EA	Spring bumpers for chain operated low and normal headroom doors. Various locations throughout District two (2)	\$23.50 Each

\*\*\* 11 Items Awarded Total \*\*\*




## Certificate Of Completion

Envelope Id: 96CE22E240B74F71890784CA3EE00C5A	Status: Completed
Subject: GSD/SPD Procurement#: 10-80500-20-16847	
Source Envelope:	
Document Pages: 16	Signatures: 1
Certificate Pages: 5	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Raelynn Lujan
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	13 Bataan Blvd
	Santa Fe, NM 87508
	Raelynn.Lujan@state.nm.us
	IP Address: 164.64.63.2

## Record Tracking


Status: Original	Holder: Raelynn Lujan	Location: DocuSign
1/8/2021 9:05:03 AM	Raelynn.Lujan@state.nm.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO State of New Mexico	Location: DocuSign
	GSD-SPD	

## Signer Events

Signer Events	Signature	Timestamp
Raelynn Lujan		Sent: 1/8/2021 9:06:15 AM
Raelynn.Lujan@state.nm.us		Viewed: 1/8/2021 9:07:34 AM
New Mexico General Services		Signed: 1/8/2021 9:07:44 AM
Security Level: Email, Account Authentication (None)		Signature Adoption: Pre-selected Style Using IP Address: 73.26.157.179


### Electronic Record and Signature Disclosure:

Accepted: 6/26/2020 4:27:38 PM  
ID: 6aae9b5a-2aef-4297-a7b0-359c22309d31

Natalie Martinez		Sent: 1/8/2021 9:07:46 AM
Natalie.Martinez1@state.nm.us		Viewed: 1/8/2021 9:12:26 AM
New Mexico General Services		Signed: 1/8/2021 9:12:31 AM
Security Level: Email, Account Authentication (None)		Signature Adoption: Pre-selected Style Using IP Address: 173.186.221.93

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Valerie Paulk		Sent: 1/8/2021 9:12:34 AM
valerie.paulk@state.nm.us		Viewed: 1/8/2021 9:13:18 AM
State Purchasing Agent		Signed: 1/8/2021 9:13:36 AM
New Mexico General Services		Signature Adoption: Pre-selected Style Using IP Address: 174.237.13.60 Signed using mobile

### Electronic Record and Signature Disclosure:

Accepted: 5/29/2020 9:40:59 AM  
ID: f12ca6d0-7cba-4de4-b58f-8180244887ff

## In Person Signer Events

Signature

Timestamp

## Editor Delivery Events

Status

Timestamp

## Agent Delivery Events

Status

Timestamp

<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	1/8/2021 9:06:15 AM
Certified Delivered	Security Checked	1/8/2021 9:13:18 AM
Signing Complete	Security Checked	1/8/2021 9:13:36 AM
Completed	Security Checked	1/8/2021 9:13:36 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

### **A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)**

From time to time, New Mexico General Services Department (GSD), on behalf of the State of New Mexico (SONM), may be required by law to provide you with certain written notices or disclosures. Stated below are the terms and conditions for GSD's providing you such notices and disclosures electronically through the DocuSign system. Please read this information carefully. If you are able to access this information electronically and agree to **this Electronic Record and Signature Disclosure (ERSD)**, please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

## **B. Obtaining paper copies**

At any time up to twenty (20) calendar days following your use of DocuSign to electronically sign a document, you may request a paper copy of any record provided or made available electronically to you by GSD. You will have the ability to download and print documents SONM sends you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a twenty (20) calendar day period after such documents are first sent to you. Following the twenty (20) day period, if you want GSD to send you paper copies of any such documents from GSD's office, you will be charged a \$1.00 per-page fee plus postage. You may request delivery of such paper copies from GSD by following the procedure stated in Section H, below.

## **C. Withdrawing your consent**

If you decide to receive notices and disclosures from GSD electronically, you may at any time change your mind and inform GSD you want to receive required notices and disclosures only in paper format. The procedure concerning how you may inform GSD of your decision to receive future notices and disclosures in paper format as well as withdraw your consent to receive notices and disclosures electronically is stated in Section D, immediately below.

## **D. Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed with which GSD will be able to complete certain steps in specific transactions and deliver paper copies to you. GSD will need: (1) to send the required notices or disclosures to you in paper format; and (2) wait until GSD receives your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from SONM or to electronically sign documents generated and sent to you from SONM.

## **E. All notices and disclosures will be sent to you electronically**

Unless you inform GSD otherwise according to these procedures, GSD will electronically provide you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements and other documents that are required to be provided or made available to you during the course of your electronic signature relationship with SONM. To reduce the possibility of inadvertent non-receipt, GSD prefers to provide all required notices and disclosures by the same method and to the same email or physical address that you furnish to GSD. Thus, you may receive the disclosures and notices electronically or in paper form. If you do not agree with this procedure, please inform GSD according to the procedures stated in Section I, below. Please also refer to Section D, immediately above, which states the consequences resulting from your declination of electronic delivery of notices and disclosures.

## **F. How to contact GSD:**

You may inform General Services Department (GSD) of any changes you select regarding State Purchasing Division's (SPD) electronic communications with you, to request paper copies of certain information from SPD, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request(s) to SPD at: [GSD.SPInfo@state.nm.us](mailto:GSD.SPInfo@state.nm.us)

## **G. To advise SPD of your new email address**

To inform SPD of a change in the email address to which SPD sends you notices and disclosures electronically, you must send an email to SPD at [GSD.SPInfo@state.nm.us](mailto:GSD.SPInfo@state.nm.us) and in the body of such request you must include your previous and new email addresses.

## **H. To request paper copies from SPD**

To request delivery of paper copies of electronic notices and disclosures that DocuSign and/or SPD have previously provided to you, you must send an email to SPD at [GSD.SPInfo@state.nm.us](mailto:GSD.SPInfo@state.nm.us) and in the body of your email request state your email address, full name, mailing address, and telephone number. SPD will charge you a \$1.00 per page copy fee plus postage.

## **I. To withdraw your consent with SPD**

To inform SPD that you no longer wish to receive notices and disclosures in electronic format you may:

(1) Decline to sign a document from within a signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may:

(2) Send SPD an email to [GSD.SPInfo@state.nm.us](mailto:GSD.SPInfo@state.nm.us) and in the body of your request state your email address, full name, mailing address, and telephone number.

## **J. Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:

<https://support.docusign.com/guides/signer-guide-signing-system-requirements>

## **K. Acknowledging your access and consent to receive and sign documents electronically**

To confirm that you are able to electronically access the information contained in this Electronic Record and Signature Disclosure (ERSD), please confirm that you have: (1) read this ERSD, and either: (2) you are able to print on paper or electronically save this ERSD for your future reference and access; or (3) you are able to email this ERSD to an email address where you will be able to print this ERSD on paper and/or save this ERSD for your future reference and access. Further, if you consent to receiving notices and disclosures from DocuSign and/or SPD exclusively in electronic format, then select the check-box next to “I agree to use electronic records and signatures,” before you click “CONTINUE” within the DocuSign system.

By selecting the check-box next to “I agree to use electronic records and signatures,” you confirm that:

- You have read this Electronic Record and Signature Disclosure (ERSD); and
- You can print this ERSD on paper, or you can save and/ or send this ERSD to a location where you can print this ERSD, for your future reference and access; and
- Until or unless you notify SPD as stated in this ERSD, you consent to exclusively receive through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SPD during the course of your electronic signature relationship with SPD.