



# State of New Mexico General Services Department

## Price Agreement

**Awarded Vendor:**  
**5 Vendors-See Page 6**

Price Agreement Number: **10-80500-21-16884**

Payment Terms: **See Page 6**

F.O.B.: **Destination**

Delivery: **See Page 6**

**Ship To:**  
**New Mexico Department of Transportation District 2**  
**4505 W. Second Street**  
**Roswell, NM 88201**

Procurement Specialist: **Michael Saavedra** *MS*

Telephone No.: **505-372-8489**

Email: **Michael.Saavedra@state.nm.us**

**Invoice:**  
**New Mexico Department of Transportation District 2**  
**P.O. Box 1457**  
**Roswell, NM 88202-1457**

**For questions regarding this agreement please contact:**  
**Angela Martinez at (505) 570-7940**

**Title: Surface Treatment Aggregate D-2**

**Term: June 15, 2021 through June 14, 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*  
Mark Hayden, New Mexico State Purchasing Agent

Date 6/15/2021

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

*JJL*

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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

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subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by 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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**Awarded Vendors:**

**(AA) 0000046036**

**Constructors, Inc.**

**3003 Boyd Drive**

**Carlsbad, NM 88220**

**575-740-1583 or 575-885-8838**

**bolivas@ciconstructors.com and**

**rthompson@ciconstructors.com**

**Delivery: As Requested**

**(AB) 0000054735**

**FNF Construction Inc.**

**115 S. 48th Street**

**Tempe, AZ 85281**

**480-784-2910**

**[bhubbard@fnfinc.com](mailto:bhubbard@fnfinc.com)**

**Delivery: 30 days or as negotiated**

**(AC) 0000090285**

**GM Emulsion LLC**

**5935 Agua Fria Street**

**Santa Fe, NM 87507**

**505-471-9981**

**[gabriel@gmemulsion.com](mailto:gabriel@gmemulsion.com)**

**[michelle@gmemulsion.com](mailto:michelle@gmemulsion.com)**

**Delivery: 5935 Agua Fria St; Santa Fe, NM 87507**

**(AD) 0000081882**

**J&H Services, Inc.**

**6616 Gulton Ct NE, Suite 90**

**Albuquerque, NM 87109**

**505-896-9428**

**[office@jhservices.com](mailto:office@jhservices.com)**

**Delivery:**

**(AE) 0000045989**

**Mesa Verde Enterprises, Inc.**

**PO Box 907**

**Alamogordo, NM 88310**

**575-437-2995**

**[contracting@mesaverdeinc.com](mailto:contracting@mesaverdeinc.com)**

**[derekjones@mesaverdeinc.com](mailto:derekjones@mesaverdeinc.com)**

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**Specifications:**

The purpose of this Invitation to Bid (ITB) is to establish a Price Agreement for the application of surface treatment aggregate D-2 for the New Mexico Department of Transportation (NMDOT). This Price Agreement includes materials, labor and equipment as per the specifications contained herein.

All work performed under this Price Agreement shall meet the specifications as set forth in this Invitation to Bid, and all applicable New Mexico State Department of Transportation Standard Specifications for Highway and Bridge Construction, special provisions, standard drawings and supplemental specifications(current edition). They are available on the NMDOT website, at the following link: <http://dot.state.nm.us/content/nmdot/en/Standards.html> and they are available for purchase at the General Office Financial Control Section (505) 469-4983.

The Vendor shall perform with its own organization at least 40% of the work based on the total purchase order amount and comply with section 108.1 of the New Mexico State Department of Transportation Standard Specifications for Highway and Bridge Construction, current edition.

Pursuant to the Contractor Prequalification Rule 18.27.5 NMAC, Vendors shall obtain prequalified status with the NMDOT as a condition to submitting a bid.

Vendors are required to ensure that the products used in conjunction with this Price Agreement have been submitted and approved through the NMDOT Product Evaluation Program prior to placement on a project. Any Questions regarding the NMDOT Product Evaluation Program shall be directed to Product Evaluation Coordinator at (505) 819-8513.

**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.

**Performance, Payment and Material Bonds:**

Upon the issuance of a purchase order, the awarded Vendor(s) must provide a performance bond, payment and materials bond equal to 100% of the total purchase order. Said bonds must be provided to the requesting District Engineer or their designee prior to the commencement of work. Failure to comply shall result in the purchase order being issued to another awarded vendor and difference being charged back to the originally awarded Vendor(s).

The performance bond is to secure the NMDOT for losses and damages sustained by reason of default by Vendor. A payment bond is to guarantee that subcontractors and material suppliers on the project will be paid. The materials bond is to guarantee availability of equipment and acceptance of product.

**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,

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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. When bidding, enter the amounts for the respective bid item unit prices to a maximum of three (3) decimal places.

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.

**Bid Review:**

NMDOT shall perform a bid analysis of all bids received for this Invitation to Bid that require the technical expertise of an engineer. This includes a determination of qualification in accordance with the technical standards and requirements of the specifications. The analysis and recommendation for award will be sent to the State Purchasing Division (SPD) for final determination and awarding.

**Method of Award:**

Method of award may be to multiple Vendors.

**Utilization of Vendors:**

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

1. 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.
2. 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.
3. 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.

**Public Works Minimum Wage Act:**

This is a Public Works Price Agreement subject to the provisions of the Public Works Minimum Wage Act, Section 13-4-11 through 13-4-17, et. Seq. NMSA 1978 as amended. Minimum Wage Rates as determined and



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published by the New Mexico Department of Workforce 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.

**Price Agreement Order:**

For projects over \$60,000.00 where a purchase order has been issued, a Wage Rate Decision number must be requested by the NMDOT. The Wage Rate Decision number can be obtained through the New Mexico Department of Work Force Solutions, Public Works Section. NMDOT must be registered through the Public Works website that can be accessed at:

<http://www.dws.state.nm.us/pwaa/LRDEmployer/Core/Login.ASPX>

**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.

- 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.

**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

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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 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:

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\$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

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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.

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.

**Payments and Invoicing:**

Within fifteen (15) days after the date the NMDOT receives written notice from the Vendor 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 Vendor that payment is requested, provide to the Vendor a letter of exception explaining the defect or objection to the services, construction or delivered tangible personal property along with details of how the Vendor may proceed to provide remedial action. Upon certification by the NMDOT that the services, construction or items of tangible personal property have been received and accepted, payment shall be tendered to the Vendor within twenty one (21) 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 day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the purchase order to the Vendor at the rate of one and a half (1½) percent per month. For purchases funded by state or federal grants to local public bodies, if the 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 Vendor within five (5) working days of receipt of funds from that funding agency.

Final payment shall be made within twenty one (21) days after the work has been approved and accepted by the New Mexico Department of Transportation's Secretary of his/her duly authorized representative. The Vendor agrees to comply with state laws and rules pertaining to worker's compensation insurance coverage

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for its employees. If Vendor fails to comply with the workers' compensation act and applicable rules when required to do so the purchase order may be canceled effective immediately.

**Escalation / Reduction Clause:**

Contractor shall keep pricing fixed for each year of this Agreement. Thereafter, SPD and the Contractor may adjust pricing no more than once annually through an amendment to the Agreement at the time of Agreement renewal. Contractor shall submit all pricing increase requests to SPD directly or through the agency contact in writing and provide substantiating evidence that each request is based on demonstrable market changes impacting the cost of products. The request must show all proposed increases by line item and include supporting documentation acceptable to SPD (such as a letter from a manufacturer indicating price increases, etc.) SPD's decision on what is acceptable in this context is final and shall be accepted by all parties to the Agreement. ***Requested price increases that exceed 10% will not be accepted.*** No price increase may result in a higher profit margin for the Contractor than at the beginning of the initial term of this Agreement. Pricing changes will apply to Agreements and amendments to Agreements entered on and after the effective date of the price change. Price decreases as well as increases shall apply in the same manner. If vendor's prices are reduced for any reason, users shall receive the benefit of such reductions, immediately. 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. Agreement Item Number
2. Current Item Price
3. Proposed New Price
4. Percentage of Increase
5. Mill/Supplier Notification of price increase indicating percentage of increase including reason for increase.

The NMDOT upon review of an escalation request may require additional supporting documentation prior to providing a written recommendation to the SPD. Final determination on the approval or disapproval of the escalation request will be made by SPD.

All quantities are to be measured by the District Engineer or their designee and shall be considered to be final and all payments for the same will be made on this basis.

**Quantities:**

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

**General:**

To place Department furnished aggregate and emulsion materials to construct a chip sealed roadway, complete in place and other miscellaneous work. The work shall be performed in the following order: preparing the roadway; applying the emulsion and aggregate; rolling the aggregate; brooming the aggregate when specified; and sweeping up and disposing of excess aggregate off of the job site.

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Project shall be completed in a timely manner. The Engineer shall contact awarded Contractor with a written notice to proceed with a minimum five (5) day notice prior to start of the project due to temperature restraints in the specifications.

**Pre-qualification:**

The Contractor shall: a) have had a minimum of five (5) years' experience in the application of the polymer modified asphalt emulsion as applied to chip seal, or be capable of demonstrating sufficient technical expertise in the application of chip seal; and b) have successfully completed similar projects to the satisfaction of their clients.

**Application:**

All incidental work such as surfacing of driveway aprons and returns shall be done concurrently with the surfacing of the street or road, if applicable. The chip seal shall be applied 0"-2" from the lip of the gutter. Where a curb exists without gutter, the chip seal shall be applied 0"-2" from the face of curb. Where no curb or gutter exists, the chip seal shall be applied from edge of pavement to edge of pavement. The edges of the limits of the chip seal application on both sides of the street shall be maintained in a neat and uniform line. Chip seal shall not be applied on concrete gutters or pads unless directed by the Engineer. The chip seal shall be applied when ambient temperature is above sixty degrees Fahrenheit (60° F) and rising. Chip seal shall not be placed if the ambient temperature during the curing period is expected to be below forty degrees Fahrenheit (40° F) in a twenty-four (24) hour period. Chip seal shall not be placed on the surface of a street after 6:00 p.m. during the work day unless otherwise authorized by the Engineer.

The areas to be chip sealed shall have the Department furnished emulsion applied with a distributor truck to the pavement surface at a rate of 4.40-0.50 gallons per square yard. The actual emulsion application rate shall be required by the surface demands and aggregate used. The application of the emulsion shall be determined by the manufacturer's representative and/or the Engineer.

The emulsion temperature when applied shall be between one hundred twenty-five through one hundred fifty degrees Fahrenheit (125-150° F). For smaller areas the emulsion may be applied with a wand.

The aggregate cover rock shall be applied at a rate of 22-35 lbs./Sq. Yd. after the emulsion has broken or as directed by the Engineer.

The aggregate cover shall be allowed to set up for a duration determined by the Engineer prior to sweeping and pick-up operations.

**Fog Seal:**

Department furnished emulsion for fog seal shall be applied at an approved rate (.10 to .12 gallons per square yard) the following day or as directed by the Engineer.

**Traffic Control Devices, Methods and Pavement Markings:**

All devices, methods and markings shall conform Section 702 and 704 respectively of the current NMDOT Standard Specifications for Highway and Bridge Construction.

Provide for traffic control in accordance with the manual on Uniform Traffic Control Devices (MUTCD), current edition and NMDOT Standard Specifications for Highway and Bridge Construction, and any

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applicable special provisions. Contractor shall submit a Traffic Control Permit Application and Cad Drawings, on 11" X 17" sheets, of his proposed Traffic Control Plan to the District Traffic Engineer at least two (2) weeks prior to the construction start date. The Contractor shall not begin work without an approved Traffic Control Plan and Permit.

Contractor shall install temporary raised pavement markers per the Engineer. Spacing shall be forty-foot (40') intervals; the alignment shall be measured from a control (back of curb or other parallel).

**Mobilization:**

The Contractor must designate one (1) home office in the State of New Mexico for the terms of this Price Agreement. The Contractor shall furnish the District Engineer or the District Engineer's designee with mileage for one mobilization of thirty (30) or more miles one (1) way. No payment shall be made for moves less than thirty (30) miles. Payment will be for one (1) way movement only one time.

**Specified:**

1. Contractor shall be responsible for locating a suitable equipment storage area for the storage of his equipment during the nighttime hours and non-working hours. No storage of equipment will be allowed within the highway right-of-way unless approved by the District Engineer or his designee. If such approval is granted, the equipment shall be stored out of the clear zone to allow for a safe recovery area.
2. Provide competent supervision and skilled personnel to carry on all work in progress.
3. Comply with all local, state and federal regulation governing safety, health and all sanitation. The contractor shall provide all safe-guards, safety devices and protective equipment, and take any other needed actions necessary to protect the life and health of employees on-the-job and the safety of the public, and to protect property in connection with the performance of work by this Price Agreement.
4. The Contractor shall be responsible for the project being completed in accordance with the specifications.
5. Attend a pre-construction conference set up by the designated Department representative.
6. Submit a work schedule prior to construction.

NMDOT will provide an Engineer or designee to inspect all operations. The Engineer or designee will be responsible for enforcement and interpretation of the specifications, and his decision shall be final.

**The Contractor agrees:**

Contractor agrees to be bound by all provisions, requirements, specifications, plans, and time-tables contained or referenced in this Price Agreement.

The Contractor agrees to follow provisions of the U.S. Department of Transportation's Manual on Uniform Traffic Control Devices, (MUTCD), most recent edition, which shall apply to all supervision and work to be performed; provide for competent supervision and sufficient number of skilled personnel to effectively carry on all work in progress pertaining to highway projects.

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**The Contractor further agrees:**

- a. To furnish all materials, supplies, equipment, labor and tools to perform the work specified;
- c. To provide for traffic control in accordance with the New Mexico Manuals and Specifications.

**Contractor Licenses:**

Contractor Note: No person shall act as a Contractor without a license issued by the Construction Industries Division (CID) classified to cover the type of work to be undertaken. No bid on a contract shall be submitted unless the Contractor has a valid GA-1 or GA-98 license issued by the CID to bid and perform the type of work to be undertaken, § 60-13-12, NMSA 1978.

Contractor's License No. \_\_\_\_\_

Attention of the bidder is directed to the current requirements as to resident Contractor's preference, per Section 13-4-3 NMSA 1978. The provisions of Sections 13-4-1 through 13-4-4 NMSA 1978 shall not apply to this Price Agreement.

Vendor is requested to indicate Federal Tax ID Number, NM Gross Receipts Number of Social Security Number: \_\_\_\_\_.

**Equipment:**

The following equipment to be used for the chip seal shall be as follows:

- A. Two (2) asphalt distributors for application of the emulsion shall have a full circulation spray bar that is adjustable to at least twenty-two (22) feet wide in one (1) foot increments and capable of heating and circulating the emulsion simultaneously. It must have computerized rate control for adjusting and controlling the application from the cab that is adjustable by .05 gallons per square yard increments. The distributor shall also be equipped with a volume measuring device and a thermometer for measuring the emulsion temperature in the tank. If there are cul-de-sacs in the project area, at least one (1) of the asphalt distributor trucks shall be capable of placing emulsion around the perimeter of a cul- de-sac that is eighty foot (80') in diameter or larger in one (1) continuous pass.
- B. Six (6) dump trucks with hitches for spreader.
- C. Two (2) self-propelled computer controlled aggregate spreaders that can evenly distribute aggregate up to twenty feet (20') wide.
- D. A minimum of three (3) pneumatic rollers weighing at least five (5) tons.
- E. Three (3) mechanically powered kick brooms and one (1) mechanical pick-up broom.
- F. A back pack blower for removing excess chips during the sweeping operation.
- G. A self-propelled kick broom.



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**Pneumatic Roller Specification:**

Pneumatic tire rolling shall follow immediately after the aggregate is applied. A minimum of two (2) self-propelled pneumatic-tired rollers shall be used for the required rolling of the aggregate. The pneumatic tired rollers shall be in good working condition and actively rolling at all times during the chip seal operation. The pneumatic-tired rollers shall carry a minimum loading of three thousand (3,000) pounds on each wheel and a minimum oar pressure of one hundred (100) pounds per square inch in each tire.

The tire pressure shall be maintained so that the air pressure will not vary more than five (5) psi in each tire. The pneumatic tired roller shall be operated in such a manner to prevent the dislodging of newly applied aggregate. Power sweeping shall be done before the end of the day after chip seal operation to remove any excess loose aggregate. During the sweeping process, the Contractor shall use a back pack blower to clear driveways, gutters and sidewalks of excess aggregate at the end of each day. The Contractor shall exercise care to prevent oil from being deposited on concrete surfaces. Each day the Contractor shall remove oil from the surfaces not designated to be chip sealed. No additional roads or streets shall be chip sealed until this cleanup has been performed. The method of the oil removal shall be approved by the Engineer.

Basis for rejection of chip seal includes, but is not limited to, improper placement of material, striation of surface, "balling" of material due to quick-set, and tracks of vehicles, bicycles, chip broom and pedestrians. Payment for the high float chip seal shall include full compensation for furnishing labor and equipment and incidentals, vegetation removal, pre-sweeping, post-sweeping, posting no parking signs, notifying property owners and for doing all the work involved in constructing the high float chip seal complete-in-place, including cleaning of the surface, mixing and applying asphaltic emulsion on the pavement and protecting the seal until it has set, as shown on the plans, the standard specifications, these special provisions and as directed by the Engineer.

**Milling Operations:**

Cold milling shall consist of milling to a depth and width established by the District Engineer or their designee. Machine shall be equipped with a grade control to monitor to referenced grade lines.

**A. Equipment**

The equipment used for this operation shall meet the following specifications:

1. Power operated planning or grinding machine capable of removing, in one pass, a layer of Hot Mix Asphalt pavement material to a depth of 1 inch with a maximum cutting width of 72 inches.
2. The cutting area of the equipment shall be enclosed and must have effective means of dust control.
3. Equipped with grade reference control device.
4. Shall be capable of reclaiming at least 95% of the material milled. The use of a vacuum or pick-up type sweeper may be required.

**Chip Seal Aggregate:**

The work under this item shall consist of placement of existing AC millings through a crushing/screening process to obtain chip seal aggregate.

The portable crushing/screening plant must be capable of crushing and screening material to gradations specified below. It must be closed circuit with the ability to remove petro mat and crack filler. It shall have one or more aggregate feeder bins, and associated conveyor belt. All equipment associated with the crushing and screening plant must meet state and local health and safety requirements.

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The aggregate shall meet the following gradation

GRADATION (% Passing)					
3/4"	1/2"	3/8"	No.4	No. 1	No. 200
100	90-100	0-90	0-12	0-2	0-1.0

Accepted aggregate material shall also meet the following requirements:

1. The aggregate shall be free of organic matter, lumps of clay, or other material that prevents thorough coating with asphalt material.
2. Acceptance testing shall be performed by the Department at the stockpile location.
3. The contractor may, at his own expense, hire an independent laboratory to resolve disputes of quality. In order to be considered by the Department, any work of this nature must be performed by a Department approved testing laboratory. Otherwise, all tests, measurements and conversions performed by the Department shall be final.
4. Gradation testing frequencies shall be one per 250 tons for the first 2,000 tons, thereafter one test per 500 tons minimum for acceptance. A minimum of two tests shall be obtained per stockpile.
5. The Engineer shall have the right to reject any non-conforming material supplied by the contractor. Material may be rejected for, but not be limited to: 1) Failure to meet Departments material requirements, 2) Failure to be stockpiled according to specifications or direction by the Engineer, or 3) Failure to be delivered within the time specified. Any material that is rejected by the Department shall not be paid for by the Department, and the State shall not be liable to the contractor from any damages of any nature whatsoever resulting from rejection of said material.
6. Rejected material shall be removed from the site at the contractor's expense unless otherwise approved by the Engineer.
7. A quality Control Plan is not required.

Measurement and Payment for Chip Seal aggregate shall be based on Department survey (stockpile) per CY of the through put material (AC Millings processed through crushing operation).

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**Items:**

Item	Approx Qty	Unit	Description	Unit Price				
				VENDORS:				
				(AA)	(AB)	(AC)	(AD)	(AE)
1	10,000	SY	Fog-seal surface treatment, 0 to 30,000 sq. yds.	\$0.22	\$0.22	\$0.25	\$1.00	\$0.25
2	35,000	SY	Fog-seal surface treatment, 30,001 to 70,000 sq. yds.	\$0.18	\$0.18	\$0.20	\$1.00	\$0.20
3	80,000	SY	Fog-seal surface treatment, over 70,000 sq. yds.	\$0.15	\$0.13	\$0.15	\$1.00	\$0.19
4	10,000	SY	Single surface penetration treatment, 0 to 30,000 sq. yds.	\$2.00	\$2.25	\$2.25	\$2.00	\$1.90
5	35,000	SY	Single surface penetration treatment, 30,001 to 70,000 sq. yds.	\$1.50	\$1.75	\$1.75	\$1.90	\$1.70
6	80,000	SY	Single surface penetration treatment, over 70,000 sq. yds.	\$1.00	\$0.55	\$0.65	\$1.90	\$1.00
7	10,000	SY	Double surface penetration treatment, 0 to 30,000 sq. yds.	\$4.00	\$4.00	\$3.75	\$4.25	\$3.80
8	35,000	SY	Double surface penetration treatment, 30,001 to 70,000 sq. yds.	\$2.75	\$2.80	\$2.80	\$4.00	\$3.40
9	80,000	SY	Double surface penetration treatment, over 70,000 sq. yds.	\$2.00	\$1.20	\$1.35	\$3.90	\$2.00
10	20	HR	Traffic control per lane per hour, urban (within urban limits)	\$100.00	\$90.00	\$100.00	\$125.00	\$150.00
11	20	HR	Traffic control per lane per hour, rural (within rural limits)	\$90.00	\$85.00	\$85.00	\$100.00	\$125.00
12	20	HR	Flagging traffic control (rural areas) Provide necessary equipment to properly implement approved traffic control plan requiring flagging operations in rural areas. Payment shall be per flagger per hour.	\$40.00	\$40.00	\$45.00	\$400.00	\$36.00
13	20	HR	Flagging traffic control (rural areas) Provide necessary equipment to properly implement approved traffic control plan requiring flagging operations in rural areas. Payment shall be per flagger per hour.	\$45.00	\$40.00	\$40.00	\$350.00	\$36.00
14	20	HR	Arrow display, sequential arrow display	\$20.00	\$20.00	\$25.00	\$20.00	\$31.50
15	20	HR	Pilot car	\$45.00	\$75.00	\$75.00	\$180.00	\$46.00
16	5,000	LF	Tape reflectorized 4" temporary Reflectorized tape for temporary striping, 0 to 20,000 L. F.	\$1.75	\$1.00	\$1.50	\$1.30	\$1.25
17	30,000	LF	Tape reflectorized 4" temporary Reflectorized tape for temporary striping, over 20,000 L. F.	\$1.50	\$0.80	\$1.00	\$1.30	\$1.20

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Item	Approx Qty	Unit	Description	Unit Price				
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VENDORS:	(AA)	(AB)	(AC)	(AD)	(AE)
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18	20	HR	Variable message board as required by the Engineer of the using agency or designee.	<b>\$70.00</b>	<b>\$65.00</b>	<b>\$75.00</b>	<b>\$20.00</b>	<b>\$67.00</b>
19	5,000	EA	Chip seal markers, flip type, temporary markers for pavement markings as required by the Engineer or designee of the using agency	<b>\$1.85</b>	<b>\$2.00</b>	<b>\$2.00</b>	<b>\$1.25</b>	<b>\$2.00</b>
20	10,000	LF	Removal of temporary striping. Contractor shall remove removable temporary striping tape that was placed on the paving areas. This item will be done under proper traffic control only.	<b>\$0.45</b>	<b>\$0.30</b>	<b>\$0.50</b>	<b>\$0.75</b>	<b>\$0.40</b>
21	50	MILE	Mobilization charges for mileage from within the state of New Mexico to any worksite as requested (one- way). No payment will be made for moves less than thirty (30) miles.	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$60.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
22	5,000	SY	Sweeping (Mechanical P/U Broom), 0 to 10,000 Sq. Yds.	<b>\$0.20</b>	<b>\$0.20</b>	<b>\$0.30</b>	<b>\$0.85</b>	<b>\$0.20</b>
23	15,000	SY	Sweeping (Mechanical P/U Broom), 10,001 to 30,000 Sq. Yds.	<b>\$0.18</b>	<b>\$0.15</b>	<b>\$0.20</b>	<b>\$0.85</b>	<b>\$0.15</b>
24	40,000	SY	Sweeping (Mechanical P/U Broom), >30,001 Sq. Yds.	<b>\$0.15</b>	<b>\$0.12</b>	<b>\$0.15</b>	<b>\$0.85</b>	<b>\$0.10</b>
25	10,000	SY	Cold Milling of Hot Mix Asphalt Surfaces (<0.5 in.) 0 to 30,000 Sq. Yds.	<b>\$1.00</b>	<b>\$1.45</b>	<b>\$1.25</b>	<b>\$0.50</b>	<b>\$0.75</b>
26	10,000	SY	Cold Milling of Hot Mix Asphalt Surfaces (>0.5 to 1.0 in.) 0 to 30,000 Sq. Yds.	<b>\$0.70</b>	<b>\$1.20</b>	<b>\$1.00</b>	<b>\$0.50</b>	<b>\$0.75</b>
27	15,000	SY	Cold Milling of Hot Mix Asphalt Surfaces (>0.5 to 1.0 in.) >30,001 Sq. Yds.	<b>\$1.00</b>	<b>\$1.75</b>	<b>\$0.75</b>	<b>\$0.50</b>	<b>\$1.00</b>
28	40,000	SY	Cold Milling of Hot Mix Asphalt Surfaces (>0.5 to 1.0 in.) >30,001 Sq. Yds.	<b>\$0.70</b>	<b>\$1.50</b>	<b>\$0.70</b>	<b>\$0.50</b>	<b>\$0.75</b>
29	15,000	CY	Chip Seal Aggregate (Crushing/Screening Plant) (1000 to 30,000 Cu. Yds.)	<b>\$9.50</b>	<b>\$25.00</b>	<b>\$30.00</b>	<b>\$15.00</b>	<b>\$7.50</b>
30	25,000	CY	Chip Seal Aggregate (Crushing/Screening Plant) (over 50,00 I Cu. Yds.)	<b>\$9.00</b>	<b>\$15.00</b>	<b>\$18.00</b>	<b>\$12.00</b>	<b>\$7.50</b>
31	40,000	CY	Chip Seal Aggregate (Crushing/Screening Plant) (30,00 I to 50,000 cu. yds.)	<b>\$8.50</b>	<b>\$12.00</b>	<b>\$15.00</b>	<b>\$12.00</b>	<b>\$7.50</b>

\*\*\* 31 Items Total \*\*\*


**Certificate Of Completion**

Envelope Id: 45DC888480B94EDE9E208031D08C2AF2	Status: Completed
Subject: GSD/SPD Procurement#: 10-80500-21-16884	
Source Envelope:	
Document Pages: 20	Signatures: 1
Certificate Pages: 5	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Michael Saavedra
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	13 Bataan Blvd
	Santa Fe, NM 87508
	Michael.Saavedra@state.nm.us
	IP Address: 164.64.63.2


**Record Tracking**

Status: Original	Holder: Michael Saavedra	Location: DocuSign
6/15/2021 2:03:03 PM	Michael.Saavedra@state.nm.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: GSD	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Michael Saavedra michael.saavedra@state.nm.us New Mexico General Services Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 174.205.37.123	Sent: 6/15/2021 2:05:37 PM Viewed: 6/15/2021 2:05:49 PM Signed: 6/15/2021 2:05:56 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 6/4/2020 11:04:51 AM  
ID: 9cac1b3e-4279-4c8f-b2b4-c607ea9821d8

Travis Dutton- Leyda Travis.Dutton-Leyda@state.nm.us IT & Construction Bureau Chief New Mexico General Services, State Purchasing Division Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 73.127.219.222	Sent: 6/15/2021 2:05:57 PM Viewed: 6/15/2021 2:10:02 PM Signed: 6/15/2021 2:10:12 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Valerie Paulk valerie.paulk@state.nm.us State Purchasing Agent New Mexico General Services Signing Group: 35000 - State Purchasing Agent Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 164.64.62.10	Sent: 6/15/2021 2:10:14 PM Viewed: 6/15/2021 2:39:48 PM Signed: 6/15/2021 2:40:07 PM
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**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
Intermediary Delivery Events	Status	Timestamp

<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Certified Delivered	Security Checked	6/15/2021 2:39:48 PM
Signing Complete	Security Checked	6/15/2021 2:40:07 PM
Completed	Security Checked	6/15/2021 2:40:07 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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## **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.