

REQUEST FOR PROPOSAL

MSW LANDFILL DISPOSAL

**Request for proposal
for selecting Landfill Services
for the North Central Solid Waste Authority
Residential, Commercial, Construction Debris and
Equipment Back-up Services**

RFP # 2017-001

January 2017

The Procurement Code, §13-1-28 through §13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and criminal kickbacks.

REQUEST FOR PROPOSAL

North Central Solid Waste Authority (“the Authority”) will open sealed proposals at 10:30 AM MST February 24, 2017 at the North Central Solid Waste Authority main office located at 2016 North Riverside Road, Española, New Mexico for the following:

Landfill Disposal Services

The Request for Proposal (RFP) packet may be obtained from North Central Solid Waste Authority, 2016 North Riverside Road, Española New Mexico 87532, or P.O. Box 1230, Española, New Mexico 87532.

Mailed Proposals shall be addressed to North Central Solid Waste Authority, P.O. Box 1230, Española, New Mexico 87532 clearly marked on the lower left hand corner of the outer envelope “Sealed Proposal RFP 2017-001”. It shall be the responsibility of the Offeror to see that their proposal is delivered to the Authority’s office by the date and time set for opening. If the mailed or delivery of said proposal is delayed beyond the opening date and time, the proposal delayed will not be considered. A public opening will be held and any Offeror or their authorized representatives are invited to attend.

The North Central Solid Waste Authority reserves the right to reject any/or all Proposals submitted, to waive technicalities and to accept the proposal it deems to be in the best interest of the Authority.

NORTH CENTRAL SOLID WASTE AUTHORITY

Gino Romero
Manager

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I. GENERAL INFORMATION

A. BACKGROUND

North Central Solid Waste Authority (“the Authority”) is a local public entity in the State of New Mexico established in 2004 by the City of Española, Rio Arriba County, Santa Clara Pueblo and Ohkay Owingeh. The Authority collects and hauls municipal solid waste (MSW), recyclables and other non-hazardous refuse for residential, commercial and government customers. The Authority’s service area is primarily located within the geographical boundaries of Rio Arriba County, New Mexico, with limited service provided to residential and commercial customers in Santa Fe County, New Mexico, within and immediately adjacent to, the City of Española, New Mexico.

B. PURPOSE OF THIS REQUEST FOR PROPOSAL

The purpose of this Request for Proposals (RFP) is to select a landfill operation for the proper disposal of approximately 30 thousand tons of MSW yearly handled by North Central Solid Waste Authority.

The intended scope of this RFP and any agreement resulting from this solicitation, shall be for the proper disposal of MSW at a registered facility. The Authority reserves the right to not enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount.

C. PROHIBITED ACT

The final contract will exclude any automatic renewal language per NMAC **12.2.11.2**

SCOPE: Service contracts which contain automatic renewal clauses.[12.2.11.2 NMAC – (N,) 09/15/09]

D. CONTRACTORS UNDERSTANDING THE RFP

In responding to this RFP, the Contractor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the Authority as necessary to gain such understanding. The Authority reserves the right to disqualify any Contractor who demonstrates less than such understanding. Further, the Authority reserves the right to determine, at its sole discretion, whether the Contractor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability to The Authority.

E. GOOD FAITH STATEMENT

All information provided by the Authority in this RFP is offered in good faith. Individual items are subject to change at any time. The Authority makes no certification that any item is without error. The Authority is not responsible or liable for any use of the information or for any claims asserted there from.

F. COMMUNICATION

Verbal communication shall not be effective unless formally confirmed in writing by a specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

1. Contractor's Inquiries

Applicable terms and conditions herein shall govern communications and inquiries between the Authority and Contractor as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Attention: Gino Romero, Manager
North Central Solid Waste Authority
PO Box 1230
Española, NM 87532

Telephone: (505) 747-8459
Fax: (505) 747-8464
E-mail: gino.romero@ncswa-nm.org

2. Informal Communications

Informal communications shall include, but are not limited to:

- Requests from/to Contractor or Contractor' representatives in any kind of capacity
- Requests to/from any Authority employee or representative of any kind or capacity with the exception of Gino Romero for information, comments, speculation, etc.

Inquiries for clarifications and information that will not require addenda may be submitted verbally to Gino Romero at any time.

3. Formal Communications

Formal communications shall include, but are not limited to:

- Questions concerning this RFP. Questions must be submitted in writing and be received prior to 10:00 AM MST on February 17, 2017.
- Errors, omissions & enhancements; in this RFP. Contractor shall recommend to the Authority any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, Contractor shall recommend to the Authority any enhancements, which might be in the Authority's best interest. These must be submitted in writing and received prior to 10:30 AM MST on January 17, 2017.
- Verbal and/or written presentations under this RFP
- Addenda to this RFP.

4. Addenda

The Authority will make a good faith effort to provide a written response to each question or request for clarification that requires addenda within 3 business days. All questions, answers and addenda shall be shared with all recipients. The Authority will not respond

to any questions or requests for clarification that require addenda if received by the Authority after 10:00 AM MST on January 17, 2017.

G. PROPOSAL SUBMISSION

Proposals must be delivered sealed to:

Mailing Address:

North Central Solid Waste Authority
Attn: Gino Romero, Manager
PO Box 1230
Española, NM 87532

Hand or Courier delivery:

North Central Solid Waste Authority
Attn: Gino Romero, Manager
1260 North Riverside Drive
Española, NM 87532

on or prior to January 17, 2017, at 10:00 AM MST. The Authority shall not accept proposals received by fax or email.

Contractors are to submit one original copy of proposal marked "Original" and four copies, each marked "Copy." Each original and copy must be individually bound.

Proposals shall be submitted in a sealed envelope or container. Each envelope or container must be clearly marked on the outside with the notation:

- Request for Proposals, "Agent of Record"
- RFP # 2017-001
- Your company name and address must be shown on the envelope

No responses shall be accepted after the stated deadline

Any cost incurred by the bidder in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the bidder.

H. PROPOSAL FORMAT

This section describes the format and organization of the Offeror's responses. Failure to conform to these guidelines may result in disqualification of the proposal.

1. Number of Responses Offerors shall submit only one (1) proposal.
2. Letter of Transmittal: Each proposal must be accompanied by a letter of transmittal. The letter of transmittal SHALL:
 - a. Identify the submitting organization;
 - b. Identify the name and title of the person authorized by the organization to contractually

obligate the organization;

- c. Identify the name, title and telephone number of the person authorized to negotiate the contract on behalf of the organization;
 - d. Identify the names, titles and telephone numbers of persons to be contacted for clarification;
 - e. A statement that the Offeror, if awarded the contract, will comply with all the Conditions governing the Procurement stated in RFP.
 - f. A statement that Offeror's proposal is valid for sixty (60) days after the deadline for submission of proposals;
 - g. Be signed by the person authorized to contractually obligate the organization;
 - h. Acknowledge receipt of any and all amendments to this RFP;
 - i. Date of the proposal.
3. Mandatory Forms: The following forms shall be provided by the Offeror to the Authority prior to the deadline(s) set forth in the RFP. Failure to do so may result in the disqualification of the Offeror's proposal.
- a. APPENDIX A – PROPOSAL INFORMATION/AFFIDAVIT
 - b. APPENDIX B - CAMPAIGN DISCLOSURE FORM
 - c. APPENDIX C – NMED LANDFILL REGISTRATION OR RECYCLING CERTIFICATE

I. REJECTION OF PROPOSALS

The Authority reserves the right to reject any and all responses to the RFP and to waive any informalities, technicalities, or omissions therein. The Authority reserves the right to reject a proposal from an Offeror who has previously failed to perform properly, failed to complete on time an agreement of a similar nature or who is not in a position to perform the work governed by the RFP.

J. AMENDED PROPOSALS

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. Authority personnel will not merge, collate, or assemble proposal materials.

K. OFFERORS' RIGHT TO WITHDRAW PROPOSAL

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offeror's duly authorized representative addressed to the Procurement Manager. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

L. DISCLOSURE OF PROPOSAL CONTENTS

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for the material that is proprietary or confidential.

M. SUFFICIENT APPROPRIATION

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the Contractor. The Authority's decision as to whether sufficient appropriations and authorizations are available is in the sole discretion of the Authority and shall be final and binding upon the Contractor.

N. LEGAL REVIEW

The Authority requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Manager.

O. GOVERNING LAW

This procurement and any agreement with Offerors that may result shall be governed by all federal, State of New Mexico and any other applicable laws.

P. BASIS FOR PROPOSAL

Only information supplied by the Authority in writing through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

Q. RIGHT TO WAIVE MINOR IRREGULARITIES

The Authority reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals fail to meet the same mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Authority.

R. CHANGE IN CONTRACTOR REPRESENTATIVES

The Authority reserves the right to require a change in the awarded Contractor's representative(s) if the assigned representative(s) are not, in the opinion of the Authority, meeting their needs adequately.

S. RIGHT TO PUBLISH

Throughout the duration of this procurement process and contract term, potential offerors, Offerors and Contractors must secure from the Authority written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or termination of the contract.

T. OWNERSHIP OF DOCUMENTS

Any specifications and other project documents are the property of the Authority.

U. REJECTION OF PROPOSALS

Any confidential information provided to, or developed by, the Contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the Authority.

The Contractor(s) agree to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring Authority's written permission.

V. COSTS INCURRED IN RESPONDING

This solicitation does not commit the Authority to pay any costs incurred in the preparation, submission or oral presentation of proposals or in making necessary studies or designs for the preparation thereof, nor to procure or contract for services.

W. AWARD/CANCELLATION

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Manager determines such action to be in the best interest of the Authority. The Authority reserves the right to: (a) reject any and all proposals; (b) waive any minor technicalities; and (c) reserves the right to award in whole or in part whichever the Authority determines to be in their best interest. The final procurement decisions will be made based on the options that are most advantageous to the Authority. The term will be for a minimum of three years, the Offeror will not vary in the location of disposal and pricing will not be altered during the three year term.

X. GOVERNMENTAL PRICE AGREEMENT

This RFP may be utilized by other governmental entities. The agreement can be utilized by any government agency with written approval from the Authority.

Y. RFP INQUIRIES

Offerors are expected to examine the complete RFP document. Failure to do so will be at the Offeror's risk. If necessary, an addendum will be provided to all who have received a complete set of proposal documents and who have acknowledged the receipt. No verbal or other information that is obtained other than by information in this document or by addendum to the RFP will be binding to the Authority.

II. SCOPE AND TERM OF WORK

A. SCOPE OF WORK

The scope of work consists of providing long-term disposal at a New Mexico permitted Landfill facility, or proper solid waste disposal with the ability to provide back-up truck(s) for transfer trailers (DOT approved), ability to assist NCSWA with field repairs of equipment and emergency contingency plan for transportation to disposal site. Distance to landfill must be guaranteed for the term of the contract. Due to distances the Authority may have to travel; the

Authority will request accommodations for Holidays' and the ability to flex hours of operation due to the travel time to any chosen site. This shall require the ability to arrive at the disposal site early and late hour disposal due to travel distances.

B. TERM OF CONTRACT/RENEWAL

The duration of the contract resulting from this RFP shall be for three years from the date of the award. The contract will not re-new without the consent of the Authority Board of Directors approval. This procurement will result in a single source award. Emergency issues that prevent normal solid waste delivery and disposal to the contractor will consent use of an alternate approved landfill site, until normal services can be resumed. Should either party seek to establish a right to terminate the Agreement for reasons other than the expiration of the time periods set forth in this section, such party shall provide prior notice of no less than one hundred and ninety (190) days of its intent to terminate the Agreement.

III. EVALUATION OF PROPOSALS

A. SELECTION

The evaluation of each response to this RFP will be based on its cost, compliance, format and services provided. The purpose of this RFP is to identify those suppliers that have the interest, capability and financial strength to supply the Authority with the services identified in the *Scope of Work*.

Proposal must include:

1. Client Management Team Qualifications

Offerors must submit resumes of all proposed professional staff members who will be performing services under the contract. Experience narratives shall be attached that describe the specific relevant experience of the staff members in relation to the role that member will perform for this contract. The narrative(s) must include the name of the individual(s) proposed and shall include a thorough description of the education, knowledge, and relevant experience as well as certifications or other professional credentials that clearly show how they are qualified to provide the required services to the Authority. The Offeror must have a New Mexico based client Account Manager or agree to establish one as a condition of contracting.

2. Best and Final Presentations

If selected as a finalist, Offerors agree to provide the Evaluation Committee the opportunity to interview proposed staff members identified by the Evaluation Committee in the finalist notification letter (email) at the oral presentation.

B. EVALUATION CRITERIA

Offerors shall respond in the form of a thorough narrative to each mandatory specification.

The narratives along with required supporting materials shall be evaluated and awarded points accordingly.

The failure of an Offeror to meet a mandatory specification may result in disqualification of the proposal.

1. Organizational Strength Offerors must submit a statement of relevant corporate qualifications, strengths and experience. The documentation must thoroughly describe how the Offeror has supplied expertise for similar contracts. Financial credentials of the Offeror and all subcontractors must be addressed.
 - a. The Offeror carries the required licensing and is authorized to do business in the State of New Mexico.
 - b. The Offeror has been in business for at least three (3) years.
 - c. The Offeror is insured for errors and omission coverage of at least \$1,000,000 per occurrence.
 - d. Proposals must include (2) external client references from clients who received similar services. The minimum information that must be provided about each reference is:
 - 1) Name of individual or company services were provided for;
 - 2) Address of individual or company;
 - 3) Name of contact person;
 - 4) Telephone number of contact person;
 - 5) Type of services provided and dates services were provided
2. Provide details of your firm's financial status and stability.
3. Describe the ability of your firm to provide service to the Authority.
4. Describe your ability to provide evidence your company carries all applicable insurance coverage's and licenses. The firm or primary representative shall indicate that they maintain commercial general, vehicle and workers compensation insurance liability coverage.
5. Client Management Team: describe the responsibility, experience and qualifications of the individual(s) who would comprise the service team; list recent assignments.
6. Describe how you plan to be compensated (i.e. fee based or commission). If you plan to be paid a fee, describe how the fee will be determined.
7. Positive Best and Final Presentation by the firm to the Evaluation Committee.

C. EVALUATION

<u>A. FINALIST EVALUATION FACTORS</u>	<u>Points Available</u>
Organizational Strength	50
Client Management Team Qualifications.....	30
Proposal Timeliness, Clarity and Neatness.....	10
Other Considerations	10
 Sub Total.....	 100
 Best & Final Presentation (if applicable).....	 25
 Grand Total	 125

Evaluation Factors

Points will be awarded on the basis of the following evaluation factors:

1. Organizational Strength (50 points) The corporate experience of the Offeror, including all subcontractors, will be evaluated based upon documented experience on similar projects and engagements as well as relevant references.
2. Client Management Team Qualifications, Strengths and Experience (30 points) Points for client management team qualifications will be awarded based upon an evaluation of the strength and related experience of providing similar services to other comparable sized clients.
3. Proposal timeliness, clarity and neatness (10 points) Points will be awarded on Offeror's proposal's timeliness, clarify and neatness.
4. Other Considerations (10 points) Points may be awarded based on other considerations brought forth by the Offeror that will be beneficial to the NCSWA.
5. Best and Final Presentation (25 points) Points will be awarded based on the Offeror's Best and Final Presentation to the Evaluation Committee, if applicable.

D. EVALUATION PROCESS

The evaluation process will follow the steps listed below:

1. All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration. Offerors who do not agree to all Minimum Requirements, or agree with restrictions or caveats, will be eliminated from further consideration.
2. The Manager may contact the Offeror for clarification of the response.
3. The Evaluation Committee may use other sources of information to perform the evaluation.

4. Responsive proposals shall be evaluated on the factors in Section III that have been assigned a point value. The responsible Offerors with the highest scores from the 1st phase of the evaluation shall be selected as finalist Offerors based upon the proposals submitted. Finalist proposals shall then be evaluated based on Finalist Evaluation Factors. Selected Offerors will be asked to make Best and Final Presentations. Finalist Offerors who are asked or choose to submit revised proposals for the purpose of obtaining best and final presentations will have their points recalculated accordingly, based on the best and final presentation. The responsible Offeror whose proposal is most advantageous to the Authority, taking into consideration the evaluation factors shall be recommended for the contract award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

IV. SCHEDULE OF EVENTS

A. SEQUENCE OF EVENTS

The Manager will make every effort to adhere to the following schedule:

ACTION	RESPONSIBILITY	DATE
Issuance of RFP	NCSWA	January 31, 2017 9:00 AM
Written questions due	OFFEROR	February 14, 2017 at 10:00 AM
Written responses to questions/ RFP Amendments	OFFEROR	February 21, 2017 at 10:00 AM
Submission of Proposal	OFFEROR	February 28, 2017 at 10:00 AM
Proposal Evaluation to verify Offerors meet submittal requirements	NCSWA	March 6, 2017
Notification to Offerors, via email, of Offerors selected to make presentations to Evaluation Committee	NCSWA	March 8, 2017
Presentations to Evaluation Committee and Final Proposal Evaluation	NCSWA	March 20, following Board of Directors regular meeting. Presentations will begin at approximately 10:30 PM
Notice of Award	NCSWA	March 21, 2016
Protest Deadline	OFFERORS	March 28, 2017 at 8:00 AM

All times given throughout this Request for Proposals refer to Mountain Standard Time or Mountain Daylight Time, whichever is in effect on the date given.

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events.

1. Issuance of RFP

The Authority is issuing this RFP and is the only organization authorized to make copies and/or distribute this RFP in any format. The RFP will be publicly announced such notice(s) will be maintained throughout the procurement process and made part of the procurement file.

2. Deadline to Submit Written Questions

Potential Offerors may submit questions in written format as to the intent or clarity of this RFP until February 14, 2017 at 10:00 AM. All written questions must be transmitted via electronic mail (email) only, and must be addressed to the Manager.

3. Response to Written Questions/RFP Amendments

Written responses to written questions will be provided no later than February 21, 2017 at 10:00 AM.

4. Submission of Proposal

Offerors must submit one original of their Proposals and four copies to the Manager. Hard copy proposals must be in a sealed envelope or package. Each envelope or container must be clearly marked on the outside with the notation:

- Request for Proposals, "Agent of Record"
- RFP # 2017-001
- Your company name and address must be shown on the envelope

Proposals must be received by February 17, 2017 at 10:00 AM. **Proposal submissions received after the deadline will not be accepted.**

All proposals received in a timely basis will remain sealed and unopened until the proposal opening, to be held at 10:30 AM February 17, 2017, at the NCSWA main office located at 2016 North Riverside Drive, Española, New Mexico. Late or Non-responsive proposals will not be accepted.

V. DEFINITIONS

This section contains definitions and abbreviations that are used throughout this procurement document.

"Authority", *"the Authority"*, *"NCSWA"* means the North Central Solid Waste Authority.

"Close of Business" means 5:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

"Contract" means a written agreement for the procurement of items of tangible personal property or services.

"Contractor" means a successful Offeror who enters into a binding contract.

"Determination" means the written documentation of a decision by the Procurement Manager including findings of fact supporting a decision. A determination becomes part of the procurement file.

"Desirable" - The terms "may", "can", "should", "preferably", or "prefers" identifies a desirable or discretionary item or factor (as opposed to "mandatory").

"Evaluation Committee" means a body appointed by Manager and/or NCSWA Board of Directors to perform the evaluation of Offeror proposals.

"Finalist" is defined as an Offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

"Mandatory" The terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor (as opposed to "desirable"). Failure to meet a mandatory item or factor will result in the rejection of the Offeror's proposal.

"Offeror" is any person, corporation or partnership who chooses to submit a proposal.

"Manager" means the person or designee authorized by the Authority to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

"Request for Proposals" or *"RFP"* means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

"Responsive Offer" or "Responsive Proposal" means an offer or proposal which conforms in all material respects to the requirements set forth in the Request for Proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements.

APPENDIX A – PROPOSAL INFORMATION/AFFIDAVIT

OFFEROR: _____

AUTHORIZED AGENT: _____

ADDRESS: _____

TELEPHONE NUMBER: () _____

DELIVERY: _____

STATE PURCHASING RESIDENT CERTIFICATION NO: _____

NEW MEXICO CRS NUMBER: _____

PROPOSAL ENVELOPES MUST BE CLEARLY MARKED BY PROPOSAL NUMBER ON THE LOWER LEFT HAND CORNER OF THE SUBMITTED ENVELOPE. NORTH CENTRAL SOLID WASTE AUTHORITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM OF THE PROPOSAL.

=====
AFFIDAVIT FOR FILING WITH PROPOSAL

STATE OF _____)

)SS:

COUNTY OF _____)

I, _____, of lawful age, being first duly sworn on oath say that I am the agent authorized by the Offeror to submit the attached Proposal. Affiant further states that the Offeror has not been a party to any collusion among Offerors in restraint of freedom of competition by agreement to Bid at a fixed price or to refrain from Bidding; or with any Authority Official or employee as to the quantity, quality or price in the prospective contract, or say other terms of said prospective contract; or in any discussions with any Authority Official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Signature

Subscribed and sworn to before me; the _____ day of _____, 2017

Notary Public

My Commission Expires

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APPENDIX B – CAMPAIGN DISCLOSURE FORM, DISCLOSURE OF CONTRIBUTIONS:

Contribution made by: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

Signature

Date

Title (Position)

---OR---

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

* Violation of this provision shall result in immediate disqualification