

**CITY OF SANTA FE**  
**for**  
**SANTA FE SOLID WASTE MANAGEMENT AGENCY**

**INVITATION TO BID**  
**FLEET VEHICLE, HEAVY-DUTY TRUCK AND TRAILER REPAIRS**  
**(PARTS AND LABOR)**

**ITB No. '21/01/B**

**BID DUE:**

**JULY 28, 2020**  
**2:00 P.M.**

**PURCHASING DIVISION**  
**CITY OF SANTA FE**  
**200 LINCOLN AVE., ROOM 122**  
**SANTA FE, NEW MEXICO 87501**  
**[Purchasing@santafenm.gov](mailto:Purchasing@santafenm.gov)**

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## **INSTRUCTIONS TO BIDDERS**

### **1. RECEIPT AND OPENING OF BIDS**

The Santa Fe Solid Waste Management Agency (herein called "Agency"), invites bids on the forms attached hereto, all blanks of which must be appropriately filled in. Bids will be received by the City of Santa Fe Purchasing Division via electronic submittal only until **2:00 p.m. local prevailing time on Tuesday, July 28, 2020**. Due to the ongoing COVID-19 pandemic there will not be a public bid opening but the results will be posted to the City of Santa Fe website.

Bids must be received electronically via email only to the City of Santa Fe Purchasing Staff at [Purchasing@santafenm.gov](mailto:Purchasing@santafenm.gov). No late bids will be accepted. Bidders should include lead-time for email delivery, as late-delivered bids will be determined to be non-responsive, no matter whose fault it was.

The email subject line should clearly indicate the following:

- ITB No.: '21/01/B
- ITB Title: Fleet Vehicle, Heavy-Duty Truck and Trailer Repairs (Parts and Labor)

The email body must include the following:

- ITB number and title
- Bidder's information
  - Company Name
  - Address
  - Signatory Authority Name and Email Address

The Agency may consider any informal bids not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid received after the time and date specified shall not be considered. No Bidder may withdraw a bid within 60 days after the actual date of the opening thereof.

### **2. PREPARATION OF BID**

All blank spaces for bid prices must be filled in, hand or typewritten. If the bid is forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the bid form. No alternate bids will be considered unless pre-approved five (5) days prior to the bid opening date by the Purchasing Officer.

### **3. BID SECURITY**

None required.



## **SPECIFICATIONS**

**ITB No. '21/01/B**

### **FLEET VEHICLE, HEAVY-DUTY TRUCK AND TRAILER REPAIRS (PARTS AND LABOR)**

The Santa Fe Solid Waste Management Agency (Agency) is a public entity that is jointly owned by the City of Santa Fe and Santa Fe County under the terms of the New Mexico Joint Powers Agreements Act. The Agreement delegated the Agency to operate, construct, maintain, repair, replace or expand Caja del Rio Landfill and the Buckman Road Recycling and Transfer Station.

The Agency is requesting bids for parts and labor for repairs on fleet vehicles, heavy-duty trucks and trailers operated at the Landfill and BuRRT.

The Agency operates an array of fleet vehicles, heavy-duty trucks and trailers in support of its operations. Appendix A lists the units covered by the ITB. The Agency performs routine maintenance service on its fleet and conducts repairs as its resources allow.

This ITB seeks to establish a price agreement(s) with qualified vendors for parts and labor (repairs) beyond the capacity of the Agency's maintenance department.

Bidders are required to indicate on the Basic Qualification Standard sheet either "meets or exceeds specifications" or "does not meet specifications" by placing a check in the appropriate "YES" or "NO" column. Failure to indicate either "YES" or "NO" will be evaluated as "does not meet specifications".

Bidders must indicate the unit(s) in Appendix A they have the capacity to offer services for. Additional units may be added to the Agency's inventory in the future and shall be covered by the price agreement(s).

Bidders responding to this solicitation must meet basic qualification standards established in this ITB, and itemized below. Bidders must complete the questionnaire, attached to this ITB as Appendix B, to demonstrate their capacity to perform the services requested in this ITB.

Meets or Exceeds Specification ?	Basic Qualification Standard
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Factory trained service technicians.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Repair facility within 80 miles of Santa Fe, NM.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Past experience with repairs, parts and/or service of covered units.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Access to factory service, repair and parts manuals for covered units.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Field service – on-site field diagnostics and repairs (at Agency’s facilities).
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Shop service – at Bidder’s repair shop.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Parts discount off of vendor’s most current list price.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Labor/service hourly rates by class.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	All work to be professionally diagnosed prior to repairs being performed. Bidder shall notify Agency of diagnostic results and issue a written estimate of repair costs (hourly labor charges, parts, materials, number of days the unit will be down for repairs, etc.). In the event a partial or complete tear-down is required to diagnose repair, Bidder must receive written authorization from the Agency prior to commencing tear-down.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Bidder shall respond to all requests for repair within three (3) hours of notification. All authorized repairs shall be commenced within three (3) business days of receipt of Notice to Proceed.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	All repairs shall be completed within fifteen (15) working days of receipt by Bidder of Notice to Proceed from the Agency. This period may be extended at the option of the Agency and such extension shall be documented in writing.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Bidder carries an adequate inventory supply of parts and materials to serve the Agency’s needs without undue delays. If the Bidder does not have required parts and materials on hand, Bidder has ready access to same from a third-party vendor.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Agency retains ownership of, and reserves the right to request the return of any part(s), accessory(ies), assembly(ies) or sub-assembly(ies) replaced on unit.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	All parts, fluids, and materials must be new and conform to original manufacturer’s specification. Rebuilt assemblies or parts may be used with the approval of the Agency.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	If the repairs are not properly performed, the unit shall be returned for corrective repairs at no additional cost to the Agency.
Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Bidder shall comply with federal, state, and local environmental regulations. No additional charge will be accepted by the Agency for the legal disposal of any used fluids or parts such as motor oil, anti-freeze, batteries, tires, etc.

SANTA FE SOLID WASTE MANAGEMENT AGENCY

BID SUBMITTAL FORM

ITB No. '21/01/B

EXCEPTIONS TO SPECIFICATIONS

Bidder must check one of the following:

- a. (  ) All specifications, terms and conditions are met.
- b. (  ) Exceptions have been taken and noted on attached sheet(s).


All variations and/or exceptions to the specifications must be documented, referencing applicable paragraph(s) and explained in detail. Attach as many pages as necessary. If no exceptions are noted, it will be assumed that the bid meets all specifications, terms, and conditions as stated in this complete bid package. Failure to list exceptions may disqualify bid. Delivery of non-conforming goods or services is at the expense of the Bidder, and/or other penalties.

All other specifications not detailed herein shall be as listed in the manufacturer's printed literature for the current standard model. Manufacturer's printed literature and specifications sheets shall be submitted with the bid.

Exceptions will not necessarily eliminate the bid. Agency staff shall determine acceptance or non-acceptance of exceptions. Unless otherwise noted and approved, it is assumed that delivery of the goods or services shall be as stated.

Signed submission of this bid represents that the Bidder has accepted all specifications, terms and conditions of the bid unless a written exception is made and, if awarded, the bid will represent the agreement between the parties. Additionally, by signing this bid, the Bidder warrants that there was no collusion of any kind in submission of this bid.

Hal Burns Truck + Equipment  
Firm/Company Name

  
Authorized Signature

DAVID R BURNS  
Printed Name

David@halburns.com  
Email Address

141 Camino Charro  
Mailing Address

Santa Fe, NM 87507  
City, State & Zip Code

Owner GM  
Title

505471-1671 - 877 519-2685  
Telephone Number / Fax Number

## ADDITIONAL SUBMITTAL REQUIREMENTS

Bidder must complete and submit with their bid:

- Any addenda issued in reference to this ITB
- Basic Qualification Standard Sheet
- Appendix A - Fleet List
- Appendix B – Bidder Questionnaire
- Copy of City of Santa Fe Business License
- Copy of State of New Mexico CRS Tax Identification Number
- Copy of Resident Business Certificate issued by the New Mexico Department of Taxation and Revenue, if applicable.
- Copy of Resident Veterans Business Preference Certificate issued by the New Mexico Department of Taxation and Revenue, if applicable.

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**BID FORM**

**ITB No. '21/01/B**

<b>Service Labor Rates</b>		
<b>Service Labor Class</b>	<b>Rate<sup>(1)</sup></b>	<b>Unit</b>
Shop Service Technician	\$ 135 <sup>00</sup>	Per Hour
Field Service Technician	\$ 145 <sup>00</sup>	Per Hour
Shop Mechanic	\$ 135 <sup>00</sup>	Per Hour
Field Mechanic	\$ 145 <sup>00</sup>	Per Hour
Shop Laborer	\$ 135 <sup>00</sup>	Per Hour
Field Laborer	\$ 145 <sup>00</sup>	Per Hour
Shop Helper	\$ 80 <sup>00</sup>	Per Hour
Field Helper	\$ 80 <sup>00</sup>	Per Hour
Machinist	\$ 135 <sup>00</sup>	Per Hour
Welder/Fabricator	\$ 135 <sup>00</sup>	Per Hour
Diagnostics	\$ 135 <sup>00</sup>	Per Hour
Emergency Call/Weekends <sup>(2)</sup>	\$ 145 <sup>00</sup>	Per Hour
<b>Other Labor Classes Offered by Bidder</b>		
	\$	Per Hour
	\$	Per Hour
	\$	Per Hour
<b>Parts Discount</b>		
Parts discount off of Bidder's most current list price	10	%

(1) Use N/A for no rate.

(2) Emergency Call/Weekends is defined as any services provided other than between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday (non-holidays).


**BID FORM**

**ITB No. '21/01/B**

**BIDDER'S INFORMATION**

HAL Burns Truck + Equipment  
Firm/Company Name

14 Camino Charro, Santa Fe, N Mex 87507  
Address, City, State, Zip Code

  
Authorized Signature

David Burns  
Printed Name

david@halburns.com  
E-Mail Address

Owner GM  
Title

505-471-1671  
Telephone Number

07/08/2020  
Date

877 519-2685  
Fax Number

**LIST OF FLEET VEHICLES, HEAVY-DUTY TRUCKS AND TRAILERS**

<b>Covered</b>	<b>Not Covered</b>	<b>Year/Make/Model/Description</b>
X		1997 Freightliner Semi-Truck (2)
X		2014 Freightliner 114 SD Semi-Truck
X		2016 Freightliner 114 SD (2)
X		2004 International 4200 Flat Bed w/ Fuel Tanks
X		2009 International 7600 Roll-Off Truck
X		2018 Peterbilt 567 Semi-Truck
X		2020 Peterbilt 348 Full Lube Truck
X		1997 Steco Trailer
X		2014 End Dump Trailer (Rock)
X		2016 Wilkens Aluminum Walking Floor Trailers (3)
X		2016 Wilkens Steel Walking Floor Trailer
X		2017 Wilkens Steel Walking Floor Trailer (2)
X		2019 Construction Specialist High Wall End Dump
X		2001 Chevrolet 1500 Silverado Single Cab
X		2014 Chevrolet Silverado 2500 Crew Cab 4x4 (Service Box)
X		2014 Chevrolet Silverado 2500 Crew Cab 4x4 Flat Bed w/ Lube
X		2016 Chevrolet Silverado 2500HD Crew Cab 4x4
X		2016 Chevrolet Silverado 2500 Crew Cab 4x4
X		2017 Chevrolet Silverado 2500HD Crew Cab 4x4
X		2019 Chevrolet Colorado Crew Cab 4x4
X		1998 Dodge 1500 Ram Truck Single Cab
X		2006 Dodge Ram 1500 4X4
X		1988 Ford Tandem Potable Water Truck
X		1992 Ford Water Truck
X		1997 Ford F250 Lube Truck (Flat Bed)
X		2002 Ford Truck One Ton 4x4 Crew Cab w/ Snow Plow
X		2003 Ford F250 4x4 Ext Cab Flat Bed
X		2003 Ford F250 4x4 (Service Box)
X		2014 Ford F550 Mechanic Service Truck
X		2014 Ford Escape AWD
X		2014 Ford Explorer AWD
X		2015 Ford F350 One Ton Truck Crew Cab
X		2015 Ford Escape
X		1992 GMC Topkick Lubrication Truck

**APPENDIX A**

**LIST OF FLEET VEHICLES, HEAVY-DUTY TRUCKS AND TRAILERS**

## BIDDER QUESTIONNAIRE

Bidders are required to answer and/or attach any information that may assist in verifying their ability to perform the services required in the ITB. Do not make an assumption that the Agency is familiar with your work.

1. Number of years in business? 45

2. Number of employees? 16

3. Average years of experience? 20

4. List any additional services your company can provide not identified in this ITB:

ALL FREIGHT LINE

ALL INTERNATIONAL

ALL PETERBUILT

ALL COMMINS

5. Does your company have the knowledge and capability to repair the listed fleet vehicles in-house?

Yes  No

6. Does your company stock parts for the unit you are offering services for?

Yes  No

**APPENDIX B**  
**BIDDER QUESTIONNAIRE**