

**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)**

## INVITATION TO BID

ITB No. '21/01/B

Bids will be received electronically by the City of Santa Fe Purchasing Division on behalf of the Santa Fe Solid Waste Management Agency until **2:00 p.m. local prevailing time on Tuesday, July 28, 2020** for:

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

The purpose of this Invitation to Bid (ITB) is to procure parts and labor for the Agency's fleet vehicles, heavy-duty trucks, and trailers at the Caja del Rio Landfill and Buckman Road Recycling and Transfer Station in Santa Fe, NM.

A **non-mandatory** pre-bid teleconference will be held on Friday, July 10, 2020, at 10:00 a.m. The telephone dial-in number is (505) 819-0171 and the access code is 100. It is the Bidder's responsibility to ensure that they have thoroughly reviewed all aspects of the ITB bid document prior to the pre-bid teleconference.

Any revisions to be incorporated into this bid document arising from discussions before, during, and subsequent to the pre-bid teleconference will be established in writing by addendum(s) prior to the bid due date. No oral interpretations of the bid document will be binding.

The bid document and subsequent addendum(s), if any, are available by contacting Fran Dunaway, CPO, CNMB, City of Santa Fe, Purchasing Division, at [fadunaway@santafenm.gov](mailto:fadunaway@santafenm.gov) or by downloading from the City of Santa Fe website, <http://www.santafenm.gov/bids.aspx>.

Bids must be submitted on the Bid Form provided herewith. Bidder shall bid all items listed on the Bid Form. Each Bidder shall conform to the conditions specified in the section entitled Instructions to Bidders. Bids may be held for sixty (60) days subject to action by the Agency. The Agency reserves the right to reject any or all bids in part or in whole.

Due to the ongoing COVID-19 pandemic, bids must be submitted to the City of Santa Fe Purchasing Staff via email at [Purchasing@santafenm.gov](mailto:Purchasing@santafenm.gov). Courier and hand deliveries of bids will not be accepted by the City. Bids received after the time and date specified for the opening of bids will not be accepted.

The Agency reserves the right to reject any and all bids, to waive any and all non-substantial irregularity in bids received, whenever such waiver or rejection is in the best interest of the Agency.

Request for additional information or questions related to this bid document should be directed to Danita Boettner, P.E., via email at [dboettner@sfswwma.org](mailto:dboettner@sfswwma.org) or by telephone (505) 424-1850, ext. 110.

The Bidder's attention is directed to the fact that all applicable federal laws, state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over said items shall

## 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.



N/A - we sell Parts Only

Meets or Exceeds Specification ?	Basic Qualification Standard
Y <input type="checkbox"/> N <input type="checkbox"/>	Factory trained service technicians.
Y <input type="checkbox"/> N <input type="checkbox"/>	Repair facility within 80 miles of Santa Fe, NM.
Y <input type="checkbox"/> N <input type="checkbox"/>	Past experience with repairs, parts and/or service of covered units.
Y <input type="checkbox"/> N <input type="checkbox"/>	Access to factory service, repair and parts manuals for covered units.
Y <input type="checkbox"/> N <input type="checkbox"/>	Field service – on-site field diagnostics and repairs (at Agency’s facilities).
Y <input type="checkbox"/> N <input type="checkbox"/>	Shop service – at Bidder’s repair shop.
Y <input type="checkbox"/> N <input type="checkbox"/>	Parts discount off of vendor’s most current list price.
Y <input type="checkbox"/> N <input type="checkbox"/>	Labor/service hourly rates by class.
Y <input 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 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 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 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 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 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 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.

San Loma Inc dba West Fleet

Firm/Company Name

Dean Triplet

Authorized Signature

Dean Triplet

Printed Name

dean@westfleet.com

Email Address

3440 Girard NE

Mailing Address

Albuquerque NM 87107

City, State & Zip Code

Vice President

Title

505-880-1999

Telephone Number / Fax Number

Fax 505-884-2490

We are a Parts Supplier Only

**BID FORM**

ITB No. '21/01/B

Service Labor Rates		
Service Labor Class	Rate <sup>(1)</sup>	Unit
Shop Service Technician	\$ N/A	Per Hour
Field Service Technician	\$	Per Hour
Shop Mechanic	\$	Per Hour
Field Mechanic	\$	Per Hour
Shop Laborer	\$	Per Hour
Field Laborer	\$	Per Hour
Shop Helper	\$	Per Hour
Field Helper	\$	Per Hour
Machinist	\$	Per Hour
Welder/Fabricator	\$	Per Hour
Diagnostics	\$	Per Hour
Emergency Call/Weekends <sup>(2)</sup>	\$	Per Hour
Other Labor Classes Offered by Bidder		
	\$ N/A	Per Hour
	\$ 2	Per Hour
	\$	Per Hour

Parts Discount	
Parts discount off of Bidder's most current list price	50 %

(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**

San Loma Inc dba West Fleet  
Firm/Company Name

3440 Girard NE Albuquerque, NM 87107  
Address, City, State, Zip Code

Dean Triplett  
Authorized Signature

Dean Triplett  
Printed Name

dean@westfleet.com  
E-Mail Address

Vice President  
Title

505-880-1999  
Telephone Number

7-15-20  
Date

505-884-2490  
Fax Number



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

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



## 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? 60 plus

2. Number of employees? 9

3. Average years of experience? 20

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

We are a parts supplier only. We  
currently hold multiple contracts with  
State and municipalities.

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

Yes  No

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

Yes  No

28. **NOTICES**

A. Any notices required to be given under this Agreement shall be in writing and served to the parties at the following addresses:

**AGENCY:** Randall Kippenbrock, P.E.  
Executive Director  
Santa Fe Solid Waste Management Agency  
149 Wildlife Way  
Santa Fe, NM 87506  
Fax: (505) 424-1839  
Email: rkippenbrock@sfswma.org

**CONTRACTOR:** Signatory Name *Dean Triplett*  
Signatory Title *Gen. Mgr.*  
Address *3440 Gerard NE*  
City, State Zip Code *Albuquerque NM 87107*  
Fax: *505-884-2490*  
Email: *dean@westfleet.com*

B. Any such notice sent by registered or certified mail, return receipt, shall be deemed to have been duly given and received seventy-two (72) hours after the same is so addressed and mailed with postage prepaid. Notice sent by recognized overnight delivery service shall be effective only upon actual receipt thereof at the office of the addressee set forth above, and any such notice delivered at a time outside of normal business hours shall be deemed effective at the opening of business on the next business day. Notice sent by facsimile or email shall be effective only upon actual receipt of the original unless written confirmation is sent by the recipient of the facsimile stating that the notice has been received, in which case the notice shall be deemed effective as of the date specified in the confirmation. Any party may change its address for purposes of this Article by giving notice to the other party as herein provided. Delivery of any copies as provided herein shall not constitute delivery of notice hereunder.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth below.

**SANTA FE SOLID WASTE MANAGEMENT AGENCY:**

\_\_\_\_\_  
Anna Hansen  
Chairperson

\_\_\_\_\_  
Date:

**ATTEST:**

\_\_\_\_\_  
Geraldine Salazar  
Santa Fe County Clerk

**CONTRACTOR:**

Dean Triplet  
Name  
Title Vice President  
Contractor  
San Loma - West Fleet

7-20-20  
Date:

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Nancy R. Long  
Agency Attorney

\_\_\_\_\_  
Date:

ensure prompt and efficient payment from the Agency. Incorrect billings may cause delays in payment.

B. The billing address is as follows:

Santa Fe Solid Waste Management Agency  
 Attn: Accountant  
 149 Wildlife Way  
 Santa Fe, NM 87506  
 Telephone: (505) 424-1850 x 140  
 Email: emartinez@sfswma.org

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

<b>Covered</b>	<b>Not Covered</b>	<b>Year/Make/Model/Description</b>
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✓		2020 Peterbilt 348 Full Lube Truck
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✓		2014 Ford F550 Mechanic Service Truck
✓		2014 Ford Escape AWD
✓		2014 Ford Explorer AWD
✓		2015 Ford F350 One Ton Truck Crew Cab
✓		2015 Ford Escape
✓		1992 GMC Topkick Lubrication Truck

Additional manufacturers/brands supported by Contractor -

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4. CONTRACTOR'S UNIT PRICING

Service Labor Class	Rate/Hour
Shop Service Technician	\$
Field Service Technician	\$
Shop Mechanic	\$
Field Mechanic	\$
Shop Laborer	\$
Field Laborer	\$
Shop Helper	\$
Field Helper	\$
Machinist	\$
Welder/Fabricator	\$
Diagnostics	\$
Emergency Call/Weekends	\$
<b>Parts Discount</b>	
Parts discount off of Contractor's most current list price	50 %

★ State contract pricing on Baldwin Filters.  
Manufacturers Distributor price less 59%