

PROJECT MANUAL

REPAIRS AND IMPROVEMENTS
to the
CAPULIN FIRE STATION
in
UNION COUNTY, NEW MEXICO



March 10, 2021

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REQUEST FOR BID

Sealed bids will be received from licensed General Contractors by the Union County Commission until April 6, 2021 at 2pm MDT for a contract to replace approximately 3,382 square feet of metal roofing, construct a concrete driveway of 1,800 square feet, and limited interior improvements at the Capulin Fire Station. The facility will be open for bidders to inspect the interior on March 30, 2021 from 1pm to 4pm MDT or scheduled with the architect. A bid security will be required as described in the project manual. Submit sealed bids to the Union County Manager's office, P.O. Box 430, 100 Court Street, Clayton, NM 88415 as described in the project manual. Bids submitted by fax, email, text, or other electronic means will not be considered.

Plans and specifications are available in digital format from the office of the architect, email alphadesign@bacavalley.com or downloaded from the web site <http://www.unionnm.us/county-manager.html> . Addenda will be issued by the architect to bidders receiving full sets of digital plans and specifications from the architect. The owner will post addenda to the web site up to the deadline for bid submittal. Submit questions to Alpha Design, 108 Cook Ave., Raton NM 87740, phone 575-445-4235.

PROJECT SUMMARY

Replace metal roofing at the Capulin Fire Station of approximately 3,382 square feet.
Construct a concrete driveway of 2160 square feet.
Replace two windows.
Replace a small quantity of damaged interior drywall.
Replace a door threshold and sweep.
Add electrical components to two sectional door openers.
See plans and this manual for more information.

CONTRACTOR QUALIFICATIONS

The awarded prime contractor will be a licensed general contractor and will contract with other licensed trades as needed to complete the project. Bidding contractors will submit a copy of their general contractor license in the sealed envelope with the bid form.

BASIS OF AWARD

The contract will be awarded to the qualified bidder submitting the lowest total of all six alternate bids. Award will be made to only one bidder. Bidders must submit a bid for all alternate bids or the bid submittal will be considered incomplete and will not be considered. After bids are submitted the owner will then select which bid items to include in the contract for construction.

The owner reserves the right to accept or reject any or all bids for any reason.

SCHEDULE

The Fire Department and County Commission plan to review the bids submitted within 15 days after bids are due, then could award the contract for construction. The Commission may deviate from this projected schedule at its option. After a contract is signed the contractor will provide the required payment bond, performance bond, and certificate of insurance as soon as reasonably possible. The County or architect will issue a Notice To Proceed to the contractor. The contractor will then apply for a building permit to NM Construction Industries Division within 5 calendar days.

The Construction Time will begin 7 calendar days after the date of the building permit. Construction Time will be 60 calendar days.

Liquidated damages of \$250 per calendar day will be deducted from the payments to the Contractor for each calendar day that work is not substantially complete after the allowed 60 days specified above. Time extensions will be allowed for poor weather conditions that make exterior work not reasonably feasible. The contractor will keep an ongoing log of days when weather conditions prohibit exterior work.

No additional or bonus payments will be made for early completion or for weather delays.

RESIDENT CONTRACTOR PREFERENCE and
RESIDENT VETERAN CONTRACTOR PREFERENCE

As required by the New Mexico Administrative Code (NMAC) a preference will be given to resident contractors and resident veteran contractors that submit a Resident Contractor Certificate or a Resident Veteran Contractor Certificate issued by NM Taxation and Revenue Department with the sealed bid.

Certificates issued by NM Taxation and Revenue Dept. allow a 5 or 10% price preference against competing bids with no preference. See NMAC Article 1, Section 13-4-2 for additional information. Apply for certificates through the NM Taxation and Revenue Dept. Allow sufficient time for the bidder's Certified Public Accountant to prepare the documents required for submittal to the NM Taxation and Revenue Dept. and time for the Taxation and Revenue Department to process the application. Applicable certificates have an expiration date. Certificates issued by the State Procurement Office or other State agencies do not apply.

BID SECURITY

A bid bond will be submitted by the bidder inside the sealed bid envelope. The bid bond will be issued by a surety company licensed by the State of New Mexico and will be for at least 5% of the total bid amount (base bid plus all alternate bids). A cashier's check from a State or Federal Bank for at least 5% of the bid amount is also an acceptable form of bid bond. Bid bonds from the bidders submitting the three lowest bids will be kept as insurance that the bids are genuine and binding.

Bid bonds in the form of cashier's checks will be returned to the bidders after a contract is signed or after 30 days following the bid opening whichever comes first.

LABOR AND PAYMENT BONDS

A 100% Performance Bond and a 100% Payment Bond will be required from the awarded bidder after award notification. The two separate bonds will be issued by a surety company licensed in the State of New Mexico.

WAGE RATES and DEPT. OF WORKFORCE SOLUTIONS REGISTRATION

A State Wage Rate Decision is issued as a part of this project manual. Comply with NM Dept. of Workforce Solutions requirements including submitting Certified Payrolls to the owner after each pay period. This applies to the prime contractor and to subcontractors.

Any bidder or subcontractor with a proposed contract or subcontract of \$60,000 or more is required by NM Dept. of Workforce Solutions to be registered with the Department BEFORE submitting a bid. Work experience on prior projects with an applicable State Wage Rate does not qualify as being registered with the Department. Registration requires a fee paid to the Department of Workforce Solutions every two years to keep registration active. Prospective bidders and subcontractors are urged to apply early for NM Dept. of Workforce Solutions registration.

Further information is available at
<http://www.dws.state.nm.us/LaborRelations/LaborInformation/PublicWorks>.

SITE INSPECTION

Bidders will inspect the project site and existing facility inside and outside prior to submitting a bid and be familiar with the existing conditions. Failure of the bidder to fully inspect the project site will not be grounds for a change order whether or not the existing conditions are identified in the plans and this project manual.

CONTRACT

The form of agreement between the Contractor and the Owner will be AIA Document A105. A copy is available for viewing at the office of the architect.

INSURANCE

The Contractor will carry liability insurance, worker's compensation, and other insurance policies required by law. Coverage for each will be at least \$1 million aggregate. The awarded contractor will provide the County with a Certificate of Insurance issued by the insurance provider.

WARRANTY

The Contractor will provide a 1 year labor warranty.

PERMITS

Contractor will obtain and pay for building permits through NM Construction Industries Division.

INVOICE AND PAYMENT

The Contractor can submit an invoice at approximately 30 day intervals for work completed and materials stored on site. Payments will be made within the following 30 calendar days minus any disputed amounts.

USE OF SITE

The facility will remain in use as a volunteer fire station. Coordinate with the Department for the Department to temporarily move trucks and equipment if needed. Driveways to the truck bays in use will be kept unobstructed at all times that a fire truck is inside.

Power, water, and heat is available on site for construction use. The contractor is asked to conserve power, water, and propane as reasonably possible.

The toilet room in the facility is available for contractor use if access is coordinated with the Department. Provide other accommodations when necessary.

The building will be kept secure by the contractor to protect the equipment and contents from freezing, theft, and damage. The owner will not be responsible for the contractor's items that are lost or stolen from the site.

WASTE

Contractor will keep debris from accumulating and will dispose of waste legally. Do not use public dumpsters to dispose of construction waste.

SUBMITTALS

Before purchasing materials the contractor is to submit material and product information to the architect then wait for the architect's review before purchasing.

Provide submittals for the following products:

- Primary roofing components

- Concrete design mix

- Windows

- Door threshold and sweep

- Receivers and remote operators for sectional doors

- Other materials as requested by the owner, architect, or contractor.

MATERIAL SPECIFICATIONS with additional work descriptions

Alternate 1, roofing

See material description printed by the roof plan.

Submit material literature to architect for review. Do not purchase materials without receiving a submittal review from the architect.

Alternate 2, concrete

Minimum 3000 psi concrete. Light broom finish.

Testing of soils and concrete will be at the owner's option and paid by the owner.

Provide barriers and guard if needed to prevent accidental or intentional damage and graffiti to the curing concrete surface by vehicles, animals, and people.

Alternate 3, windows

Replacement windows will be equal to Milgard thermally broken aluminum windows, not vinyl. Structural components will be at least .078" aluminum, nonstructural will be .068". Finish will be .04 mil and will be identified by the architect from the manufacturer's standard base cost color selection. 1 inch low-e glass. Insect screen.

Submit material literature to architect for review. Do not purchase materials without receiving a submittal review from the architect.

Patch drywall and exterior metal as needed resulting from damage or removal during the window replacement.

Alternate 4, drywall

Drywall will be water resistant at the restroom and will be standard or water resistant at dry areas. Match thickness of new drywall to the thickness of the adjacent existing drywall for a smooth transition between old and new. Finish texture will be spray knock down to match the existing.

Primer and paint will be high quality equal to Benjamin Moore, Clark and Kensington, or Sherwin Williams. Paint will be white to match the existing.

Alternate 5, door threshold

Replace existing threshold with new commercial grade aluminum threshold, maximum height of ½ inch, no gasket. Field measure before ordering. Submit material literature to architect for review.

Adjust or replace door sweep with commercial grade sweep if needed to seal between the bottom of the existing door and top of new threshold.

Alternate 6, sectional door openers

Do not replace existing door openers. See floor plan for work and materials at door openers.

New line voltage wiring is not required so a licensed electrician is not required for this project.



LABOR RELATIONS DIVISION

401 Broadway NE
Albuquerque, NM 87102
Phone: 505-841-4400
Fax: 505-841-4424

226 South Alameda Blvd
Las Cruces, NM 88005
Phone: 575-524-6195
Fax: 575-524-6194

WWW.DWS.STATE.NM.US

1596 Pacheco St, Suite 103
Santa Fe, NM 87505
Phone: 505-827-6817
Fax: 505-827-9676

Wage Decision Approval Summary

1) Project Title: Improvements, Capulin Fire Station
Requested Date: 03/01/2021
Approved Date: 03/03/2021
Approved Wage Decision Number: UN-21-0431-B

Wage Decision Expiration Date for Bids: 07/01/2021

2) Physical Location of Jobsite for Project:
Job Site Address: 12 S. Cedar Avenue
Job Site City: Capulin
Job Site County: Union

3) Contracting Agency Name (Department or Bureau): County of Union
Contracting Agency Contact's Name: Brandy Thompson
Contracting Agency Contact's Phone: (575) 374-8896 Ext.

4) Estimated Contract Award Date: 05/11/2021

5) Estimated total project cost: \$120,000.00

a. Are any federal funds involved?: No

b. Does this project involve a building?: Yes - Metal roofing replacement, new exterior concrete, repair interior drywall, replace windows.

c. Is this part of a larger plan for construction on or appurtenant to the property that is subject to this project?: No

d. Are there any other Public Works Wage Decisions related to this project?: No

e. What is the ultimate purpose or functional use of the construction once it is completed?: volunteer fire station

6) Classifications of Construction:

Classification Type and Cost Total	Description
General Building (B) Cost: \$120,000.00	Metal roofing replacement, new exterior concrete, repair interior drywall, replace windows.



TYPE "B" – GENERAL BUILDING

Effective January 1, 2021

Trade Classification	Base Rate	Fringe Rate	Apprenticeship
Asbestos Workers/Heat and Frost insulators	33.01	12.06	0.60
Asbestos Workers/Heat and Frost insulators-Los Alamos County	35.44	12.06	0.60
Boilermaker/ blacksmith	34.97	28.85	0.60
Bricklayer/Block layer/Stonemason	24.97	9.50	0.60
Carpenter/Lather	25.63	11.74	0.60
Carpenter-Los Alamos County	28.37	13.44	0.60
Millwright/ pile driver	33.16	27.24	0.60
Cement Mason	21.07	10.33	0.60
Electricians-Outside Classifications-Zone 1			
Ground man	23.74	13.16	0.60
Equipment Operator	34.06	15.94	0.60
Lineman/Tech	40.07	17.57	0.60
Cable Splicer	44.08	18.65	0.60
Electricians-Outside Classification: Zone 2			
Ground man	23.74	13.16	0.60
Equipment Operator	34.06	15.94	0.60
Lineman/ technician	40.07	17.57	0.60
Cable Splicer	44.08	18.65	0.60



Electricians-Outside Classifications: Los Alamos			
Ground man	24.42	13.34	0.60
Equipment Operator	35.04	16.21	0.60
Lineman/ Technician	41.22	17.88	0.60
Cable Splicer	45.34	18.99	0.60
Electricians-Inside Classifications: Zone 1			
Wireman/ low voltage technician	33.65	12.01	0.60
Cable Splicer	37.02	12.11	0.60
Electricians-Inside Classification: Zone 2			
Wireman/ low voltage technician	36.68	12.10	0.60
Cable Splicer	40.04	12.20	0.60
Electricians-Inside Classification: Zone 3			
Wireman/ low voltage technician	38.70	12.16	0.60
Cable Splicer	42.06	12.26	0.60
Electricians-Inside Classification: Zone 4			
Wireman/ low voltage technician	42.40	12.27	0.60
Cable Splicer	45.75	12.37	0.60
Electricians-Inside Classification: Los Alamos			
Wireman/ low voltage technician	38.70	14.09	0.60
Cable Splicer	42.06	14.36	0.60
Elevator Constructor	43.25	36.37	0.60
Elevator Constructor Helper	36.19	36.37	0.60
Glazier			
Journeyman/ Fabricator	20.50	6.20	0.60



Delivery Driver	9.00	5.35	0.60
Ironworker	27.35	17.49	0.60
Painter (Brush/Roller/Spray)	17.25	7.75	0.60
Paper Hanger	17.25	7.75	0.60
Drywall- Light Commercial & Residential			
Ames tool operator	25.63	7.60	0.60
Hand finisher/machine texture	24.63	7.60	0.60
Plasterer	23.56	9.39	0.60
Plumber/Pipefitter	31.52	12.90	0.60
Roofer	25.74	7.97	0.60
Sheet metal worker			
Zone 1	33.38	17.64	0.60
Zone 2 – Industrial	34.38	17.64	0.60
Zone 3 – Los Alamos	35.38	17.64	0.60
Soft Floor Layer	20.30	8.10	0.60
Sprinkler Fitter	31.57	23.46	0.60
Tile Setter	24.46	8.81	0.60
Tile Setter Helper/Finisher	16.53	8.81	0.60
Laborers			
Group I- Unskilled and semi-skilled	18.25	7.12	0.60
Group II- Skilled	19.25	7.12	0.60
Group III- Specialty	21.50	7.12	0.60
Masonry Laborers			
Group I- Unskilled and Semi-Skilled	18.75	7.34	0.60
Group II- Skilled	20.50	7.34	0.60
Group III- Specialty	21.00	7.34	0.60
Reinforcing iron workers and post tension	24.75	7.12	0.60



Operators			
Group I	21.96	7.47	0.60
Group II	24.12	7.47	0.60
Group III	24.58	7.47	0.60
Group IV	25.02	7.47	0.60
Group V	25.21	7.47	0.60
Group VI	25.42	7.47	0.60
Group VII	25.53	7.47	0.60
Group VIII	28.58	7.47	0.60
Group IX	30.96	7.47	0.60
Group X	34.36	7.47	0.60
Truck Drivers			
Group I-VII	16.65	8.27	0.60
Group VIII	16.71	8.27	0.60
Group IX	18.65	8.27	0.60

NOTE: All contractors are required to pay **SUBSISTENCE, ZONE AND INCENTIVE PAY** according to the particular trade. Details are located in a PDF attachment at WWW.DWS.STATE.NM.US. Search Labor Relations/Labor Information/Public Works/Prevailing Wage Rates.

For more information about the Subsistence, Zone, and Incentive Pay rates, or to file a wage claim, contact the Labor Relations Division at (505) 841-4400 or visit us online at www.dws.state.nm.us.



PUBLIC WORKS PROJECT REQUIREMENTS

As a participant in a Public Works project valued at more than \$60,000 in the state of New Mexico, the following list addresses many of the responsibilities that are defined by statute or regulation to each project stakeholder.

Contracting Agency

- Ensure that all contractors wishing to bid on a Public Works project when the project is \$60,000 or more are actively registered with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> (Contractor Registration) prior to bidding.
- Please submit Notice of Award (NOA) and Subcontractor List(s) to the PWAA website promptly after the project is awarded.
- Please update the Subcontractor List(s) on the PWAA website whenever changes occur.
- All sub-contractors and tiers (excluding professional services) regardless of contract amount must be listed on the Subcontractor List and must adhere to the Public Works Minimum Wage Act.
- Ninety days after project completion please go into the PWAA system and close the project. Only contracting agencies are allowed to close the project. Agents or contractors are not allowed to close projects.

General Contractor

- Provide a complete Subcontractor List and Statements of Intent (SOI) to Pay Prevailing Wages for all contractors, regardless of amount of work, to the contracting agency within 3 (three) days of award.
- Ensure that all subcontractors wishing to bid on a Public Works project have an active Contractor Registration with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> prior to bidding when their bid will exceed \$60,000.
- Make certain the Public Works Apprentice and Training Act contributions are paid either to an approved Apprenticeship Program or to the Public Works Apprentice and Training Fund.
- Confirm the Wage Rate poster, provided in PWAA, is displayed at the job site in an easily accessible place.
- When the project has been completed, make sure the Affidavits of Wages Paid (AWP) are sent to the contracting agency.
- All subcontractors and tiers (excluding professional services) regardless of contract amount must pay prevailing wages, be listed on the Subcontractor List, and adhere to the Public Works Minimum Wage Act.



LABOR RELATIONS DIVISION
121 Tijeras Ave NE, Suite 3000
Albuquerque, NM 87102
Phone: 505-841-4400
Fax: 505-841-4424

WWW.DWS.STATE.NM.US

Subcontractor

- Ensure that all subcontractors wishing to bid on a Public Works project have an active Contractor Registration with the Public Works and Apprenticeship Application (PWAA) website: <http://www.dws.state.nm.us/pwaa> prior to bidding when their bid will exceed \$60,000.
- Make certain the Public Works Apprentice and Training Act contributions are paid either to an approved Apprenticeship Program or to the Public Works Apprentice and Training Fund.
- All subcontractors and tiers (excluding professional services) regardless of contract amount must pay prevailing wages, be listed on the Subcontractor List, and adhere to the Public Works Minimum Wage Act.

Additional Information

Reference material and forms may be found in the New Mexico Department of Workforce Solutions Public Works web pages at: <https://www.dws.state.nm.us/Labor-Relations/Labor-Information/Public-Works>.

CONTACT INFORMATION

Contact the Labor Relations Division for any questions relating to Public Works projects by email at public.works@state.nm.us or call (505) 841-4400.

BID FORM

REPAIRS AND IMPROVEMENTS
CAPULIN FIRE STATION
UNION COUNTY

TO: Union County Commission
100 Court Street
Clayton, NM 88415

FROM: _____

business name and mailing address of bidder

The undersigned, (herein called "Bidder") in compliance with the Instructions to Bidders, having examined the Drawings and Specifications and related Documents as prepared by Alpha Design and having examined the sites of the proposed Work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials and supplies, and to construct the project in accordance with the Contract Documents, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under the Contract Documents of which this proposal is a part, except for gross receipts tax on the construction contract.

A. ALTERNATE BID 1 AMOUNT - ROOFING

Bidder agrees to furnish all labor, materials, equipment and services required to construct and complete the Work as described and required by the herein above stated Documents, in accordance therewith for the sum of:

_____ DOLLARS
spelled
\$ _____
same amount in numbers

The bid amount indicated does NOT includes NM gross receipts tax to be added to the contract.

B. ALTERNATE BID 2 AMOUNT – EXTERIOR CONCRETE

Bidder agrees to furnish all labor, materials, equipment and services required to construct and complete the Work as described and required by the herein above stated Documents, in accordance therewith for the sum of:

_____ DOLLARS
spelled
\$ _____
same amount in numbers

The bid amount indicated does NOT includes NM gross receipts tax to be added to the contract.

C. ALTERNATE BID 3 AMOUNT – INTERIOR DRYWALL

Bidder agrees to furnish all labor, materials, equipment and services required to construct and complete the Work as described and required by the herein above stated Documents, in accordance therewith for the sum of:

_____ DOLLARS
spelled

\$ _____
same amount in numbers

The bid amount indicated does NOT includes NM gross receipts tax to be added to the contract.

D. ALTERNATE BID 4 AMOUNT – WINDOWS

Bidder agrees to furnish all labor, materials, equipment and services required to construct and complete the Work as described and required by the herein above stated Documents, in accordance therewith for the sum of:

_____ DOLLARS
spelled

\$ _____
same amount in numbers

The bid amount indicated does NOT includes NM gross receipts tax to be added to the contract.

E. ALTERNATE BID 5 AMOUNT – DOOR THRESHOLD

Bidder agrees to furnish all labor, materials, equipment and services required to construct and complete the Work as described and required by the herein above stated Documents, in accordance therewith for the sum of:

_____ DOLLARS
spelled

\$ _____
same amount in numbers

The bid amount indicated does NOT includes NM gross receipts tax to be added to the contract.

F. ALTERNATE BID 6 AMOUNT – DOOR OPENERS

Bidder agrees to furnish all labor, materials, equipment and services required to construct and complete the Work as described and required by the herein above stated Documents, in accordance therewith for the sum of:

_____ DOLLARS
spelled

\$ _____
same amount in numbers

The bid amount indicated does NOT includes NM gross receipts tax to be added to the contract.

G. ADDENDA ACKNOWLEDGMENT

The undersigned acknowledges receipt of the following Addenda if any
:

ADDENDA NUMBER	ADDENDA DATE
_____	_____
_____	_____
_____	_____
_____	_____

H. SIGNATURE

Bidder understands that the Owner reserves the right to reject any or all Bids and to waive any formalities in the bidding.

The bidder agrees that this Bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids.

Upon receipt of written notice of the acceptance of this Bid, Bidder will execute the formal Contract within ten (10) days and deliver the required Surety Bond or Bonds and Certificates of Insurance as required by the Contract Documents and post bid Submittals as required by the Instructions to Bidders.

The Bid Security attached, in the sum of at least five per cent of the bid amount, is to become the property of the Owner in the event the Contract, Bonds, and Insurance are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner.

DATE: _____

BY: _____
(Signature)

(Title)

(Business Address)

I. PROPOSED SUBCONTRACTOR LIST

New Mexico law requires that a list of all Subcontractors and Suppliers whose subcontract will be for a dollar amount total of \$5000 or more be supplied with the bid. It further requires that if costs or quotes are received for any portions(s) of the work for \$5000 or more per Subcontractor or Supplier, then the bid must include the name of the Subcontractor or Supplier to be used for those portion(s) of the work unless the work will be performed by the General Contractor. Include name, address, and phone number of Subcontracting companies to be used on this project.

If awarded the Contract the bidder proposes to use the following Subcontractor(s) and Supplier(s) when the total payment to each listed Subcontractor or Supplier is expected to exceed \$ 5,000. Write "none" if no subcontractors will perform any work.

Subcontractor, phone number, and license number	Description of Subcontracted Work

J. BID SUBMITTAL CHECK LIST

Submitted to the owner with the Bidder's sealed bid are:

- 1) **This 4 page bid form.**
- 2) **Campaign Contribution Disclosure Form (2 page form found in this project manual)**
- 3) **Bid Security**
- 4) **Copy of Bidder's New Mexico current active contractor's license**
- 5) **Copy of Resident Contractor or Resident Veteran Contractor's Preference Certificates (if either is applicable) (issued to contractor by NM Taxation and Revenue Dept.)**
- 6) **Copy of Bidder's registration with NM Dept. of Workforce Solutions.**

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

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) _____

(Attach extra pages if necessary)

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)