

NEW MEXICO HIGHLANDS UNIVERSITY

REQUEST FOR PROPOSAL # 17-010-8

CLEANING & MAINTENANCE SERVICES FOR

CAMPUS RESIDENCE HALLS AS NEEDED

NIGP COMMODITY CODE: 91039

<p>This Request for Proposal is to seek out cleaning and maintenance services on an as-needed basis for New Mexico Highlands University’s residence halls located on its main campus in Las Vegas, New Mexico.</p>				
<p>Date Request For Proposal Issued: June 26, 2017</p>		<p>Date and Time Request for Proposal is Due: Prior to 2:00 pm local time on July 11, 2017</p>		
<p>NMHU Point-of-Contact: Jennifer Madrid, Mario Romero Purchasing Buyers</p>		<p>Email: purchasing@nmhu.edu</p>	<p>Phone Number: (505) 454-3249 or (505) 454-3195</p>	<p>Fax Number: (505) 454-3109</p>

RFP CONDITIONS

New Mexico Highlands University (hereinafter called “NMHU”) is seeking responses (hereinafter called “Proposal”) for the services as requested in this Request for Proposal Number 17-010-8, its attachments and subsequent addendums (hereinafter called “RFP”). You/your firm’s (hereinafter called “Proposer”) Proposal is to provide responses to all of the requirements set forth within the RFP.

NMHU may accept Proposals, in whole or in part that most closely meets all the criteria described herein. NMHU reserves the right to cancel this RFP in whole or in part at any time if it is in its best interests of the University. An award will NOT be based solely on the lowest fee; instead it will be based on several weighted criteria, as provided herein. Proposals may not be withdrawn from Proposer for ninety (90) calendar days after the actual date of the opening.

MULTIPLE VENDORS SHALL BE AWARDED AS NEEDED.

For definitions or clarifications to terms, refer to Section VII of this document.

SECTION I GENERAL INFORMATION

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PROPOSAL SCHEDULE

ALL DATES AND TIMES ARE SUBJECT TO CHANGE

Issuance of RFP	June 26, 2017
Pre-Proposal Meeting and Site Visit	June 30, 2017
Last day of questions	July 6, 2017
Proposal Submittal Deadline	prior to 2:00 pm local time on July 11, 2017
Evaluations of Proposals	approximately (1) week
Notice to Proceed with Negotiations	immediately following evaluations
Award of RFP and issuance of purchase order following successful negotiations	

SECTION II PURPOSE AND SPECIFICATIONS

1. PURPOSE

New Mexico Highlands University, located in Las Vegas, New Mexico is interested in soliciting from multiple vendors cleaning and maintenance services for its residence halls. Services will need to be provided under a tight schedule (No exceptions).

2. BUILDING DESCRIPTION AND SITE LOCATION

Residence Halls are located on the main campus at New Mexico Highlands University in Las Vegas, NM 87701.

3. SCHEDULE

A) Vendors will be scheduled months in advance of services required. Services will need to be delivered on a tight schedule or approximately two weeks.

SECTION III SCOPE OF WORK

Services Required:

- a) Wiping/cleaning of walls in suites
- b) Interior window and window shade cleaning
- c) Cleaning of bathrooms to include floors
- d) Cleaning of kitchenettes and appliances to include floors
- e) Exterior vent cleaning
- f) Light fixture cleaning
- g) Furniture polishing
- h) Wiping/cleaning of doors and knobs
- i) Steam cleaning of furniture in suites
- j) Steam cleaning of carpets in suites
- k) Spot painting as needed on suite walls and hallways
- l) Provide a list of noticeable damaged areas that need to be addressed by the university.

An inspection from the university will follow services. Any unsatisfactory work will need to be redone immediately and at the expense of the vendor.

Final Inspection - To include a walk through with university personnel immediately upon completion. Vendor shall immediately redo areas found to be unsatisfactory.

Vendors shall be required to work within the proposed schedule provided by the university at least two months in advance of work being performed.

SECTION IV GENERAL TERMS AND CONDITIONS

1. PRE-PROPOSAL MEETING AND SITE VISIT

A mandatory walkthrough meeting will be held on June 30, 2017 at 1:30pm at the Facilities Building located at 1051 11th Street Las Vegas, NM 87701.

2. PROPOSED FEE

COST PROPOSAL: VENDOR SHALL COST OUT EACH OF THE SERVICES ABOVE IN SECTION III FOR ITS PRICE PROPOSAL.

3. Bid Documents are to be included; one (1) original and five (5) copies of proposal.

Services Required	Cost /Unit
Price to spot paint walls where needed per wall	\$
Wiping/cleaning of walls in suites per wall	\$
Interior window and window shade cleaning per window	\$
Cleaning of bathrooms to include floors per bathroom	\$
Cleaning of kitchenettes to include floors per kitchenettes	\$
Exterior Vent cleaning per vent	\$
Light fixture cleaning price per fixture	\$
Furniture polishing price per furniture piece	\$
Wiping/cleaning of doors and knobs (price per door)	\$
Steam cleaning of chairs in suites (price per chair)	\$
Steam cleaning of couches in suites (price per couch)	\$
Steam cleaning of carpets in suites per bedroom	\$
Steam cleaning of carpets in suites per living room	\$

The Owner intends to negotiate with the selected vendor(s) to identify the critical calendar dates for completion of work. Vendors shall redo unsatisfactory work at their expense.

4. REFERENCES

Proposer must furnish a minimum of three (3) references of organizations and/or businesses that the bidder has provided similar services or items to within the last three and most current projects. The organizations name, a contact, telephone number and a brief description of the items and services provided are required for each reference. Failure to submit the information may result in your proposal being considered as non-responsive. Proposer, by furnishing these references, agrees to allow NMHU to contact

any persons and /or organizations listed, and to utilize information obtained in evaluation of Proposal.

5. AWARD

- A.) In accordance with the State of New Mexico “Procurement Code”, §13-1-28 through §13-1-199 N.M.S.A., NMHU reserves the right to make an Award to the Proposer which provides the services in its best interest and will not make the Award to the Proposer with simply the lowest fee. The RFP will be evaluated based on all criteria listed in this RFP; and
- B.) NMHU reserves the right to negotiate and award multiple Proposers. Issuance of an Intent to Negotiate with a Proposer does not guarantee an Award. A multi-award will be made only after NMHU and Proposers complete successful negotiations and execution of Contracts.

6. REQUIRED AND INFORMATIONAL FORMS

- A.) The following are to be **completed and submitted** with your Proposal:
 - 1.) Acceptance of Terms and Conditions of RFP Form (page 2 of this document);
 - 2.) Addendum(s) Acknowledgement Form (Attachment 1);
 - 3.) Supplier Conflict of Interest and Debarment/Suspension Certification Form (Attachment 2);
 - 4.) Campaign Contribution Disclosure Form (Attachment 3);
 - 5.) New Mexico Business Preference Form (Attachment 4), if applicable;
- B.) Resident Veterans Preference Form (Attachment 5),
- C.) Informational Documents
 - 1.) Advertisement (Attachment 6)
 - 2.) Draft Contract (Attachment 7)

SECTION V EVALUATION COMPONENTS

This section of the RFP contains specifications and other relevant information to be used by Proposers in preparation of their Proposal. Award of a Contract will not be based solely on cost.

Proposers shall ensure that all the information required herein be submitted with their Proposal. All information provided should be verifiable by documentation requested by NMHU. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the Proposal or rescission of the Contract. Proposers are encouraged to provide any additional information describing any additional abilities.

All responsive Proposals will be reviewed independently by each member of the evaluation committee. Their evaluations will be based on the Proposal as a whole and will be scored solely on the requirements, data, information and related responses to the RFP.

SELECTION CRITERIA

All Proposals shall be reviewed for compliance with the mandatory requirements as stipulated within this RFP and procurement statutes. Proposals found not to be in compliance will be rejected from further consideration. NMHU will determine if the Proposal is in compliance. Proposals which are not rejected will then be evaluated based upon the following weighted criteria. There is a maximum number of one-hundred (100) points that may be awarded.

Description	Possible Points
Demonstrated performance over the last two years	20
Price per task being requested	25
Schedule: Ability to satisfactorily complete the task in a short time frame	30
Evaluation of references	25
Total possible points	100

SECTION VI SUBMITTAL PROCEDURES

1. INSTRUCTIONS

A.) Instructions

- 1.) Proposals must be received in the NMHU main campus' Purchasing Department office (903 NMHU Avenue, Las Vegas, NM) by the due date and time as listed on page three (3) of this RFP. If a Proposal is late NMHU will not accept it. Postmarked or estimated delivery dates issued by carriers will not be accepted as received by NMHU;
- 2.) All Proposals must be submitted in a SEALED envelope. Please write on the outer sealed envelope the following:
"Sealed PROPOSAL # 17-010-8 to be received by 2:00 PM on July 11, 2017."
Failure to mark the sealed envelope may result in the Proposal being opened early or later and/or the Proposal may be declared non-responsive;
- 3.) NMHU is not responsible for Proposals lost during delivery regardless of means of delivery. Proposals may be accepted if received by NMHU staff and not delivered to the Purchasing Department office only when the error was made by NMHU staff. NMHU will make this determination; and
- 4.) Faxed and emailed Proposals will not be accepted.

B.) DELIVERY MAY BE MADE AS FOLLOWS

- 1.) **If via delivery in person:**
New Mexico Highlands University
Attn: Purchasing Department-RFP #17-010-8
903 NMHU Avenue
Las Vegas, NM 87701
- 2.) **If via United States Postal Service:**
New Mexico Highlands University
Attn: Purchasing Department-RFP #17-010-8
P.O. Box 9000
Las Vegas, NM 87701
- 3.) **If via FedEx, United Parcel Service, or other carrier:**
New Mexico Highlands University
Attn: Purchasing Department-RFP #17-010-8
1005 Diamond Avenue
Las Vegas, NM 87701

SECTION VII INSTRUCTIONS TO PROPOSERS

1. DEFINITIONS AND TERMS

- A.) **Addendum:** a written or graphic instrument issued prior to the opening of Proposals which clarifies, corrects, or changes the RFP. Plural: addenda.
- B.) **Determination:** means the written documentation of a decision of the Purchasing Agent including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.
- C.) **Proposer:** any person, corporation, or partnership legally licensed to provide professional services in this state who chooses to submit a Proposal in response to this RFP.
- D.) **Purchasing Agent:** means the person or designee authorized by NMHU to manage or administer a procurement requiring the evaluation of proposals.
- E.) **RFP:** means all documents, including attachments, addendums or other documents incorporated by reference which are used for soliciting Proposals.
- F.) **Responsible Proposer:** means a Proposer who submits a responsive Proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the Services described in the RFP.
- G.) **Responsive Proposal:** means a Proposal which conforms in all material respects to the requirements set forth in the RFP. Material respects of a RFP include, but are not limited to; price, quality, quantity or delivery requirements.
- H.) The terms **must, shall, will, is required, or are required**, identify a mandatory item or factor. Failure to comply with a mandatory item or factor may result in the rejection of the Proposer's Proposal.
- I.) The terms **can, may, should, preferably, or prefers** identify a desirable or discretionary item or factor.

2. RFP DOCUMENTS

- A.) COPIES OF RFPS
 - 1.) A complete set of the RFP shall be used in preparing Proposals; NMHU assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete set of the RFP.
 - 2.) A copy of the RFP shall be made available for public inspection at the Purchasing Office of NMHU.
- B.) INTERPRETATIONS
 - 1.) All requests of clarification about the meaning or intent of the RFP shall be submitted in writing and to the POC. The date listed as the deadline for submitting questions is the date of receipt. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
 - 2.) Proposers should promptly notify NMHU of any ambiguity, inconsistency, or error, which they may discover upon examination of the RFP.

- C.) **ADDENDA**
 - 1.) Addenda will be mailed, by facsimile or emailed to all whom are known by NMHU to have received a complete set of RFPs.
 - 2.) Each Proposer shall ascertain, prior to submitting the Proposal, that the Proposer has received all Addenda issued, and shall acknowledge their receipt in the Proposal transmittal letter (Attachment 1).

3. PROPOSAL SUBMITTAL PROCEDURES

A.) **CORRECTION OR WITHDRAWAL OF PROPOSALS**

- 1.) A Proposal containing a mistake discovered before Proposal opening may be modified or withdrawn by a Proposer prior to the time set for Proposal opening by delivering written, telegraphic, or electronic notice to the location designated in the RFP as the place where Proposals are to be received.
- 2.) Withdrawn Proposals may be resubmitted up to the time and date designated for the receipt of Proposals, provided they are then fully in conformance with the RFP.

B.) **REJECTION OR CANCELLATION OF PROPOSALS**

A rejection or cancellation of this RFP may be made in accordance with §13-1-131 N.M.S.A. 1978. NMHU reserves the right to waive irregularities, reject any or all Proposals, cancel this RFP for any reason and at any time, and/or award a Contract that is in its best interests.

4. CONSIDERATION OF PROPOSALS

A.) **RECEIPT, OPENING AND RECORDING**

- 1.) Proposals received on time will be opened in the presence of two (2) or more witnesses (NMHU employees), but will not be opened publicly.
- 2.) The contents of all Proposals shall not be disclosed so as to be available to competing Proposers during the negotiation process.

B.) **PROPOSAL EVALUATION**

- 1.) Proposals shall be evaluated on the basis of demonstrated competence and qualification for the type of Service required, and shall be based on the evaluation factors set forth in this RFP. For the purpose of conducting discussions, proposals may initially be classified as:
 - a.) acceptable, or
 - b.) potentially acceptable, that is, reasonably assured of being made acceptable, or
 - c.) unacceptable (Proposer whose Proposal is unacceptable shall be notified promptly).
- 2.) NMHU shall have the right to waive technical irregularities in the form of the Proposal of the Proposer, which do not alter the price, quality or quantity of the Services.

- 3.) If a Proposer who otherwise would have been issued an Award and Contract, is found not to be a responsible Proposer, a determination that the Proposer is not a responsible Proposer, setting forth the basis of the finding, shall be prepared by the Purchasing Agent. The unreasonable failure of the Proposer to promptly supply information in connection with an inquiry with respect to responsibility is grounds for a determination that the Proposer is not a responsible Proposer.

4.) Selection Process

- a.) The evaluation of Proposals will be performed by an evaluation committee composed of representatives selected by the NMHU. The committee shall evaluate statements of qualifications and performance data submitted by Proposers in regard to the particular request.
- b.) The committee will select, rank in order of their qualifications which are most qualified to perform the required services: and may choose to have the finalist(s) make an oral presentation to the committee. The committee will determine the schedule for the oral presentations. The top 3 rated proposers will then be scheduled to be interviewed by the University Board of Regents. The Board will select the finalist. All costs incurred by Proposer for the oral presentations will be borne on Proposer.

C.) NEGOTIATIONS

Proposers submitting Proposals may be afforded an opportunity for discussion and revision of Proposals. Revisions may be permitted after submissions of Proposals and prior to Award for the purpose of obtaining best and final offers. Negotiations may be conducted with responsible Proposers who submit Proposals found to be reasonably likely to be selected for Award.

D.) NOTICE OF AWARD

After Award by NMHU, with reasonable promptness, a written Notice of Award shall be issued by NMHU to the selected Proposer and a letter of non-Award to the unsuccessful Proposers.

5. GOVERNING LAW

This RFP, its attachments, subsequent addenda and the resultant contract and/or purchase order will be interpreted and governed by the Laws of the State of New Mexico.

ATTACHMENT 2

**SUPPLIER CONFLICT OF INTEREST AND
DEBARMENT/SUSPENSION CERTIFICATION FORM**

Conflict of Interest

- 1.) No employee or Regent of New Mexico Highlands University has a direct or indirect interest in the Contractor or in the proposed transaction (unless Contractor is a publicly traded company and the employee or Regent's interest is less than one percent (1%) of the Contractor);
- 2.) Contractor neither employs nor is negotiating to employ any NMHU employee or member of the NMHU Board of Regents;
- 3.) Contractor did not participate directly or indirectly in the preparation of specifications upon which the Proposal is made;
- 4.) If the Contractor is a New Mexico State Legislator or if a New Mexico State Legislator holds a controlling interest in Contractor, please identify Legislator(s):
_____;
- 5.) List below the name and social security number of any employee of the Contractor or person assisting in the proposed transaction in any way who was a NMHU employee within the preceding twelve (12) month period; and
- 6.) In accordance with NMHU policy, an award cannot be made to a firm in which current or recent (last twelve [12]) NMHU employees have a controlling interest.

Debarment/Suspension Status

- 1.) The Contractor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice or proposed debarment from any Agency; and
- 2.) The Contractor agrees to provide immediate notice to New Mexico Highlands University Purchasing Department Buyer in the event of being suspended, debarred or declared ineligible by any department or Federal Agency, or upon receipt of a notice of proposed debarment that is received after the submission of the Proposal but prior to the award of the purchase order or contract.

Certification

The undersigned hereby certifies that he/she has read the above Conflict of Interest and Debarment/Suspension Status requirements and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the Contractor named below.

Signature: _____ Title: _____

Name Typed: _____ Date: _____

Company: _____ City: _____

Address: _____ State: _____ Zip: _____

ATTACHMENT 3

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections §13-1-28, et seq., N.M.S.A. 1978 and N.M.S.A. 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor 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 (2) 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 (2) 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 (2) year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed Award for a proposed Contract pursuant to Section §13-1-181 N.M.S.A. 1978 or a Contract that is executed may be ratified or terminated pursuant to Section §13-1-182 N.M.S.A. 1978 of the Procurement Code 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.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective Contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND 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 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 of (a) a prospective Contractor, if the prospective Contractor is a natural person; or (b) an owner of a prospective Contractor.

“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.

“Prospective Contractor” means a person or business that 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 or business 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.

Name(s) of Applicable Public Official(s) if any:

(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

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)

ATTACHMENT 4

NEW MEXICO BUSINESS PREFERENCE

Points will be awarded based on Proposers/Proposers ability to provide a copy of a current Resident Business Certificate or Resident Veterans Certificate.

In addition, the attached certification form must accompany any RFP and any business wishing to receive a resident veteran's preference must complete and sign the form.

RFP's are to be evaluated on preference as follows:

In addition, to the total points on an RFP, 10% must be added for preference award. For example; an RFP has a total value of 1000 points. Five proposals are received; one from a resident business, one from a resident veteran's business with an 8% preference and three non-resident businesses.

The two preference businesses would receive 50 points and 80 points to their already evaluated score, making it possible for the highest score total 1080.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty or perjury that during the last calendar year starting January 1, and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections §13-1-21 or §13-1-22 N.M.S.A. 1978, when awarded a contract which was on the basis of having such veteran's preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

NM RESIDENT PREFERENCE NUMBER OR RESIDENT VETERANS PREFERENCE NUMBER (if applicable):

ATTACHMENT 5

RESIDENT VETERANS PREFERENCE CERTIFICATION FORM

_____ (NAME OF CONTRACTOR/PROPOSER)
hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one only

_____ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

_____ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

_____ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

“I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty or perjury that during the last calendar year starting January 1, and ending on December 31, the following to be true and accurate:

“In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections §13-1-21 or §13-1-22 N.M.S.A. 1978, when awarded a contract which was on the basis of having such veteran's preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

“I understand that knowingly giving false or misleading information on this report constitutes a crime.”

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award of the procurement involved if the statements are proven to be incorrect.

ATTACHMENT 6

**NEW MEXICO HIGHLANDS UNIVERSITY
REQUEST FOR PROPOSAL # 17-010-8
NIGP COMODITY CODE: 91039**

New Mexico Highlands University (NMHU) will accept proposals for its CLEANING AND MAINTENANCE SERVICES FOR CAMPUS RESIDENCE HALLS AS NEEDED Request for Proposal Number 17-010-8 (RFP).

A mandatory meeting and site visit will be held at the Facilities Services Department office building located at 1051 11th Street, Las Vegas, New Mexico. It will be held on June 30, 2017 at 1:30 pm.

All proposals must be in NMHU's Purchasing Department prior to 2:00 pm local time on July 11, 2017. Proposals received after that time will not be accepted. Proposals will not be opened publicly.

All proposals shall comply with the New Mexico Procurement Code, and applicable federal, State and local laws.

NMHU reserves the right to waive irregularities, reject any or all proposals, cancel this RFP for any reason and at any time, and/or award a contract that is in its best interest. No proposer may withdraw his proposal for ninety (90) calendar days after the actual date of the opening.

RFP documents can be obtained by contacting Purchasing@nmhu.edu or Jennifer Madrid at 505-454-3395; or Mario Romero at 505-454-3195.