Central New Mexico Community College  
Purchasing Department  
525 Buena Vista SE / PO Box 4586  
Albuquerque, NM 87106 / 87196-4586

INVITATION TO BID NUMBER:  T-2745  
TITLE:  Door Locks, Closers, ADA push plates

DUE DATE:  Wednesday, February 11, 2008  
TIME:  3:00 PM local time (MST)

BUYER:  Gil Rivera  
Telephone number:  505-224-4549  
Fax number:  505-224-4548  
E-mail address:  grivera22@cnm.edu

Technical Contact:  Gil Rivera  
Telephone number:  505-224-4549  
Fax number:  505-224-4548  
E-mail address:  grivera22@cnm.edu

NUMBER OF RESPONSES REQUIRED:  One Original and One (1) Copy

FREIGHT TERMS:  FOB Destination Freight Included  
PAYMENT TERMS:  Net 30 Days

INSTRUCTIONS TO BIDDERS:
The Central New Mexico Community College (CNM) invites you to submit a bid on the material and/or services specified within this Request for Bid (RFB). Please read carefully all instructions, specifications, terms and conditions. Failure to comply with the instructions, specifications, terms and conditions of the Invitation may result in your bid being declared non-responsive. The purchase of materials and/or services awarded under this Invitation are subject to CNM's General Terms and Conditions as well as all statements contained in this Request for Bid. All terms and conditions of the Request for Bid will remain unchanged for the duration of any resultant agreement(s) and will supersede and take precedence over any bidder agreement forms. Additional or different terms proposed by the vendor are hereby rejected.

New Mexico criminal law prohibits bribes, gratuities and kickbacks (13-1-28 through 13-1-199, NMSA 1978).

To bid on the goods or services specified herein, type or print the information requested in the spaces provided on the response forms supplied per SECTIONS D, E, and F. All blank spaces for bid prices, manufacturer’s name and product number offered, delivery, warranty, etc. must be written in ink or typed. Information on the Bid form can be completed using your computer by entering data in the BLUE shaded boxes, but the completed form must be printed out and signed. Corrections shall be initialed in ink by person signing the bid. When bidder makes mistakes in calculating total price where quantities are involved, the unit price shall prevail. If you wish to offer more than one bid for a single item or group of items specified, copy the response form and fill in all spaces by typing or printing in ink. Clearly label the top as an alternate bid, and submit all responses in the same envelope as the original bid. Submit the number of copies of your bid specified above. Each copy is to include all supporting documentation. Failure to submit the required number of copies may result in your bid being considered non-responsive.

The completed bid package must be placed in a SEALED ENVELOPE and submitted to the above address no later than the time and date specified above. Failure to properly identify this RFB # and Bid Due Date and Time on the lower left outside corner of your sealed proposal envelope may result in either premature opening of your proposal or failure to open it upon the correct closing date and time. Fax or email responses will not be considered for award.

Note: Any and all clarifications of instructions, specifications, scope, requirements, terms and conditions, insurance, bonds, or bid preparation, etc. shall be made only by the Buyer listed above. All requests for clarification or exception to instructions, terms and conditions, specifications, requirements, scope, insurance, bonds, or bid preparation, etc. must be made in writing, addressed to the Buyer listed above, and submitted no later than five (5) days prior to the bid due date. Technical questions concerning the requirements of the requester should be directed to the technical clarification contact listed above. If appropriate, CNM Purchasing shall issue written Amendments and addendums and post them at http://www.cnm.edu/purchasing/. It is ultimately the offeror’s responsibility to check for any updates to this procurement.

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BID #T-2745 Advertised Wednesday, January 28, 2009  
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SECTION A: STANDARD BID TERMS AND CONDITIONS

1. ACCEPTANCE.
   Equipment and/or Services - Right to reject; specifications.
   (I) All equipment and/or services furnished will be subject to inspection and testing by buyer and buyer's agents upon arrival and after installation. Any equipment and/or services found by buyer in its sole discretion to be not in accordance with the specifications, drawings, plans, instructions, performance criteria, samples or other description furnished or adopted by buyer for the order or otherwise not in conformance with the terms of the order shall be subject to rejection, return and back charge as appropriate, together with the necessary costs of handling and shipping. Buyer's payment of all or any part of the purchase price prior to such inspection, testing and non-acceptance of the equipment and/or services involved shall not constitute a waiver of any of buyer's rights hereunder.

   (II) When supplier believes that the work and equipment are "finally completed", it shall notify buyer in writing and upon receipt of said notice, buyer shall inspect the work and either accept such work as being "finally completed" or identify in writing to supplier that the work is not finally completed. The work and equipment shall be considered finally completed following successful start-up of the equipment and full operation of such equipment for a reasonable number of days or for such period of time set forth in the applicable Purchase Order, and at that time supplier shall submit a final payment application for all amounts remaining due and owing to supplier under the applicable Purchase Order.

2. ACKNOWLEDGMENT OF AMENDMENT/ADDENDUM.
   Bidders shall acknowledge receipt of any amendments/Addenda to this Invitation by identifying the amendment number and date in the space provided on the form labeled “Signature of Firm's Authorized Representative".

3. ADDRESSES FOR NOTICES. Any notice required to be given or which may be given under this Invitation or the resultant price agreement shall be in writing and delivered in person or via first class mail to the following address:
   Central New Mexico Community College
   Purchasing Department
   525 Buena Vista, SE
   Albuquerque, NM 87106

4. ALTERNATE BIDS. The brand names, part or catalog numbers are used to describe the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Alternate bids will be accepted and considered, unless otherwise specified in the supplementary bid terms and conditions, provided they are equal to and meet all specifications of this Invitation which may include all specifications of the Brand used to identify the quality of the goods and/or services requested. If offering a brand, part or catalog number other than that listed, please indicate items offered and include literature and or technical specifications. Failure to do so may cause offer to be declared non-responsive. CNM reserves the right to make the final determination of whether an alternate bid is equal. It is the contractor's responsibility to provide, as part of the bid, descriptive literature and specification information on all alternates bid. If the bid is not clearly identified as an alternate item, it is understood that the items are bid as specified.

5. AWARD OF BIDS. CNM reserves the right to award this bid based on price and any other evaluation criteria contained herein; to reject any and all bids or any part thereof, and to accept the bid that is in the best interest of CNM.

6. AWARDS. CNM reserves the right to make multiple awards of the items, projects and/or sections of this Invitation. Price agreements may be awarded on a unit basis for each individually numbered item to the lowest responsible bidder; or when a group of items have been consolidated for uniformity, it may be necessary to bid all inclusive items to receive consideration.

7. BID NEGOTIATION. Bidders will not be afforded an opportunity for discussion and revision of bids.

8. BID OPENING. Bid will be opened publicly on the bid due date and time specified on the bid cover sheet in the Purchasing Department Office. Anyone may attend the opening.

9. BRAND NAME NOT REQUIRED. Brand name restrictions do not apply to this invitation.

10. CANCELLATION. CNM reserves the right to cancel without penalty this Invitation, the resultant price agreement or any portion thereof for unsatisfactory performance, unavailability of funds, or when it is in the best interest of CNM.

11. CHANGES/ALTERATIONS AFTER AWARD. Changes or alterations after the award can only be made if agreed to in writing by CNM.

12. CLEAN UP. It is the contractor's responsibility that the job site be kept clean and free of rubble while work is performed under the resultant price agreement. Upon completion of the work, all areas shall be cleared of all contractor's equipment, excess materials and rubble, and the site shall be left broom clean. Disposal of any debris shall be to an appropriate disposal site in accordance with any laws applicable to the type of material being disposed.

13. CONFIDENTIALITY. Any information provided to or developed by the Contractor in the performance of the resultant agreement shall be kept confidential and shall not be made available to any other individual or organization by the Contractor without prior written approval of CNM.

14. CONTRACT. CNM’s purchase order shall be considered the binding agreement/contract. In the event of any inconsistent or incompatible provisions, the purchase order (excluding contractor's bid) shall take precedence, followed by the provisions of the Invitation to Bid, and then lastly, the terms of the vendor’s bid response.

15. CONTRACTOR GUARANTEE. The contractor shall guarantee all materials, equipment and workmanship furnished and or installed to be free of defects and shall agree to replace solely at his/her expense any and all defective equipment, parts, etc. within a one year period after the date of acceptance of the items and or installation by CNM, unless otherwise agreed to in writing at the time of award.

16. DAMAGE AND SECURITY OF CNM PROPERTY. The contractor shall be responsible for all damage to persons or property that occurs as a result of his/her fault or negligence, or that of any of his/her employees, agents and or subcontractors. He/she shall save and keep harmless CNM against all loss, cost, damage, claims, expense or liability in connection with the performance of the resultant price agreement. Any equipment or facilities damaged by the contractor's operations shall be repaired and or restored to their original condition at the contractor's expense, including but not limited to cleaning and painting. The contractor shall be responsible for security of all his/her equipment and for the protection of work done under the resultant price agreement until final acceptance of the work.

17. DELIVERY. Delivery is an important consideration and may be a factor in determining the award. Please state your earliest delivery date in the space provided on the response form. Delivery to be made
18. DELIVERY DELAYS. If after award, the contractor becomes aware of possible problems that could result in delay in the agreed-to delivery schedule, the contractor must immediately notify the Buyer or the designated representative. The initial notification of the delay may be verbal with a written confirmation, giving the probable cause and effect, with recommendations for alternate action. Nothing in this paragraph will be interpreted as relieving the contractor of his/her contractual obligations. However, failure to notify CNM promptly will be a basis for determining the contractor responsibility in an otherwise excusable delay.

19. DISCREPANCIES. If any bidder is of the opinion that the bid specifications as written preclude him/her/it from submitting a response to this Invitation to Bid, it is specifically requested that the bidder’s opinion be made known to the Buyer, in writing, at least seven (7) days prior to the established bid opening date.

20. DISRUPTION OF NORMAL ACTIVITY. All work shall be performed so as not to interfere with normal CNM activities. When it is necessary to disrupt normal activities, the schedule of work and the areas to be affected must be approved by CNM’s authorized representative prior to commencement of the work.

21. EMPLOYEE CERTIFICATION. The contractor and all contractor's employees utilized on the work to be performed under this Invitation must have the proper certification(s) and license(s) to comply with State and local requirements connected to this invitation. The contractor shall use only fully qualified and approved service technicians to perform inspections, service and or repairs under this Invitation.

22. EQUIPMENT REQUIRED. The contractor shall be responsible for supplying and maintaining all equipment and materials necessary to complete the work under this Invitation except as otherwise noted in the Specifications.

23. EXCLUSIVE RIGHTS. Under no circumstances shall this Agreement be construed or deemed to be a contract whereby CNM grants Contractor exclusive right to furnish CNM its needs or requirements for services described herein.

24. FORCE MAJEURE. Neither party to the resultant agreement will be liable to the other for any failure or delay in performance under the resultant agreement due to circumstances beyond its reasonable control including, but not limited to, acts of God, accidents, labor disputes, acts or omissions and defaults of third parties, and official, government or judicial action not the result of negligence of the party failing or late in performing.

25. GENERAL TERMS AND CONDITIONS. CNM's General Terms and Conditions are an equal and integral part of this Invitation.

26. GOVERNING LAW. This Invitation and the resultant price agreement will be interpreted and governed by the Laws of the State of New Mexico.

27. INSPECTIONS. The contractor shall be responsible for securing at his/her expense, all required inspections to comply with Federal, State, and or local regulations governing the work performed under this Invitation. CNM will inspect all work done under this invitation to verify compliance with specifications contained herein. The contractor shall call for all required inspections and have a representative present at all inspections.

28. INSURANCE REQUIREMENTS. It is the intent of CNM to extend Personal Injury, Property Damage, Public Officials Errors and Omissions Insurance coverage as provided to CNM by the New Mexico Public Schools Insurance Authority to the successful offeror(s); but, only in respect of operations by or on behalf of the named insured (CNM).

29. INVITATION TERMS PART OF CONTRACT. This Invitation along with its attachments will be considered to be part of the resultant price agreement and or purchase order and is to be incorporated by reference.

30. LATE SUBMISSIONS. Late submissions of bids will not be considered unless it is determined by CNM that the late receipt was due solely to mishandling by CNM or if the bid is the only one received. All other late submissions will be returned unopened.

31. MODIFICATIONS. Only modifications received prior to the time specified for the closing will be accepted. No modifications will be accepted following the opening. Technical clarifications of the offer may be requested by the Buyer following the opening.

32. NEW MATERIALS REQUIRED. All materials and equipment delivered and or installed under this Invitation shall be new and be the standard products of a manufacturer regularly engaged in the production of the materials and equipment (unless otherwise specified in the supplementary bid terms and conditions). Where two or more units of the same class of materials and or equipment are required, the units shall be the products of the same manufacturer. Any manufacturer's data supplied with the items shall be submitted to CNM's authorized representative.

33. NUMBER FOR BID CLARIFICATION. The Bidder should include a local or toll-free number for bid clarifications. Failure to do so may result in the bid being declared non-responsive.

34. OSHA REGULATIONS. The contractor shall abide by Federal Occupational Safety and Health Administration (OSHA) regulations and the State of New Mexico Environmental Improvement Board occupational health and safety regulations that apply to the work performed under this Invitation. ALL PRODUCTS CONTAINING HAZARDOUS SUBSTANCES MUST BE PROPERLY LABELED AND ACCOMPANIED BY MATERIAL SAFETY DATA SHEETS. The contractor shall defend, indemnify and hold CNM free and harmless against any and all claims, loss, liability and expense resulting from any alleged violations of said regulations including but not limited to fines, penalties, judgments, court costs and attorney fees.

35. OWNERSHIP OF MATERIAL. During the term of the resultant agreement, ownership of all data, material, and documentation originated and prepared by the contractor for CNM shall belong exclusively to CNM.

36. PACKAGING. Packaging of materials shall be suitable to insure that the materials are received in an undamaged condition. All material returns will be at the contractor's expense.

37. PAYMENT DISCOUNTS. CNM will take advantage of payment discounts offered whenever possible; however, payment discounts will not be used as a means to determine the lowest responsible bidder.

38. PERIOD FOR BID ACCEPTANCE. The Bidder agrees, if his/her bid is accepted within 90 calendar days of the closing date, to furnish the goods and services at the prices set forth in his/her bid, delivered to the designated point(s) within the specified time in the delivery schedule. Failure to comply may result in removal from the bidlist. An additional time period may be requested elsewhere in this Invitation.

39. POTENTIAL COSTS UNSPECIFIED. The contractor shall include in his/her bid all material and labor costs known to be required to complete the work under this Invitation including any materials, labor or other costs that are not specifically identified in the
specifications. Any unspecified costs should be identified and included as a separate item in the price bid.

40. POTENTIAL COSTS-UNSPECIFIED, RENTAL. The contractor shall include as a separate item any unspecified additional cost which may be incurred by CNM as a result of a rental under this Invitation. This may include but should not be limited to responsibility for damages to equipment, excessive wear charges, insurance, etc. Please note that no additional costs will be paid by CNM on rentals under this Invitation unless these potential additional costs have been identified in the original offer.

41. PUBLIC INFORMATION. All information, except that marked as confidential, will become public information at the time that the Bid is opened. Confidential information must be marked "CONFIDENTIAL" in red letters in the upper right hand corner of the sheets containing the confidential information. Price and information concerning the specifications cannot be considered confidential.

42. REFERENCES MAY BE REQUIRED. Bidder may be requested to furnish the minimum number of references requested herein. Failure to submit the information may result in your bid being considered non-responsive. Bidder, by furnishing these references, agrees to allow CNM to contact any person or organization listed, and to utilize information obtained in the evaluation of the bid response.

43. RELEASES. Upon final payment of the amount due under the terms of the resultant agreement, the Contractor shall release CNM, its officers and employees from all liabilities, claims and obligations arising from or under the terms of the resultant agreement. The Contractor agrees not to purport to bind CNM to any obligation not assumed herein by CNM unless CNM has expressly authorized the Contractor to do so and then only within the strict limits of that authority.

44. REPLACEMENT PARTS. The quality of all replacement parts shall be equal or greater than the quality of the original parts being replaced. All replacement parts shall be new unless otherwise agreed to in writing.

45. REPORTS AND INFORMATION. At such times and in such forms as CNM may require, there shall be furnished to CNM such statements, records, reports, data and information, as CNM may request pertaining to matters covered by all resultant agreements to this Invitation to Bid.

46. RESIDENTIAL PREFERENCE. In evaluating bids for purchases over $20,000 using State funds, residential preference of 5% will be used in compliance with Sections 13-1-21 of the New Mexico Statutes 1978 Annotated, Chapter 13. Federal law prohibits the use of residential preference when the expenditure involves Federal funds.

47. RESPONSIBLE BIDDER. CNM reserves the right to conduct any investigations deemed necessary to determine the responsibility of a bidder (i.e., prove that his/her financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services, construction or items of tangible personal property described in the invitation for bids). Bidder shall provide audited financial statements if requested by CNM.

48. RESPONSIVENESS OF BIDS. Bidders are hereby expressly instructed that all bids in response to this solicitation shall meet all specifications and requirements of this solicitation.

49. SEVERABILITY. If any provision of the resultant agreement is found invalid or unenforceable, the remainder of the resultant price agreement will be enforced to the maximum extent permissible and the legality and enforceability of the other provisions of the resultant agreement will not be affected.

50. SIGNATURE. The response must be signed by an authorized representative in order for bid to be considered responsive. Compete and return the form labeled “Signature of Firm’s Authorized Representative” with bid response.

51. SITE FAMILIARITY. The contractor shall be responsible for thoroughly inspecting the site and work to be done prior to submitting a bid. The contractor warrants by this submission that he/she has thoroughly inspected the site and work to be done and that his/her offer includes all costs required to complete the work. The failure of the contractor to fully informed regarding the requirements of this Invitation will not constitute grounds for any claim, demand for adjustment or the withdrawal of a bid after the opening.

52. SITE INSPECTION. The site(s) referenced in this document are available for inspection. Arrangements can be made by calling the contact for Technical Clarification shown on the cover page. Note, bidders shall not consider any comments made by employees of CNM to be modifications to the bid specifications unless distributed as a written amendment to this bid by CNM’s Purchasing Department. All requests for clarification must be submitted in writing to CNM’s Purchasing Department to receive consideration. Such requests must be submitted no later than five (5) days prior to the bid due date.

53. STATE AND LOCAL ORDINANCES. The contractor shall perform work under the resultant price agreement in strict accordance with the latest version of all State and local codes, ordinances, and regulations governing the work involved. All materials and labor necessary to comply with the rules, regulations and ordinances shall be provided by the contractor. Where the drawings and or specifications indicate materials or construction in excess of the code requirements, the drawings and or specifications shall govern. The contractor shall be responsible for the final execution of the work to meet these requirements. In the event of a conflict between various codes and standards, the more stringent shall apply.

54. STATUS OF CONTRACTOR. The Contractor is an independent contractor performing services for CNM and neither he/she nor his/her agents or employees shall, as a result of the resultant agreement, incur leave, retirement, insurance, bonding authority, use of CNM vehicles, or any other benefits, prerogatives or allowances normally afforded only to employees of CNM. The contractor acknowledges that all sums received under the resultant agreement are personally reportable by him/her for income, self-employment and other applicable taxes.

55. SUBCONTRACTORS. Any work subcontracted by the contractor shall require the prior written approval of the subcontractor by CNM.

56. SUBMISSIONS OF SAMPLES/DRAWINGS/LITERATURE. It may be necessary to test samples or have demonstrations to make an award. All samples, when required, shall be furnished free of expense to CNM. Returns shall only be made at the Bidder’s request and expense. Bid samples or descriptive literature should not be submitted unless expressly requested; and, regardless of any attempt by a bidder to condition the bid, unsolicited bid samples or descriptive literature shall be submitted at the Bidder’s risk.

57. TAXES. CNM is exempt from Federal Excise Taxes and from New Mexico Sales Taxes on Materials, except construction materials used by a contractor. Services are not exempt. Taxes on services should be included as a separate line item and not included in your base price bid. Applicable taxes are excluded from the evaluation of the bid.

58. TECHNICALITIES. CNM reserves the right to waive any technical irregularities in the form of the bid of the low bidder which do not alter
price, quality or quantity of the services, construction or items of tangible personal property bid.

59. **TELEGRAPHIC/FACSIMILE BIDS.** Telegraphic/Facsimile bids will not be considered. However, bids may be modified by telegraphic/facsimile notice, provided that the notice is received by the time and date specified for the closing.

60. **TERMINATION.** Termination for cause. If the contractor, for any cause, fails or omits to carry out the work in an acceptable manner, CNM may give notice in writing of such failure or omission and of a reasonable time within which to cure the deficiency. Contractor shall be required to take corrective measures within such time. Contractor's failure to comply with such notice and to cure the deficiency as provided in the notice shall subject the Agreement to immediate termination by CNM. In the event of a for-cause termination, CNM shall terminate the Agreement by delivering to the Contractor a written notice of termination. The effective date of termination shall be the date stated in the notice or, if no date is stated, then the date of delivery of the notice. Upon delivery of such notice, Contractor shall have the right to receive payment for services performed prior to termination date, including reimbursement then due.

Termination for convenience of CNM. On fifteen (15) business days written notice to Contractor, CNM may terminate the Agreement in whole or in part for its own convenience in the absence of any default by Contractor. In the event of a no-cause termination, CNM shall terminate the Agreement by delivering to Contractor notice of termination without cause specifying the extent to which performance of work under the Agreement is terminated and the date upon which such termination becomes effective. The effective date of termination shall be the date stated in the notice or, if no date is stated, then the fifteenth (15) business day after delivery of the notice. Within ten (10) calendar days of the effective date of termination, Contractor shall deliver to CNM all documents and any other materials developed under the Agreement. Upon delivery of such notice, the Contractor shall have the right to receive payment for services performed to termination date, including reimbursement then due.

61. **WITHDRAWAL OF BIDS.** Bids may be withdrawn by written notice, telegram or in person by a bidder or an authorized representative any time prior to the award. Bids requiring bid security may result in forfeiture of the security if the bid is withdrawn following the opening.

62. **WORKMANSHIP/COOPERATION.** All work shall be done in a neat, workman-like manner using acceptable equipment and methods. The contractor will cooperate with CNM and other contractors and coordinate his/her work involving other contractors through CNM's authorized representative.
10. **Damages, Demands, and Claims**. The Contractor shall defend any suit or action brought against any or all of them arising out of or connected with performance of the work by or willful misconduct of CNM. In any event, CNM's liability shall be limited to those claims, demands, or damages arising out of the negligent performance and does not cure such failure within a reasonable period of time. In such event, CNM may terminate this order by written notice in whole or in part for Seller's default if Seller shall, in the opinion of the Purchasing department, continue to violate any of the terms of this order. Any claim of Seller for an adjustment under this paragraph must be made in writing within thirty (30) days from the date of receipt of Seller's notice of such change, unless CNM waives this change. Nothing in this paragraph shall excuse Seller from proceeding with performance of the order as changed hereunder.

6. **Termination and Delays.** CNM, by written notice stating the extent and effective date of any change in the order, may terminate the order in whole or in part at any time. CNM shall pay Seller as full compensation for performance until such termination: (1) the unit or pro rata order price for the delivered and accepted portion; and (2) a reasonable amount to be approved by CNM, and not otherwise recoverable from other sources by Seller, with respect to the undelivered or unaccepted portion of this order. Provided, however, compensation hereunder shall in no event exceed the total order price. Such amount will be limited to Seller's actual cost and may not include anticipated profits.

8. **Indemnification and Insurance.** Seller assumes the entire responsibility and liability for losses, expenses, damages, demands and claims in connection with or arising out of any actual or alleged personal injury (including death) and/or damage or destruction to property sustained or alleged to have been sustained in connection with or arising out of the performance of the work by Seller, its agents, employees, subcontractors or consultants, except to the extent of liability arising out of the negligent performance of the work by or willful misconduct of CNM. In any event, CNM's liability shall be limited to the limitations of the New Mexico Tort Claims Act. Seller shall indemnify and hold harmless CNM, its officers, agents, and employees from any and all liability for such losses, expenses, damages, demands, and claims and shall defend any suit or action brought against any or all of them based on any actual or alleged personal injury or damage and shall pay any damage costs and expenses including attorney's fees in connection with or resulting from such suit or action. Seller agrees that it and its subcontractors will maintain public liability and property damage insurance in reasonable amounts covering the above obligation and will maintain workers' compensation coverage covering all employees performing this order.

9. **Patent and Copyright Indemnity.** Seller shall pay all royalty and license fees relating to deliverables and other items covered hereby. In the event any third party shall claim that the reproduction or use, sale of goods or items covered hereby infringes any copyright, trademark, patent, or other intellectual property rights, Seller shall indemnify and hold CNM harmless from any cost, expense, damage, or loss resulting therefrom.

10. **Discounts.** Any discount time will not begin until the materials, supplies, or services have been received and accepted and correct invoice received by CNM's Purchasing Department. In the event testing is required, the discount time shall begin upon the completion of the tests.

**SECTION B.**

1. **Inspection and Audit.** a. CNM may inspect, at any reasonable time, any part of Seller's plant or place of business which is related to performance of this Purchase Order. Acceptance of delivery shall not be considered acceptance of the materials, supplies or services furnished. Final inspection of product and services will be made at the destination. Any testing or inspection procedures required by the specifications are in addition to CNM's rights under this paragraph. b. The Contractor shall maintain detailed time records which indicate the date, time and nature of services rendered. Contractor shall maintain detailed records of all materials or supplies delivered to CNM under this Purchase Order, including serial numbers and other appropriate identifiers. These records shall be subject to internal and external audit. CNM shall have the right to audit billings both before and after payment. Payment under the resultant Agreement shall not preclude CNM from recovering excessive, erroneous or illegal payments previously made to the Contractor.

2. **Warranties.** Seller warrants the materials, supplies or services furnished to be exactly as specified in this order, free from defects in Seller's design, labor, materials and manufacture, and to be in compliance with any drawings or specifications incorporated herein and with any samples furnished by Seller. All applicable UCC warranties, express and implied, are incorporated herein.

3. **Acceptance and Rejection.** If prior to final acceptance, any materials, supplies or service are found to be defective or not as specified, or, if CNM is entitled to revoke acceptance of them, CNM may reject or revoke acceptance, require Seller to correct without charge within a reasonable time, or require delivery at an equitable reduction in price at CNM's option. Seller shall reimburse CNM for any incidental and consequential costs related to rejected materials, supplies or service. Notwithstanding final acceptance and payment, Seller shall be liable for latent defects, fraud, or such gross mistakes as amount to fraud. Acceptance of performance shall not waive CNM's right to claim damages for breach.

4. **Assignment.** This order is assignable by CNM. Except as to any payment due hereunder, this order is not assignable by Seller without written approval of CNM.

5. **Changes.** CNM's Purchasing department may make changes within the general scope of this order by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of, or the time required for performance of this order, an appropriate equitable adjustment shall be made. No change by Seller shall be recognized without prior written approval of CNM's Purchasing department. Any claim of Seller for an adjustment under this paragraph must be made in writing within thirty (30) days from the date of receipt of Seller's notification of such change, unless CNM waives this change. Nothing in this paragraph shall excuse Seller from proceeding with performance of the order as changed hereunder.

11. **Penalties.** The Procurement Code, Section 13-1-28 et seq., imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

12. **Title and Delivery.** Title to the materials and supplies passed hereunder shall pass to CNM at the F.O.B. point specified subject to the right of CNM to reject upon inspection. For any exception to the delivery date specified, Seller shall give prior notification and obtain approval from CNM's Purchasing Department. Time is of the essence and the order is subject to termination for failure to deliver on time.

13. **Payment Charges.** Late payment charges shall be paid in the amount and under the conditions stated in Section 13-1-158, NMBA 1978.

14. **Other Applicable Laws.** Any provision required to be included in a contract of this type by any applicable and valid Executive order, federal, state or local law, ordinance, rule or regulation shall be deemed to be incorporated herein.

15. **OSHA Regulations.** The contractor shall abide by Federal Occupational Safety and Health Administration (OSHA) regulations and the State of New Mexico Environmental Improvement Board Occupational Health and Safety regulations that apply to the work performed under this Invitation. ALL PRODUCTS CONTAINING HAZARDOUS SUBSTANCES MUST BE PROPERLY LABELED AND ACCOMPANYED BY MATERIAL SAFETY DATA SHEETS. The contractor shall defend, indemnify and hold CNM free and harmless against any and all claims, loss, liability and expense resulting from any alleged violations of said regulations including but not limited to fines, penalties, judgments, court costs and attorney fees.

16. **Debarment/Suspension.** In performing the services and/or furnishing the goods specified within this purchase order, the vendor/contractor certifies that it is not suspended, debarred or declared ineligible from entering into contracts with the Executive Branch of the Federal Government, any State agency or local public body; nor is in receipt of a notice of proposed debarment or suspension from the Executive Branch of the federal Government, any State agency or local public body.

**SECTION 2**

**GOVERNMENT SUBCONTRACT PROVISIONS**

If this order is subcontract under a U.S. Government Prime Contract, the applicable clauses listed below are incorporated into, and form a part of, the terms and conditions of this order. In the event of any conflict between the terms and condition of Section 2 and any other provisions of this order the terms and conditions of Section 2 shall prevail. The clauses contained in the following paragraphs of the Federal Acquisition Regulations are incorporated herein by reference. For purposes of this Purchase Order, in the following clauses, the term "contract" shall mean "this order", the term "contractor" shall mean "Seller" and the term "Government" and "Contracting Officer" shall mean "CNM" and the "Director of Purchasing," respectively.

The following provisions of the Federal Acquisition Regulations (FAR) apply regardless of the amount of this order: * Anti-kickback Procedures: 52.203-7 Buy American Act 52.222-1 * Contract Work Hours and Safety Standards Act-Overtime Comp. 52.222-4 * Equal Employment Opportunity 52.222-26 Notice to the Government of Labor Disputes 52.222-1 Preference for U.S. Flag Air Carriers (For international air travel) 52.247-63 Restriction on Subcontractors to the Government 52.203-6 Service Contract Act of 1946 (Reserved) 52.222-41 * Termination for Convenience of Government (Education and other Nonprofit Institutions) 52.249-1(a)(6) CNM reserves all administrative, contractual, and legal remedies against Seller in case of any breaches of the contract.

* On contracts funded by federal grants, only the Special Terms and Conditions clauses identified by the asterisk (*) are incorporated into this contract.
SECTION C:  
SCOPE OF WORK AND SPECIFICATIONS FOR CNM’S, BID #T-2745

Central New Mexico Community College (CNM) Purchasing Department on behalf of the Security Department, is soliciting bids for the purchase of Card Reader Locks. Note: CNM is eligible for academic pricing. CNM is a secondary educational institution supported by the State of New Mexico. Please refer to Section D Bidders response form for specifications.

INSTRUCTIONS TO BIDDERS

Bidders are encouraged to submit prices on any or all items as their ability to furnish dictates. CNM reserves the right to make multiple awards of the items, projects and/or sections of this Invitation.

1. All prices shall be F.O.B. Destination to and shall include all charges, including but not limited to freight, insurance, and other associated costs that may be imposed in fulfilling the terms of this agreement. All equipment, labor, packaging, supplies, materials, freight, shipping, handling, delivery, set up, installation, manufacturers warranty, insurance, documentations and other associated costs are to be included in the unit costs bid.

2. The bidder should present in detail, all products and services offered in response to this invitation. Bidders shall provide enough information to support that items offered meet all critical specifications identified in Bidder’s Response Form.

3. Brand name and Brand Name or equal specifications:
   a. Brand name restrictions apply to LOT 1. Alternate brands will not be considered for this lot.
   b. Brand name or equal performance alternate brands will be considered (LOT 2 and LOT 3 only).
   c. The use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition.
   d. Any offer that proposes like quality, design or performance will be considered, providing sufficient descriptive literature, specification sheets, etc. are included to properly evaluate the equivalency.
   e. It is the bidder’s responsibility to make sure all products proposed are adequately described.
   f. Bidders shall provide brand name, model, and all applicable part numbers, for all substitute items offered, in Section D of the Bidder’s Response Form.

4. New and unused equipment is required; used or gray market products are not allowed.

5. It should not be assumed that the buyer has specific knowledge of the products proposed, but has sufficient technical background to conduct an evaluation when presented complete information.

6. Questions should be directed to the Buyer, Gil Rivera (505) 224-4549. Note: Any and all clarifications of instructions, specifications, scope, requirements, terms and conditions, insurance, or bid preparation, etc. shall be made only by the Buyer. All requests for clarification or exception to instructions, terms and conditions, specifications, requirements, scope, insurance, or bid preparation, etc. must be made in writing, addressed to the Buyer and submitted no later than five (5) days prior to the bid due date. If appropriate, CNM Purchasing shall issue a written Amendment/Addendum, which shall thereafter become part of this Invitation to Bid. No oral interpretations shall be binding upon CNM unless reduced to a written Amendment/Addendum issued by CNM Purchasing prior to the bid due date and time.

7. Bidders shall provide no less than manufacturers warranty or as indicated on the Bid response form which ever is greater.

8. CNM reserves the right to make multiple awards of the items, projects and/or sections of this Invitation. Lots may be awarded on a unit basis for each individually numbered item to the lowest responsible bidder; or when a group of items have been consolidated for uniformity, it may be necessary to bid all inclusive items to receive consideration

Please return in duplicate:
• Section D: Bid response Form
• Section E: Signature of Firm’s Authorized Representative and Debarment/Suspension Status & Non –Collusion Affidavit Form.
• Section F: Small and Small Disadvantaged Business Certification.
SECTION D:  BID RESPONSE FORM FOR BID # T-2745

CNM reserves the right to make multiple awards on this bid. CNM reserves the right to award by lot, individual item or consolidate all or groups of bid items, whatever is in the best interest of CNM.

COMPANY NAME:

RESIDENTIAL PREFERENCE NUMBER:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Qty</th>
<th>Unit</th>
<th>Part Number and Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>LOT 1: Card Reader Locks</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td><strong>BRAND NAME RESTRICTIONS APPLY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>10</td>
<td>Box</td>
<td>P/N HIC-F0850-BLAN, Blank Keycard for Solitaire 850 Hi-C, 100 cards/Box, KABA-ILCO.</td>
<td>$_________</td>
<td>$_________</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>State Estimated Delivery Date:________ Days ARO.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Manufacturer’s Standard Warranty: Yes [ ] No [ ]</td>
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<td>Circle “Yes” or “No” or state Other:___________________</td>
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<td>State brand offered:_____________________________</td>
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<td>State model offered:_____________________________</td>
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</tr>
<tr>
<td>2.</td>
<td>30</td>
<td>Ea.</td>
<td>P/N 8525021KR02-626, Cylindrical Card Reader Lock, Model 850 Solitaire, KABA-ILCO.</td>
<td>$_________</td>
<td>$_________</td>
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<td>State Estimated Delivery Date:________ Days ARO.</td>
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<td>Manufacturer’s Standard Warranty: Yes [ ] No [ ]</td>
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<td>Circle “Yes” or “No” or state Other:___________________</td>
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<td>State brand offered:_____________________________</td>
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<td>State model offered:_____________________________</td>
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<tr>
<td>3.</td>
<td>30</td>
<td>Ea.</td>
<td>P/N 8525021KL02-626, Cylindrical Card Reader Lock, Model 850 Solitaire, KABA-ILCO.</td>
<td>$_________</td>
<td>$_________</td>
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<td></td>
<td>State Estimated Delivery Date:________ Days ARO.</td>
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<td></td>
<td>Manufacturer’s Standard Warranty: Yes [ ] No [ ]</td>
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<td>Circle “Yes” or “No” or state Other:___________________</td>
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<td>State brand offered:_____________________________</td>
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<td></td>
<td></td>
<td>State model offered:_____________________________</td>
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</tr>
</tbody>
</table>

LOT 1, Total, FOB DESTINATION: $_________

BID #T-2745 Advertised Wednesday, January 28, 2009
Copyright CNM, 2009. All rights reserved.
SECTION D: BID RESPONSE FORM FOR BID # T-2745

CNM reserves the right to make multiple awards on this bid. CNM reserves the right to award by lot, individual item or consolidate all or groups of bid items, what ever is in the best interest of CNM.

COMPANY NAME:

RESIDENTIAL PREFERENCE NUMBER:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Qty</th>
<th>Unit</th>
<th>Part Number and Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT 2: Door Closers</td>
<td></td>
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<tr>
<td>Brand name or Equal Performance</td>
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<td>4.</td>
<td>75</td>
<td>Ea.</td>
<td>P/N 7500, Door Closer, Aluminum Finish, NORTON or Equal Performance.</td>
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<td></td>
</tr>
<tr>
<td>State Estimated Delivery Date:________ Days ARO.</td>
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<td></td>
</tr>
<tr>
<td>Manufacturer’s Standard Warranty: Yes ☐ No ☐</td>
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<td></td>
</tr>
<tr>
<td>Circle “Yes” or “No” or state Other:___________________</td>
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<tr>
<td>State brand offered:________________________________</td>
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<td>State model offered:________________________________</td>
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<tr>
<td>$________</td>
<td>$________</td>
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<td></td>
</tr>
</tbody>
</table>

LOT 2, FOB DESTINATION, Total: $________

LOT 3: ADA Push Plate Package |
| Brand name or Equal Performance |
| 5. | 75 | Ea. | P/N 6R1U3, Push Plate Package comprising 6” stainless steel push plate, mounting box, and 300MHz transmitter. Item must be compatible with Horton S7000 and S7100 ADA operators, LARCO or Equal Performance. |
| State Estimated Delivery Date:________ Days ARO. |
| Manufacturer’s Standard Warranty: Yes ☐ No ☐ |
| Circle “Yes” or “No” or state Other:___________________ |
| State brand offered:________________________________ |
| State model offered:________________________________ |
| $________ | $________ |

LOT 3, FOB DESTINATION, Total: $________

PAYMENT DISCOUNTS OFFERED:
Note: CNM will take advantage of payment discounts offered Whenever possible; however, payment discounts will not be used As a means to determine the lowest responsible bidder

GRAND TOTAL, LOTS 1, 2 & 3, FOB DESTINATION: $________
SECTION E: SIGNATURE OF FIRM'S AUTHORIZED REPRESENTATIVE

By signing below, contractor acknowledges that it is a competent firm capable of providing the items and/or services requested, is properly licensed for providing the items or services specified, has read this Invitation to Bid, understands it, and agrees to be bound by its terms and conditions. Contractor hereby agrees to furnish items and/or services, at the prices quoted, pursuant to all requirements and specifications contained in this document, upon receipt of an authorized purchase order from the purchasing department, and further agree that the language of this document shall govern in the event of a conflict with its bid. The undersigned, being duly authorized to sign bidding documents and act on behalf of the contractor in an official capacity, certifies that the items and/or services offered on this Invitation to Bid meets or exceeds all specifications, terms and conditions as described in this Invitation to Bid without exceptions. I understand that items and/or services not meeting all specifications, terms and conditions will be rejected and all costs shall be borne by the contractor.

Please fill in all spaces below:

Company Name__________________________________________

Address________________________________________________________

City, State, Zip_______________________________________________

Phone Number________________ FAX Number________________ Email________________________________________________________

Contact Person for Clarification of Bid Response________________________________________________________

Residential Preference Number (Applies to BIDS over $20,000 only)________________________________________________________

NM Tax ID________________ Federal Tax ID________________

Applicable NM License Numbers________________________________________________________

Is your firm a "New York state business enterprise"? Yes______ No______ If yes, provides supporting documentation.

Acknowledgment of Amendment/Addendum

Specify Number(s) and Date(s) #____ date #____ date #____ date #____ date #____ date

Printed/Typed Name and Title of Individual Signing________________________________________________________

Signature of Member Authorized to Sign for Firm________________________________________________________

DEBARMENT/SUSPENSION STATUS & NON-COLLUSION AFFIDAVIT FORM

DEBARMENT/SUSPENSION STATUS

1. The vendor/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 of proposed debarment from any State agency or local public body.

2. The vendor/contractor agrees to provide immediate notice to CNM's Purchasing Department in the event of being suspended, debarred or declared ineligible by any State or Federal department or agency, or upon receipt of a notice of proposed debarment that is received after the submission of this bid but prior to the award of the purchase order/contract.

NON-COLLUSION AFFIDAVIT

The undersigned, duly authorized to represent the persons, firm and/or corporation joining and participating in the submission of the foregoing bid (such persons, firm and/or corporation hereinafter being referred to as the vendor/contractor), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm, or corporation, nor any person duly representing the same joining and participating in the submission or the foregoing bid/proposal, has directly or indirectly entered into any agreement or arrangement with any other vendor/contractors, or with any employee of CNM, or any person, firm or corporation under contract with CNM whereby the contractor, in order to induce the acceptance of the foregoing bid by CNM has paid or is to pay any other vendor/contractor or to the aforementioned persons anything of value whatsoever, and that the vendor/contractor has not directly or indirectly entered into any agreement or arrangement with any other vendor/contractor which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above Non-Collusion Affidavit and Debarment/Suspension Disclosure Statement and that he/she understands and will comply with these requirements. The undersigned further certifies that he/she have the authority to certify compliance for the vendor/contractor named below.

Signature__________________________________________ Title________________

Printed/Typed Name__________________________________________ Date________

Company________________________________________________________

Address________________________________________________________

City/State/Zip____________________________________________________
SECTION F: SMALL AND SMALL DISADVANTAGED BUSINESS CERTIFICATION

1.0 Small Business - An enterprise independently owned and operated, not dominant in its field and meets employment and/or sales standards developed by the Small Business Administration. See 13 CFR 121.201

1.a Small Disadvantaged Business - A Small Business Concern owned and controlled by socially and economically disadvantaged individuals; and

(1) Which is at least 51% owned by one or more socially and economically disadvantaged individuals; or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals and

(2) Whose management of daily operations is controlled by one or more such individuals. The contractor shall presume Black Americans, Hispanic Americans, Native Americans (such as American Indians, Eskimos, Aleuts and Native Hawaiians), Asian-Pacific Americans and other minorities or any other individual found to be disadvantaged by the Administration pursuant to Section 8 (a) of the Small Business Act and

(3) Is certified by the SBA as a Small Disadvantaged Business.

1.b Women-Owned Business Concern - A business that is at least 51% owned by a woman or women who also control and operate it. Control in this context means exercising the power to make policy decisions. Operate in this context means being actively involved in the day-to-day management.

1.c HUBZone Small Business Concern - A business that is located in historically underutilized business zones, in an effort to increase employment opportunities, investment and economic development in those areas as determined by the Small Business Administration's (SBA) List of Qualified HUBZone Small Business Concerns.

1.d Veteran-Owned Small Business Concern - A business that is at least 51% owned by one or more veterans; or in the case of any publicly owned business, at least 51% of the stock of which is owned and controlled by one or more veterans and the management and daily business operations of which are controlled by one or more veterans.

1.e Service Disabled Veteran-Owned Small Business - A business that is at least 51% owned by one or more service disabled veterans; or in the case of any publicly owned business, at least 51% of the stock of which is owned and controlled by one or more service disabled veterans and the management and daily business operations of which are controlled by one or more service disabled veterans. Service disabled veteran means a veteran as defined in 38 U.S.C. 101 (2) with a disability that is service connected as defined in 13 U.S.C 101(16).

Company Name: __________________________ Telephone: __________________________

Street Address: __________________________ County: __________________________

City: __________________________ State & Zip: __________________________

Is this firm a (please check): ☐ Division ☐ Subsidiary ☐ Affiliated? ☐ Primary NAICS Code __________________________

If an item above is checked, please provide the name and address of the Parent Company below:

________________________________________________

Signature and Title of Individual Completing Form:

________________________________________________

Printed/Typed Name and Title of Individual Signing

________________________________________________

Date

Please return this form to:
CNM Community College
Purchasing Department
A Bldg, Room A-128
525 Buena Vista SE
Albuquerque, NM 87106
(505) 224-4546 (voice)
(505) 224-4548 (fax)

NOTE: This certification is valid for a one-year period. It is your responsibility to notify us if your size or ownership status changes during this period. After one year, you are required to re-certify with us.

Check All Categories That Apply:

☐ 1. Small Business
☐ 2. Small Disadvantaged Business (Must be SBA Certified)
☐ 3. Woman Owned Small Business
☐ 4. HUBZone Small Business Concern (Must be SBA Certified)
☐ 5. Veteran Owned Small Business
☐ 6. Disabled Veteran Owned Small Business
☐ 7. Historically Black College/University or Minority Institution
☐ 8. Large Business

Notice: In accordance with U.S.C. 645(d), any person who misrepresents a firm's proper size classification shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

If you have difficulty determining your size status, you may contact the Small Business Administration at 1-800-U-ASK-SBA OR 202-205-6618, You may also access the SBA website at www.sba.gov/size or you may contact the SBA Government Contracting Office at 817-684-5301. (Rev. 3/8/04)
AMENDMENT # 1

DATE: February 2, 2009

TO: All Bidders of Record

FROM: Gil Rivera, Buyer

SUBJECT: Amendment #1 to T-2745 “Card Reader Locks”

This amendment becomes part of the Contract Documents and modifies the original bidding documents as noted below:

1. Title has been changed.
   Was: “Card Reader Locks”
   Is Now: “Door Locks, Closers, and ADA Push Plates”

2. Item 3 part number has changed.
   Was: 8525021KR02-626
   Is Now: 8525021KL02-626

3. Added Lot 2, Item 4, Door Closers

4. Added Lot 3, Item 5, ADA push plate package

As noted on the RFB, CNM reserves the right to place multiple orders by item, by lot, or for all items. The terms and conditions from the RFB shall apply to all orders.

All other specifications, terms and conditions remain unchanged. Bidders are required to acknowledge receipt of this Amendment in the space provided in Section E. The due date and time of February 11, 2009 at 3PM MST remains unchanged.