

Southeast New Mexico College
REQUEST FOR QUOTES (RFQ)
RFQ# 20260330001

Quotation for
Electrical Apprenticeship Program Items



Southeast New Mexico College

RFQ DUE TIME AND DATE: 12:00 pm MST 5/1/2026
PROCUREMENT CONTACT: Rebecca Silva at 575-234-9213
E-MAIL: purchasing@senmc.edu

LOCATION:
Southeast New Mexico College
Procurement Services
Main Building, Room 108
1500 University Dr.
Carlsbad, NM 88220

OFFICIAL CONTACTS ONLY

This RFQ contains restrictions on contact with Board of Trustees, SGSENM, Faculty and Staff, SENMC's consultants or others working on behalf of SENMC. Violation of this policy may lead to disqualification. See General Instructions on page 7 of this document.

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OVERVIEW

Southeast New Mexico College Procurement Services has issued this competitive sealed request for quotations for the purpose of obtaining responsive proposals from responsible parties to provide Items for the Electrical Apprenticeship Program at SENMC.

RFQ SCHEDULE

SENMC Procurement Services will make every effort to adhere to the following schedule:

Event	Responsibility	Date
1. Issuance of RFQ	SENMC	4/2/2026
2. Deadline to Submit Written Questions	Potential Respondents	4/17/2026
3. Response to Written Question/RFQ Amendments	SENMC	4/24/2026
4. Submission of Proposals	Respondents	5/1/2026
5. Review of Proposals	SENMC Evaluation Committee	5/8/2026
6. Agreement Awarded	SENMC Procurement Services	5/22/2026

BACKGROUND

Southeast New Mexico College, “SENMC”, was established in 1950 as the State’s first Community College and was named the Carlsbad Instructional Center. Ten years later, the Center was renamed as a branch campus of the New Mexico State College System. In 1980, the campus was relocated to a new building, which was expanded with an additional wing of classrooms in 1987. In 1996, a computer facility wing for occupational programs was added to the existing facilities. The newest building, the Allied Health Center, was completed in 2011 to house programs in Nursing and Allied Health.

The College celebrated its 70th year of record accomplishments on October 2, 2020. Throughout its existence, the College has helped shape lives and in turn, shape the community of Carlsbad. The College appreciates the continued support of the Carlsbad and Eddy County community. Effective July 1, 2021, SENMC Carlsbad started another phase of its rich history by transitioning from NMSU Carlsbad to Southeast New Mexico College as an independent Community College.

SCOPE OF WORK

Southeast New Mexico College (SENMCC) is interested in obtaining competitive quotes for items for our Electrical Apprenticeship Program.

	Category	Item Description	Spec / Notes	Suggested (or equal)	Qty
1	Consumables	0–10 V dimmers	Wallbox 0–10 V dimmer, 120–277 V (e.g., Lutron Diva DVSTV); low-end trim; no power pack required.	Lutron Diva DVSTV-WH or equal	15
2	Consumables	15A breakers (for training panels)			30
3	Consumables	15A duplex receptacles	NEMA 5-15R, spec/commercial grade, back/side wire; UL 498.		100
4	Consumables	20A breakers (for training panels)			30
5	Consumables	20A duplex receptacles	NEMA 5-20R, spec/commercial grade, back/side wire; UL 498.		20
6	Consumables	2-pole 20/30A breakers			10
7	Consumables	3-way switches	3-way toggles, spec/commercial grade; UL 20.		40
8	Consumables	4" square metal boxes	UL listed device boxes/covers; standard KO patterns.		100
9	Consumables	4-way switches	4-way toggles, spec/commercial grade; UL 20.		20
10	Consumables	AA/AAA/9V batteries (mixed)			100
11	Consumables	Abrasive pads/emery cloth			100

12	Consumables	Anti-oxidant compound	No-oxide compound for AL terminations.		2
13	Consumables	Blank covers	UL listed device boxes/covers; standard KO patterns.		50
14	Consumables	Bushings (plastic & metal) 1/2"–1"			200
15	Consumables	Cable ties (assorted)			1000
16	Consumables	Connectors & couplings (EMT set-screw/compression)	Assortment to match sizes; EMT set-screw & compression types UL 514B / NEMA FB-1 listed.		1
17	Consumables	Control cable 18/2	18 AWG stranded copper, 300–600 V; PVC jacket, color-coded pairs for controls.		500
18	Consumables	Control cable 18/4	18 AWG stranded copper, 300–600 V; PVC jacket, color-coded pairs for controls.		500
19	Consumables	Control fuses 10×38 (assorted)			1
20	Consumables	Control fuses 5×20 mm (assorted)			1
21	Consumables	Device rings (mud rings) various depths	UL listed device boxes/covers; standard KO patterns.		100
22	Consumables	Dielectric grease			2
23	Consumables	EMT 1"	EMT steel, trade size 1", 10' lengths; zinc-coated; UL 797 / ANSI C80.3 compliant.		500
24	Consumables	EMT 1/2"	EMT steel, trade size 1/2", 10' lengths; zinc-coated; UL 797 / ANSI C80.3 compliant.		2000

25	Consumables	EMT 3/4"	EMT steel, trade size 3/4", 10' lengths; zinc-coated; UL 797 / ANSI C80.3 compliant.		1000
26	Consumables	Eaton M22 LED modules (pilot lights)	Eaton M22 LED modules/pilot lights.	Eaton M22-LED / M22-FLED	20
27	Consumables	Eaton M22 contact blocks (NO/NC)	Eaton M22 NO/NC spring-cage contact blocks.	Eaton M22-K / M22-FK	40
28	Consumables	Eaton M22 spare 22 mm operators (PBs, e-stop)	Eaton M22 operators (PBs, e-stop), IP66/67/69K; spare set.	Eaton M22 family	10
29	Consumables	Electrical tape (black)			48
30	Consumables	Emergency light units/heads	LED units/heads; 90-min battery; test switch.	Lithonia / Sure-Lite or equal	4
31	Consumables	Extension rings	UL listed device boxes/covers; standard KO patterns.		100
32	Consumables	Ferrules 18–10 AWG (assorted)	DIN wire ferrules assortment for 18–10 AWG.		1000
33	Consumables	First aid refills			1
34	Consumables	Fuse holders (control)			20
35	Consumables	GFCI receptacles 15/20A	Self-test Class A GFCI, tamper-resistant, 125 V; UL 943 & UL 498.	Eaton Arrow Hart / Hubbell self-test Class A	20
36	Consumables	Ground screws/clips	10-32 ground screws/clips assortment.		100
37	Consumables	Hacksaw blades			50
38	Consumables	Heat-shrink tubing (assorted)			1

39	Consumables	Insulated terminals (R/B/Y assorted)	Ring/spade/butt terminals assortment; 22–10 AWG.		1000
40	Consumables	LED A-19/BR-30 lamps (mixed)			40
41	Consumables	LED drivers for 0–10 V demos	0–10 V dimmable LED drivers, 120–277 V input.		10
42	Consumables	LFMC 1/2"	Liquid-tight Flexible Metal Conduit 1/2"; sunlight-resistant jacket; UL 360.		200
43	Consumables	LFMC 3/4"	Liquid-tight Flexible Metal Conduit 3/4"; sunlight-resistant jacket; UL 360.		100
44	Consumables	LOTO tags (refill)			200
45	Consumables	Label maker cartridges (heat-shrink)			2
46	Consumables	Label maker cartridges (tape)			3
47	Consumables	Lever connectors (2/3/5-port)	Lever-actuated 2/3/5-port splicing connectors; 600 V; CU conductors.	WAGO 221 or equal	500
48	Consumables	Lugs (assorted)	CU/AL mechanical lugs assortment; UL 486A/B.		50
49	Consumables	MC 12/2	Type MC cable, aluminum armor, THHN/THWN conductors, 600 V; include equipment grounding conductor.		500
50	Consumables	MC 12/3	Type MC cable, aluminum armor, THHN/THWN conductors, 600 V; include equipment grounding conductor.		500

51	Consumables	MC connectors	Assortment to match sizes; EMT set-screw & compression types UL 514B / NEMA FB-1 listed.		1
52	Consumables	Machine screws 6-32			500
53	Consumables	Machine screws 8-32			500
54	Consumables	Mule tape 3/16"			1000
55	Consumables	NM-B 12/2	Type NM-B cable, 600 V, 90°C conductors, dry locations; construction per UL 719; include ground.		1000
56	Consumables	NM-B 12/3	Type NM-B cable, 600 V, 90°C conductors, dry locations; construction per UL 719; include ground.		500
57	Consumables	NM-B 14/2	Type NM-B cable, 600 V, 90°C conductors, dry locations; construction per UL 719; include ground.		500
58	Consumables	NM-B 14/3	Type NM-B cable, 600 V, 90°C conductors, dry locations; construction per UL 719; include ground.		250
59	Consumables	Occupancy sensors	Ceiling/wall PIR or dual-tech; vacancy/auto-on selectable; LV or line-voltage as specified.		10
60	Consumables	Octagon boxes	UL listed device boxes/covers; standard KO patterns.		50
61	Consumables	PVC Sch40 1/2"	Rigid PVC Sch 40 Sch40, gray, solvent-cement; UL 651 / NEMA TC-2.		300

62	Consumables	PVC Sch40 3/4"	Rigid PVC Sch 40 Sch40, gray, solvent-cement; UL 651 / NEMA TC-2.		200
63	Consumables	PVC fittings	Assortment to match sizes; EMT set-screw & compression types UL 514B / NEMA FB-1 listed.		1
64	Consumables	Phase color tape set			12
65	Consumables	Plastic single-gang boxes	UL listed device boxes/covers; standard KO patterns.		100
66	Consumables	Pull string			5000
67	Consumables	Shop wipes, rags, cleaners			1
68	Consumables	Single-pole switches	Toggle switches, spec/commercial grade; UL 20.		80
69	Consumables	Straps 1"			100
70	Consumables	Straps 1/2"			100
71	Consumables	Straps 3/4"			100
72	Consumables	THHN #10 Black	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: Black.		500
73	Consumables	THHN #10 Green	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: Green.		500
74	Consumables	THHN #10 Red	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: Red.		500
75	Consumables	THHN #10 White	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: White.		500

76	Consumables	THHN #12 Black	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: Black.		1000
77	Consumables	THHN #12 Blue	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: Blue.		1000
78	Consumables	THHN #12 Green	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: Green.		1000
79	Consumables	THHN #12 Red	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: Red.		1000
80	Consumables	THHN #12 White	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: White.		1000
81	Consumables	THHN #8 Black	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: Black.		500
82	Consumables	THHN #8 Green	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: Green.		500
83	Consumables	THHN #8 White	Copper THHN/THWN-2, 600 V, 90°C wet/dry, nylon-jacketed per UL 83; color: White.		500
84	Consumables	Tapcon 1/4" × 1-3/4"			200
85	Consumables	Tie mounts			200
86	Consumables	Utility blades			200
87	Consumables	Weatherproof in-use covers	UL listed device boxes/covers; standard KO patterns.		20

88	Consumables	Wedge anchors 3/8"			50
89	Consumables	Wire lubricant			2
90	Consumables	Wire/circuit labels & marker cards			1
91	Consumables	Wirenuts (assortment)	Twist-on splicing connectors; copper conductors; UL 486C.	IDEAL Wire-Nut or equal	1000
92	IT & Classroom	Apprentice laptops/tablets			10
93	IT & Classroom	Document camera			1
94	IT & Classroom	Instructor laptop			1
95	IT & Classroom	Large-format plan sets (per station)			5
96	IT & Classroom	NCCER Electrical Levels 1–4 (print or eText)			10
97	IT & Classroom	NEC 2023 (softbound or spiral)			10
98	IT & Classroom	NEC 2023 Handbook			2
99	IT & Classroom	Printer + spare toner			1
100	IT & Classroom	Projector or interactive display			1
101	IT & Classroom	Ugly's Electrical Reference			10
102	IT & Classroom	Whiteboards (large)			3
103	PPE & LOTO	Arc-rated demo PPE kits (hood/face shield/jacket)			2
104	PPE & LOTO	Group LOTO hasps			6
105	PPE & LOTO	LOTO station board with keyed-different locks			1

106	PPE & LOTO	LOTO tags (consumable)			200
107	PPE & LOTO	Portable GFCI protection units			4
108	PPE & LOTO	Rubber insulating floor mats for panel fronts			4
109	PPE & LOTO	Safety signage & eyewash bottles			1
110	PPE & LOTO	Spill kit + SDS binder			1
111	Shared Lab Tools	3/8" torque wrench + sockets			2
112	Shared Lab Tools	Cable sheaves & bushings (assortment)			1
113	Shared Lab Tools	Chop saw for conduit (guarded)			1
114	Shared Lab Tools	Conduit tri-stand/vises			3
115	Shared Lab Tools	Cordless drill/driver kit			5
116	Shared Lab Tools	Cordless drill/driver kit (spare)			1
117	Shared Lab Tools	EMT bender, 1"	EMT steel, trade size bender,, 10' lengths; zinc-coated; UL 797 / ANSI C80.3 compliant.		3
118	Shared Lab Tools	EMT bender, 1/2"	EMT steel, trade size bender,, 10' lengths; zinc-coated; UL 797 / ANSI C80.3 compliant.		5
119	Shared Lab Tools	EMT bender, 3/4"	EMT steel, trade size bender,, 10' lengths; zinc-coated; UL 797 / ANSI C80.3 compliant.		5
120	Shared Lab Tools	Extension ladder 20'			2
121	Shared Lab Tools	Ferrule crimper			2

122	Shared Lab Tools	Fiberglass glow rods set			5
123	Shared Lab Tools	Fire extinguisher ABC			2
124	Shared Lab Tools	First aid kits (ANSI)			2
125	Shared Lab Tools	Fish tape 100'			2
126	Shared Lab Tools	Fish tape 50'			5
127	Shared Lab Tools	Heat gun			2
128	Shared Lab Tools	Heavy-duty cable cutter up to 4/0			2
129	Shared Lab Tools	Hickey bender for RMC			2
130	Shared Lab Tools	Hole saw kit + arbors			1
131	Shared Lab Tools	Hydraulic lug crimper 8 AWG-4/0 + dies			1
132	Shared Lab Tools	Hydraulic/ratcheting knockout set up to 2"			2
133	Shared Lab Tools	Impact driver			5
134	Shared Lab Tools	Industrial labeler + cartridges			2
135	Shared Lab Tools	Ladder 6' stepladder			5
136	Shared Lab Tools	Ladder 8' stepladder			2
137	Shared Lab Tools	Manual knockout punch set up to 1-1/4"			5
138	Shared Lab Tools	Manual ratchet threader set			1
139	Shared Lab Tools	Material carts			3

140	Shared Lab Tools	PVC heat box			2
141	Shared Lab Tools	Panel carts			2
142	Shared Lab Tools	Platform ladder			2
143	Shared Lab Tools	Portable GFCI power distribution cords			4
144	Shared Lab Tools	Portable band saw			2
145	Shared Lab Tools	Portable capstan/small tugger			1
146	Shared Lab Tools	Power threader for RMC			1
147	Shared Lab Tools	Ratcheting crimper for insulated terminals			5
148	Shared Lab Tools	Reciprocating saw			2
149	Shared Lab Tools	Rolling scaffold			1
150	Shared Lab Tools	Rotary hammer drill SDS-Plus			1
151	Shared Lab Tools	Shop vacuum			2
152	Shared Lab Tools	Step-bit (Unibit) assortments			10
153	Shared Lab Tools	Strut frames for raceway labs			5
154	Shared Lab Tools	Torque screwdriver			2
155	Shared Lab Tools	Workbench with vises & power			5
156	Storage & Facility	Battery charging bank/area			1
157	Storage & Facility	Conduit racks			2

158	Storage & Facility	Job boxes			2
159	Storage & Facility	Ladder rack/storage			1
160	Storage & Facility	Scrap copper/steel recycling bins			2
161	Storage & Facility	Student lockers/cubbies (lockable)			10
162	Storage & Facility	Tool storage cabinets			6
163	Storage & Facility	Wire spool racks with payout			2
164	Test & Measurement	Branch circuit tracer/toner			2
165	Test & Measurement	Circuit breaker finder/tracer			2
166	Test & Measurement	Clamp meter, True RMS, CAT III 600 V			5
167	Test & Measurement	Continuity/toner for LV			2
168	Test & Measurement	GFCI/AFCI tester			2
169	Test & Measurement	Ground resistance tester (clamp-on or 3-pole)			1
170	Test & Measurement	IR thermal imager			1
171	Test & Measurement	Insulation resistance tester (100–500 V)			2
172	Test & Measurement	Motor rotation/phase sequence tester			2
173	Test & Measurement	Phase rotation meter			2
174	Test & Measurement	Power quality analyzer (basic 3-phase)			1

175	Test & Measurement	VDV cable tester (basic)			1
176	Training Systems	CAT6 cabling practice boards & patch panels	Training-grade system; include manuals and curriculum.		2
177	Training Systems	Commercial raceway strut frames & supports	Training-grade system; include manuals and curriculum.		5
178	Training Systems	Emergency lighting/exit demo	Training-grade system; include manuals and curriculum. Preferred: EmergencyLighting.com / ExitExpo components.		1
179	Training Systems	Fire alarm demo panel & devices (training only)	Training-grade system; include manuals and curriculum. Preferred: Potter / Kidde FX / Simplex training ecosystems.		1
180	Training Systems	Grounding & bonding demo boards	Training-grade system; include manuals and curriculum.		2
181	Training Systems	HMI panels (basic)	Training-grade system; include manuals and curriculum.		2
182	Training Systems	Lighting controls demo kits (0–10 V, occupancy)	Training-grade system; include manuals and curriculum. Preferred: Lutron Diva DVSTV + Energi Savr Node QSN-4T16-S.		2
183	Training Systems	Motor control trainers with 22 mm operators (Eaton M22 compatible)	Training-grade system; include manuals and curriculum. Preferred: Amatrol 85-MT5 (Tech-Labs/LAB Midwest).		5
184	Training Systems	PLC trainers (I/O, sensors, 22 mm operators)	Training-grade system; include manuals and curriculum. Preferred: Amatrol Portable PLC		5

			(AB CompactLogix 990-PAB53A series).		
185	Training Systems	Residential wiring stud-wall bays (2 students/bay)	Training-grade system; include manuals and curriculum. Preferred: Toolkit Technologies RW-201 / TCI RW-201; Realityworks; iConnect TUE-150/TUE-200.		5
186	Training Systems	Training distribution panels with interlocks/LOTO	Training-grade system; include manuals and curriculum. Preferred: DAC Worldwide LOTO trainer features.		2
187	Training Systems	Transformer trainers (1-ph & 3-ph)	Training-grade system; include manuals and curriculum. Preferred: Hampden H-TTD-2A / H-TTD-1A.		2
188	Training Systems	VFD + motor demo sets	Training-grade system; include manuals and curriculum. Preferred: Amatrol 990-DRV1F (Rockwell PowerFlex).		3

Please include: unit price, extended price, lead time, substitutions (if any), warranty, and SPA/NASPO pricing where applicable.

TERMS AND CONDITIONS

Following the selection of a firm, SENMC will enter into good faith negotiation of a formal agreement that will be consistent with the provisions in this RFQ and which will include the Southeast New Mexico College Standard Terms and Conditions and the AIA Standard Contract. By submitting a proposal, Respondent acknowledges that these terms and conditions will be included in the agreement unless exceptions to the terms and conditions are included in the proposal. SENMC reserves the right to reject proposals requesting major deviations from the standard terms and conditions.

PROPOSAL GENERAL INSTRUCTIONS

1. Proposals must be received by SENMC at Procurement Services no later than the due date in the table (local time) at which time said proposals will be opened and recorded as received.
2. SENMC is seeking proposals from qualified individuals and/or companies in accordance with the RFQ (Request for Quotation) scope of work.
3. Any inquiries or requests regarding clarification of this procurement document should be submitted to SENMC Procurement Services in writing at 1500 University Dr., Carlsbad, NM 88220, or purchasing@senmc.edu. Respondents may only contact Procurement Services with questions regarding the Request for Proposals or other procurement documents. Other SENMC departments or employees do not have the authority to respond on behalf of SENMC. Respondents MAY NOT contact other SENMC departments. Any other communication will be considered unofficial and non-binding. Communication directed to parties other than Procurement Services will have no legal bearing on this RFQ or resulting agreement(s).
4. Any contact during the RFQ evaluation process, or attempt to have contact with the Evaluation Committee, where it is unsolicited by the Evaluation Committee's members, is grounds for disqualification of any offer.
5. Respondents should promptly notify Procurement Services of any ambiguity, inconsistency, error, or missing attachments that they may discover upon examination of the RFQ. Any response made by Procurement Services will be provided in writing to all Respondents by addendum; no verbal responses will be authoritative.
6. No Addendum will be issued later than five (5) days before the date for receipt of proposals, except an Addendum withdrawing the Request for Qualifications or one that extends the time for submission of proposals/qualifications.
7. The envelope or subject line containing the completed proposal and literature **must** be marked "Request for Quotation" with the corresponding RFQ# and addressed as follows:

MAIL TO:

Southeast New Mexico College
Procurement Services
1500 University Dr.
Carlsbad, NM 88220

PHYSICAL ADDRESS:

SENMC Business Office
1500 University Dr.
Carlsbad, NM 88220

OR SUBMIT THRU EMAIL: purchasing@senmc.edu

Important Information: All proposals must be submitted before the due date. **It is the Respondent's responsibility to ensure that RFQ documents arrive before the established due date and time.**

Respondents are strongly encouraged to review, create, and submit all bid responses several days in advance of the bid closing time. It is the responsibility of the Respondent to allow sufficient time for the hazards of traffic, weather, finding a parking space, and locating the proper office.

8. Any and all submissions not received by the proposal submission date and time will be rejected and returned unopened.

9. SENMC may, in its sole discretion, extend the time for the submission of offers if determined to be in the best interest of SENMC. Such extensions will be by addendum, which may be issued before the submission due date.

10. Definitions: This section contains definitions that apply to this RFQ, and any proposal submitted in response, except as may be otherwise noted in the Proposal:

- a) "Agreement" will mean an agreement for the procurement of items of tangible personal property or services.
- b) "Contractor" will mean the successful Respondent
- c) "Determination" will mean a successful Respondent.
- d) "Desirable" the terms "may," "can," "should," or "prefers," identify a desirable or discretionary item or factor.
- e) "Evaluation Committee" will mean a body of SENMC employees and/or other representatives assigned to perform the evaluation of Respondent proposals.
- f) "Finalist" is defined as a Respondent who meets all the mandatory specifications of the Request for Bid and whose score on evaluation factors is sufficiently high to qualify that Respondent for further consideration by the Evaluation Committee.
- g) "Mandatory" the terms "must," "will," "is required," or "are required," identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Respondent's proposal or bid.

- h) “Respondent” is any person, corporation, or partnership that chooses to submit a proposal or a bid.
 - i) “Purchase Order” will mean the document that directs a contractor to deliver items of tangible personal property or services pursuant to an existing agreement.
 - j) “Request for Proposal” or “RFQ” and “Request for Qualifications” or “RFQ” means all documents, including those attached or incorporated by reference, used for soliciting proposals.
 - k) “Responsive Respondent” will mean a Respondent who submits a responsive offer and who has furnished, when required, information and data to prove its financial resources, production or service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the bid.
 - l) “Responsive Offer” will mean an offer that conforms in all material respects to the requirements set forth in the request for proposal.
11. Any exceptions to the terms and conditions, scope of work, and/or specifications will be listed separately in the proposal and unless otherwise stated. The specifications included are the minimum requirements. The specifications submitted herein are all available to SENMC at the time of this mailing. Minor deviations from the listed specifications may be considered.
 12. This request for proposal may be canceled, or proposals may be rejected in whole or in part when it is in the best interest of SENMC.
 13. SENMC reserves the right, in its sole discretion, to waive minor informalities in offers submitted, provided that such informalities have no effect on the price, quality, quantity, fitness, delivery, or any matter to be evaluated in making a selection and confer no material advantage on the Respondent whose non-conformity is waived.
 14. Any response received may be rejected by SENMC depending on available competition and the timely needs of SENMC. SENMC reserved the right to award the agreement to the responsive Respondent submitting a Responsive Offer with the resulting agreement most advantageous and in the best interest of SENMC.
 15. All costs incurred by a Respondent in connection with responding to this RFQ, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with SENMC will be borne by the Respondent.

16. This procurement in no manner obligates SENMC until a valid signed agreement or valid Purchase Order is executed.
17. SENMC may add to or delete from the Scope of Work set forth in this RFQ.
18. SENMC reserves the right to eliminate any Respondent who submits incomplete or inadequate responses or is not responsive to the requirements of this RFQ.
19. SENMC reserves the right to discontinue negotiations with any selected Respondent.
20. In submitting an offer to this invitation, Respondent certifies that Respondent has not, either directly or indirectly, entered into action in restraint of full competition in connection with the proposal submitted by SENMC.
21. The contents of the proposals will be kept confidential until SENMC awards an agreement. At that time, all proposal documents pertaining to this procurement will be open to the public, except that SENMC Procurement Services will not disclose or make public any pages of a bid or otherwise required by law, and subject to the following requirements:
 - a) Proprietary or confidential data will be readily separable from the offer in order to facilitate eventual public inspection of the non-confidential portion of the offer. Confidential data is normally restricted to confidential financial information concerning the Respondent's Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered, or the cost of services proposed, may not be designated as proprietary or confidential information.
22. Where a brand name or equal specification is used in a solicitation, 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. If a Respondent proposes an "equal" to the scope of work/specifications, SENMC reserves the right to refuse any or all Proposals and is the sole interpreter of the scope of work/specifications and sole judge as to whether the "equal" proposed complies with the scope of work/specifications.
23. By responding to RFQ, Respondents acknowledge and agree to the terms and conditions set forth in this RFQ.
24. Respondent will submit one (1) original proposal or one (1) identical emailed copy of the proposal to the location specified in item 7 of this section. Fax copies are not accepted.
25. In accordance with 13-1-129 NMSA 1978, Respondents are hereby notified that other Governmental entities within the State of New Mexico, or as otherwise allowed by their respective governing directives, may contract for services with the awarded Respondent.

26. A business (contractor, subcontractor, or supplier) that has either been debarred or suspended Pursuant to the requirements of 12-1-177 through 13-1-180, and 13-4-11 through 13-14-17NMSA 1978, as amended, will not be permitted to do business with SENMC and will not be considered for award of the agreement during the period it is debarred or suspended.
27. By submitting a proposal, the Respondent certifies that no relationship exists between the Respondent and SENMC that interferes with fair competition or is a conflict of interest; and a relationship exists between such Respondent and another person or firm that constitutes a conflict of interest adverse to SENMC.
28. The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and Criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

PROTESTS

1. Any Respondent who is aggrieved in connection with a solicitation or award of an agreement (Protestant) may protest to SENMC Procurement Services in accordance with the requirements of the Contracting Procurement Regulations and the State Procurement Code. The protest should be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the facts or occurrences giving rise thereto (13-1-172 NMSA 1978). The protest must be in writing and delivered to the Director of Finance, Procurement Services (Director), Southeast New Mexico College, 1500 University Dr., Carlsbad, NM 88220.
2. In the event of a timely protest under this section, the Director of Finance and SENMC may not proceed further with the procurement unless the Director of Finance makes a determination that the award Agreement is necessary to protect the substantial interests of SENMC (13-1-173 NMSA1978).
3. The Director of Finance or her/his designee has the authority to take any action reasonably necessary to resolve a protest of an aggrieved Respondent concerning a procurement. This will be exercised in accordance with adopted regulations, but will not include the authority to award money damages or attorneys' fees (13-1-173 NMSA 1978).
4. The Director of Finance or her/his designee will promptly issue a determination relating to the protest. The determination will:
 - a) State the reasons for the action taken; and

b) Inform the Protestant of the right to judicial review of the determination pursuant to 13-1-183 NMSA 1978.

5. A copy of the determination issued under 13-1-175 NMSA 1978 will immediately be mailed to the Protestant and other Respondents involved in the procurement (13-1-176 NMSA 1978).

EVALUATION CRITERIA

Proposals must address each of the following criteria. Each proposal may be awarded points up to the numeric value listed. Points will be awarded in compliance with NMSA 13-1-21 for New Mexico In-State Resident Business and Resident Veteran Business. If the proposal is a joint venture, the Offeror shall state in the submitted proposal the percentage of work that will be performed by Resident Business and/or Resident Veteran Business. Please Note: An Offeror cannot be awarded both a resident preference and a resident veteran business preference. Offerors shall include in their proposal a copy of the certificate issued by the State of New Mexico Taxation & Revenue.

	Weight
Price Total Cost (including tax if applicable and shipping fees) Unit Price (if applicable) Discounts or cost savings	70
Compliance with Specifications Meets all technical requirements Equivalent or better quality Adherence to the scope of work	15
Delivery/Schedule Ability to meet the required delivery timeline Lead times	10
Vendor Responsibility Relevant experience Past performance or references Financial Stability Required licenses or certifications	5
New Mexico Resident Business Preference: 5% of the total possible points to a resident business. Respondent must include a copy of their In-State Certificate issued by State of New Mexico Taxation & Revenue Dept.	5

<p>Veteran New Mexico Resident Business Preference: 10% of the total possible points to a resident veteran business. To qualify a Respondent must include a copy of their Resident Veteran Certificate issued by State of New Mexico Taxation & Revenue Department.</p> <ul style="list-style-type: none"> • 10 Points for Resident Veteran Business/Contractor with annual gross revenues of up to three million dollars (\$3,000,000) in the preceding tax year as verified by State of NM Tax & Revenue. 	10
Total Possible Awarded Points	115

Note: FAILURE to adequately address and meet the above requirements may be cause for the proposal to be deemed non-responsive by the procurement officer.

SUBMITTAL REQUIREMENTS

(For ease of evaluation, Proposals should be formatted in the order listed below)

The Respondent is particularly encouraged to address all points to be evaluated as described in each factor of the evaluation criteria. If a factor of evaluation is not adequately responded to by the Respondent, the Respondent may be determined to be non-responsive. The Respondent should contact SENMC for clarification of evaluation criteria or terminology.

Proposals must not exceed thirty-five (35) single-sided pages, excluding front and back cover, vendor questionnaire, debarment and suspension certificate, non-collusion certificate, copy of In-State preference certificate, any required attachments, blank dividers, table of contents, and Federal form requirements.

Proposals Must Include:

A letter of transmittal containing the following:

- A. Name, address, telephone/fax number and email address of business
- B. Primary contact
- C. Authorized signature and title of Respondent
- D. Date of proposal
- E. Statement that Respondent has the ability to provide the services requested and will comply with the agreement terms and conditions set forth in this RFQ, and acknowledgment of any addenda unless specifically requesting changes to certain terms and conditions if awarded an agreement.

Price: Total Cost (including taxes if applicable and shipping fees). SENMC is tax-exempt for tangible goods. Unit pricing (if applicable) and any applicable discounts or cost savings.

Compliance with Specifications: Meets all technical requirements, equivalent or better quality, and adheres to the scope of work.

Delivery/Schedule: Ability to meet the required delivery timeline. SENMC is requesting 2-4 weeks lead time where available.

Vendor Responsibility: Relevant experience, past performance or references, financial stability, and required licenses or certifications.

Attachment: Debarment & Suspension Form, Non-Collusion Form, Vendor Questionnaire, and W9. These forms can be found at <https://senmc.edu/procurement/procurement-forms/index.html>

PROPOSAL CHECKLIST

- ✓ Include one (1) original or one (1) identical electronic copy of your proposal. Please provide a CD or Jump Drive with the proposal loaded. Fax copies are not accepted.
- ✓ Include List of References.
- ✓ Acknowledge all addenda in the letter of transmittal.
- ✓ Review all clarifications/questions/answers.
- ✓ Clearly mark your proposal with “Request for Quote” and the corresponding RFQ number on the front of the envelope.
- ✓ Deliver sealed proposal to Southeast New Mexico College, Procurement Services located in Carlsbad, New Mexico 88220 before the due date.

If not completed as required, your proposal may be deemed non-responsive.

Contact Procurement Services immediately if any portion of the RFQ is missing. This Proposal Checklist is for informational purposes only and is not required to be submitted with your proposal. The Proposal Checklist is not all-inclusive, so Respondents are advised to read the RFQ carefully to ensure all items are addressed in their proposal.