

Horizons of New Mexico  
**Contract Proposal Acceptance**



### 1. Contract Information

State Agency or LPB: New Mexico Department of Game and Fish  
Service being purchased: Regional Property Management Services (ABQ and Roswell)  
State Use member business: Tresco  
Total contract amount: TBD - Based on Need of Agency  
Contract Term: 03/01/2023 Through 02/29/2024

### 2. Purchaser Acceptance

As the purchaser of this service, I attest that:

- ☒ I have reviewed the proposal submitted.
- ☒ To the best of my knowledge, the proposal materially represents fair market price for the services.
- ☒ I accept the offered price listed above.
- ☒ I am aware of the procedure for determining Significant Adverse Impact as adopted by the Council for Purchasing for Persons with Disabilities, and entering this contract will not result in adverse impact. (See Section 3 below.)

Signature of Purchaser: TIMOTHY SINTAS

 Digitally signed by TIMOTHY SINTAS  
Date: 2023.02.10 10:38:16 -07'00'

Date: 02-10-2023

Name of Purchaser: Timothy Sintas

Title: Procurement Supervisor

Email address: tim.sintas@dgf.nm.gov

Phone: 505-470-3561

Comments: Terms and Rates listed in attached (To be renewed on an annual basis by mutual agreement of both parties, this is based on NMDGF's approval of satisfactory performance by TRESCO)

### 3. Significant Adverse Impact

The procedure for determining Significant Adverse Impact as adopted by the Council for Purchasing for Persons with Disabilities can be found at the following link:

<http://horizonsofnewmexico.org/docs/Adverse-Impact-July132016.pdf>

Any purchaser who believes their agency/LPB will experience significant adverse impact by entering the contract as proposed by Horizons of New Mexico has the opportunity to request a review as set forth in section III.2 of the procedure.



6121 Indian School Rd., NE Suite 102 Office: 505.345.1540  
 Albuquerque, New Mexico 87110 Fax: 505.345.2303

February 2, 2023

Tim Sintas, CPO  
 Procurement Supervisor/Administrative Services Division  
 New Mexico Dept. Game and Fish  
 1 Wildlife Way, Santa Fe, NM 87507  
 (505) 470-3561 - Office  
[Tim.Sintas@dgf.nm.gov](mailto:Tim.Sintas@dgf.nm.gov)

**Subject: Regional Property Management Services -- 2023-2024**

Dear Mr. Santos,

Horizons of New Mexico, on behalf of our member businesses, Tresco, is pleased to provide our proposed pricing for Regional Property Management Services of the Albuquerque and Roswell New Mexico Department of Game & Fish offices.

**Our pricing is as follows:**

Albuquerque Office

Item	Qty	Unit	Description	Base Price	HNM fee	Total Price
1*	1	HR	Hourly Rate for Building Operation services - (Janitorial, shredding, recycling, Grounds keeping, Pest control) - Albuquerque Office	\$ 34.95	\$ 1.75	\$ 36.70
2*	1	HR	Preventative Maintenance - Electrical, Mechanical, Fire Protection and Plumbing. Normal working hours: 8:00am – 5:00pm - Albuquerque Office	\$ 161.90	\$ 8.10	\$ 170.00
3*	1	HR	Breakdown Maintenance - Electrical, Mechanical, Fire Protection and Plumbing. Emergency/After Hours/weekends/Holidays - Albuquerque Office	\$ 171.43	\$ 8.57	\$ 180.00
4	1	Billed Rate	Subcontractor pass-through costs (services including, but not limited to pest control, document destruction, various maintenance)	As invoiced by subcontractor	5% of invoice	Invoice total + 5%
5^	1	HR	Hourly Rate for Tresco Administrative/ Management Expense of Subcontractor (Minimum 1 hour per subcontractor/project)	\$ 34.95	\$ 1.75	\$ 36.70

Roswell Office

Item	Qty	Unit	Description	Base Price	HNM fee	Total Price
1*	1	HR	Hourly Rate for Building Operation services - (Janitorial, shredding, recycling, Grounds keeping, Pest control) - Roswell Office	\$ 33.67	\$ 1.68	\$ 35.35
2*	1	HR	Preventative Maintenance - Electrical, Mechanical, Fire Protection and Plumbing. Normal working hours: 8:00am - 5:00pm - Roswell Office	\$ 147.62	\$ 7.38	\$ 155.00
3*	1	HR	Breakdown Maintenance - Electrical, Mechanical, Fire Protection and Plumbing. Emergency/After Hours/weekends/Holidays - Roswell Office	\$ 161.90	\$ 8.10	\$ 170.00
4	1	Billed Rate	Subcontractor pass-through costs (services including, but not limited to pest control, document destruction, various maintenance)	As invoiced by subcontractor	5% of invoice	Invoice total + 5%
5^	1	HR	Hourly Rate for Tresco Administrative/ Management Expense of Subcontractor (Minimum 1 hour per subcontractor/project)	\$ 33.67	\$ 1.68	\$ 35.35

**Note:**

\* - (1, 2, 3) Indicates that Tresco employees performs the labor and purchases the parts.

^ - (5) When subcontracted resources are used to perform building, preventative and with Department approved breakdown repairs Tresco will only charge management and administrative fees.

Northwest Office

Rey Sanchez

7816 Alamo Rd. NW

Albuquerque, NM 87120

Southeast Office:

Andrew Gray, Captain

1615 West College Boulevard

Roswell, NM 88201

**Our pricing was based on the following assumptions:**

- Each quoted price represents a one (1) hour unit for the specific service(s)
- Prices were each quoted by the proposed service provider for the location
- Term of services for the Albuquerque office: 3/1/2023 – 2/29/2024
- Term of services for the Roswell office: 3/1/2023 – 2/29/2024

## **Scope of Work/Specifications**

The purpose of this agreement is to provide Property Management Service for the Department's Southeast Regional Office (9,302 sq. ft.), warehouse, covered storage and grounds (16 acres) and the Northwest Regional Office, Albuquerque (9 Acres) (10,260 sq. ft).

The Southeast Regional Office property is located at 1615 West College Boulevard, Roswell 88201. The services required will be daily operation of the buildings and maintenance of all facility systems including parts as required by the equipment original operations manual(s). Services will need to be performed Monday through Friday 8:00am till 5:00pm except for after hour's emergencies. NMDGF is required to be on site for all after hours emergency work. Bidders and NMDGF are to supply a call list (name & phone number) for after-hours response.

The Northwest Regional Office property is located at 7816 Alamo Road NW, Albuquerque, NM 87120. The services required will be daily operation of the buildings and maintenance of all facility systems including parts as required by the equipment original operations manual(s). Services will need to be performed Monday through Friday 8:00am till 5:00pm except for after hour's emergencies. NMDGF is required to be on site for all after hours emergency work. Bidders and NMDGF are to supply a call list (name & phone number) for after-hours response.

### **Term:**

The term of the agreement shall be as stated above from date of contract with the option to extend on a year-to-year basis, by mutual agreement of all parties.

The Department agrees to pay awarded vendor for property maintenance services on a monthly basis. If the awarded vendor fails to meet performance standards, then the Department may withhold payments due or to become due.

In the event of a product cost increase, an escalation request will be reviewed by this office on an individual basis. Please be aware this measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase. Price decreases as well as increases shall apply. If vendor's prices are reduced for any reason, users shall receive the benefit of such reductions. Price increases will not be retroactive to orders already in house or backorders. Orders will be filled at the price in effect on the date of receipt of the order by the vendor.

Failure to meet performance standards of the scope of work in a time frame established by the Department shall constitute breach of contract which could result in immediate cancellation of the contract with the offending bidding contractor.

Awarded vendor shall hold harmless, indemnify and defend the Department of Game and Fish, the New Mexico State Game Commission and the State of New Mexico of and from any and all liability, claims, causes, causes of action damages, judgments and other obligations (including but not limited to attorney's fees and costs) arising out of or attributable, in whole or in part, to bidding contractor's acts or omissions or any other matters incurred or arising out of work done by such bidding contractors contemplated by this Agreement. Any liability incurred by the Department of Game and Fish, the New Mexico State Game Commission or the State of New Mexico hereunder is subject to the immunities and limitations of the New Mexico Tort Claims Act (Sections 14-4-1 et seq. NMSA 1978).

Scope of work for daily Operation of the Buildings is to be established and maintained for all buildings as follows:

Janitorial Services -Monday through Friday between 8am and 5pm

- Clean and supply the Four (4) bathrooms daily in the main office. Clean and supply two (2) bathrooms weekly in the warehouse. Public area will need to be swept and/or mopped 2 times a week.
- Office corridors will need to be swept and/or mopped weekly.
- Semiannual stripping and waxing of all polished concrete floors.
- Trash to be emptied in the individual offices weekly and disposed of in supplied external dumpster. Carpeted areas in the lobby, training rooms and conference rooms shall be vacuumed weekly or as needed. Individual offices shall be swept upon request by the resident employee.
- Annual carpet cleaning with truck mounted unit.
- General office dusting/cleaning is to be done daily throughout the office areas (breakrooms, workroom, and lobby). All Janitorial equipment, chemicals, paper products, trash liners, soap and all other sundries are to be furnished by awarded vendor. This cost should be included in the monthly bid.

- Awarded vendor is responsible for maintaining updated Material Safety Data Sheets MSDS information on site for all chemicals used.
- Window cleaning – as needed in entrances, and periodically throughout building twice per year.

Shredding Service -A certified shredding vendor shall be used to manage confidential waste and containers shall be supplied and emptied on a set periodic schedule. Awarded bidder would need to subcontract a certified confidential waste vendor for this service as part of their bid cost.

Recycling Service -Recycling containers shall be supplied and emptied on a set periodic schedule. Recycle shall include cardboard, paper, aluminum and plastic at a minimum in appropriate collection points or through a waste recycle vendor.

Grounds Keeping Service (16 acres) - Maintenance of all landscape and vegetation, irrigation system operation and maintenance, weed control, litter control (tumble weeds, trash), cleaning exterior chairs/tables, blowing off of all parking, walkways and general maintenance of paths on a weekly schedule. Awarded vendor will supply all equipment to do the landscape maintenance.

Pest Control Service -Monthly internal and external spraying for insects. Provide exterior building perimeter control of rodents. Awarded vendor will be licensed for pest control and supply all equipment and chemicals. The use of subcontractor will be permitted upon department approval.

Scope of work for maintenance of all Facility Systems is to be established and maintained as follows for all electrical, mechanical, fire protection and plumbing systems for all buildings. This can be subbed out or Vendor performed if licensed. All maintenance services shall be tracked through a maintenance management system to include location, equipment name, date and time of service, type of service, hours taken to do the service and parts used. All oils, greases and parts (filters, lightbulbs, etc.) will be supplied by the bidding contractor for normal and preventative maintenance activities.

Normal Operation – Correct operation, correct adjustment, correct settings (prevention of human error). Rounds and readings shall be done on a set interval on all equipment.

#### **Preventative Maintenance:**

Daily Maintenance shall include basic manufacture recommended maintenance for the equipment conditions, checking, and minor servicing provided by the awarded vendor.

Periodic Maintenance shall include manufacture recommended maintenance for the periodic checking, periodic overhaul inspection, and periodic servicing provided by the awarded vendor.

Predictive Maintenance shall include manufacture recommended maintenance for the condition monitoring, medium-interval and long interval servicing provided by the awarded vendor.

#### **Breakdown Maintenance:**

Prompt abnormal detection, emergency repairs, recurrence prevention. All troubleshooting will be done by the bidding contractor. Breakdown repairs post warranty will be paid for by NMDGF. Requires pre-approval prior to repair by NMDGF.

**\*\*\*\*Accounts Payable contact information required prior to completion of work.**

Horizons of New Mexico and our member organizations have a strong commitment to provide the highest quality of services to meet the ever-changing needs of our customers. We will be glad to discuss our pricing with you at your convenience. In the meantime, should you have any questions, please contact our office.

Sincerely,

*Matt Loehman*

Matt Loehman

Executive Director

Horizons of New Mexico

(505) 345-1540

[mloehman@horizonsofnewmexico.org](mailto:mloehman@horizonsofnewmexico.org)