

**REQUEST FOR PROPOSALS**  
**FOR**  
**MID- SIZE SPORT UTILITY VEHICLE**

**RFP No. 2022-001**

**Project Name:** Mid- Size Sport Utility Vehicle

**Contracting Agency:** Pecos Valley Artesian Conservancy District  
2303 East Second Street (Zip-88201)  
P.O. Box 1346  
Roswell, NM 88202-1346  
  
Telephone: (575) 622-7000

**Date:** 9/26/22

**Procurement Manager:** Kelli Goodpasture  
Water Resource Specialist

## REQUEST FOR PROPOSAL

### For one (1) Mid-Size Sport Utility Vehicle

Competitive sealed proposals will be received by Pecos Valley Artesian Conservancy District (hereinafter referred to as "PVACD"), 2303 East Second Street, Roswell, New Mexico 88201, RFP # 2022-001.

Proposals will be received at PVACD's offices, 2303 East Second Street, Roswell, New Mexico 88201, until 4:00 p.m., **Friday, October 28, 2022**. Submitted proposals will not be publicly opened. Any proposals received after closing time will be rejected and returned unopened. The fact that a proposal was dispatched will not be considered.

Copies of the Request can be obtained in person at the office of the Water Resource Specialist at 2303 East Second Street, Roswell, New Mexico 88201, on the PVACD website at [www.pvacd.com](http://www.pvacd.com) under the heading of RFP, or will be mailed upon written or telephone request to Kelli Goodpasture, Water Resource Specialist, at 575-622-7000.

PVACD reserves the right to reject any/all proposals and waive all informalities as deemed in the best interest of the District.

Kelli Goodpasture

PVACD

Water Resource Specialist

**Pecos Valley Artesian Conservancy District**  
**Bid Information & Instructions**  
**Full Size Sport Utility Vehicle**  
**Bid #2022-001**

1. Quote prices F.O.B delivered to Roswell, New Mexico – **Pricing Shall Include all Freight, set-up, installation, training and dealer preparation.**
2. Reference attached Specifications
3. Record all Pricing information on the attached proposal & contract sheet in its entirety or the proposal may be rejected.
4. Provide product availability
5. The mid-size Sport Utility Vehicle must be a model year 2022 or newer. Specifications are to be met to the best of the ability of the manufacturer or dealer, and any deviations from the attached specifications must be noted as an alternate. Please send supporting documentation (pictures and written specifications) for any alternate vehicle submitted.
6. **Delivery to take place after March 1, 2023.** Payment of the invoice will not proceed until equipment has been delivered, inspected, and approved by the superintendent or an authorized/approved representative of PVACD.
7. Unit must carry the manufacturer’s standard new machine warranty or dealer/vendor warranty for a minimum six (6) months. A copy of the warranty must be attached to the bid proposal. Any additional available warranties may be described and priced as optional.
8. Vendor/Dealer must supply one (1) copy of current product literature with proposal.
9. Vendor/Dealer must supply one (1) Current parts manual, and one (1) current service manual upon delivery of the vehicle.
10. **PVACD is requesting guaranteed pricing for at least 60 days after the bid opening date.**
11. PVACD reserves the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The PVACD reserves the right to conduct discussions, requested additional information and accept revisions of Proposals from any or all other bidders. The PVACD reserves the right to negotiate with the bidder whose proposal is deemed most favorite.

**Sport Utility Vehicle Specifications**  
**Bid #2022-001**

**One (1) Mid-Size Sport Utility Vehicle**

The Sport Utility Vehicle should include the following or comparable equipment and accessories.

- Model year 2022 or newer with gasoline engine;
- Two rows; 6 passenger/seat;
- Four-wheel drive (4x4/4WD).
- Bluetooth and/or hands-free phone capabilities.

**Pecos Valley Artesian Conservancy District**  
**Bid #20 \_\_\_-00\_\_\_**

**Contractor:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Bid No.:** \_\_\_\_\_

Project: Full Size Sport Utility Vehicle  
\_\_\_\_\_

Bid opening date and time: \_\_\_\_\_

Location: 2303 East Second Street, Roswell, New Mexico 88201  
\_\_\_\_\_

Attached or included are the following proposed Contract Documents:

1. Introduction and Invitation to bid
2. Instructions to Bidders
3. Specification
4. Proposal and Contract

Bidder acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Documents listed herein, including all addenda issues pertaining to same, for the sum or sums stated bellow and agrees that these documents will constitute the contract if accepted by PVACD.

The undersigned declares the following legal status in submitting this quotation:

A corporation organized and existing under the laws of the State of \_\_\_\_\_

A partnership

An individual doing business as (DBA)

The undersigned certifies that their company \_\_\_ IS \_\_\_ IS NOT currently debarred, suspended or proposed for debarment by any federal or state entity. The undersigned agrees to notify the PVACD of any changes in this status, should one occur, until such time as an award has been made under this procurement action.

PROPOSAL SUM: \_\_\_\_\_ dollars

One (1) Full-Size Sport Utility Vehicle.

(\$ \_\_\_\_\_)

Please provide unit cost for any optional attachments. Attachments to be compatible with the Full-Size Sport Utility Vehicle as specified in proposal:

Item: \_\_\_\_\_

Cost: \_\_\_\_\_ dollars

(\$ \_\_\_\_\_)

Item: \_\_\_\_\_

Cost: \_\_\_\_\_ dollars

(\$ \_\_\_\_\_)

Item: \_\_\_\_\_

Cost: \_\_\_\_\_ dollars

(\$ \_\_\_\_\_)

Item: \_\_\_\_\_

Cost: \_\_\_\_\_ dollars

(\$ \_\_\_\_\_)

Trade in Allowance: \_\_\_\_\_ dollars

(\$ \_\_\_\_\_)

Pricing shall include all freight, set up, installation, and dealer preparation.

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Company Name

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Address

City/State/Zip Code

---

Telephone No.

Fax No.

E-Mail Address

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Contractor's Signature

Name & Title

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Witness' Signature

Name

---

Tax Identification No.

Date

**Acceptance:** This proposal is accepted by the Pecos Valley Artesian Conservancy District

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Signature of Authorized Agent

Name & Title

---

Telephone No.

Fax No.

E-Mail Address

---

Witness' Signature

Name

---

PVACD Tax Identification No.

Date