



**Socorro Soil & Water Conservation District
1305 Enterprise Road, Socorro, NM 87801
(575) 838-0078**

**Request for Bid
(RFB)
for
Steel Awning Project**

August 11, 2026

Introduction

The Socorro Soil and Water Conservation District (SSWCD) is issuing this RFB for the installation 60 foot long by 20 foot wide permanent steel awning structure affixed to our office building at 1305 Enterprise Road, Socorro, NM, 87801.

Receipt of Bid

Two copies of the bid shall be submitted to the SSWCD on or before 4:00 pm local time (MST) on October 8, 2026, at 4:00PM. Late submissions will not be accepted.

Mandatory Site Visit

Prospective contractors must visit the work site and sign in in order to be considered for this project. Visits must be scheduled ahead of time and must occur Monday-Thursday, 6:00AM-4:00PM, August 12-October 8, 2026.

Conditions Affecting the Work

The contractor shall be responsible for having taken the steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Any failure by the contractor to do so will not relieve the contractor from their responsibility for successfully performing the work without additional expense to the SSWCD.

Work must be performed Monday-Thursday 6:00AM-4:00PM unless otherwise agreed upon in the contract.

Preparation of Bids

- ❖ Respondents shall comply with all instructions and provide all information requested. Failure to do so may disqualify a bid.
- ❖ Bids shall include exact specifications for all materials that will be used on the project.
- ❖ A letter of transmittal must accompany the bid identifying the submitting entity including their Contractor's License Number and New Mexico Taxation and Revenue Department CRS Number. A fillable PDF letter of transmittal is attached to this RFB for your use.
- ❖ Bids shall be prepared in print or pen and ink.
- ❖ The person signing the bid shall initial any correction in ink.
- ❖ Two (2) copies of the bid shall be submitted.

Bid Format



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To facilitate review, it is mandatory that bids be presented in the following format. Failure to do so will result in disqualification.

- ❖ Letter of transmittal with pertinent Company information and identifying numbers.
- ❖ Description of the firm proposing to contract with the SSWCD. Please state your general background, resources and relevant experience.
- ❖ Please provide a description of any equipment that you will be using to complete this work.
- ❖ Please provide appropriate details of similar projects completed by your company in the past 3 years. Please include any references you have with names and phone numbers.
- ❖ A timeline for completion of the work must be submitted with the bid.

Bids submitted without these elements will not be considered.

Project Information

A. Scope of Work

- ❖ Awning elements—The Contractor shall submit a bid for the materials and installation of a sixty foot long, twenty foot wide, welded steel awning structure, engineered to support wind and load requirements set forth by local codes.

The framework shall be attached to the building on one side, and supported by steel posts on the other side. The steel posts shall be square, and a minimum of four inches by four inches in diameter, set in concrete.

The roofing material shall be 26 gauge steel and of a profile and color that matches the existing roofing material exactly.

The awning roofing material shall be installed UNDER the existing roofing with a minimum of 2 inches of overlap.

The awning rafters shall be constructed of steel I-Beams of at least six inches in height.

The pitch of the awning roof shall match the pitch of the existing roof exactly.

The fascia of the awning shall be constructed in a manner that allows for proper installation of rain gutters.

The roofing material shall be fastened to the framework using gasketed metal roofing screws of a color that matches the roofing material.

- ❖ Insurance—the contractor shall be obliged to carry insurance that may be required by State Law. Contractor shall provide written proof of the following continuous coverage prior to commencing the project. In the event insurance coverage is inadequate to cover any damage caused as a result of this contract, contractor will hold the Socorro SWCD, its project managers, employees and board members harmless as to excess over insurance coverage. Types of coverage include but are not limited to--Workers Compensation Coverage, Employers Liability and Comprehensive General Liability as well as



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Comprehensive Auto Liability Coverage including: 1) Owned or leased vehicles 2) Non-owned vehicles of any sort; 3) Hired vehicles of any sort.

- ❖ Work may begin as soon as contract is issued. Actual starting date will be negotiated with entity that is awarded the contract.
- ❖ Contractor is responsible for all fire prevention and control measures necessary and is liable for any fire caused as a result of this work.
- ❖ The Contractor shall provide a minimum of a one year warranty covering parts and labor for any deficiencies that may arise.

Sequence of events

- ❖ A Request for Bid may be downloaded from the SSWCD website, www.socorrosxcd.org or requested August 11, 2026 through October 8, 2026.
- ❖ Questions about the RFB may be submitted between August 11, 2026 and October 5, 2026.
- ❖ Answers to substantial questions will be provided to all entities that completed a mandatory site visit and provided an email address.
- ❖ Sealed bids shall be submitted to the SSWCD by 4:00 pm MST on October 8, 2026.
- ❖ Sealed bids shall be evaluated at 12:00 pm MST on October 13, 2026 at a regularly scheduled Socorro SWCD board meeting. If there is not a quorum of board members present, the meeting shall be rescheduled for a day not later than October 20, 2026.
- ❖ Successful Applicant will be notified on October 13, 2026, or following the rescheduled board meeting with a quorum of the board present, whichever comes first.

Taxes

Applicable Taxes--Contractor shall be solely responsible for and shall pay all applicable State of New Mexico severance taxes, excise taxes, and gross receipts taxes in connection with this agreement and the operations conducted there under. These taxes shall not be billed above and beyond the amounts listed in the contract.

Contacts:

Will Kolbensschlag
(575) 418-5979

Daniela Rivera
(575) 518-8447

Bid Evaluation Criteria

Evaluation will be based on the following:

1. Compliance with Mandatory Site Visit requirements.
2. Submission of Letter of Transmittal with pertinent Company info and identifying numbers.
3. Submission of description of Company and equipment capable to facilitate work.
4. Submission of prior experience and references.
5. Timeline for completion of project.
6. Price – Low Bid will be selected if the above criteria are met.

Bids received that do not contain items 1-6 will not be considered.



Evaluation and Awards

- ❖ The SSWCD will review submitted bids and select a contractor on October 13, 2026, or following the rescheduled board meeting with a quorum of the board members, whichever comes first.
- ❖ The SSWCD reserves the right to accept all or a portion of an entity's bid, to reject any or all bids received as a result of this request and may negotiate in any manner necessary to serve the best interests of the State of New Mexico and the United States Federal Government. The SSWCD reserves the right to make an award without further discussion or negotiation of bids.

Contracts

Final scope of work, budget and schedule of work will be negotiated with the SSWCD and the successful applicant prior to finalizing the contract. Selected contractor shall provide the SSWCD with a W-9, NM Taxation and Revenue Department disclosure statement, and proof of insurance.

A pre-work meeting will be held prior to start of the contract/project.

The contractor will complete the awning project after the job has begun without leaving for other work.



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Letter of Transmittal to Socorro Soil & Water Conservation District for Steel Awning Project

Date:

Company Name:

Company Address:

City, State, Zip:

Company Phone Number:

Company Contact:

Company Contact Phone Number:

New Mexico Contractor's License Number:

New Mexico Taxation & Revenue Department CRS Number:

Price for Project:

Signature:



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