



# County of McKinley

P.O. Box 70 • 201 West Hill Avenue

Gallup, New Mexico 87305-00700

505-722-3868

Fax 505-863-6362

*Chairperson*

*Commissioner, Dist. 3*

**Dave Dallago Jr.**

*Commissioner, Dist. 2*

**Ernest Becenti, Jr.**

*Commissioner, Dist. 1*

**Billy W. Moore**

*Manager*

**Tom D. Trujillo**

## INVITATION FOR BIDS

THE COUNTY OF MCKINLEY IS REQUESTING COMPETITIVE SEALED BIDS FOR THE FOLLOWING GOODS OR SERVICES:

**TITLE:** Sale of Surplus Equipment  
**BID IFB NO.:** 2009-30  
**OPEN:** Monday, August 10, 2009 2 p.m., Day Local Time

### FOR PURCHASING INFORMATION CONTACT:

THERESA M. DIAZ  
PROCUREMENT BUYER  
(505) 722-3868, EXT 1004

THE OFFICE OF THE MANAGER, COUNTY OF MCKINLEY, WILL RECEIVE COMPETITIVE SEALED BIDS FOR THE GOODS OR SERVICES DESCRIBED IN THIS BID AT:

#### VIA MAIL

OFFICE OF THE MANAGER  
COUNTY OF MCKINLEY  
POST OFFICE BOX 70  
GALLUP, NM 87305-0070

#### HAND CARRIED

OFFICE OF THE MANAGER  
COUNTY COURTHOUSE, 3RD FLOOR  
207 WEST HILL STREET  
GALLUP, NM 87301

ANY BIDS RECEIVED AFTER BID OPENING DATE/TIME WILL BE RETURNED UNOPENED. PLEASE USE THE ENCLOSED MAIL LABEL ON THE OUTSIDE OF YOUR ENVELOPE.

**INSPECTIONS ON ITEMS 1-92 WILL BE HELD ON TUESDAY, AUGUST 4, 2009 FROM 9:00 A.M. TO NOON AND 1:00 P.M. TO 4:00 P.M. @ 1980 WEST WAREHOUSE LANE, GALLUP, NM 87301; POINT OF CONTACT THERESA M. DIAZ, PROCUREMENT BUYER (505) 722-3868, EXT. 1004**

## **EARLY VIEWING WILL NOT BE ALLOWED.**

**NOTE: USE OF THE MAIL SERVICE IS AT YOUR OWN RISK FOR PROPER DELIVERY.**

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<b>OFFEROR CHECK LIST:</b> This check list is provided as an aid in completing your bid. <b><i>DO NOT RETURN IT WITH YOUR BID.</i></b>	<b>PAGE 3</b>
<b>PRICING DETAIL FORM:</b> These pages provide an area for data about your bid including delivery date, discounts, residence preference number, compliance agreement and prices offered. <b><u>THEY MUST BE COMPLETED IN FULL AND RETURNED TO THE COUNTY OF MCKINLEY PURCHASING DEPARTMENT FOR EVALUATION.</u></b>	<b>PAGES 4-10</b>
<b>CONDITIONS OF SALE:</b> All bidders must comply fully with the conditions. Read, and retain the specifications for your records.	<b>PAGE 11</b>

**COUNTY OF McKINLEY  
IFB -2009-30**

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**ADVERTISEMENT FOR BIDS  
NOTICE TO BIDDERS**

PUBLIC NOTICE is hereby given that the County of McKinley will receive competitive sealed bids on **Monday, August 10, 2009, 2:00 p.m. for Invitation for Bid No. 2009-30, Sale of Surplus Equipment** which time bids will be opened and publicly read aloud, as more particularly set out in the specifications. Copies for sealed bid may be obtained at the viewing date location or may be obtained at 207 West Hill Street, Gallup, NM; or McKinley County website: [www.co.mckinley.nm.us](http://www.co.mckinley.nm.us).

**Inspections will be held for Surplus Items, Item #1 through Item #92 on Tuesday, August 4<sup>th</sup>, 2009 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. at 1980 West Warehouse Lane, Gallup, NM 87301. Please contact: Theresa M. Diaz (505) 722-3868 Ext. 1004, McKinley County reserves the right to accept or reject any or all bids and to waive all formalities. The Procurement Code, Sections 13-1-28 Through 13-1-199, NMSA, 1978 imposes civil and criminal penalties for code violations. In addition the New Mexico criminal statutes impose felony/penalties for illegal bribes, gratuities and kickbacks.**

**DATED Saturday, July 25, 2009 BY: /s/ David R. Dallago, Jr.  
Chairperson, Board of Commissioners**

**PUBLISH: Saturday, July 25, 2009 The Gallup Independent  
Saturday, July 25, 2009, The Navajo Times**

## OFFEROR'S CHECK LIST

THIS CHECK LIST IS OFFERED AS AN AID IN COMPLETING YOUR BID. **YOU ARE NOT REQUIRED TO RETURN IT WITH YOUR BID.** IF THERE ARE QUESTIONS ABOUT THIS INVITATION FOR BID, PLEASE CALL THE PURCHASING DEPARTMENT AT (505) 722-3868, EXT. 1004 FOR ASSISTANCE.

1. READ CONDITIONS OF SALE ON THIS BID. \_\_\_\_\_
2. INCLUDE UNIT AND EXTENDED PRICE WHERE APPLICABLE (THIS IS VERY IMPORTANT!) \_\_\_\_\_
3. RETURN QUOTATION SHEET PAGES 4-9 \_\_\_\_\_

**RETAIN THIS FORM FOR YOUR RECORD**

COUNTY OF MCKINLEY  
IFB 2009-30

**QUOTATION SHEET**

DUE DATE: **Monday, August 10, 2009, 2 p.m. Local Time**

Having carefully examined the notice to bidders, general instructions to bidders, terms and conditions, supplemental terms and conditions, and project specifications, addenda(s), the site of the work, the work on the above-named project, the undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc. (not including New Mexico Gross Receipt Taxes or any additive alternates) required by said documents and to complete all divisions of the work stipulated. The Board reserves the right to reject any or all bids and waive any/all formalities.

**INSPECTIONS ON ITEMS 1-92 WILL BE HELD ON TUESDAY, AUGUST 4, 2009  
9 A.M. TO NOON AND 1 P.M TO 4 P.M. 1980 WEST WAREHOUSE LANE, GALLUP,  
NM 87301; POINT OF CONTACT THERESA M. DIAZ, PROCUREMENT BUYER (505)  
722-3868, EXT. 1004;**

**EARLY VIEWING WILL NOT BE ALLOWED.**

**ENTER THE DOLLAR AND CENT FIGURE UNDER TOTAL BID FOR EACH ITEM YOU WISH TO BID ON. ATTACH ALL COLORED COPIES TOGETHER AND SUBMIT IN ACCORANDANCE WITH PAGES 10-11. PLEASE TYPE OR PRINT LEGIBALLY.**

ITEM NO.	DESCRIPTION	TOTAL BID
1. 1 each	Copier/Fax, Lexmark, Mdl. # 4408-K01, S/N 15101038430, Tag#14176	_____
2. 1 each	Typewriter, Royal, Tan in color, Elect., Mdl. #SE5011, S/N 53002870 – Tag#03362	_____
3. 1 each	Calculator, Canon P200-DH, S/N A2252606 Tag#10211	_____
4. 1 each	Monitor, computer, 17” multi-scan, S/N 0392046189 Tag#09541	_____
5. 1 each	Camera, Polaroid 600, S/N D7F7JFX5VDDA, NO TAG	_____
6. 1 each	Printer, HP Laser Ink Jet, Mdl. #C3990A, S/N JPDJ004927 Tag#08880	_____
7. 1 each	Shredder, Fellowes, Mdl. #CRC30100-W11C, S/N - NONE Tag#13936	_____

COUNTY OF MCKINLEY  
 BID # 2009-30

<b>QUOTATION SHEET</b>
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ITEM NO.	DESCRIPTION	<u>TOTAL BID</u>
8.	1 each TV/VCR Combo, RCA 19" Color, Mdl. #T19064, S/N 048455018 - Tag#10610	_____
9.	1 each Camera, Digital, Sony, Mavica 3.5 Floppy, Mdl. #MVC-FD5, S/N 93312 - Tag#09275	_____
9A	1 each Television, Durabrand, color S/N 52282780 - Tag# 14287	_____
10.	1 each Alco Sensor IV w/case, S/N 050566, Tag#11201	_____
11.	1 each Shredder GBC, Mdl. #5260X, S/N OMI349, Tag#10582	_____
12.	1 each Printer, Xerox Phaser 8400, S/N RPC-65369, Tag#12457	_____
13.	1 each Fax Machine, Xerox 7024, S/N 5L3-076383, Tag#7887	_____
14.	1 each Printer, HP 1100, S/N CN4412226W, Tag#12984	_____
15.	1 each Chair, Exec., grey, high back, upholstered 5 ped. with wood arms, NO TAGS	_____
16.	1 each Calculator, Sharp QS2770H, S/N 2D002509, Tag#11686	_____
17.	1 each Calculator, Sharp CS2680, S/N - NONE Tag#03900	_____
18.	1 each Chair, office, upholstered, yellow, plastic back, No arms, non-adjustable, TAG - NONE	_____
19A.	2 each Commercial Laundry Dryers. Unimac, 50lb Model No. DTB 50CG, S/N STCIC9605008886 - NO TAG	_____
20.	2 each Office Chair black vinyl back w/ black seat Tag# -NONE	_____
21.	1 each Chair, green no arms, pedestal, Tag# 05546	_____

22.	1 each	Chair office Brown, upholster w/ arms 5 pedestal Tag# - NONE	_____
23.	1 each	Office Chair, blue, no arms upholstery 5 pedestal Tag# 08093	_____
24.	1 each	Chair brown upholster w/ arms, 5 pedestal Tag#05496	_____
25.	1 each	Buffers, Matador S/N Unknown, Tag# 00392	_____
26.	1 each	Time document stamp, Lathem, Model # LTTC Tag# 1383 - S/N V-107518,	_____
26A.	1 each	Chair upholstery, black with colored dots 4 legs w/arms NO TAG	_____
27.	1 each	Drill Driver Skil, 14.4 Volts S/N# Unknown Tag#13617	_____
28.	1 each	Printer, HP1200 S/N TH574334034 Tag# 14617	_____
29.	1 each	Typewriter – Brother ML 500 SN# A9D458266 Tag# 09356	_____
30.	3 lot	Chairs, Plastic Orange (3 each) TAG -NONE	_____
31.	1 each	Printer, HP Business inkjet 2300 S/N SGCR1205R Tag# 15820	_____
32.	1 each	Printer HP Scanjet 5370c S/N CN12H21559 Tag# 10806	_____
33.	1 each	Safe, Mosler 20”x20”x4’ S/N 00134-No combination	_____
34.	1 each	Printer, HP, Laser jet 8100 DN W/Parallel cable S/N VSBC014317 - Tag# 9719	_____
35.	1 each	Camera Pentax Model Optio E10 SN# 1211679 Tag# 14833	_____
36.	1 each	Camcorder Sony TRV-9 Digital Video SN# 264167 Tag# 09528	_____
37.	1 each	Camcorder, Sony TRV-9 Digital Video SN# 264187 Tag# 09529	_____
38.	1 each	Recorder, Sony GVD900 Mini Video Recorder Tag# 09526 - SN# 20032	_____

39.	1 each	Shredder Fellowes W11C SN# W10C060818VB0352704 Tag# NONE	_____
40.	1 each	Washer, clothes Model# 11042924203 Kenmore Elite HE3t S/N CSR240760 - Tag# 13500	_____
41.	1 each	Typewriter, Olympia master type 3, grey, S/N - NONE Tag# 10326	_____
42.	1 each	Typewriter Swintec 2000, Black & Grey Tag# 11730	_____
43.	1 each	Toilet, commercial Crane - TAG - NONE	_____
44.	1 each	Toilet, Commercial Crane - TAG - NONE	_____
45.		NOT USED	
46.	1 each	VCR Sanyo, time lapse, gray, Model# TLS-924 SN# 80110202C6 - Tag# 08486	_____
47.	1 each	VCR Sanyo time lapse VCR: Model TLS-924, S/N 78110759B6 - Tag# 08485	_____
48.	1 each	Multiplexer, Sanyo, MPX-MD162 Tan, S/N 27810199 Tag# 10228	_____
49.	1 each	Multiplexer, Sanyo, MPX-MD162, Tan color, S/N 27810424 Tag# 10839	_____
50.	1 each	Video Monitor-Ultrack, Model#KM1700MN, S/N M0110063 Tag# 10837	_____
51.	1 each	Video Monitor-Ultrak Model# KM1700MN, S/N M0110131 Tag# 10838	_____
52.	1 each	TV, Sharp, S/N 313689, Model# 25MT57 - Tag# 04403	_____
53.	1 each	Monitor, Sony, Model# CVM-1900 S/N 213200 – NO - NONE	_____
54.	1 each	Foot Pedal (used for transcribing) S/N J59004975 Tag# 03810	_____
55.	1 each	Foot Pedal, Brother, transcriber, S/N M7901240 Tag# 04261	_____
56.	1 each	Projector, Slide, gray, Kodak Entragraphic II, S/N 747807 Tag# 08619	_____
57.	1 each	VCR Phillips Magnavox VCR, Black, S/N 119973230 Tag# 09961	_____
58.	1 each	Printer, color HP, white S/N JPCF11921, Tag# 08399	_____



COUNTY OF MCKINLEY  
BID # 2009-30

**QUOTATION SHEET**

- 59. 1 each Telephone, black, 3-com S/N 17E73M7173505 - NO TAG \_\_\_\_\_
- 60. 1 each Telephone 3 com black, S/N TEF73M717306D - NO TAG \_\_\_\_\_
- 61. 1 each Zip Drive for cassettes, blue,  
Tag# 09666 - S/N PZCW101MJ \_\_\_\_\_
- 62. 1 each Tape recorder, Sony- microcassette S/N 11538442, Tag# 11693 \_\_\_\_\_
- 63. 1 each Transcriber microcassette, Panasonic w/ foot pedal  
Tag#06297 - S/N 09598323X, \_\_\_\_\_
- 64. 1 each Tape recorder, Sony- microcassette, S/N 11533998,  
Tag#11640 \_\_\_\_\_
- 65. 1 each Transcriber, Panasonic, microcassette  
S/N W028002817 - Tag# 11755 \_\_\_\_\_
- 66. 1 each Calculator, Sharp, color S/N CS2860 Tag# 03374 \_\_\_\_\_
- 67. 1 each Calculator, Sharp, white S/N 70047503 Tag# 04322 \_\_\_\_\_
- 68. 1 each Calculator, white, XL-1149 S/N 101000 \_\_\_\_\_
- 69. 1 each NOT USED \_\_\_\_\_
- 70. 1 each Printer, 1993 HP Tag# 06987 \_\_\_\_\_
- 71. 1 each Foot Pedal used for transcribing model TRP- 2692, TAG -NONE \_\_\_\_\_
- 72. 1 each Foot Pedal, transcribing, S/N M79012740, TAG - NONE \_\_\_\_\_
- 73. 1 each Printer, Brother, model # HL-51 S/N U60964G5J921564  
Tag# 73 \_\_\_\_\_
- 74. 1 each TV, Grey, Model# B4290374063548, Tag# 13495 \_\_\_\_\_
- 75. 1 each Copier, Xerox, 5314 S/N 4M6-385826 Tag# 07486 \_\_\_\_\_
- 76. 1 each Office Chair red cloth, 5 pedestals, wooden arm rests  
Tag# 10607 \_\_\_\_\_
- 77. 1 each Printer, HL-2070N S/N 461230E6J748612 Tag# 14978 \_\_\_\_\_
- 78. 1 each Printer, HP, MX 14N1F1VLN, Tag# 11198 \_\_\_\_\_
- 79. 1 each Projector, Kodak, SN# 21463141 Tag# 07686 \_\_\_\_\_

COUNTY OF MCKINLEY  
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**QUOTATION SHEET**

- 80. 1 each      Projector, Overhead Model #900 AJE SN# 903712 Tag# 10263 \_\_\_\_\_
  
- 81. 1 each      TV, Sansui, Black, Model #DTV2798  
                    Tag# 17092 - SN# 065480312447 \_\_\_\_\_
  
- 82. 1 each      Printer, HP LaserJet 500n SN# 1050378 Tag# 09714 \_\_\_\_\_
  
- 83. 1 each      Fax Machine, Brother, Intellifax 4100 business class  
                    SN# U60298M4J177230 Tag# 13962 \_\_\_\_\_
  
- 84. 1 each      Printer, Scanner, fax, copier HP Photo smart 2610 V  
                    SN# MY494D59D6 - Tag# 14009 \_\_\_\_\_
  
- 85. 1 each      Weed eater, SN# 530-055227 - Tag# 13013 \_\_\_\_\_
  
- 86. 1 each      Blower, B1750 - Tag# 13982 \_\_\_\_\_
  
- 87. 1 each      Vacuum, upright, Kent Tag# - NONE \_\_\_\_\_
  
- 87A. 1 each     Typewriter, Swintec, 2600-SW S/N- NONE - Tag# 7584 \_\_\_\_\_
  
- 88. 1 each      Fax, Copier, scanner - multipurpose Laminar 2096  
                    SN# 01113009619120543 - Tag# 8658 \_\_\_\_\_
  
- 89. 1 each      Typewriter, Swintec SN# 161300727  
                    Tag# 8546 \_\_\_\_\_
  
- 90. 1 each      Copier, Xerox, work center SN# PE-3-021006 - Tag#11349 \_\_\_\_\_
  
- 91. 1 each      Printer HP DeskJet 840C SN#CN06KIM2GN  
                    Model# C6414A, Tan, Tag # NONE \_\_\_\_\_
  
- 92. 1 each      Camera, Digital, Canon Power Shot A580 8.0pix  
                    Tag# 17223 SN# 6422151928 \_\_\_\_\_

**INSPECTIONS ON ITEM # 93 WILL BE HELD ON TUESDAY, AUGUST 4, 2009, 9 A.M. TO NOON AND 1 P.M TO 4 P.M. AT 413 BATAAN MEMORIAL DRIVE, GALLUP, NM 87301; POINT OF CONTACT BILL WOOLMAN, (505) 863-3839, EXT. 2002**

- 93 1 lot      Lenox, heating and AC unit, Model GCS16-036-90-3P, \_\_\_\_\_  
    (4 ea)      S/N# 5699G11807 - TAGS – NONE  
                    S/N# 55699G11801  
                    S/N# 5699G11809  
                    S/N# 5601E01160

**ATTACH TO YOUR QUOTATION SHEET(S) BID**

**DON'T FORGET YOUR 5% BID REQUIREMENT ON YOUR TOTAL BID**

**NAME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**CELL NUMBER:** \_\_\_\_\_

COUNTY OF MCKINLEY  
IFB 2009-30

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**CONDITIONS OF SALE**

**INSPECTIONS ON ITEM # 1-92 WILL BE HELD ON TUESDAY, AUGUST 4, 2009 FROM 9:00 A.M. TO NOON AND 1:00 P.M. TO 4:00 P.M. ITEM #1 TO ITEM #92 @ 1980 WEST WAREHOUSE LANE, GALLUP, NM 87301; POINT OF CONTACT THERESA M. DIAZ, (505) 722-3868, EXT. 1004;**

**ITEM #93 @ 433 BATAAN MEMORIAL DRIVE, GALLUP, NM 87301; POINT OF CONTACT BILL WOOLMAN, (505) 863-3839, EXT. 2002**

**EARLY VIEWING WILL NOT BE ALLOWED.**

1. All items are sold "AS IS, WHERE IS, WITH NO WARRANTY AS TO CONDITION OR OPERABILITY." VISUAL INSPECTION AND VERIFICATION OF TECHNICAL INFORMATION IS THE RESPONSIBILITY OF THE AWARD VIEWER. REMOVAL OF AWARDED PROPERTY IS RESPONSIBILITY OF AWARDED VENDOR.
2. Bids shall be submitted in a **sealed** envelope with the following **IFB 2009-30** written on front bottom left-hand side of the envelope, unless a return label was received with your bid packet. Bid must be received and stamped prior to bid opening of Monday, August 10, 2008, 2 p.m., Local Time, on the third floor of the McKinley County Courthouse, P.O. Box 70, 207 West Hill Street, Third Floor, Gallup, NM 87305
3. Award of bid will be to the highest bidder and bidder will be notified in writing of award with further instructions. **Please print legibly or type all required information, including your name, address, telephone number and dollar and cent amounts.** Use pages 3 through 8 (Colored Pages) for your bid tabulation.
4. McKinley County Board of Commissioners will approve the recommended bids tentatively on Tuesday, August 18, 2009, (subject to change) after which award letters will be mailed. Award notification will be by mail from the Procurement Office.
5. Payment will be determined by the total bid amount awarded by the Commissioners, payable to the McKinley County Board of Commissioners.
6. Successful bidder is responsible for the removal of items from the premises by appointment only and must be removed within seven (7) days of award letter. Successful bidder must bring all equipment and bring laborers for removal of items.
7. Failure to pay for and remove any item(s) awarded will result in a default and the items will be awarded to the next highest bidder.
8. The County reserves the right to reject any or all bids, to waive any technicalities and to accept the bid it deems to be in the best interest of the County.
9. If prior to the date for award or release of equipment McKinley County identifies a need for any item listed, the item(s) will be retained.
10. There will be new requirements to bid on McKinley County Surplus. **A 5% Bid Requirement (Cashier's Check or Personal Check) of your total bid is required with your bid response to become a responsive bidder.** The check must be made out to McKinley County Board of Commissioner
11. If you are the highest bidder, approved by the County Commissioners, you will pay the difference of your bid. If you are not the highest bidder, your check will be returned Certified Return Receipt Requested. **Failure to submit a 5% Bid Requirement would deem your bid non-responsive.**