



**INVITATION TO BID**

**2026-03**

**HVAC RECONFIGURATION**

Issue Date: 4/1/2026

Pre-Bid Meeting and Walkthrough: 4-10-2026 2:00pm MST

Questions Deadline: 4/15/2026 2:00pm MST

Response Deadline: 4/17/2026 2:00pm MST

Bid Opening (at Village Office): 4/27/2026 2:00 MST

**CONTACT INFORMATION**

Heather Gutierrez  
Village Procurement Officer  
80 Jemez Springs Plaza  
Mailing: PO Box 269  
Jemez Springs, NM 87025  
(575) 829-3540  
[voffice@jemezsprings-nm.gov](mailto:voffice@jemezsprings-nm.gov)

**Bid Notice 2026-03:** The Village of Jemez Springs seeks a licensed HVAC contractor to improve and replace the HVAC system at the Jemez Springs Public Library.

- ✓ Payment Terms: Net 30 days. Prompt payment discounts will not be considered in bid evaluation
- ✓ Only Bidders that complete and return the enclosed Acknowledgement of Receipt Form will receive addendums, if issued.
- ✓ Bids must be received in the Village Office by the Response Deadline date and local time as indicated. ***Bids that are received after that date and time will not be accepted and will be returned to the sender unopened.***
- ✓ Bid Offers shall be made on unaltered Bid Offer Forms furnished by the Village of Jemez Springs. ***Emailed Bids are not accepted.*** Bids shall be submitted sealed. The outside package should clearly identify the project name and bid number, bid opening date, and name of bidder. Submit Bid Offer in accordance with the Invitation to Bid.
- ✓ Failure of bidders to complete bidding documents in accordance with all instructions provided is cause for this office to reject bids.
- ✓ Brand names and numbers, if provided, are for reference only, equivalents will be considered. If bidding equivalent, bidders must be prepared to furnish complete data to prove product meets or exceeds specifications of the bid item.

**THE PROCUREMENT CODE SECTIONS 13-1-28 THROUGH 13-1-99 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.**

**ACKNOWLEDGEMENT OF RECEIPT FORM**

**BID NO.:** 2026-03

**TITLE:** HVAC RECONFIGURATION

**7 PAGES (INCLUDING ACKNOWLEDGEMENT FORM)**

***NOTE: ONLY POTENTIAL OFFERORS WHO COMPLETE AND RETURN THIS FORM WILL RECEIVE COPIES OF ADDENDUMS, IF ISSUED.***

**BIDDER INFORMATION:**

In acknowledgement of receipt of the above-mentioned Bid Packet, the undersigned agrees that he/she has received a complete copy.

\_\_\_\_\_  
BIDDER NAME

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
PRINTED NAME OF AUTHORIZED REPRESENTATIVE

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**RETURN TO:**  
Heather Gutierrez  
Village Procurement Officer  
Village of Jemez Springs  
(575) 829-3540  
[voffice@jemezsprings-nm.gov](mailto:voffice@jemezsprings-nm.gov)

**Emailed copies of the Acknowledgement of Receipt form will be accepted. Emailed Proposal responses will not be accepted.**

## **SPECIFICATIONS AND REQUIREMENTS**

### **1. Segregate existing HVAC blower unit ducting from conference room**

Eliminate above-ceiling return air ducting

Eliminate under-floor distribution ducting

Ensure return air and distribution ducting intact to south side of library

Repair and/or replace ceiling tile and floor where registers were removed

### **2. Install ductless heat pump/cooling unit in conference room**

Sufficient for high use 600 square foot room with 8' ceiling

**IN-STATE RESIDENT OR NATIVE AMERICAN RESIDENT BUSINESS PREFERENCE.** To be eligible for the 10% resident business or Native American resident business preference, the bidder shall include a valid copy of their certificate with their bid and in-state resident preference number on the Bid Offer Page, pursuant to Section 13-4-2 NMSA 1978. Each Bidder may obtain a New Mexico In-State Resident Contractor Preference Certificate Number through the State of New Mexico, Department of Taxation and Revenue, 505-827-0951.

**RESIDENT VETERAN PREFERENCE.** To be considered for the 10% resident veteran business preference, the bidder shall include a valid copy of their certificate with their bid and in-state veteran preference number on the Bid Offer Page, pursuant to Section 13-4-2 NMSA 1978. Each Bidder may obtain a Resident Veterans Preference Certificate Number through the State of New Mexico, Department of Taxation and Revenue, 505-827-0951. This preference is separate from the in-state preference and is not cumulative with that preference.

**TAX EXEMPT STATUS.** The Village of Jemez Springs is tax exempt on tangible personal property. Tax shall not be applied to purchase of these items. The Village will provide a tax exemption certificate upon request and after receiving the Contractors state business taxpayer identification number (old CRS number). Applicable taxes on services, if any, shall be identified as a separate line item on the invoice. Construction under this bid is fully taxable.

**CODES/LAWS/REGULATIONS.** The Contractor shall be properly licensed and shall comply with all applicable Federal, State and local government codes, laws, regulations, and requirements in the performance of the work described herein. The procurement code sections 13-1-28 through 13-1-99 NMSA 1978, impose civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

**GOVERNING LAW.** Any agreement awarded to a Contractor, as a result of this solicitation, shall be governed in accordance with laws of the State of New Mexico.

**QUESTIONS/SUGGESTIONS.** Questions and/or suggestions concerning this Invitation to Bid shall be submitted in writing no later than the question deadline and shall be directed to:

Heather Gutierrez, Village Procurement Officer  
Phone: (575) 829-3540  
E-mail: [voffice@jemezsprings-nm.gov](mailto:voffice@jemezsprings-nm.gov)

Bidders are specifically notified that any attempt to contact any person other than the party listed above concerning this procurement, may be cause to reject said respondent(s) from further consideration.

**BID OFFER PAGE 1**  
**Bid No. 2026-03**

**HVAC RECONFIGURATION**

Date of Estimated Construction Start: \_\_\_\_\_

In-State or Veterans Preference Certificate Enclosed (Yes/No): \_\_\_\_\_

| <u>Item</u>  | <u>Price</u> |
|--|--------------|
| 1. Segregate existing HVAC blower Ducting from conference room | \$ _____     |
| 2. Install ductless heat pump/cooling unit in conference room  | \$ _____     |
| 3. Tax (at Village 7.425%)                                     | \$ _____     |
| Total Bid Amount   | \$ _____     |

Exceptions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor Information**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

New Mexico Business/Veterans Preference Number: \_\_\_\_\_

Bidder Acknowledges Receipt of Addenda (if any): \_\_\_\_\_

**BID OFFER PAGE 2**

**Bid No. 2026-03**

**HVAC RECONFIGURATION**

Person completing this response represents that I am either authorized to bind the bidder, or that I am submitting the response on behalf of and at the direction of the bidder's representative authorized to contractually bind the bidder. I represent that the bidder or its applicable representative(s) has reviewed the information contained in this bid package and that the information submitted is accurate.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*