



### INVITATION, BID AND ACCEPTANCE

#### GADSDEN INDEPENDENT SCHOOL DISTRICT

MAILING ADDRESS: P. O. DRAWER 70, ANTHONY, NEW MEXICO 88021

PHYSICAL ADDRESS: 4950 MCNUTT, SUNLAND PARK, N.M. 88063

(505) 882-6252

**Bid Invitation Number: 19-20-40**

**Date: March 31, 2020 @ 2:00 p.m.**

**Services and Maintenance: Surface Disinfection and Sanitation for GISD Campuses**

Bids will be publicly opened at 2:00 p.m. on May 14, 2019, for furnishing materials and/or services as listed below, F.O.B. Destination to Gadsden Independent School District Warehouse, 1325 W. Washington, Anthony, New Mexico.,

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
1.	<p>Surface Disinfection and Sanitation for GISD Campuses as per attached specification.</p> <p>Award is contingent upon availability of appropriation. GISD reserves the right to terminate the award without penalty to the district.</p> <p>Award recommendation is scheduled to be given to the Board Of Education for review and approval at the Board Meeting on April 9, 2020 (tentative).</p> <p>A copy of the In-State certificate will be required if an In-State certification number is written on this bid form.</p> <p>NOTE: The bid must be in the Purchasing Department by that date and time. If delivering by hand, deliver to the office of the Purchasing Agent at 4950 McNutt Rd., in Sunland Park, NM 88063. Do not leave your bid at the front desk or with anyone outside of the Purchasing Office. If mailing your bid, mail to P.O. Drawer 70, Anthony, NM 88021.</p>				

DELIVERY PROMISED BY:

PAYMENT TERMS:

BID IS ALL OR NONE (CHECK ONE):

\_\_\_\_\_ ALL OR NONE \_\_\_\_\_ ANY

BY: \_\_\_\_\_

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS BID

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**IN-STATE CERTIFICATION NUMBER:** \_\_\_\_\_ (SEE INSTRUCTIONS ON ATTACHMENT)

### INSTRUCTIONS TO BIDDERS

1. **BIDS NOT IN THE OFFICE OF THE PURCHASING AGENT AT THE TIME OF THE BID OPENING ARE DISQUALIFIED AND WILL BE RETURNED TO THE BIDDER UNOPENED.**
2. BIDS ARE TO COMPLY WITH ALL INSTRUCTIONS AND PROVIDE THE INFORMATION REQUESTED IN THE APPROPRIATE SPACE. FAILURE TO DO SO MAY DISQUALIFY YOUR BID.
3. Samples of items, when required, must be furnished free of expense prior to the opening of bids and, if not destroyed, will, upon request, be returned at the bidder's expense.
4. Prices should be stated in units or quantity specified, with packing included.
5. Time of proposed delivery must be stated in definite terms. If time varies for different items, the bidder should so state. Time of delivery may be a consideration in the award decision.
6. Envelopes containing bids must be sealed and marked on the upper left-hand corner with the name and address of the bidder. On the lower left-hand corner, the bid number, opening date and commodity must be identified.
7. All addenda issued shall become part of the bid document terms and conditions.
8. Corrections and/or modifications received after the opening time specified will not be accepted.
9. Where an item is specified by brand name, it is not the intention to discriminate against any approved equal product made by another manufacturer. It is the intention to set a definite standard and style. Any "or equal" offered must substantially equal the appearance, design, dimensions, approximate cost of the item specified, and must be of equivalent materials, function, and sturdiness of construction as the item specified. Any deviation from the standard must be clearly itemized by the bidder.
10. When offering substitutions, include descriptive literature with the bid.
11. When brand, number, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified.
12. The District is exempt from paying sales tax for materials and federal excise taxes. Do not include those taxes in the bid. A nontaxable transaction certificate will be provided upon request. Services are not exempt.
13. If your bid is accepted, you will receive a purchase order by mail or fax authorizing you to make delivery. Only the accepted bidder will be notified of award.
14. THE NEW MEXICO PUBLIC PURCHASES ACT AS AMENDED BY THE 29<sup>TH</sup> LEGISLATURE REQUIRES VENDOR CERTIFICATION BY THE STATE PURCHASING AGENT BEFORE THE 5% IN-STATE BIDDING PREFERENCE CAN BE EXTENDED. BIDDERS CLAIMING THIS PREFERENCE MUST SHOW CERTIFICATION NUMBER ON THIS FORM AND MUST BE PREPARED TO SHOW EVIDENCE OF CERTIFICATION FOR THE COMMODITY BEING BID. IN-STATE VENDORS: WITHOUT A NUMBER, NO IN-STATE PREFERENCE WILL BE APPLIED.

## **CONDITIONS**

1. Section 13-1-199 NMSA (1984 Supp.) imposes civil and criminal penalties for violation of the provisions of the procurement code. New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
2. The Purchasing Agent reserves the right to reject any and all bids, to waive any informality in bids, and, unless otherwise specified by the bidder, to accept any item on the bid.
3. It shall be the bidder's responsibility to advise the GISD Purchasing Agent if any language, requirements, specifications, etc. or any combination thereof inadvertently restrict or limit the requirements stated to a single source. Such notification must be received by the Purchasing Agent no later than five days prior to the date set for acceptance of bids.
4. In case of error in the extension of prices in the bid, the unit price will govern.
5. The District will take advantage of cash discounts offered whenever possible.
6. Unless otherwise stated, freight terms are FOB Destination.
7. Offers may not be withdrawn after the bid opening date except in accordance with NMSA-13-106.
8. By responding to this bid, unless exceptions are stated as part of the offer, the bidder indicates full compliance with all specifications and terms and conditions herein.
9. Time in connection with discounts offered will be computed from date of delivery or from date correct bill is rendered on proper voucher form certified by contractor and is received, whichever date is latest.
10. GISD reserves the right to award by item, group of items, or total bids; or reject any and all bids in whole or in part if, in the judgment of the Purchasing Agent, the best interests of GISD will be served.
11. If awarded the contract, the Offeror agrees to abide by all Federal and State laws and rules and regulations of the State of New Mexico. The Offeror agrees to assure that no person in the United States shall, on the grounds of race, color, national origin, sex, age or handicap, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity performed under the resulting contract. If the contract is found to be not in compliance with these requirements during the life of the agreement, the Offeror agrees to take appropriate steps to correct these deficiencies.
12. A. No warrant, check or other negotiable instrument shall be issued in payment for any purchase of services, construction or items of tangible personal property unless the central purchasing office or the using agency certifies that the services, construction or items of tangible personal property have been received and meet

specifications or unless prepayment is permitted under Section 13-1-98 NMSA 1978 by exclusion of the purchase from the Procurement Code [13-1-28 NMSA 1978].

B. Unless otherwise agreed upon by the parties or unless otherwise specified in the invitation for bids, request for proposals or other solicitation, within fifteen days from the date the central purchasing office or using agency receives written notice from the contractor that payment is requested for services or construction completed or items of tangible personal property delivered on site and received, the central purchasing office or using agency shall issue a written certification of complete or partial acceptance or rejection of the services, construction or items of tangible personal property.

C. Except as provided in Subsection D of this section, upon certification by the central purchasing office or the using agency that the services, construction or items of tangible personal property have been received and accepted, payment shall be tendered to the contractor within thirty days of the date of certification. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. After the thirtieth day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the contractor at the rate of one and one-half percent per month. For purchases funded by state or federal grants to local public bodies, if the local public body has not received the funds from the federal or state funding agency, payments shall be tendered to the contractor within five working days of receipt of funds from that funding agency.

D. If the central purchasing office or the using agency finds that the services, construction or items of tangible personal property are not acceptable, it shall, within thirty days of the date of receipt of written notice from the contractor that payment is requested for services or construction completed or items of tangible personal property delivered on site, provide to the contractor a letter of exception explaining the defect or objection to the services, construction or delivered tangible personal property along with details of how the contractor may proceed to provide remedial action.

E. Late payment charges that differ from the provisions of Subsection C of this section may be assessed if specifically provided for by contract or pursuant to tariffs approved by the New Mexico public utility commission or the state corporation commission [public regulation commission].

## **Surface Disinfection and Sanitation for GISD Campuses**

### **Introduction:**

In order to take preventative measures against the COVID-19 Virus, the Gadsden Independent School District (GISD) is soliciting bids for a turnkey service to perform surface disinfection and sanitation of specific areas at all campuses, once per week or more often if specifically requested. (see Appendix A for list of campuses and offices, addresses and total square footage). The successful vendor will be expected to provide the staff, cleaning/disinfecting products and materials, equipment, personal protective equipment for their staff, trash bins and bags for disposal of byproducts (paper towels, etc.), and supervision of their staff to ensure that the scope of work is accomplished and that their staff demonstrates professional and ethical conduct. At least one District employee will be present while disinfection is taking place to grant access to the buildings and areas as well to address any issues encountered. Services will have to be conducted after-hours (unless campuses are closed or not in session). Services at office complexes can commence after 4pm, M-F or all day Saturday. Services at an Elementary or Pre-K center can commence at 2:30pm, M-F or all day Saturday. Services at Middle and High Schools can commence at 4:30pm, M-F or all day Saturday.

**Floor plans will be provided upon request. Vendors are encouraged to visit a few sample campuses and office buildings. Contact Jessica Herrera, Director of Physical Plant at 575-882-6901 or Jimmy Carbajal, Custodial Supervisor at 575-305-0194, to make arrangements.**

### **Scope of Work:**

The district seeks a professional cleaning service to provide a team approach to sanitizing and disinfecting all areas of district campuses and office complexes listed in Appendix A. Sanitizing refers to removing dust/dirt/stains/smudges, etc. before applying disinfectant. Sanitizing will be required before disinfection in most areas. Disinfection can be done by applying disinfectant, waiting the amount of time required, then wiping down. It can also include disinfecting with disinfecting wipes, depending on the surface. Bidders must attach a document describing how they will sanitize and disinfect the following required areas:

- Desks (Student, Teacher, Office, etc.)
- Conference tables and Library tables
- ALL Chairs and stools
- Science tables
- Counters and shelves (areas not occupied)
- ALL Light switches and other “touch” controls/panels
- ALL Doors (interior and exterior), knobs, handles, door frames, windows on doors
- Water coolers/fountains
- Restroom partitions
- Sinks/Lavatories
- Toilets and Urinals
- Soap dispensers and Towel Dispensers
- Hand dryers

- Diaper changing stations/tables if any
- Cafeteria tables (top and under-surface) and benches/chairs
- Indoor jungle gyms (mainly in Pre-K classrooms)
- Weight rooms-all weights and machines, gymnasium bleachers, locker rooms
- Locker rooms-outside of lockers and benches/stools
- ALL Computer keyboards and mice (no monitors or CPUs.) (computer labs, offices, printers, etc.)
- All laptops and chrome books, ipads, etc.
- ALL exposed surfaces of filing cabinets

**Pricing:**

**Provide pricing per square footage for the following occupancies:**

High School: \$\_\_\_\_\_/s.f.

Middle School: \$\_\_\_\_\_/s.f.

Elementary: \$\_\_\_\_\_/s.f.

Pre-K Center: \$\_\_\_\_\_/s.f.

Office Complex: \$\_\_\_\_\_/s.f.

**Provide sanitation/disinfection pricing for laptops/chrome books/ iPads, etc.**

Per device: \$\_\_\_\_\_

**References:**

Provide three (3) reference letters from customers that can attest to quantity and quality of service related to the scope of work in this solicitation. Letters must include contact information.

## District SQ. FT & Address's 2019-2020

SITE	TOTAL SQ. FT.	Physical Address:
Anthony Elementary	97,751	600 N. Fourth Street; Anthony, NM 88021
(Anthony Pre-K)	14,625	600 N. Fourth Street; Anthony, NM 88021
Berino Elementary	72,854	92 Shrode Road; Anthonty NM 88021
Chaparral Elementary	71,379	300 E. Lisa Dr; Chapparal, NM 88081
Chaparral Middle	85,704	290 E. Lisa Dr; Chaparral, NM 88081
Chaparral High	226,255	800 County Line Drive; Chaparral, NM 88081
Chaparral Pre-K	11,451	800 County Line Drive; Chaparral, NM 88081
Alta Vista Early College	17,224	96 Shrode Road; Anthony, NM 88021
Desert Pride High	62,663	100 Shrode Road; Anthony, NM 88021
Desert Trail Elementary	72,488	310 E. Lisa Drive; Chaparral, NM 88081
Desert View Elementary	69,210	1105 Valle Vista; Sunland Park, NM 88063
Gadsden Admin. Complex	41,963	4950 McNutt; Santa Teresa, NM 88008
GAC On Track Pre-K	8,900	4950 McNutt; Santa Teresa, NM 88008
Gadsden Elementary	62,045	1440 Highway 478;Chaparral, NM 88021
Gadsden Middle	17,464	1301 W. Washington St; Anthony, NM 88021
Gadsden High	355,076	6301 Highway 28; Anthony, NM 88021
La Mesa N. Pre-K	17,4646	253 E. Chimuri St; La Mesa, NM 88044
La Union Elementary	56,395	875 Mercantile Ave; La Union NM 88021
Loma Linda Elementary	59,348	10451 Donaldson Ave; Anthony, NM 88021
Mesquite Elementary	68,012	205 NM HWY 228; Mesquite, NM 88048
North Valley Elementary	61,565	300 Cascade Ave; San Miguel, NM 88058
PPD Warehouse Complex	68,207	1325 W. Washington; Anthony, NM 88021
Riverside Elementary	68,787	4085 McNutt; Sunland Park, NM 88063
RTC	3,072	5055 McNutt; Santa Teresa, NM 88008
San Miguel	33,970	2160 Hwy 192; San Miguel, NM 88058
Santa Teresa Elementary	68,861	201 Comerciante Blvd; Santa Teresa, NM 88008
Santa Teresa High	252,787	100 Airport Rd; Santa Teresa, NM 88008
Santa Teresa Middle	121,503	4800 McNutt Rd; Santa Teresa, NM 88008
Sunland Park Elementary	57,355	305 Alto Vista Dr; Sunland Park, NM 88063
Sunrise Elementary	68,973	1000 County Line Dr; Chaparral, NM 88081
Vado Elementary	61,805	330 Holguin Rd; Vado, NM 88072
Yucca Heights Elementary	70,542	580 Angelina Blvd; Chaparral, NM 880081
<b>Total</b>	<b>2,408,234</b>	
SNP Complex	15,202	

**Grand Total** **2,423,436**

**\*\*\*Custodial Floaters**  
**assigned as needed daily**

References:

PSFA:

NM State Statute

<b><u>Classroom and Office areas</u></b>	<b><u>See Below for Procedure</u></b>	<b><u>Check off each item below</u></b>
FRP Panels on Walls	Dust, scrub and disinfect top to bottom	
Counters and shelves	Dust and disinfect	
Sinks	Clean and disinfect	
Water fountains	Clean and disinfect	
Desks	Clean and disinfect over and under	
Tables (all, cafeteria also)	Clean and disinfect over and under (remove gum)	
Chairs	Clean and disinfect over and under	
Trashcans	Clean and disinfect, change liner	
Computers	Dust and disinfect, including keyboard/mouse (dry spray)	
Switch plates (every area)	Clean and disinfect	
Pencil sharpeners	Clean and disinfect	
Doors (interior and exterior)	Clean and disinfect doorjambes, windows, handles, strike plate, and panic bars	
Rugs	Vacuum and spray disinfectant	
Carpets	Vacuum and spray disinfectant	
White Boards	Clean and disinfect	
File cabinets	Clean and disinfect exposed surfaces (not sides against the wall)	
<b><u>Restrooms</u></b>	<b><u>See Below</u></b>	
Walls	Clean and disinfect	
Partitions	Clean and disinfect	
Toilets	Clean and disinfect	
Urinals	Clean and disinfect	
Sinks	Clean and disinfect	
Flush valves	Clean and disinfect	
Faucets	Clean and disinfect	
Hand dryer	Clean and disinfect	
Dispensers	Clean and disinfect	
Changing tables	Clean and disinfect	
Floor	Sweep and mop with disinfectant	
<b>Gym Bleachers</b>	<b>Sweep and disinfect</b>	
<b>Dressing rooms/showers</b>	<b>Clean and disinfect lockers, benches, shower stalls, and faucets</b>	
<b>Weight Rooms</b>	<b>Clean and disinfect all equipment, handles and benches. Sweep and mop with disinfectant</b>	
<b>Pre-K Classrooms/centers</b>	<b>Clean and disinfect indoor jungle gyms and play equipment (not small toys)</b>	

# REQUIRED FORMS

- CAMPAIGN CONTRIBUTION DISCLOSURE FORM
- CERTIFICATION REGARDING DEBARMENT
- IN-STATE CERTIFICATE
- INSURANCE
- VENDOR INFORMATION FORM
- W-9 FORM



## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Prospective contractor”** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s)

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(Attach extra pages if necessary)

Signature

Date

Title (position)

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters  
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 - 19211). Copies of the regulation may be obtained by contacting the U.S. Department of Education, Grants and Contracts Service, 400 Maryland Avenue, S.W. (Room 3633 GSA Regional Office Building No. 3), Washington, DC. 20202-4725, telephone (202) 732-2505.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
PR/Award Number or Project Name

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# INSURANCE

Certification of Insurance will be required of the Contractor prior to commencement of work, with limits as set forth below. The Board of Education of Gadsden Independent School District shall be the Certificate Holder. The contract description should be referenced on the face of the Certificate.

The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's operations under the contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

1. Claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. Claims for damages because of bodily injury, occupational sickness or disease, or death of any person other than his employees;
3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person; and
5. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from,

Amounts, types and limitations of Contractor's insurance shall be such as appears reasonable and satisfactory to GISD, but not less than the following amounts:

Worker's Compensation	\$100,000/\$500,000
Public Liability	\$300,000/\$500,000
Property Damage	\$100,000
Automobile Liability	\$300,000/\$500,000
Automobile Property Damage	\$100,000

Automobile Liability Insurance shall include at least the following Coverage:

Bodily Injury, each person, excluding medical and medically-related expenses	\$400,000
Medical and medically-related expenses	\$300,000
Bodily Injury, each occurrence, excluding medical and medically-related expenses	\$750,000
Medical and medically-related expenses	\$300,000
Property Damage, each occurrence	\$100,000

Contractor shall furnish Owner with Certificate of Insurance with the contract documents and prior to the commencement of work.

NOTE: Certificate Holder should be: The Board of Gadsden Independent School District Certificate of Insurance should be forward to:

Purchasing Agent  
Gadsden Independent School District  
P.O. Drawer 70  
Anthony, NM 88021

**GADSDEN INDEPENDENT SCHOOL DISTRICT****Purchasing Department****Phone (575) 882-6248****Fax (575) 882-6265 or (575) 882-6298****VENDOR INFORMATION FORM****\*\*\*\*\*PLEASE ATTACH W-9 FORM\*\*\*\*\*****Name:** \_\_\_\_\_**DBA (if different):** \_\_\_\_\_**New Mexico Businesses Only:****CRS Number:** \_\_\_\_\_**Taxpayer Identification Number (Provide Only One)**

Sole Proprietor provide FEIN if applicable

Federal Employer Identification Number (FEIN) \_\_\_\_\_

Social Security Number (SSN): \_\_\_\_\_

**Primary Address:**PO Box or Street Address  
\_\_\_\_\_City, State, Zip  
\_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Remit-to Address (Where payments are sent, if different):**PO Box or Street Address  
\_\_\_\_\_City, State, Zip  
\_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Business Designation (Check one)**

1. \_\_\_\_\_ Corporation (FEIN)

Or

\_\_\_\_\_ Professional Corporation (FEIN)

\_\_\_\_\_ *Doctor/Medical Facility*\_\_\_\_\_ *Attorney/Legal Facility*2. \_\_\_\_\_ *Parent*\_\_\_\_\_ *Work Study Student*\_\_\_\_\_ *School Choice(Federal Programs)*\_\_\_\_\_ *GISD Student Reimbursement*

3. \_\_\_\_\_ Sole Proprietorship (SSN/FEIN)

4. \_\_\_\_\_ Partnership (FEIN)

\_\_\_\_\_ *General*\_\_\_\_\_ *Limited*

5. \_\_\_\_\_ Estate/Trust (FEIN)

6. \_\_\_\_\_ Organization Exempt from Tax (FEIN)

7. \_\_\_\_\_ Government Entity or Operated Entity

8. \_\_\_\_\_ LLC taxed as:

\_\_\_\_\_ *Corporation (FEIN)*\_\_\_\_\_ *Sole Proprietorship (SSN?FEIN)*

9. \_\_\_\_\_ Other: \_\_\_\_\_

10. \_\_\_\_\_ GISD Employee

There are persons employed by GISD who hold a financial interest in this company. \_\_\_\_\_ yes \_\_\_\_\_ no

I certify that the information given above is true and accurate to the best of my knowledge and as of the date indicated below and that I have the authority to act on behalf of the above named company in this regard.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Requesting School/Department:** \_\_\_\_\_**By:** \_\_\_\_\_