

CITY OF CLOVIS
REQUEST FOR PROPOSAL 18-0919-07
SALE OF LEVINE'S BUILDING

COMMODITY CODE 99884

The City Commission of the City of Clovis is requesting proposals to purchase the property at Lots 10 & 11, Block 36 of the Original Townsite, aka 412-414 Main Street (the Levine's building). The property is currently zoned as Urban.

The property will be sold in its as-is condition without representations or warranties of any kind. All terms of sale negotiated with the successful proposer shall be incorporated into a written real estate sales contract.

No pre-proposal meeting or tour of the property will be held. However, it is highly recommended that the proposer visit and inspect the property prior to submitting a proposal. All questions must be submitted in writing to bjones@cityofclovis.org or to the address listed below. Answers will be posted to the City of Clovis website. The City shall not be responsible for any cost incurred in relation to the inspection of the property or the preparation and submission of the proposal.

Proposals must be received by the City of Clovis, c/o Bryan Jones, P.O. Box 760, 321 N. Connelly Street, Clovis, New Mexico, 88101, by 2:00, October 11, 2018.

SCHEDULE OF EVENTS

ISSUE RFP ----- September 23

QUESTIONS DUE ----- October 3

QUESTION ANSWERED - October 4

PROPOSALS DUE ----- October 11

PROPOSAL REQUIREMENTS & POINTS

All proposals shall provide an outline/plan for the development and use of the property, a projected time line for completion, any limitations to the proposal, and the amount offered for the purchase of the Levine's building. Additional information may be requested during negotiations.

A. 5 Points - Letter of introduction and organizational background including things such as name of contact person, contact information, office location(s), ownership and affiliation of proposer, organizational structure and hierarchy, responsibilities and relevant qualifications of key personnel regarding this project.

B. 15 Points - Proposer's objectives and vision with the Levine's property, including schematics to visually represent the proposal

C. 10 Points - Project proposal details including timeline for project completion

D. 10 Points - Proposer's experience with project(s) similar to what is being proposed for the Levine's property

E. 10 Points - Include contact name, title, address, and phone number of at least two references

F. 10 Points - Financial information (to provide assurance that the proposer can complete the proposed project in a timely and responsible manner)

G. 40 Points - Offer price (City will not subdivide the property)

EVALUATION

Negotiations may be conducted with all responsible offerors that submit proposals found to be reasonably likely to be selected for purchase. The sale shall be made to the responsible offeror whose proposal is most advantageous to the City of Clovis. The closed committee will open, evaluate, score, and tabulate proposals, determine the need for, and conduct any negotiations, and make a final recommendation to the City Commission for award of a purchase contract.

The City of Clovis reserves the right to reject any and all bids/proposals and to waive any informalities or technicalities.

PAYMENT

Payment in full in the form of cash, certified check, or cashier's check is due at the time of contract signing.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. 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.

THIS FORM 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 either 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.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“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.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who 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 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.

18-0919-07 DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

List of Applicable Public Officials: David Lansford, Juan Garza, Ladona Clayton, Sandra Taylor-Sawyer, Gary Elliot, Helen Casaus, Fidel Madrid, Chris Bryant, Rube Render

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

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)

END OF PROPOSAL