

NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

Tuesday, September 21, 2004

Zia Room - Library

4:00 p.m.

AGENDA

- | | |
|---|---------------|
| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Approval of Minutes of August 26, 2004 | Larry Hanna |
| D. President's Report | Dr. McCleery |
| E. New Business | |
| 1. Monthly Expenditures Report | Dan Hardin |
| 2. Monthly Revenue Report | Dan Hardin |
| 3. Oil and Gas Revenue Report | Dan Hardin |
| 4. Schedule of Investments | Dan Hardin |
| 5. Consideration of Equipment Removal from Inventory | Dr. McCleery |
| 6. Consideration of Resolution | Dr. McCleery |
| 7. Consideration of Information Technology Plan | Dr. McCleery |
| 8. Consideration of Western Heritage Center Exhibit Contract | Dr. McCleery |
| 9. Consideration of Bid #957 – Janitorial Supplies | Frank Collins |
| 10. Consideration of Bid #958RB – Driving Range Irrigation Project | Frank Collins |
| 11. Consideration of Bid #959 – Paving Project | Frank Collins |
| 12. Consideration of Bid #960 – Vehicle for College Motor Pool | Frank Collins |
| 13. Consideration of Bid #961 – Mats for Law Enforcement Academy | Frank Collins |
| 14. Consideration of Bid #962 – Literacy Alliance Building Renovation Project | Frank Collins |
| 15. Personnel Consideration – Upward Bound Academic Coordinator | Regina Organ |
| 16. Personnel Consideration – Director of Western Heritage Center | Dr. McCleery |
| F. Public Comments | Larry Hanna |
| G. Announcement of Next Meeting | Larry Hanna |
| H. Adjournment | Larry Hanna |

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NEW MEXICO JUNIOR COLLEGE

BOARD MEETING

AUGUST 26, 2004

MINUTES

The New Mexico Junior College Board met on Thursday, August 26, 2004, beginning at 4:00 p.m. in the Zia Room of Pannell Library. The following members were present: Ms. Patricia Chappelle, Secretary; Mr. Phillip Jones; Mr. Guy Kesner; Mrs. Yvonne Williams; and Mr. Wade Cavitt. Not present was Mr. John Hice, Jr. and Mr. Larry Hanna.

Ms. Chappelle called the meeting to order and welcomed visitors and guests present: Vange Perryman, Hobbs News Sun.

Upon a motion by Mr. Jones, seconded by Mrs. Williams, the agenda was unanimously adopted, as presented.

Upon a motion by Mrs. Williams, seconded by Mr. Cavitt, the board unanimously approved the minutes of July 29, 2004, as written.

Dr. McCleery shared with the board the Governor's Task Force on Higher Education report and Charley Carroll gave the pavement maintenance plan. Mr. Carroll and Tim Perry gave the board a report on the college billboards. Lisa Hardison and Donna Williams updated the board on the workforce training for Zia Race Track. Mr. Carroll and Ms. Hardison reported on the Literacy Alliance Building Renovation Project. Dr. McCleery shared with the board the Small Business Development Center workshop schedule. He also informed the board that the Clerk of the Works position was not going to work out; therefore, employee Dave Huddleston was being moved into that position. Rick Sowers was also employed part-time.

Under *New Business*, Dan Hardin presented the July financial reports and with a motion by Mr. Cavitt, seconded by Mr. Jones, the board unanimously approved the expenditures for July 2004. After discussion of the required CHE Fiscal Watch Reports and upon a motion by Mr. Cavitt, seconded by Mrs. Williams, the board unanimously approved the Summary of Operating and Plant Funds and Cash Analysis, as well as the balance sheet.

Dr. McCleery presented a request to charge a \$20 fee for non-NMJC students utilizing the Testing Center to take test for other colleges. Upon a motion by Mr. Kesner, seconded by Mr. Cavitt, the board unanimously voted to charge the \$20 fee, plus any reasonable cost incurred.

Consideration of Resolution was tabled.

Dr. McCleery presented the Research and Public Service Projects for board consideration. The 2005-2006 requests will be submitted to the Commission on Higher Education for funding: Western Heritage Center \$180,000; Athletics \$112,700; and Nursing Expansion \$195,000. After much discussion and upon a motion by Mr. Jones, seconded by Mrs. Williams, the board approved the requests. The vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Cavitt – no; Mrs. Williams – yes; and Mr. Kesner – no.

Mary Jean Ward recommended Carol Taylor for the Professor of Nursing position at a nine month salary of \$37,000. Upon a motion by Mr. Kesner, seconded by Mr. Jones, the board unanimously approved the employment of Ms. Taylor, effective August 30, 2004.

Ms. Ward recommended Mr. Tom Keyes for the Professor of Nursing position at a nine month salary of \$37,000. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board approved the employment of Mr. Keyes, effective August 30, 2004. The vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Cavitt – no; Mrs. Williams – yes; and Mr. Kesner – yes.

Ms. Ward recommended Ms. Jill Henning for the Professor of ACT Academy Health Occupations/Allied Health position at a nine month salary of \$32,500. Upon a motion by Mr. Cavitt, seconded by Mrs. Williams, the board approved the employment of Ms. Henning, effective August 30, 2004. The vote was as follows: Mr. Jones – yes; Ms. Chappelle – yes; Mr. Cavitt – yes; Mrs. Williams – yes; and Mr. Kesner abstained.

Regina Organ recommended Mr. Ashton Brown for the Counselor position at an annual salary of \$38,500. Upon motion by Mrs. Williams, seconded by Mr. Jones, the board unanimously approved the employment of Mr. Brown, effective September 27, 2004.

Dr. Organ recommended Ms. Sylvia Turrubiates for the Admission Specialist – General position at an annual salary of \$33,000. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Turrubiates, effective September 7, 2004.

Dr. Organ recommended Ms. Leslie Trillo for the Admission Specialist – Instructional position at an annual salary of \$34,000. Upon a motion by Mr. Jones, seconded by Mrs. Williams, the board unanimously approved the employment of Ms. Trillo, effective September 7, 2004.

Dr. Organ recommended Mr. Glen Thomas for the Coordinator of Intramurals/Student Activities position at an annual salary of \$33,000. Upon a motion by Mr. Cavitt, seconded by Mr. Jones, the board unanimously approved the employment of Mr. Thomas, effective September 13, 2004.

Mr. Carroll presented the Literacy Alliance Building Renovation Project for board consideration. Upon a motion by Mr. Cavitt, seconded by Mr. Kesner, the board unanimously approved the project.

Ms. Chappelle called for comments from the public. There being none, the next regular board meeting was scheduled for September 21, 2004, beginning at 4:00 p.m. There will be a compensation work session on October 14, 2004, beginning at 11:00 a.m. with the regular board meeting to follow. The board meeting adjourned at 5:40 p.m.

NEW MEXICO JUNIOR COLLEGE

Vice President for Finance

To: **New Mexico Junior College Board Members**
From: Dan Hardin
Date: September 15, 2004
RE: Expenditure and Revenue Reports for August

August is the second month of the 2004/2005 fiscal year. The Expenditure report reflects funds expended and encumbered. The total expended for Instruction and General year-to-date is \$1,800,186.00, this is above where we were this time last year. Total current unrestricted funds year-to-date is \$2,557,590.00. At this time last year total current unrestricted expenditures were \$2,462,580.00, so we are tracking about the same as we were during the previous year. In the restricted funds year-to-date we have expended \$1,260,269.00 as compared to the \$1,678,295.00 in the 2003/2004 fiscal year. I do not perceive that our expenditures are less in restricted funds, but rather it is taking longer to get items posted. All transactions such as Student Aid are posted in the old Poise system and then interfaced over into the Banner system. Other transactions dealing with student are posted into Poise, then journal entries are made to post to the Banner System. This procedure will continue until we convert the financial aid and student modules in 2005.

The expenditures in the Plant funds are mainly for the first month cost for the construction of the Western Heritage Center and Ben Alexander Student Center. We anticipate that we will be spending approximately \$1,000,000.00 per month for the construction cost.

Total year-to-date expenditure through the month of August is \$4,872,683.00

The Revenue for Instruction and General is \$2,820,090.00, which is above the \$2,697,306.00 at this time last year. The total current unrestricted revenue through August is \$3,632,213.00, which is also above the \$3,256,100.00 in the previous fiscal year. The restricted revenue through August is \$221,987.00, which is mainly in the Grants area. The student aid expenditures through August was \$1,184,434.00, but the drawdown for these funds will not appear until September.

As of the end of August we have not received any revenue from draw downs of General Obligation Bonds, we should have a large amount in September. The total revenue through August 2004 is \$3,854,200.00

In the Investment report we began the month with \$9,625,000.00, we drew down \$1,000,000.00 to cover the cost of the first month construction expenses. We ended the month with \$8,625,000.00. We have designated in capital project \$9,403,602.15, which is more than we have invested in LGIP, but we have made draw down requests for General Obligation Bonds funds for almost \$1,000,000.00.

In the Oil and Gas report, we are still using as accrual of \$239,507.00 as the projected monthly Oil and Gas revenue. In September we will receive the Oil and Gas revenue for July.

We are still working with the Auditors to complete the audit for June 30, 2004. They have completed their on site field work, but we are still working on completing reports for the audit.

This is the Financial Report for August 2004.

NEW MEXICO JUNIOR COLLEGE

Expenditure Report

August 2004

17% of Year Completed

Fund	2003-04			2004-05			
	Final Budget	Year-to-Date Expended or Encumbered	Percentage of Budget Expended	Original Budget	Current Expended or Encumbered	Year-to-date Expended or Encumbered	Percentage of Budget Expended
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Instruction	5,297,285	532,249	10%	5,812,124	390,974	685,840	12%
Academic Support	1,088,548	277,745	26%	1,187,704	96,815	162,199	14%
Student Services	1,214,328	126,145	10%	929,753	80,933	349,653	38%
Institutional Support	4,076,531	258,160	6%	4,145,602	266,284	400,027	10%
Operation & Maintenance of Plant	1,687,103	406,345	24%	1,793,183	114,539	202,467	11%
Subtotal - Instruction & General	13,363,795	1,600,644	12%	13,868,366	949,545	1,800,186	13%
Student Activities	307,331	17,360	6%	120,535	17,126	24,208	20%
Research	0	0	0%	0	0	0	0%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	372,854	262,272	70%	931,917	103,065	158,223	17%
Student Aid	305,389	112,883	37%	331,910	227,177	248,065	75%
Auxiliary Enterprises	1,413,983	331,050	23%	1,485,805	264,744	289,350	19%
Athletics	671,031	138,371	21%	677,782	30,453	37,558	6%
Total Current Unrestricted Fund	16,434,383	2,462,580	15%	17,416,315	1,592,110	2,557,590	15%
CURRENT RESTRICTED FUND							
Grants	2,843,425	208,553	7%	1,849,374	8,322	75,835	4%
Student Aid	4,180,325	1,469,742	35%	4,422,593	1,122,031	1,184,434	27%
Total Current Restricted Fund	7,023,750	1,678,295	24%	6,271,967	1,130,353	1,260,269	20%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from Institutional Funds	0	455,301	0%	8,908,283	0	91,195	1%
Projects from State GOB Funds	4,949,007	873,953	18%	3,612,996	949,652	949,652	26%
Projects from State STB Funds	2,000,000	0	0%	1,885,297	0	0	0%
Projects from State E R & R	326,454	0	0%	415,030	0	0	0%
Projects from State B R & R	353,945	11,861	3%	480,452	10,227	13,977	3%
Projects from Auxiliary BR&R	19,147	0	0%	47,709	0	0	0%
Subtotal - Capital and BR&R	7,648,553	1,341,115	18%	15,349,767	959,879	1,054,824	7%
Debt Service							
Revenue Bonds	0	0	0%	0	0	0	0%
Total Plant Funds	7,648,553	1,341,115	18%	15,349,767	959,879	1,054,824	7%
GRAND TOTAL EXPENDITURES	31,106,686	5,481,990	18%	39,038,049	3,682,342	4,872,683	12%

NEW MEXICO JUNIOR COLLEGE
Revenue Report
August 2004

17% of Year Completed

Fund	2003-04			2004-05			
	Final Budget	Year-to-date Revenue	Percentage of Budget Received	Original Budget	Current Month Revenue	Year-to-date Revenue	Percentage of Budget Received
CURRENT UNRESTRICTED FUND							
Instruction and General:							
Tuition and Fees	1,653,150	844,965	51%	1,734,700	624,036	906,003	52%
State Appropriations	7,684,800	1,286,466	17%	8,089,900	645,609	1,291,216	16%
Advalorem Taxes - Oil and Gas	3,409,779	479,014	14%	3,409,779	240,007	479,514	14%
Advalorem Taxes - Property	2,000,000	60,697	3%	2,468,000	0	72,213	3%
Interest Income	50,000	1,763	4%	55,871	0	0	0%
Other Revenues	316,500	24,401	8%	190,000	47,498	71,144	37%
Subtotal - Instruction & General	15,114,229	2,697,306	18%	15,948,250	1,557,150	2,820,090	18%
Student Activities	47,500	27,287	57%	47,800	19,653	27,866	58%
Public Service	0	0	0%	0	0	0	0%
Internal Service Departments	13,000	2,456	19%	13,000	0	0	0%
Auxiliary Enterprises	1,728,300	523,301	30%	1,802,550	683,984	781,382	43%
Athletics	35,400	5,750	16%	36,600	2,875	2,875	8%
Total Current Unrestricted	16,938,429	3,256,100	19%	17,848,200	2,263,662	3,632,213	20%
CURRENT RESTRICTED FUND							
Grants	2,843,425	12,124	0%	1,849,374	201,055	202,736	11%
Student Aid	4,180,325	120,526	3%	4,422,593	0	19,251	0%
Total Current Restricted	7,023,750	132,650	2%	6,271,967	201,055	221,987	4%
PLANT FUNDS							
Capital Outlay / Bldg. Renewal & Repl.							
Projects from State GOB Funds	4,949,007	0	0%	3,612,996	0	0	0%
Projects from State STB Funds	2,000,000	0	0%	1,885,297	0	0	0%
Projects from Other State Funds	0	0	0%	0	0	0	0%
Interest Income	100,000	8,327	8%	100,000	0	0	0%
Total Plant Funds	7,049,007	8,327	0%	5,598,293	0	0	0%
GRAND TOTAL REVENUES	31,011,186	3,397,077	11%	29,718,460	2,464,717	3,854,200	13%

NEW MEXICO JUNIOR COLLEGE

Oil and Gas Revenue Report

August 2004

17% of Year Completed

		OIL		GAS		COMBINED		
Sales	Month of Distribution	Price per BBL	Lea County BBLs sold	Price per MCF	Lea County MCF sold	Monthly Revenue	2004-05 Original Budget	Variance Over (Under) Budget
Accrual	July	\$37.55	3,004,977	\$5.33	16,626,962	239,507	239,507	0
Accrual	August	\$36.19	3,066,678	\$5.77	17,406,483	239,507	239,507	0
Accrual	September							0
Accrual	October							0
Accrual	November							0
Accrual	December							0
Accrual	January							0
Accrual	February							0
Accrual	March							0
Accrual	April							0
Accrual	May							0
Accrual	June							0
Y.T.D. Production Tax Revenue						479,014	479,014	0
Y.T.D. Equipment Tax Revenue						500		500
Total Year-to-Date Oil & Gas and Equipment Tax Revenue						479,514	479,014	500

Source: New Mexico Taxation and Revenue Department

Per Johnson, Miller & Co., C.P.A.'s, an accrual is made for oil and gas revenue for the reporting month.

NEW MEXICO JUNIOR COLLEGE
Schedule of Investments
August 2004

17% of Year Completed

Financial Institution	Amount Invested	Date Invested	Maturity Date	Period of Investment (Days)	Account Number	Interest Rate	Interest Earned
State of New Mexico Local Government Investment Pool	8,625,000	N/A	N/A	N/A	7102-1348	1.91%	15,747
Total Investments	<u>8,625,000</u>						<u>15,747</u>

Summary of Current Month's Activity	
Beginning amount	9,625,000
Plus: deposits	0
Less: withdrawals	(1,000,000)
Capital Projects	9,403,602
Reserves Invested	-778,602
Total LGIP Investment	8,625,000

Capital Projects	8/31/2004
Technology Upgrade	375,084.51
Workforce Training Center	1,191,750.14
High Tech Start Up	163,346.40
Docutech	425,001.40
Vehicles	78,708.49
CISCO Networking Equipment	1,970.63
Western Heritage Center	1,415,000.00
Drawings and Master Plan	94,153.70
Baseball Field	204,472.61
Rodeo Arena	10,940.05
Dormitory Landscape	45,900.93
Lea County Beautification	0.00
Circle Drive	135,492.34
Dorm Construction	0.00
Roadway Parking Lot Seal Coat	100,000.00
Dorm Recreation Area	116,227.09
BR&R Carryover	476,702.36
Water Rights	9,465.59
Firing Range Upgrade	5,559.66
Millen Fence/Landscape	175,000.00
Ben Alexander Student Center	3,265,438.94
JASI	385,389.94
Computer Equipment Rebates	10,997.37
Clerk of the Works	70,000.00
Marketing	80,000.00
West Texas ITV	50,000.00
Dorms	242,000.00
Equestrian Center	150,000.00
Telephone	125,000.00
Total	9,403,602.15

NOTE: Capital projects total does not include encumbered funds

NEW MEXICO JUNIOR COLLEGE									
EQUIPMENT TO BE REMOVED									
FISCAL YEAR 03-04									
NMJC NO	TYPE	DESCRIPTION			DATE	VALUE	ACCT. NO	VENDOR	
N15158	Equipment	Portable Reel w/Grundfos Pump	To Be Removed	auction/after	2/18/1999	\$ 4,478.91	1-2741-11-510	Hazco Services Inc.	
N12481	Equipment	Drying Rack w/50 Shelves	To Be Removed	auction/no # on	2/1/1981	\$ 510.00	-1073	American Printing	
N11509	Equipment	Deluxe Hispanic Texas Doll	To Be Removed	damag/in const	8/1/1993	\$ 1,520.52	7-2741-94-112	Medical Plastics	
G30778	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	9/9/1998	\$ -	3-2741-43-180	Gateway 2000	
G31044	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	10/7/1999	\$ -	3-2741-43-931	Gateway Companies, Inc	
G31063	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,377.00	3-2741-43-932	Gateway Companies, Inc	
G31064	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	
G31065	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,377.00	3-2741-43-932	Gateway Companies, Inc	
G31066	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	
G31072	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	
G31086	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	
G31087	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,377.00	3-2741-43-932	Gateway Companies, Inc	
G31089	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,377.00	3-2741-43-932	Gateway Companies, Inc	
G31095	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,377.00	3-2741-43-932	Gateway Companies, Inc	
G31101	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,871.00	3-2741-43-932	Gateway Companies, Inc	
G31102	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	
G31103	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,871.00	3-2741-43-932	Gateway Companies, Inc	
G31104	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	
G31105	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,871.00	3-2741-43-932	Gateway Companies, Inc	
G31106	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	
G31107	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,871.00	3-2741-43-932	Gateway Companies, Inc	
G31108	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	
G31109	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,871.00	3-2741-43-932	Gateway Companies, Inc	
G31110	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	
G31111	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,871.00	3-2741-43-932	Gateway Companies, Inc	
G31112	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	
G31126	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	
G31218	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	10/14/1999	\$ 1,713.00	3-2741-43-141	Gateway Companies, Inc	
G31219	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc	
G31220	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	12/10/1999	\$ 1,713.00	3-2741-43-141	Gateway Companies, Inc	
G31221	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc	
G31222	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	12/10/1999	\$ 1,713.00	3-2741-43-141	Gateway Companies, Inc	
G31223	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc	
G31224	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Eunice sch	12/10/1999	\$ 1,713.00	3-2741-43-141	Gateway Companies, Inc	
G31225	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc	
N15221	Equipment	Gateway CPU - Pentium 400	To Be Removed	don. Eunice sch	11/10/1998	\$ 1,636.00	2-2741-52-710	Gateway 2000	
N15227	Equipment	Gateway CPU - Pentium 400	To Be Removed	don. Eunice sch	11/10/1998	\$ 1,636.00	2-2741-52-710	Gateway 2000	
N15229	Equipment	Gateway CPU - Pentium 400	To Be Removed	don. Eunice sch	11/10/1998	\$ 1,636.00	2-2741-52-710	Gateway 2000	
N15235	Equipment	Gateway CPU - Pentium 400	To Be Removed	don. Eunice sch	11/10/1998	\$ 1,636.00	2-2741-52-710	Gateway 2000	
N15245	Equipment	Gateway CPU - Pentium 400	To Be Removed	don. Eunice sch	11/10/1998	\$ 1,890.00	2-2741-52-710	Gateway 2000	
N15248	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	11/10/1998	\$ -	2-2741-52-710	Gateway 2000	
N15602	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	2/17/2000	\$ -	1-2741-11-590	Gateway Companies, Inc	
N15632	Equipment	Gateway 17 Monitor"	To Be Removed	don. Eunice sch	3/13/2000	\$ -	1-2741-11-590	Gateway Companies, Inc	
G30175	Equipment	MSA Air Mask w/Air Tank	To Be Removed	don. fire dept	12/1/1995	\$ 1,156.35	3-2741-43-902	Mine Safety Appliance	
G30176	Equipment	MSA Air Mask w/Air Tank	To Be Removed	don. fire dept	12/1/1995	\$ 1,156.40	3-2741-43-902	Mine Safety Appliance	

NEW MEXICO JUNIOR COLLEGE									
EQUIPMENT TO BE REMOVED									
FISCAL YEAR 03-04									
NMJC NO	TYPE	DESCRIPTION				DATE	VALUE	ACCT. NO	VENDOR
G30177	Equipment	MSA Air Mask w/Air Tank	To Be Removed	don. fire dept		12/1/1995	\$ 1,156.35	3-2741-43-902	Mine Safety Appliance
G30178	Equipment	MSA Air Mask w/Air Tank	To Be Removed	don. fire dept		12/1/1995	\$ 1,156.35	3-2741-43-902	Mine Safety Appliance
G30179	Equipment	MSA Air Mask w/Air Tank	To Be Removed	don. fire dept		12/1/1995	\$ 1,156.35	3-2741-43-902	Mine Safety Appliance
G30180	Equipment	MSA Air Mask w/Air Tank	To Be Removed	don. fire dept		12/1/1995	\$ 1,156.35	3-2741-43-902	Mine Safety Appliance
N15810	Equipment	Pix Cascade System	To Be Removed	don. fire dept		6/30/2000	\$ 2,500.00	Donated	ENMU-Roswell
N10107	Equipment	Print Press	To Be Removed	don. Lea Museum		9/1/1976	\$ 2,192.30	-12	Showcard
G31046	Equipment	Gateway 17 Monitor"	To Be Removed	don. Tatum sch		10/7/1999	\$ -	3-2741-43-931	Gateway Companies, Inc
G31048	Equipment	Gateway 17 Monitor"	To Be Removed	don. Tatum sch		10/7/1999	\$ -	3-2741-43-931	Gateway Companies, Inc
G31050	Equipment	Gateway 17 Monitor"	To Be Removed	don. Tatum sch		10/7/1999	\$ -	3-2741-43-931	Gateway Companies, Inc
N14523	Equipment	Portable Display Unit	To Be Removed	don. Tatum sch		6/1/1984	\$ 1,072.03	0-440-0030	Expo Communications
N14524	Equipment	Portable Display Unit	To Be Removed	don. Tatum sch		6/1/1984	\$ 3,615.96	0-440-0030	Expo Communications
N15498	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15500	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15501	Equipment	Gateway 17 Monitor"	To Be Removed	don. Tatum sch		10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc
N15503	Equipment	Gateway 17 Monitor"	To Be Removed	don. Tatum sch		10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc
N15504	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15505	Equipment	Gateway 17 Monitor"	To Be Removed	don. Tatum sch		10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc
N15506	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15507	Equipment	Gateway 17 Monitor"	To Be Removed	don. Tatum sch		10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc
N15508	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15509	Equipment	Gateway 17 Monitor"	To Be Removed	don. Tatum sch		10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc
N15510	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15512	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc
N15516	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15518	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15520	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15522	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15523	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15524	Equipment	Gateway Cpu-Pentium III	To Be Removed	don. Tatum sch		10/25/1999	\$ 1,550.00	1-2741-11-590	Gateway Companies, Inc
N15525	Equipment	Gateway 17 Monitor"	To Be Removed	don. Tatum sch		10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc
N15527	Equipment	Gateway 17 Monitor"	To Be Removed	don. Tatum sch		10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc
G30317	Equipment	Apple Quick Take 100	To Be Removed	donated Jal		6/1/1994	\$ 578.00	3-2741-43-155	Apple Computers, Inc.
G30383	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		10/15/1996	\$ -	3-2741-43-901	Gateway 2000
G30459	Equipment	XapShot SV Camera w/Eyes for M	To Be Removed	donated Jal		1/1/1992	\$ 840.00	4-2741-43-155	Dr. Mac
G30598	Equipment	Gateway CPU - Pentium 233	To Be Removed	donated Jal		9/1/1997	\$ 2,814.00	3-2741-43-912	Gateway 2000
G30605	Equipment	Gateway CPU - Pentium 233	To Be Removed	donated Jal		9/1/1997	\$ 2,814.00	3-2741-43-912	Gateway 2000
G30606	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		9/1/1997	\$ -	3-2741-43-912	Gateway 2000
G30610	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		9/1/1997	\$ -	3-2741-43-912	Gateway 2000
G30619	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		9/1/1997	\$ -	3-2741-43-912	Gateway 2000
G30620	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		9/1/1997	\$ -	3-2741-43-912	Gateway 2000
G30730	Equipment	Gateway CPU - Pentium 300	To Be Removed	donated Jal		4/15/1998	\$ 2,397.00	3-2741-43-140	Gateway 2000
G30818	Equipment	Gateway CPU - Pentium 400	To Be Removed	donated Jal		10/26/1998	\$ 1,852.00	3-2741-43-921	Gateway 2000
G30820	Equipment	Gateway CPU - Pentium 400	To Be Removed	donated Jal		10/26/1998	\$ 1,852.00	3-2741-43-921	Gateway 2000
G30824	Equipment	Gateway CPU - Pentium 400	To Be Removed	donated Jal		10/26/1998	\$ 1,852.00	3-2741-43-921	Gateway 2000
G30826	Equipment	Gateway CPU - Pentium 400	To Be Removed	donated Jal		10/26/1998	\$ 1,852.00	3-2741-43-921	Gateway 2000

NEW MEXICO JUNIOR COLLEGE									
EQUIPMENT TO BE REMOVED									
FISCAL YEAR 03-04									
NMJC NO	TYPE	DESCRIPTION				DATE	VALUE	ACCT. NO	VENDOR
G30829	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		10/26/1998	\$ -	3-2741-43-921	Gateway 2000
G30834	Equipment	Gateway CPU - Pentium 400	To Be Removed	donated Jal		10/26/1998	\$ 2,072.00	3-2741-43-921	Gateway 2000
G30835	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		10/26/1998	\$ -	3-2741-43-921	Gateway 2000
G30918	Equipment	Gateway CPU - Pentium 512	To Be Removed	donated Jal		1/7/1999	\$ 1,840.00	3-2741-43-140	Gateway 2000
G30923	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		1/7/1999	\$ -	3-2741-43-140	Gateway 2000
G30960	Equipment	Gateway CPU - Pentium 400	To Be Removed	donated Jal		3/1/1999	\$ 1,700.00	3-2741-43-931	Gateway 2000
N11110	Equipment	Hewlett Packard LaserJet III Printer	To Be Removed	donated Jal		9/1/1990	\$ 1,484.90	2-7211-1864	Holman's Inc.
N11868	Equipment	Okidata Laserprinter	To Be Removed	donated Jal		8/1/1994	\$ 515.29	1-2741-15-810	DellWare Direct
N15230	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		11/10/1998	\$ -	2-2741-52-710	Gateway 2000
N15233	Equipment	Gateway CPU - Pentium 400	To Be Removed	donated Jal		11/10/1998	\$ 1,636.00	2-2741-52-710	Gateway 2000
N15237	Equipment	Gateway CPU - Pentium 400	To Be Removed	donated Jal		11/10/1998	\$ 1,636.00	2-2741-52-710	Gateway 2000
N15247	Equipment	Gateway CPU - Pentium 400	To Be Removed	donated Jal		11/10/1998	\$ 1,636.00	2-2741-52-710	Gateway 2000
N15249	Equipment	Gateway CPU - Pentium 400	To Be Removed	donated Jal		11/10/1998	\$ 1,635.00	2-2741-52-710	Gateway 2000
N15346	Equipment	Gateway CPU - Pentium 450	To Be Removed	donated Jal		6/30/1999	\$ 1,350.00	1-2741-11-515	Gateway 2000
G31036	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		10/7/1999	\$ -	3-2741-43-931	Gateway Companies, Inc
G31226	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31227	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31228	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31229	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31230	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31232	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31233	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31234	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31235	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31237	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31238	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31239	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31240	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31242	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31243	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31244	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31245	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31246	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31247	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31248	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31249	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31250	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31251	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31252	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31253	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31254	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31255	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31256	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc
G31257	Equipment	Gateway 17 Monitor"	To Be Removed	donated Jal		12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc
G31258	Equipment	Gateway Cpu-Pentium III	To Be Removed	donated Jal		12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc

NEW MEXICO JUNIOR COLLEGE									
EQUIPMENT TO BE REMOVED									
FISCAL YEAR 03-04									
NMJC NO	TYPE	DESCRIPTION	DATE	VALUE	ACCT. NO	VENDOR			
G31259	Equipment	Gateway 17 Monitor"	12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31260	Equipment	Gateway Cpu-Pentium III	12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31261	Equipment	Gateway 17 Monitor"	12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31262	Equipment	Gateway Cpu-Pentium III	12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31263	Equipment	Gateway 17 Monitor"	12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31264	Equipment	Gateway Cpu-Pentium III	12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31265	Equipment	Gateway 17 Monitor"	12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31266	Equipment	Gateway Cpu-Pentium III	12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31268	Equipment	Gateway Cpu-Pentium III	12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31269	Equipment	Gateway 17 Monitor"	12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31270	Equipment	Gateway Cpu-Pentium III	12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31271	Equipment	Gateway 17 Monitor"	12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31272	Equipment	Gateway Cpu-Pentium III	12/10/1999	\$ 1,789.00	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G31273	Equipment	Gateway 17 Monitor"	12/10/1999	\$ -	3-2741-43-141	Gateway Companies, Inc	To Be Removed	donated Jal	
G30388	Equipment	LitePro 210V LCD Projector	9/6/1996	\$ 4,484.00	3-2741-43-140	Professional Business Sys	To Be Removed	donated Lea Cou	
G30680	Equipment	Infocus Lite Pro 220 Projection Unit	11/1/1997	\$ 3,787.00	3-2741-43-140	Troxell Communications	To Be Removed	donated Lea Cou	
G31038	Equipment	Gateway 17 Monitor"	10/7/1999	\$ -	3-2741-43-931	Gateway Companies, Inc	To Be Removed	donated Lea Cou	
G31041	Equipment	Gateway Cpu-Pentium III	10/7/1999	\$ 1,389.00	3-2741-43-931	Gateway Companies, Inc	To Be Removed	donated Lea Cou	
G31042	Equipment	Gateway 17 Monitor"	10/7/1999	\$ -	3-2741-43-931	Gateway Companies, Inc	To Be Removed	donated Lea Cou	
G31045	Equipment	Gateway Cpu-Pentium III	10/7/1999	\$ 1,389.00	3-2741-43-931	Gateway Companies, Inc	To Be Removed	donated Lea Cou	
G31047	Equipment	Gateway Cpu-Pentium III	10/7/1999	\$ 1,389.00	3-2741-43-931	Gateway Companies, Inc	To Be Removed	donated Lea Cou	
G31049	Equipment	Gateway Cpu-Pentium III	10/7/1999	\$ 1,389.00	3-2741-43-931	Gateway Companies, Inc	To Be Removed	donated Lea Cou	
G31148	Equipment	Gateway 17 Monitor"	10/7/1999	\$ 1,389.00	3-2741-43-931	Gateway Companies, Inc	To Be Removed	donated Lea Cou	
N15515	Equipment	Gateway 17 Monitor"	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	To Be Removed	donated Lea Cou	
G31035	Equipment	Gateway Cpu-Pentium III	10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc	To Be Removed	donated Lea Cou	
G31037	Equipment	Gateway Cpu-Pentium III	10/7/1999	\$ 1,389.00	3-2741-43-931	Gateway Companies, Inc	To Be Removed	donated Lovingt	
G31039	Equipment	Gateway Cpu-Pentium III	10/7/1999	\$ 1,389.00	3-2741-43-931	Gateway Companies, Inc	To Be Removed	donated Lovingt	
G31040	Equipment	Gateway 17 Monitor"	10/7/1999	\$ -	3-2741-43-931	Gateway Companies, Inc	To Be Removed	donated Lovingt	
G31115	Equipment	Gateway Cpu-Pentium III	10/14/1999	\$ 1,871.00	3-2741-43-932	Gateway Companies, Inc	To Be Removed	donated Lovingt	
G31121	Equipment	Gateway Cpu-Pentium III	10/14/1999	\$ 1,871.00	3-2741-43-932	Gateway Companies, Inc	To Be Removed	donated Lovingt	
G31129	Equipment	Gateway Cpu-Pentium III	10/14/1999	\$ 1,871.00	3-2741-43-932	Gateway Companies, Inc	To Be Removed	donated Lovingt	
G31137	Equipment	Gateway Cpu-Pentium III	10/14/1999	\$ 1,871.00	3-2741-43-932	Gateway Companies, Inc	To Be Removed	donated Lovingt	
G31140	Equipment	Gateway 17 Monitor"	10/14/1999	\$ -	3-2741-43-932	Gateway Companies, Inc	To Be Removed	donated Lovingt	
G31194	Equipment	Gateway Cpu-Pentium III	11/5/1999	\$ 1,722.00	3-2741-43-700	Gateway Companies, Inc	To Be Removed	donated Lovingt	
G31214	Equipment	Gateway Cpu-Pentium III	12/8/1999	\$ 1,792.00	3-2741-43-129	Gateway Companies, Inc	To Be Removed	donated Lovingt	
G31215	Equipment	Gateway 17 Monitor"	12/8/1999	\$ -	3-2741-43-129	Gateway Companies, Inc	To Be Removed	donated Lovingt	
N15439	Equipment	Gateway 17 Monitor"	12/8/1999	\$ -	3-2741-43-129	Gateway Companies, Inc	To Be Removed	donated Lovingt	
N15499	Equipment	Gateway 17 Monitor"	9/28/1999	\$ -	2-2741-52-710	Gateway 2000	To Be Removed	donated Lovingt	
N15517	Equipment	Gateway 17 Monitor"	10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc	To Be Removed	donated Lovingt	
N15521	Equipment	Gateway 17 Monitor"	10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc	To Be Removed	donated Lovingt	
N15568	Equipment	Gateway 17 Monitor"	10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc	To Be Removed	donated Lovingt	
N15569	Equipment	Gateway 17 Monitor"	10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc	To Be Removed	donated Lovingt	
N15601	Equipment	Gateway 17 Monitor"	10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc	To Be Removed	donated Lovingt	
N15626	Equipment	Gateway 17 Monitor"	10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc	To Be Removed	donated Lovingt	
N16113	Equipment	Gateway 17 Monitor"	10/25/1999	\$ -	1-2741-11-590	Gateway Companies, Inc	To Be Removed	donated Lovingt	
N15568	Equipment	Apple IMac G3/350 Computer	12/17/1999	\$ 949.00	2-2741-72-100	Apple Computer, Inc.	To Be Removed	donated Lovingt	
N15569	Equipment	Apple IMac G3/350 Computer	12/17/1999	\$ 949.00	2-2741-72-100	Apple Computer, Inc.	To Be Removed	donated Lovingt	
N15601	Equipment	Gateway Cpu-Pentium III	2/17/2000	\$ 1,556.00	1-2741-11-590	Gateway Companies, Inc	To Be Removed	donated Lovingt	
N15626	Equipment	Gateway 17 Monitor"	3/1/2000	\$ -	1-2741-11-590	Gateway Companies, Inc	To Be Removed	donated Lovingt	
N16113	Equipment	Gateway 17 Monitor"	8/5/2000	\$ -	2-2741-52-710	Gateway Companies, Inc	To Be Removed	donated Lovingt	

NEW MEXICO JUNIOR COLLEGE		EQUIPMENT TO BE REMOVED		FISCAL YEAR 03-04		DESCRIPTION		DATE		VALUE		ACCT. NO		VENDOR	
NMJC NO	TYPE														
N16143	Equipment			To Be Removed	donated	Lovingt	Gateway 17 Monitor"	8/5/2000	\$ -			2-2741-52-710	Gateway Companies, Inc		
N16234	Equipment			To Be Removed	donated	Lovingt	Apple iMac G3/350 Computer	10/9/2000	\$ 799.00			2-2741-52-710	Apple Computers, Inc.		
N16465	Equipment			To Be Removed	donated	Lovingt	Apple iMac G3/400 Computer	9/12/2000	\$ -			2-2741-72-100	Apple Computers, Inc.		
G30187	Equipment			To Be Removed	Lost/see attached		Gateway CPU - Pentium 75	5/1/1996	\$ 2,208.00			3-2741-43-130	Government Computer Sales		
G30188	Equipment			To Be Removed	Lost/see attached		Gateway 15 Monitor"	5/1/1996	\$ -			3-2741-43-130	Government Computer Sales		
G30189	Equipment			To Be Removed	Lost/see attached		Gateway CPU - Pentium 75	5/1/1996	\$ 2,208.00			3-2741-43-130	Government Computer Sales		
G30190	Equipment			To Be Removed	Lost/see attached		Gateway 15 Monitor"	5/1/1996	\$ -			3-2741-43-130	Government Computer Sales		
G30592	Equipment			To Be Removed	Lost/see attached		Gateway CPU - Pentium 233	5/1/1996	\$ 2,814.00			3-2741-43-912	Gateway 2000		
G30677	Equipment			To Be Removed	non repairable		Gateway 17 Monitor"	9/1/1997	\$ -			3-2741-43-140	Gateway 2000		
G30909	Equipment			To Be Removed	non repairable		Gateway 17 Monitor"	1/7/1999	\$ -			3-2741-43-140	Gateway 2000		
G31241	Equipment			To Be Removed	non repairable		Gateway 17 Monitor"	1/7/1999	\$ -			3-2741-43-141	Gateway Companies, Inc		
G31267	Equipment			To Be Removed	non repairable		Gateway 17 Monitor"	12/10/1999	\$ -			3-2741-43-141	Gateway Companies, Inc		
N10757	Equipment			To Be Removed	non repairable		IBM WheelWriter III Typewriter	12/10/1999	\$ -			7-010-0385	Copy Machines Inc.		
N11321	Equipment			To Be Removed	non repairable		Kenmore Refrigerator/Freezer - Almond	10/1/1988	\$ 535.00			6-2771-77644	Sears Roebuck		
N11341	Equipment			To Be Removed	non repairable		Ice Cooled Food Unit	6/1/1991	\$ 554.87			None	Nobel/Sysco Inc.		
N12351	Equipment			To Be Removed	non repairable		Coaxitron Receiver	10/1/1991	\$ 2,689.50			2-2741-73-300	CCTV Source Inc.		
N12352	Equipment			To Be Removed	non repairable		Uniplex Coaxitron Transmitter	9/1/1995	\$ 3,155.70			2-2741-73-300	CCTV Source Inc.		
N12835	Equipment			To Be Removed	non repairable		Stairmaster 4000PT Stairclimbe	9/1/1995	\$ 795.20			2-2741-73-300	CCTV Source Inc.		
N14512	Equipment			To Be Removed	non repairable		Lantronix Print Server	10/1/1996	\$ 1,995.00			1-2741-11-420	First Fitness Equipment		
N14531	Equipment			To Be Removed	non repairable		DataCard Monitor -- Part of ID System	2/20/1997	\$ 807.95			2-2741-52-710	DataComm Warehouse		
N14729	Equipment			To Be Removed	non repairable		Gateway CPU - Pentium 233	4/1/1997	\$ -			7-2741-13-305	Superior Business Product		
N14870	Equipment			To Be Removed	non repairable		Dell CPU - Pentium 200	10/15/1997	\$ 2,150.00			1-2741-14-123	Gateway 2000		
N15427	Equipment			To Be Removed	non repairable		Gateway 17 Monitor"	12/15/1997	\$ 1,689.00			1-2741-11-517	Dell Marketing		
N15899	Equipment			To Be Removed	non repairable		Gateway 17 Monitor"	9/28/1999	\$ -			2-2741-52-710	Gateway 2000		
N16154	Equipment			To Be Removed	non repairable		Apple PowerMac G4-D450	8/17/2000	\$ -			7-2741-01-004	Gateway Companies, Inc		
N16156	Equipment			To Be Removed	non repairable		Apple PowerMac G4-D450	8/28/2000	\$ 2,590.00			7-2741-01-004	Apple Computers, Inc.		
N16192	Equipment			To Be Removed	non repairable		Apple PowerMac G4-D450	8/28/2000	\$ 2,590.00			7-2741-01-004	Apple Computers, Inc.		
G31090	Equipment			To Be Removed	non repairable		Gateway 17 Monitor"	8/28/2000	\$ 2,590.00			7-2741-01-004	Apple Computers, Inc.		
N10571	Equipment			To Be Removed	non-functional		Valpar Cabinet	10/14/1999	\$ -			3-2741-43-932	Gateway Companies, Inc		
N10106	Equipment			To Be Removed	non-functional		Gym Mat	9/1/1984	\$ 1,640.52			3-020-0030	Valpar International		
N15804	Equipment			To Be Removed	safety hazard		Shop Made Mud Pit	9/1/1976	\$ 5,690.23			-10	Nissen		
N15808	Equipment			To Be Removed	safety hazard		Hydril BOP	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N15809	Equipment			To Be Removed	safety hazard		WIPP Tru-Pac	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N15817	Equipment			To Be Removed	safety hazard		Small National Pump Jack 4'x8'	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N15818	Equipment			To Be Removed	safety hazard		Gas Run Meter	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N15821	Equipment			To Be Removed	safety hazard		Cut-away Well Head	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N15823	Equipment			To Be Removed	safety hazard		Large Cut-away Separator	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N15826	Equipment			To Be Removed	safety hazard		Miscellaneous Drilling Bits	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N15827	Equipment			To Be Removed	safety hazard		Miscellaneous-Sets/Bit Nozzels	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N15828	Equipment			To Be Removed	safety hazard		Miscellaneous-Plugs & Thread Protectors	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N16159	Equipment			To Be Removed	safety hazard		Apple Monitor 16/17 Studio Display	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N16173	Equipment			To Be Removed	safety hazard		Apple Monitor 16/17 Studio Display	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N16207	Equipment			To Be Removed	safety hazard		Apple Monitor 16/17 Studio Display	6/30/2000	\$ 1,000.00			Donated	ENMU-Roswell		
N15834	Equipment			To Be Removed	See Notes		Bull - Charlais/Angus (Cross)	8/28/2000	\$ -			7-2741-01-004	Apple Computers, Inc.		
N11628	Equipment			To Be Removed	Sold yrs. ago		Bay Gelding Bucking Horse	7/2/2000	\$ 2,500.00			Donated	Apple Computers, Inc.		
				To Be Removed				7/1/1993	\$ 725.00			2-2412-82605	Paul Vernagelli		
				To Be Removed					\$ -				None		

NEW MEXICO JUNIOR COLLEGE									
EQUIPMENT TO BE REMOVED									
FISCAL YEAR 03-04									
NMJC NO	TYPE	DESCRIPTION				DATE	VALUE	ACCT. NO	VENDOR
N12366	Equipment	Magnavox 25 Inch Television	To Be Removed	Stolen/see attach		10/1/1995	\$ 573.35	2-2741-52-710	G.C. Video, Inc.
N12490	Equipment	A B Dick Offset Press	To Be Removed	trade-in		7/1/1981	\$13,829.10	-59	A B Dick
N12491	Equipment	T51 Color Head for 360 CMC	To Be Removed	trade-in		7/1/1981	\$ 3,803.70	-59	A B Dick

**NEW MEXICO JUNIOR COLLEGE
RESOLUTION FOR DEDICATION OF RIGHT-OF-WAY
FOR MILLEN DRIVE EXTENSION**


BE IT RESOLVED BY THE NEW MEXICO JUNIOR COLLEGE GOVERNING BOARD:

SECTION 1. SHORT TITLE - This Resolution may be cited as the "Millen Drive Extension".


SECTION 2. PURPOSE OF THE RESOLUTION - The purpose of this resolution is to approve the plan to extend Millen Drive which has been agreed to between Lea County, City of Hobbs and New Mexico Junior College.

SECTION 3. MEMORIALIZATION - The memorialization of this plan is set out in a plat dated August 26, 2004 drafted by Pettigrew & Associates, P.A. entitled "Dedication of Right-of-way for Millen Drive Extension".

SECTION 4. AUTHORIZATION - This resolution further authorizes Mr. Larry Hanna, Chairman of the New Mexico Junior College Board to approve the plat on behalf of New Mexico Junior College and to execute such other documents as may be necessary to effectuate this resolution.



LARRY HANNA, CHAIRMAN
NEW MEXICO JUNIOR COLLEGE BOARD

ATTEST: 

PAT CHAPPELLE
NEW MEXICO JUNIOR COLLEGE BOARD

Date: September 1, 2004

To: Dr. Letitia Chambers,
Executive Director, New Mexico Commission on Higher Education

From: Dr. Steve McCleery,
President, New Mexico Junior College

Subject: IT Funding Proposals for FY05/06

New Mexico Junior College has three funding priorities for information technology (IT) projects in the FY05/06 year. Obtaining needed improvements in information technology is important to the future of our institution. Our IT representative will be submitting or supporting proposals for these projects:

- 1. Smart Classrooms II – Completing the Transition**
This proposal requests \$359,310 to convert our institution's remaining traditional classrooms to our second-generation Smart Classroom specification.
- 2. Statewide Learning Management System – WebCT Vista (SLMS)**
This proposal requests \$3,920,200 to fund a two- or three-year project to implement CHECS-operated hosting centers for enterprise-level Learning Management System (LMS) WebCT Vista. The project provides for each hosted school to maintain their unique brands and administrative control over their own institutional area within the LMS.
- 3. CHECS-Net Core Infrastructure Upgrades (CCIP)**
This proposal requests \$2,701,000 to upgrade the CHECS-Net (New Mexico Higher Education Intranet) core infrastructure. This project is submitted on behalf of the CHECS consortium by New Mexico State University acting as fiscal agent. This project is revolutionary in that it benefits every institution of higher education in the state.

Our number one priority is the **Smart Classrooms II** project. These last two proposals are statewide infrastructure projects drafted by CHECS (Council for Higher Education Computing/Communication Services). CHECS is an association of the higher education information technology units in New Mexico. These consortial proposals support the stated mission of CHECS to encourage the effective use of the computing and information resource facilities of its member institutions.

We look forward to working with you to improve the IT infrastructure at our institution. If you have further questions, feel free to contact me at (505) 392-5004 or smccleery@nmjc.edu.

cc: Dr. Michael Hites, CHECS President

Lea County Cowboy Hall of Fame &
 Western Heritage Center
 Exhibit Schedule of Values - v.090204

ITEM	DESCRIPTION	2004											
		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG

1.0 Western Heritage/Children's Museum														
1.1	Revisions to exhibit plans	10000	15000											
1.2	Exhibit construction drawings	2500	2500	5000										
1.3	Graphics				10000	10000	25000	25000	20000	10000				
1.4	Exhibit wall panels/casework/railing				20000	25000	25000	23750	15000					
1.5	Dioramas/reproductions/themed environments				21000	45000	45000	45000	45000	45000				
1.8	Artifact mounts												7400	
1.9	Exhibit track lighting													
1.11	Installation											25000		
1.12	Carpet												21000	21000
	Sub-Total													

2.0 Hall of Fame														
2.1	Exhibit casework													
2.2	Trophy cases/pedestals (4)		25000	35000	30000	27000								
2.3	Graphic panels		8500	4500	4000									
2.4	Saddle mounts	25000	30000	45000	10000									
2.5	Artifact mounting							4000						
2.6	Installation											2500	2500	
	Sub-Total													

3.0 Lobby Exhibit														
3.1	Animated cowboy & chuckwagon													
3.2	Installation					20000						14000	34000	4000
3.3	Platform/terrain											7000	6000	
	Sub-Total													

85000

Lea County Cowboy Hall of Fame &
Western Heritage Center
Exhibit Schedule of Values - v. 090204

ITEM	DESCRIPTION	BUDGET	2004				2005							
			SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
4.0	Theater													
4.1	Video projector & surround sound	66000								22000				
4.2	DVD/VHS play system	2900								22000				
4.3	Screen, 12ft x 20 ft	2800								2900				
4.4	16mm projector (2) w/ changeover	4000								2800				
4.5	Room lighting	3300								4000				
4.6	Curtain for screen	2000								2000				
4.7	5-minute museum intro film	0												
4.8	Installation	9000											4500	
	Sub-Total	90000												4500
MUSEUM EXHIBIT TOTAL		1004150												
5.0	Gift Shop													
5.1	Cash register/Counter Comp w/ point of sale	7000												
5.2	Merchandise racks w/shelving & storage (3)	9000						3500		3500				
5.3	Fashion display racks (3)	2400												
5.4	Magazine/book racks (2)	3600									4500			
5.5	Gift shop lighting/installation	10000												3600
	Sub-Total	32000												5000
GIFT SHOP TOTAL		32000												
TOTAL MONTHLY BILLINGS			37500	81000	89500	115000	110500	98500	114750	92000	109200	92300	66400	30500
TOTAL PROJECT BUDGET			1036150											
			Total Monthly Billings											
			1036150											

NOTES:
1. Added value item

Invitation to Bid # 957

Janitorial Supplies

BOARD DOCUMENTS

Date: September 13, 2004
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On July 22, 2004, legal notices were sent to three newspapers requesting sealed bids for the purchase of janitorial supplies for the college:

Carlsbad Current Argus
Albuquerque Journal
Hobbs Daily News Sun
2. Bid packets were sent to eleven potential bidders.
3. Ten bidders submitted their bids within the time frame specified by the bid package. No bidders were present at the opening.
4. The Business Office and Custodial Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation are: Wagner Supply Company, Odessa TX, Grainger Equipment & Supply, Niles, IL, Huco Products, Lubbock TX, Springtime Janitorial Supply, Carlsbad NM, Blaine Industrial Supply, Hobbs NM, Share Corporation, Lubbock TX, Unipak, Brooklyn NY, Interboro Packaging Corporation, Montgomery NY, Central Poly Corporation, Linden, NJ, and EEC Rental, Las Cruces NM.

The Administration recommends acceptance of the bids as follows:

Wagner Supply Company: \$2,392.55
Springtime Janitorial Supply: \$7,849.57
Blaine Industrial Supply: \$7,981.47
Share Corporation: \$1,884.20
Huco Products: \$16,516.70
Interboro Packaging Corporation: \$1,872.00
Central Poly Corporation: \$3,982.00
Grainger Equipment & Supply: \$292.62
EEC Rental: \$535.45

Total Award Total: \$43,306.56

Source of Funding: - FY 2004/2005
Plant Funds – Supplies & Expense
Account #: 90001 – 4002 – 7110 - 133
Amount: \$43,306.56

NEW MEXICO JUNIOR COLLEGE													
Invitation to Bid #957 Board Tabulation													
#	Description and quantity of Item per Specifications	Unit	Qty	Wagner	Springtime	Blaine	Shore	Huco	Interboro	Central	Granger	E E C	Unipak
1	Trash Can Liners 40x48 250g/c16 microns high density in roll cases	cases	150	\$17.73	\$20.82	\$18.96		\$18.24	\$17.70	\$15.80	\$41.92	\$25.59	\$16.75
2	Trash Can Liners 30x36 500g/c10 microns high density in roll cases	cases	130	\$13.05	\$19.68	\$14.07		\$13.40	\$12.98	\$12.40	\$39.20	\$33.55	\$12.70
3	8' roll towels bleached non-perforated 400 P/L 12 rolls P/c	cases	125	\$21.49	\$22.35	\$17.20		\$24.24			\$23.07	\$33.55	
4	Jumbo roll toilet tissue 2 ply 2000' per roll 7827 Scott or equal	cases	200	\$22.35	\$23.07	\$21.19		\$17.49			\$27.21	\$33.54	
5	Toilet Tissue 2 Ply Roll 96 per case	cases	14	\$27.25	\$28.24	\$29.40		\$23.00			\$28.06	\$38.69	
6	Multi-fold Towels White Bleached Embossed 4000 towel p/c	cases	200	\$16.70	\$18.72	\$14.30		\$13.97			\$18.05	\$19.70	
7	Sanifresh Hand Scoop and Body Shampoo Only	cases	75	\$26.63	NB	\$37.00		NB			\$42.60	NB	
8	Sanifresh Dispensers Only	cases	12	\$5.65	NB	\$10.60		NB			\$11.52	NB	
9	Soft Tuff 3.5 liters with gel	cases	24	\$36.07	NB	\$32.25		NB			\$10.49	\$41.29	
10	Toilet Bowl Cleaner (Non-Acid)	quarts	1800	\$1.56	\$1.79	\$1.56		\$1.18			\$2.49	NB	
11	Bleach 5% (6 in one gallon per case)	gallons	350	\$1.25	NB	\$1.50		\$1.24			NB	NB	
12	Pledge furniture polish	can	240	5.90	\$5.22	\$3.88		\$1.52			\$32.09	\$34.43	
13	Carpet cleaner with bleach in liquid	cases	15	20.35	\$29.53	\$27.65		\$29.00			\$26.11	\$24.05	
14	Glass cleaner in 55 gal container	5 container	250	\$193.10	\$233.20	\$136.40	\$158.10	\$120.00			\$411.95	NB	
15	Power swipes Graffiti remover towel	can	36	\$9.90	NB	\$9.95	13.45	NB			NB	NB	
16	Razor blade safety scraper holder	box	1	\$1.30	\$63.53	\$16.32		NB			NB	NB	
17	Hillyard super shine in one gal.	gallons	220	NB	\$10.03	NB		NB			NB	NB	
18	Hillyard Hi-Tone in 1	gallons	32	NB	\$13.41	NB		NB			NB	NB	
19	Hillyard seal 341 in 5 gal.	gallons	55	NB	\$76.53	NB		NB			NB	NB	
20	Stallion brand Map Buff	gallons	32	NB	NB	NB		\$10.00			NB	NB	
21	Workhorse Ultra stripper	gallons	32	NB	NB	NB		\$20.00			NB	NB	
22	Stone De Scale	quarts	40	NB	NB	NB	\$35.00	NB			NB	NB	
23	Pilon plastic quart bottles	quarts	200	\$0.45	\$0.68	\$0.39		NB			NB	NB	
24	Mophead royon 32 oz. Web looped end Stirkless	cases	12	NB	\$84.29	\$62.00		NB			\$135.96	NB	
25	Rubbermaid office rectangular wastebaskets 28 quarts beige	cases	4	\$3.95	\$117.32	\$53.80		NB			\$22.28	\$3.64	
26	Art resther in 7 oz can mix	cases	8	\$38.10	\$33.59	\$32.50	\$35.00	NB			NB	NB	
27	Economy enly mat 100% continuous filament olefin carpet blue 4x6	boxes	18	\$46.70	\$39.00	NB		NB			\$10.49	\$4.95	
28	Scouring green pod 6'x9" 10 pods in box light duty	boxes	30	\$2.76	\$2.21	NB		\$18.25			\$17.18	\$5.11	
29	Oshich leather dustier long leather .07' overall length, 10" handle	boxes	24	\$8.95	\$6.35	\$6.37		NB			\$24.97	\$23.95	
30	Wet floor signs (CAUTION WET FLOOR) 36" HIGH, 4 sides	boxes	15	\$24.90	\$20.88	\$38.55		NB			\$19.94	\$19.94	
31	Pumice sticks	boxes	50	\$17.90	\$19.73	\$17.10		\$16.50			NB	\$6.50	
32	Doodlebub pod holder	box	6	\$9.05	\$21.95	\$61.80		NB			\$32.67	\$4.50	
33	laundry tide 36 lbs box	box	12	\$61.10	\$70.05	\$59.10		9.74			\$67.75	\$60.31	
34	Disposable nitrile gloves small	cases	14	\$69.00	\$75.65	\$56.00		NB			\$67.75	\$78.36	
35	Disposable nitrile gloves X large	cases	10	\$69.00	\$75.65	\$56.00		NB			NB	\$78.36	
36	Disposable nitrile gloves medium	cases	12	\$69.00	\$75.65	\$56.00		NB			NB	\$78.36	
37	Disposable nitrile gloves large	cases	12	\$69.00	\$75.65	\$56.00		NB			NB	\$78.36	
38	Doodlebub brown scrub pods	Box	10	\$4.27	\$6.00	\$3.95		NB			\$9.54	\$16.19	
39	Dust mops clip on handles		6	\$8.20	\$8.53	\$8.10		\$8.49			\$6.81	\$7.49	
40	Lobby dust pans		10	\$10.40	\$9.62	\$9.55		\$8.49			\$11.82	\$10.84	
41	Wet mop handles 64"fiberglass potelglass head		24	\$10.90	\$9.85	\$9.95		NB			\$13.69	\$11.83	
42	Lemon disinfectant floor cleaner	gallons	220	\$6.70	\$6.31	\$4.25		\$4.27			\$8.82	NB	
43	Trigger spray for 32 oz. Chemical resistant (red/white only)		175	\$2.30	\$1.12	\$0.90		NB			NB	\$1.15	
44	14 quart downward pressure whinger	cases	6	\$62.10	\$51.48	\$48.00		NB			\$70.27	\$64.65	
45	Disposable nitrile gloves powder free in small	cases	10	\$69.00	NB	\$43.00		NB			NB	\$78.36	
46	Disposable nitrile gloves powder free in large	cases	8	\$69.00	\$79.76	\$43.00		NB			NB	\$78.36	

Vendors did not meet specs

Product does not meet specs-Huco

Product does not meet specs-Sprigline

Vendor did not bid in liquid form

Product does not meet specs-Wagner

Vendor did not bid pledge

Invitation to Bid # 958RB

Driving Range Irrigation Project

BOARD DOCUMENTS

Date: September 9, 2004
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On August 17, 2004, legal notices were sent to three newspapers requesting sealed bids for the driving range irrigation project:
2. Hobbs Daily News Sun
Lovington Leader
Clovis Journal
3. Bid packets were sent to eight potential bidders.
4. Four bidders submitted bids in compliance with the bid package.
5. The Business Office and Maintenance Department have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders who responded to the Invitation were Nate's Tech Mechanical, Hagerman, NM, Ferguson Construction Company, Lovington, NM, Sands Landscaping Maintenance, Inc., Albuquerque NM, and Crystal Clear Water, Hobbs, NM.

The Administration recommends acceptance of the bid from Nate's Tech Mechanical for \$19,950.59.

Source of Funding: - Renewal & Replacement Fund
Driving Range
Account #: 93033 - 4085 - 76131 - 920
Amount: \$19,950.59

ITB#95688 Bid Summary	Driving Range Irrigation Project	x .95 Residential Preference Number	x .95 Amount for Evaluation Only	Comments			
Vendor	Bid Price Quote						
Crystal Clear Water	\$26,574.00	N/A	N/A				
Sands Landscaping	\$48,400.00	N/A	N/A				
Ferguson Construction Company	\$44,376.76	N/A	N/A				
Notes: Tech Mechanical	\$19,950.59	N/A	N/A				

NEW MEXICO JUNIOR COLLEGE

SCOPE OF WORK AND PROJECT AREA REQUIREMENTS

Scope of Work:

Contractor must supply labor and materials to complete the following scope of work at the college driving range:

1. Install approximately 900 feet of 6" Poly Pipe 200 PSI tying into the existing 6" line at each end.

The College will provide the ditch work.

2. Replace the existing 6" gate valve with 6" schedule 80 PVC "T" and build a nine valve header with all schedule 80 material.

The College will provide the valves for the header.

3. Install two (2) 6" gate valves to isolate the main line from the irrigation line.

4. Install nine (9) runs of 3" Poly Pipe totaling approximately 4900 feet in the existing ditch from the header and tying into the existing sprinkler lines.

The contractor will note that summer session classes will be in session during all phases of the work. Also there is other construction work being performed on campus; therefore, the contractor must take all necessary precautions to protect visitors, students, and employees of New Mexico Junior College.

The contractor may not use interior facilities of the college, but must provide its own temporary toilet facilities.

Access areas must be identified and posted as danger areas. Any equipment, supplies, or materials may be stored inside the contractor's access area. The project site must be cleaned daily and kept free of unnecessary trash and debris. All items must be stored neatly within the project area.

Barriers must be erected around the project area and will be limited to contractor's personnel and representatives of New Mexico Junior College.

New Mexico Junior College will not be responsible for security of contractor's equipment, materials, supplies, or vehicles.

Successful contractor shall provide all MSDS data sheets for materials being used for this project. Contractor shall comply with all applicable provisions of OSHA, State, and Local Regulations.

**BID TABULATION
CONTRACTORS**

BID NO. 959
NEW MEXICO JUNIOR COLLEGE
New Mexico Junior College Paving Project

BASE BID

ITEM NO.	DESCRIPTION	QUANTITY & UNIT OF MEASUREMENT	ENGINEER'S ESTIMATE		Ramirez & Sons, Inc.		Constructors, Inc.		Armstrong Construction	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
203000	Unclassified Excavation	4,250 CU. YDS.	\$5.00	\$21,250.00	\$5.00	\$21,250.00	\$5.50	\$23,375.00	\$5.00	\$21,250.00
207000	Subgrade Preparation	23,350 SQ. YD.	\$2.00	\$46,700.00	\$1.50	\$35,025.00	\$1.65	\$38,527.50	\$1.50	\$35,025.00
213000	Obliterate Existing Road	4,475 SQ. YD.	\$1.50	\$6,712.50	\$0.75	\$3,356.25	\$0.85	\$3,803.75	\$1.00	\$4,475.00
303160	Base Course - 6" Type II	22,265 SQ. YD.	\$6.00	\$133,590.00	\$5.00	\$111,325.00	\$4.95	\$110,211.75	\$3.50	\$77,927.50
303170	Base Course - 7" Type II	855 SQ. YD.	\$8.50	\$7,267.50	\$6.00	\$5,130.00	\$5.50	\$4,702.50	\$3.70	\$3,163.50
420112	Plant Mix Bituminous Pavement Grade B 2"	22,265 SQ. YD.	\$6.00	\$133,590.00	\$5.75	\$128,023.75	\$5.80	\$129,137.00	\$5.00	\$111,325.00
420113	Plant Mix Bituminous Pavement Grade B 3"	855 SQ. YD.	\$9.00	\$7,695.00	\$8.40	\$7,182.00	\$8.60	\$7,353.00	\$7.50	\$6,412.50
609424	Concrete Barrier Curb and Gutter Type B - 6" x 24"	2,350 LIN. FT.	\$14.00	\$32,900.00	\$8.90	\$20,915.00	\$10.50	\$24,675.00	\$15.00	\$35,250.00
621000	Mobilization	1 LUMP SUM.	\$30,000.00	\$30,000.00	\$27,000.00	\$27,000.00	\$27,500.00	\$27,500.00	\$20,000.00	\$20,000.00
701000	Panel, Signs w/Reflective Sheeting	65 SQ. FT.	\$18.00	\$1,170.00	\$18.00	\$1,170.00	\$20.00	\$1,300.00	\$29.00	\$1,885.00

**BID TABULATION
CONTRACTORS**

BID NO. 959
 NEW MEXICO JUNIOR COLLEGE
 New Mexico Junior College Paving Project

BASE BID

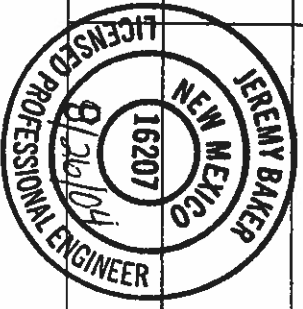
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701030	Remove/Reset Panel Sign	$\frac{3}{\text{EACH}}$	\$450.00	\$1,350.00	\$400.00	\$1,200.00	\$450.00	\$1,350.00	\$130.00	\$390.00
701100	Steel Posts/Base Posts for Panel Sign	$\frac{290}{\text{LN. FT.}}$	\$7.00	\$2,030.00	\$7.00	\$2,030.00	\$7.75	\$2,247.50	\$18.00	\$5,220.00
702000	Traffic Control Devices For Construction	$\frac{1}{\text{LUMP SUM}}$	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$3,300.00	\$3,300.00	\$7,000.00	\$7,000.00
702800	Traffic Control Plan	$\frac{1}{\text{LUMP SUM}}$	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,250.00	\$1,250.00	\$2,000.00	\$2,000.00
703500	Rumble Strips	$\frac{320}{\text{LN. FT.}}$	\$1.50	\$480.00	\$3.00	\$960.00	\$2.45	\$784.00	\$7.00	\$2,240.00
700000	Removal of Pavement Stripe	$\frac{4,710}{\text{LN. FT.}}$	\$1.00	\$4,710.00	\$1.25	\$5,887.50	\$1.40	\$6,594.00	\$2.00	\$9,420.00
704004	Retroreflectorized Painted Markings - 4"	$\frac{17,795}{\text{LN. FT.}}$	\$0.20	\$3,559.00	\$0.35	\$6,228.25	\$0.40	\$7,198.00 \$7,118.00	\$0.50	\$8,897.50
704008	Retroreflectorized Painted Markings - 8"	$\frac{245}{\text{LN. FT.}}$	\$1.00	\$245.00	\$1.00	\$245.00	\$1.10	\$269.50	\$1.00	\$245.00
704024	Retroreflectorized Painted Markings - 24"	$\frac{125}{\text{LN. FT.}}$	\$2.75	\$343.75	\$2.75	\$343.75	\$3.00	\$375.00	\$2.50	\$312.50
704767	Retroreflectorized Painted Right Arrow	$\frac{3}{\text{EACH}}$	\$150.00	\$450.00	\$140.00	\$420.00	\$155.00	\$465.00	\$90.00	\$270.00

**BID TABULATION
CONTRACTORS**

BID NO. 959
NEW MEXICO JUNIOR COLLEGE
New Mexico Junior College Paving Project

BASE BID

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704768	Retroreflectorized Painted Left Arrow	$\frac{5}{\text{EACH}}$	\$145.00	\$725.00	\$140.00	\$700.00	\$155.00	\$775.00	\$90.00	\$450.00
704769	Retroreflectorized Painted Thru Arrow	$\frac{4}{\text{EACH}}$	\$140.00	\$560.00	\$140.00	\$560.00	\$155.00	\$620.00	\$90.00	\$360.00
704770	Retroreflectorized Painted Word "ONLY" 4' x 8'	$\frac{1}{\text{EACH}}$	\$165.00	\$165.00	\$165.00	\$165.00	\$190.00	\$190.00	\$90.00	\$90.00
704771	Retroreflectorized Painted Word "STOP" 4' x 8'	$\frac{3}{\text{EACH}}$	\$160.00	\$480.00	\$150.00	\$450.00	\$165.00	\$495.00	\$90.00	\$270.00
801000	Construction Staking	$\frac{1}{\text{LUMP SUM}}$	\$6,500.00	\$6,500.00	\$4,000.00	\$4,000.00	\$3,500.00	\$3,500.00	\$12,000.00	\$12,000.00
	TOTAL			\$448,972.75		\$387,566.50	\$399,998.59 \$399,918.50			\$365,878.50
	ACKNOWLEDGED ADDENDUM NO. 1				yes					
	5% BID BOND				United Fire & Casualty Company					
	CONTRACTOR'S LICENSE & TYPE				GA01, GA09					
	ENGINEER'S CERTIFICATE:									



I hereby Certify that this TABULATION is True and Correct.

Jeremy Baker
 Jeremy Baker, PE NM No. 16204

Invitation to Bid # 959

NMJC Paving Project

BOARD DOCUMENTS

Date: September 13, 2004
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On August 11, 2004, legal notices were sent out to three newspapers requesting sealed bids for the sealed coating and striping for NMJC parking lots:

Hobbs Daily News Sun
Lovington Leader
Clovis Journal

2. Bid packets were sent to three potential bidders.

3. Three bidders submitted bids within the time frame specified by the bid package. Two contractors were present at the bid opening. (Armstrong Construction, Inc. and Constructor's Inc.)

4. The Business Office, Maintenance Department, and Pettigrew & Associates have jointly evaluated the bids received. The Administration's recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendations

The bidders responding to the Invitation were: Armstrong Construction, Inc., Hobbs NM, Constructors, Inc., Carlsbad NM, and Ramirez & Sons, Lovington NM.

The Administration recommends acceptance of the bid from Armstrong Construction, Inc. for \$365,878.00. The bid tabulation is shown on pages 4, 4A, and 4B. The project manual contains the bid specifications and other pertinent information related to the bid.

Sources of Funding:

Plant Funds: Parking Lot Seal Coat/Re-striping Account #: 91513 – 4002 – 76013 – 912

Plant Funds: Circle Drive Project Account #: 91512 – 4002 – 76013 – 912

Plant Funds: Dormitories Account #: 91511 – 4002 – 76013 - 912

Plant Funds: Baseball Field Improvements Account #: 91507 – 4002 – 76013 – 912

Plant Funds: Millen Fence/Landscaping Account #: 91514 – 4002 – 76013 - 912

Amount: \$365,878.00

**BID TABULATION
CONTRACTORS**

BID NO. 959
NEW MEXICO JUNIOR COLLEGE
New Mexico Junior College Paving Project

BASE BID

ITEM NO.	DESCRIPTION	QUANTITY & UNIT OF MEASUREMENT	ENGINEER'S ESTIMATE		Ramirez & Sons, Inc.		Constructors, Inc.		Armstrong Construction	
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621000	Mobilization	1 LUMP SUM.	\$30,000.00	\$30,000.00	\$27,000.00	\$27,000.00	\$27,500.00	\$27,500.00	\$20,000.00	\$20,000.00
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BID TABULATION
 CONTRACTORS

BASE BID

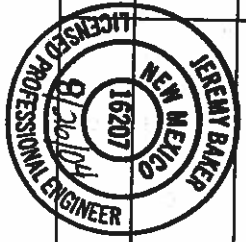
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**BID TABULATION
CONTRACTORS**

BID NO. 959
NEW MEXICO JUNIOR COLLEGE
New Mexico Junior College Paving Project

BASE BID

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	TOTAL			\$448,972.75		\$387,566.50		\$399,998.50 \$399,918.50		\$365,878.50
	ACKNOWLEDGED ADDENDUM NO. 1					yes				
	5% BID BOND					yes				
	CONTRACTOR'S LICENSE & TYPE				GA01, GA09			GA98, GB98, GF98, E201, E504, E505, E506, E507		GA98, GB98, GF98



ENGINEER'S CERTIFICATE:
 I hereby Certify that this TABULATION is True and Correct.

Jeremy Baker
 Jeremy Baker, PE NM No. 16204

SET NO. 5

NEW MEXICO JUNIOR COLLEGE

HOBBS, NEW MEXICO

BID NO. 959

PREPARED BY

PETTIGREW and ASSOCIATES, P.A.

1110 N. Grimes
Hobbs, New Mexico 88240

PROJECT MANUAL

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT


Jeremy Baker, P.E. N.M. 16207



August, 2004

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WR	WAGE RATES	WR-1 -- WR-22
SC	SPECIAL CONDITIONS	SC-1 -- SC-5
LSP	NEW MEXICO JUNIOR COLLEGE SPECIAL PROVISIONS	SP-1 -- SP-20

BID NO. 959

ADVERTISEMENT FOR BIDS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

Notice is hereby given that sealed bids will be received by the New Mexico Junior College, Hobbs, New Mexico at the office of the Coordinator of Purchasing until 10:00 am (local time) August 23, 2004 for construction of the following project:

New Mexico Junior College Paving Project

at which time and place the bids will be publicly opened and read aloud. The Project is more specifically described as follows:

Work includes New Road Construction with Curb & Gutter, New Parking Lot Construction, Signing, Pavement Marking and related work.

Copies of the Plans and Specifications, together with Contract Documents, are available for public inspection or purchase at the office of PETTIGREW and ASSOCIATES, P.A., 1110 No. Grimes, Hobbs, NM 88240.

NEW MEXICO JUNIOR COLLEGE

Advertised:

INSTRUCTIONS TO BIDDERS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

1. This Project is located in New Mexico Junior College, and more specifically described as follows:

Work includes New Road Construction with Curb & Gutter, New Parking Lot Construction, Signing, Pavement Marking and related work.

2. Copies of the Plans and Specifications, together with Contract Documents, are available for public inspection or purchase (\$20.00 non-refundable) at the office of PETTIGREW and ASSOCIATES, P.A., 1110 No. Grimes, Hobbs, NM 88240.
3. Sealed bids will be received by the New Mexico Junior College, Hobbs, New Mexico, at the office of the Coordinator of Purchasing, in accordance with the Plans and Specifications prepared by PETTIGREW and ASSOCIATES, and in accordance with the Special Provisions, and Supplemental Specifications herein contained and by any or all addenda thereto attached. The New Mexico Junior College will not consider bids arriving late, including mail or transport error. Any bids received after the stated closing time will be returned unopened.
4. Bids are to be plainly marked and identified on the outside of the envelope by writing the words "Bids for the Construction of", followed by the complete Project Title, and the Contractor's New Mexico License Number and type.
5. **CONTRACT TIME:** The contract must be completed as follows:

120 Calendar Days
6. All Bidders are to be licensed in New Mexico by the Construction and Industries Division, and will indicate their current New Mexico Contractor's License Number and Classification on the outside of the envelope.

INSTRUCTIONS TO BIDDERS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

7. Resident reference - pursuant to Sections 13-1-1 & 13-4-2 NMSA 1978, bidders claiming 5% preference must be certified prior to bid opening. Bidders preference will be taken into consideration, only if the preference number is stated on the Contractor's Bid.
8. This project shall be constructed in accordance with the New Mexico State Highway and Transportation Department's 2000 Standard Specifications for Highway and Bridge Construction.
9. The Owner reserves the right to waive irregularities in bids, to reject any or all bids or portions thereof. They may accept any bid that in its opinion is in the best interest of the Owner. Contract will be awarded on their decision as to the best bid offered.
10. A Certified Check or Cashier's Check, by a bank satisfactory to the New Mexico Junior College or a Bidder's Bond executed by a reliable Corporate Surety Company authorized to do business in the State of New Mexico, in the amount of 5% of his maximum total bid, payable without recourse to the New Mexico Junior College, must accompany the Bidder's Proposal as a Guarantee.
11. Before submitting his bid, each bidder must (a) examine the Contract Documents thoroughly; (b) visit the site to familiarize himself with local conditions that may in any manner affect performance of the work; (c) familiarize himself with federal, state, and local laws, ordinances, rules, and regulations affecting performance of the work; and (d) carefully correlate his observations with the requirements of the Contract Documents. Failure to examine any of the above will not relieve the bidder of his obligation with respect to his bid.
12. All questions about the meaning or intent of the Contract Documents shall be submitted to Engineer in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by Engineer as having received the bidding documents. Questions received less than ninety-six (96) hours prior to the bid opening will not be answered. Only questions answered by formal written Addenda will be binding.



GRT Billing
separate
Paving Project
5.375 %
LC County
GRT

INFORMATION TO BIDDERS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

13. All bids are subject to all applicable taxes. Any contracts that include labor or services require that the full amount be subject to New Mexico Junior College Gross Receipts Tax. Do not include the taxes in the total bid price. Taxes will be added and paid at time of billing.
14. The Bid Form is included in the Contract Documents; additional copies may be obtained from the Engineer.
15. **BID FORMS:**
 - a. Bid Form must be executed in ink or by typewriter.
 - b. Bids by corporations must be executed in the corporate name by the president or vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the Secretary or Assistant Secretary. The corporate address and state of incorporation shall be shown below the signature.
 - c. Bids by partnerships must be executed in the partnership name and signed by a general partner, his title must appear under his signature, and the official address of the partnership must be shown below the signature.
 - d. All names must be typed or printed below the signature.
 - e. The Bid shall contain an acknowledgement of receipt of all Addenda (the numbers of which shall be filled in on the Bid Form).
 - f. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that Bid must be executed) and delivered to the place where bids are to be submitted at any time prior to the opening of bid.
 - g. No bidder shall be interested in more than one bid. Collusion among bidders or submission of more than one bid under different names by any firm or individual shall be cause for rejection of bids without consideration.

BID NO. 959

CONTRACTOR'S BID

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

_____, 20__

TO: NEW MEXICO JUNIOR COLLEGE
HOBBS, NEW MEXICO

The undersigned, as bidder_, declare_ that the only person or parties interested in this Bid as principals are those named herein; that this Bid is made without collusion with any other person, firm, corporation; that _he _ha_ carefully examined the Contract Documents.

All construction shall be in accordance with, and this Contract shall include and the parties hereto shall be bound by all provisions of the following, which are each incorporated by reference as if set forth in full herein: New Mexico State Highway and Transportation Department Standard Specifications for Highway and Bridge Construction, 2000 Edition, as amended and revised by the Special Provisions, which are attached hereto and incorporated by reference as if set forth in full herein. Contractor hereby covenants, warrants, and acknowledges that Contractor possesses Standard Specifications for Highway and Bridge Construction, 2000 Edition and knowledge of its contents.

All construction shall further be in accordance with, and this Contract shall include and the parties hereto shall be bound by, all provisions of the following, which are each attached hereto and incorporated by reference as if set forth in full herein:

- A. Advertisement for Bid
- B. Instruction to Bidders
- C. Contractor's Bid
- D. Bid Bond
- E. Form of Contract

CONTRACTOR'S BID

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

- F. Performance Bond
- G. Labor and Material Payment Bond
- H. Certificate of Insurance
- I. Statement of Bidder's Qualifications
- J. Special Conditions
- K. Special Provisions
- L. Construction Plans
- M. Addenda

and Addenda on file in the office of the Coordinator of Purchasing, New Mexico Junior College, Hobbs, New Mexico, and ha_ carefully examined the locations, conditions and classes of materials of the proposed work; and agree_ that _he_ will provide all the necessary machinery, tools, apparatus, and other means of construction, and will do all the work and furnish all the materials called for in the Contract and Specifications in the manner prescribed therein and according to the requirements of the Engineer as therein set forth for the Project. It is agreed that the quantities of work to be done and materials to be furnished may be increased or diminished as may be considered necessary, in the opinion of the Engineer, to complete the work fully as planned and contemplated, and that all quantities of work, whether increased or decreased, are to be performed at the **unit prices** set forth below except as provided in the Specifications.

NOTE: Unit or Lump Sum Prices must be shown in words and figures for each item listed in this Bid. Should bid prices on any items be omitted, the right is reserved to apply the lowest prices submitted by the other bidders in payment for work done under this Bid.

Accompanying this Bid is a (Certified Check) (Cashier's Check) (Bid Bond) in the amount of _____ (\$_____) payable to the order of the Owner, which it is agreed shall be retained as liquidated damages by the Owner if the undersigned fails to execute the Contract in conformity with the Form of Contract incorporated in the Contract Documents and furnish bonds as specified within ten (10) days after notification of the award of the Contract to the undersigned.

CONTRACTOR'S BID

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

The undersigned further agree_ and pledge_ himself, themselves, that if awarded the Contract _____
_ will begin work at the site within ten (10) days after the date of written notice to commence work and
to complete all work under the Contract within:

120 Calendar Days

unless additional working days or a suspension of the time charged is allowed and also agree to furnish
a faithful performance bond containing the terms set out in the form of such bond attached hereto as a
part of these Contract Documents.

The bidder/offeror certifies, by submission of this bid or acceptance of this contract, that neither it nor
its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or
voluntarily excluded from participation in this transaction by any Federal department or agency. It
further agrees by submitting this bid that it will include this clause without modification in all lower tier
transactions, solicitations, bids, contracts, and subcontracts. Where the bidder/offer/contractor or any
lower tier participant is unable to certify to this statement, it shall attach an explanation to this
solicitation/bid.

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

BID SCHEDULE

SECTION 1

PAGE 1 OF 7

ITEM NUMBER	ITEMS WITH UNIT BID PRICES WRITTEN IN WORDS	ESTIMATED QUANTITY	UNIT BID PRICE -IN NUMBERS- DOLLARS/CTS.	AMOUNT BID -IN NUMBERS- DOLLARS/CTS.
UNCLASSIFIED EXCAVATION				
203000	AT _____ _____ PER CUBIC YARD	$\frac{4,250}{\text{CU. YD.}}$	\$ _____	\$ _____
SUBGRADE PREPARATION				
207000	AT _____ _____ PER SQUARE YARD	$\frac{23,350 \text{ YDS}}{\text{SQ. YD.}}$	\$ _____	\$ _____
OBLITERATE EXISTING ROAD				
213000	AT _____ _____ PER SQUARE YARD	$\frac{4,475}{\text{SQ. YD.}}$	\$ _____	\$ _____
BASE COURSE - 6" TYPE II				
303160	AT _____ _____ PER SQUARE YARD	$\frac{22,265}{\text{SQ. YD.}}$	\$ _____	\$ _____

NEW MEXICO JUNIOR COLLEGE
NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

BID SCHEDULE

SECTION 1

PAGE 2 OF 7

ITEM NUMBER	ITEMS WITH UNIT BID PRICES WRITTEN IN WORDS	ESTIMATED QUANTITY	UNIT BID PRICE -IN NUMBERS- DOLLARS/CTS.	AMOUNT BID -IN NUMBERS- DOLLARS/CTS.
	BASE COURSE - 7" TYPE II			
303170	AT _____ PER SQUARE YARD	855 SQ. YD.	\$ _____	\$ _____
	PLANT MIX BITUMINOUS PAVEMENT GRADE B 2"			
420112	AT _____ PER SQUARE YARD	22,265 SQ. YD.	\$ _____	\$ _____
	PLANT MIX BITUMINOUS PAVEMENT GRADE B 3"			
420113	AT _____ PER SQUARE YARD	855 SQ. YD.	\$ _____	\$ _____
	CONCRETE BARRIER CURB AND GUTTER TYPE B- 6"x 24"			
609424	AT _____ PER LINEAR FOOT	2,350 LIN. FT.	\$ _____	\$ _____

NEW MEXICO JUNIOR COLLEGE
NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

BID SCHEDULE

SECTION 1

PAGE 3 OF 7

ITEM NUMBER	ITEMS WITH UNIT BID PRICES WRITTEN IN WORDS	ESTIMATED QUANTITY	UNIT BID PRICE -IN NUMBERS- DOLLARS/CTS.	AMOUNT BID -IN NUMBERS- DOLLARS/CTS.
	MOBILIZATION			
621000	AT _____ _____ PER LUMP SUM	1 LUMP SUM	\$ _____	\$ _____
	PANEL SIGNS W/ REFLECTIVE SHEETING			
701000	AT _____ _____ PER SQUARE FOOT	65 SQ. FT.	\$ _____	\$ _____
	REMOVE/RESET PANEL SIGN			
701030	AT _____ _____ PER EACH	3 EACH	\$ _____	\$ _____
	STEEL POSTS/BASE POSTS FOR PANEL SIGN			
701100	AT _____ _____ PER LINEAR FOOT	290 Lin. Ft.	\$ _____	\$ _____

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

BID SCHEDULE

SECTION 1

PAGE 4 OF 7

ITEM NUMBER	ITEMS WITH UNIT BID PRICES WRITTEN IN WORDS	ESTIMATED QUANTITY	UNIT BID PRICE -IN NUMBERS- DOLLARS/CTS.	AMOUNT BID -IN NUMBERS- DOLLARS/CTS
702000	TRAFFIC CONTROL DEVICES FOR CONSTRUCTION AT _____ _____ PER LUMP SUM	<u>1</u> LUMP SUM	\$ _____	\$ _____
702800	TRAFFIC CONTROL PLAN AT _____ _____ PER LUMP SUM	<u>1</u> LUMP SUM	\$ _____	\$ _____
703500	RUMBLE STRIPS AT _____ _____ PER LINEAR FOOT	<u>320</u> LIN. FT	\$ _____	\$ _____
704000	REMOVAL OF PAVEMENT STRIPE AT _____ _____ PER LINEAR FOOT	<u>4,710</u> LIN. FT	\$ _____	\$ _____

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

BID SCHEDULE

SECTION 1

PAGE 5 OF 7

ITEM NUMBER	ITEMS WITH UNIT BID PRICES WRITTEN IN WORDS	ESTIMATED QUANTITY	UNIT BID PRICE -IN NUMBERS- DOLLARS/CTS.	AMOUNT BID -IN NUMBERS- DOLLARS/CTS.
704004	RETROREFLECTORIZED PAINTED MARKINGS-4" AT _____ _____ PER LINEAR FOOT	$\frac{17,795}{\text{LIN. FT}}$	\$ _____	\$ _____
704008	RETROREFLECTORIZED PAINTED MARKINGS-8" AT _____ _____ PER LINEAR FOOT	$\frac{245}{\text{LIN. FT.}}$	\$ _____	\$ _____
704024	RETROREFLECTORIZED PAINTED MARKINGS-24" AT _____ _____ PER LINEAR FOOT	$\frac{125}{\text{LIN. FT.}}$	\$ _____	\$ _____

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

BID SCHEDULE

SECTION 1

PAGE 6 OF 7

ITEM NUMBER	ITEMS WITH UNIT BID PRICES WRITTEN IN WORDS	ESTIMATED QUANTITY	UNIT BID PRICE -IN NUMBERS- DOLLARS/CTS.	AMOUNT BID -IN NUMBERS- DOLLARS/CTS
704767	RETROREFLECTORIZED PAINTED RIGHT ARROW AT _____ _____ PER EACH	$\frac{3}{\text{EACH}}$	\$ _____	\$ _____
704768	RETROREFLECTORIZED PAINTED LEFT ARROW AT _____ _____ PER EACH	$\frac{5}{\text{EACH}}$	\$ _____	\$ _____
704769	RETROREFLECTORIZED PAINTED THRU ARROW AT _____ _____ PER EACH	$\frac{4}{\text{EACH}}$	\$ _____	\$ _____

NEW MEXICO JUNIOR COLLEGE
NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

BID SCHEDULE

SECTION 1

PAGE 7 OF 7

ITEM NUMBER	ITEMS WITH UNIT BID PRICES WRITTEN IN WORDS	ESTIMATED QUANTITY	UNIT BID PRICE -IN NUMBERS- DOLLARS/CTS.	AMOUNT BID -IN NUMBERS- DOLLARS/CTS.
704770	RETROREFLECTORIZED PAINTED WORD "ONLY" 4' x 8' AT _____ _____ PER EACH	<u>1</u> EACH	\$ _____	\$ _____
704771	RETROREFLECTORIZED PAINTED WORD "STOP" 4' x 8' AT _____ _____ PER EACH	<u>3</u> EACH	\$ _____	\$ _____
801000	CONSTRUCTION STAKING AT _____ _____ PER LUMP SUM	<u>1</u> LUMP SUM	\$ _____	\$ _____

TOTAL AMOUNT BID \$ _____

CONTRACTOR'S BID

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

The undersigned acknowledge receipt and inclusion in this Bid of the following Addenda No (s).
_____. In submitting this Bid, it is understood that the right is reserved by the Owner to reject any or all bids or bids. In the event that the Contract is not awarded within thirty (30) days after receipt of bids, the bidder will be released from his bond unless an extension of time is mutually agreed upon.

The undersigned affirms that the price contained in this bid has been carefully checked and is submitted as correct and final.

DATED _____, 20__

COMPANY NAME

BY _____

TITLE _____

Address

Contractor's New Mexico License No.

Type of License

Resident Bidder Preference No.

Please return my Bid Guaranty to:

Name

INSTRUCTIONS FOR EXECUTING CONTRACT

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

If the **CONTRACTOR** should be a corporation the following certificate should be executed:

I, _____, certify that I am the _____ of the Corporation who signed the foregoing Contract on behalf of the Contractor was then _____ of said Corporation; that said Contract was duly signed for and in behalf of said Corporation by authority of its governing body, and is within the scope of its corporate powers.

Signature and Seal

If the Contract should be signed by the Secretary of the Corporation, the above certificate should be executed by some other officer of the corporation, under the corporate seal. In lieu of the foregoing certificate there may be attached to the Contract copies of so much of the records of the corporation as will show the official character and authority of the officers signing, duly certified by the Secretary or Assistant Secretary under the corporate seal to be true copies.

The full name and business address of the Contractor should be inserted and the Contract shall be signed with his official signature. Please have the name of the signing party or parties typewritten or printed under all signatures to the Contract.

If the Contractor should be operating as a partnership, each partner should sign the Contract. If the Contract be not signed by each partner, there should be attached to the Contract a duly authenticated power of attorney evidencing the signer's (signers') authority to sign such Contract for and in behalf of the partnership.

If the Contractor should be an individual, the trade name (if the Contractor be operating under such trade name) should be indicated in the Contract and the Contract should be signed by such individual. If signed by one other than the Contractor, there should be attached to the Contract a duly authenticated power of attorney evidencing the signer's authority to execute such Contract for and in behalf of the Contractor.

CONTRACTOR'S BID

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

forth in full herein: New Mexico State Highway and Transportation Department Standard Specifications for Highway and Bridge Construction, 2000 Edition, as amended and revised by the Special Provisions, which are attached hereto and incorporated by reference as if set forth in full herein. Contractor hereby covenants, warrants, and acknowledges that Contractor possesses Standard Specifications for Highway and Bridge Construction, 2000 Edition and knowledge of its contents.

All construction shall further be in accordance with, and this Contract shall include and the parties hereto shall be bound by, all provisions of the following, which are each attached hereto and incorporated by reference as if set forth in full herein:

- A. Advertisement for Bid
- B. Instruction to Bidders
- C. Contractor's Bid
- D. Bid Bond
- E. Form of Contract
- F. Performance Bond
- G. Labor and Material Payment Bond
- H. Certificate of Insurance
- I. Statement of Bidder's Qualifications
- J. Special Conditions
- K. Special Provisions
- L. Construction Plans
- M. Addenda

and Addenda therefor, as prepared by the **OWNER** each of which has been identified by the endorsement of the **CONTRACTOR** and the **ENGINEER** thereon. All of which are made a part hereof and collectively evidence and constitute the entire Contract.

The **CONTRACTOR** hereby agrees to liquidated damages as stipulated in Contract Documents.

The **CONTRACTOR** hereby agrees to commence work within ten (10) days after the date of written notice to do so shall have been given to him, and to complete the same within:

120 Calendar Days

after the date of the written notice to commence work, whichever occurs first.

CONTRACTOR'S BID

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

The **CONTRACTOR** expressly warrants that he has employed no third person to solicit or obtain this Contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement, or in compensation for services in connection therewith, any brokerage, commission, or percentage upon the amount receivable by him hereunder; and that he has not in estimating the Contract prices demanded by him, included any sum by reason of any such brokerage, commission or percentage; and that all monies payable to him hereunder are free from all obligations or any other person for services rendered, or supposed to have been rendered, in the procurement of this Contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this Contract by the Party of the First Part, or for the deduction from any sums due or to become due thereunder an amount equal to any brokerage, commission or percentage so paid or agreed to be paid or both.

In the employment of labor in the performance of the Contract no preference or discrimination among citizens of the United States shall be made.

FORM OF CONTRACT

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

IN WITNESS WHEREOF, the parties to these presents have executed this **AGREEMENT** in the year and on the date first above written.

Party of the First Part:
OWNER

Party of the Second Part:
CONTRACTOR

NEW MEXICO JUNIOR COLLEGE

HOBBS, NEW MEXICO

BY: _____

ATTEST:

BY: _____

BY _____

Title _____

Address _____

ATTEST _____

Contractor's NM License

Number: _____

Type of License

Note: If Contractor is a Corporation, Secretary will attest.

PERFORMANCE BOND

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

KNOW ALL MEN BY THESE PRESENTS:

That _____ as Principal, hereinafter called Contractor, and _____ as Surety, hereinafter called Surety, are held and firmly bound unto _____ as Obligee, hereinafter called Owner, in the amount of _____ Dollars (\$ _____) for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated _____ entered into a Contract with Owner for _____

in accordance with drawings and specifications prepared by **PETTIGREW and ASSOCIATES,** 1110 No. Grimes, Hobbs, New Mexico.

Which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

PERFORMANCE BOND

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly and faithfully perform such Contract, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the Owner.

Whenever Contractor shall be, and declared by Owner to be in default under the Contract, the Owner having performed Owner's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

(1) Complete the Contract in accordance with its terms and conditions, or

(2) Obtain a bid or bids for submission to Owner for completing **THE CONTRACT** in accordance with its terms and conditions, and upon determination by Owner and Surety of the lowest responsible bidder, arrange for a Contract between such bidder and Owner, and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract price, but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Contract price", as used in this paragraph, shall mean the total amount payable by Owner to Contractor under the Contract and any amendments thereto, less the amount properly paid by Owner to Contractor.

PERFORMANCE BOND

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators or successors of Owner.

SIGNED AND SEALED THIS _____ day of _____

A.D., 20__ IN THE PRESENCE OF:

Principal

Witness

By: _____
Title

Surety

Witness

By: _____
Attorney in Fact

LABOR AND MATERIAL PAYMENT BOND

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

Note: This Bond is issued simultaneously with another Bond in favor of the **OWNER** conditioned for the full and faithful performance of the Contract.

KNOW ALL MEN BY THESE PRESENTS;

That _____ as
Principal, hereinafter called Principal, and _____ as Surety,
hereinafter called Surety, are held and firmly bound unto _____ as Obligee, hereinafter
called Owner, for the use and benefit of claimants as hereinbelow defined, in the amount of _____
_____ Dollars (\$ _____), for the payment whereof Principal and Surety bind
themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly
by these presents.

WHEREAS, Principal has by written agreement dated _____, entered into a
Contract with Owner for _____ in
accordance with drawings and specifications prepared by **PETTIGREW and ASSOCIATES**, 1110
No. Grimes, Hobbs, New Mexico, which contract is by reference made a part hereof and is hereinafter
referred to as the Contract.

LABOR AND MATERIAL PAYMENT BOND

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal shall promptly make payment to all claimants as hereinafter defined, for all labor and material used or reasonably required for use in the performance of the Contract, then this obligation shall be void; otherwise it shall remain in full force and effect, subject, however, to the following conditions:

1. A claimant is defined as one having a direct Contract with the Principal or with a subcontractor of the Principal for labor, material, or both, used or reasonably required for use in the performance of the Contract, labor and material being construed to include that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental of equipment directly applicable to the Contract.

2. The above named Principal and Surety hereby jointly and severally agree with the Owner that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, may sue on this bond for the use of such claimant, prosecute the suit to final judgment for such sum or sums as may be justly due claimant, and have execution hereon. The Owner shall not be liable for the payment of any costs or expenses of any such suit.

3. No such suit or action shall be commenced hereunder by any claimant,

(a) Unless claimant, other than one having a direct Contract with the Principal, shall have given written notice to any two of the following: The Principal, the Owner, or the Surety above named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Principal, Owner or Surety, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the State in which the afore said Project is located, save that such service need not be made by a public officer.

LABOR AND MATERIAL PAYMENT BOND

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

(b) After the expiration of one (1) year following the date on which the Principal ceased work on said Contract, it being understood, however, that if any limitation embodied in this bond is prohibited by any law controlling the construction hereof such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

(c) Other than in a State Court of competent jurisdiction in and for the OWNER or other political subdivision of the State in which the Project, or any part thereof, is situated or in the United States District Court for the district in which the Project, or any part thereof, is situated, and not elsewhere.

4. The amount of this Bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of mechanics' liens which may be filed of record against said improvements whether or not claim for the amount of such lien be presented under and against this Bond.

SIGNED AND SEALED THIS _____ day of _____

A.D., 20___ IN THE PRESENCE OF:

Witness

Witness

Principal

By _____

Surety

Attorney In Fact

BILL RICHARDSON
GOVERNOR

CONROY CHINO
SECRETARY

BRUCE BACHELOR
DIRECTOR



New Mexico Department of Labor
Labor and Industrial Division

1596 Pacheco Street, Ste. 105, Santa Fe, NM 87505
Director's Office - (505) 827-6875
Public Works Bureau - (505) 827-6837 / 827-6897
Wage and Hour Bureau - (505) 827-6835 / 827-6898
Student Labor - (505) 827-6830
Fax# - (505) 827-1664

☐ P.O. Box 1708, Las Cruces, NM 88004-1708
Wage and Hour Bureau - (505) 524-6195
Fax# - (505) 524-6194

☐ P.O. Box NN, Carlsbad, NM 88221-7537
Wage and Hour Bureau - (505) 885-5072
Fax# - (505) 885-9748

☐ 501 Mountain Rd., NE, Albuquerque, NM 87102
Wage and Hour Bureau - (505) 841-8983
Fax# - (505) 841-9317

☐ 501 Mountain Rd., NE, Albuquerque, NM 87102
Apprenticeship - (505) 841-8989
Fax# - (505) 841-8739

August 12, 2004

Frank D. Collins
NM Jr. College
5317 Lovington Highway Purchasing
Hobbs, NM 88240

NOTE: All tiers of contractors bidding more than \$50,000 on a Public Works contract MUST be registered with the Labor & Industrial Division. A Labor Enforcement Fund Form is at www.dol.state.nm.us Click on Public Works for this & other forms.

REMINDER TO THOSE PREPARING BID DOCS:
IF BIDS ARE NOT OPENED BY 12/31/04, NEW WAGE RATES MAY BE REQUIRED. CALL 505-827-6897 OR 505- 827-6837 FOR ANY QUESTIONS.

RE: LE 04-1221 A NEW MEXICO JUNIOR COLLEGE PAVING PROJECT.

Dear Mr. Collins:

The enclosed wage decision must be used in the contract resulting from the bid opening on this project. The General Contractor must post the complete wage decision at the job site in an easily accessible place. Failure to do so may result in fines. Furthermore, each subcontractor must receive a copy of the wage decision and use these rates to pay all employees. *Before any work starts, the General Contractor must submit the Notification of Award (with list of subs) and his Statement of Intent to Pay Prevailing Wages. Before subs (including second tier subs) start work, they must have an approved Statement.*

Weekly certified payrolls are required on all public works projects, but send only to the General Contractor and the Owner/Contracting Agency (if the owner/contracting agency wants them). The General Contractor must have copies of certified payrolls available to this office within ten days of a written request. Please call one of the numbers above for any questions.

Sincerely,


John Minks, Chief
Public Works Bureau

"AN EQUAL OPPORTUNITY EMPLOYER"

WR- 1



BILL RICHARDSON
GOVERNOR

CONROY CHINO
SECRETARY

BRUCE BACHELOR
DIRECTOR

**New Mexico Department of Labor
Labor and Industrial Division**

NOTICE

1596 Pacheco Street, Ste. 105, Santa Fe, NM 87505
Director's Office - (505) 827-6875
Public Works Bureau - (505) 827-6837 / 827-6897
Wage and Hour Bureau - (505) 827-6835 / 827-6898
Student Labor - (505) 827-6836
Fax# - (505) 827-1664

- P.O. Box 1708, Las Cruces, NM 88004-1708
Wage and Hour Bureau - (505) 524-6195
Fax# - (505) 524-6194
- P.O. Box NN, Carlsbad, NM 88221-7537
Wage and Hour Bureau - (505) 885-5072
Fax# - (505) 885-9748
- 501 Mountain Rd., NE, Albuquerque, NM 87102
Wage and Hour Bureau - (505) 841-8983
Fax# - (505) 841-9317
- 501 Mountain Rd., NE, Albuquerque, NM 87102
Apprenticeship - (505) 841-8989
Fax# - (505) 841-8739

"PUBLIC WORKS APPRENTICESHIP AND TRAINING ACT"

"PLEASE NOTE THAT SECTION 13-4D-4.B. STATES"

"PUBLIC WORKS CONSTRUCTION PROJECTS, EXCEPT FOR STREET, HIGHWAY, BRIDGE, ROAD, UTILITY OR MAINTENANCE CONTRACTS WITH EMPLOYERS WHO ELECT NOT TO PARTICIPATE IN TRAINING, SHALL NOT BE CONSTRUCTED UNLESS AN EMPLOYER AGREES TO MAKE CONTRIBUTIONS TO APPROVED APPRENTICE AND TRAINING PROGRAMS IN NEW MEXICO IN WHICH THE EMPLOYER IS A PARTICIPANT OR THE PUBLIC WORKS APPRENTICE AND TRAINING FUND ADMINISTERED BY THE PUBLIC WORKS BUREAU OF THE LABOR AND INDUSTRIAL DIVISION OF THE LABOR DEPARTMENT. CONTRIBUTIONS SHALL BE MADE IN THE SAME MANNER AND IN THE SAME AMOUNT AS APPRENTICE AND TRAINING CONTRIBUTIONS REQUIRED PURSUANT TO WAGE RATE DETERMINATIONS MADE BY THE DIRECTOR."

***NOTE: FOR A COPY OF THE ABOVE MENTIONED ACT, PLEASE CONTACT OUR OFFICE AT: (505) 827-6837**

"AN EQUAL OPPORTUNITY EMPLOYER"

New Mexico Department of Labor
Labor & Industrial Division/Public Works Bureau
1596 Pacheco Street/Suite 105, Santa Fe, NM 87505
(505) 827-6837 or (505) 827-6897 & Fax (505) 827-1664
jminks@state.nm.us or ArleneRodriguez@state.nm.us

Wage Decision # LE 04-1221 A

NOTIFICATION OF AWARD (NOA)

Description and Location of Work:

New Mexico Junior College Paving Project - New road construction with curb & gutter, new parking lot construction, signing, pavement marking and related work. There will be subgrade dirt work done. 5317 Lovington Highway, Business Office; Hobbs
(New Mexico Junior College)

REMINDER for agency conducting BID process: If bids are NOT opened by 12/31/04, a NEW wage decision MAY be required. Call (505) 827-6897 for questions.

When the Contract is awarded for this project the Wage Rate Poster and all of the Wage Rate Packet must be delivered to the **GENERAL/PRIME CONTRACTOR**. The General/Prime Contractor must complete this Form (including the reverse side listing all of the subcontractors (including 2nd tier subcontractors) and mail to the address above. *If the project is canceled*, this form must be completed by the agency conducting the bid process. Failure to submit the NOA in a timely manner is a violation of paragraph 11.1.2.10.B (3) of the Public Works Minimum Wage Act Policy Manual.

General/Prime Contractor Company Name: _____ License#: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Mail Address: _____

Approximate Date Work to Start: _____

Estimated Completion Date: _____

Estimated Cost of Project: _____

Bid Opening Date: _____

Note: The General/Prime Contractor **MUST** mail/fax in their Statement of Intent to Pay Prevailing Wages along with the NOA. Each Subcontractor (and all Tiers of subcontractor) **MUST** also mail/fax their Statement of Intent to Pay Prevailing Wages through the General/Prime Contractor before they start work. After work on the project is completed (but before final payments), all subcontractors and all tiers of subcontractors must mail/fax (through the General/Prime Contractor) an Affidavit of Wages Paid.

Signature for General/Prime Contractor _____

Printed Name _____

Date _____

SUBCONTRACTOR LIST

Please include 2nd & 3rd tier subcontractors. Use copies if necessary for longer lists of subs. List only contractors actually involved in construction, renovation or demolition on the job site. You do not need to list suppliers or professional services companies (such as surveyors).

Page Dec. # LE 04-1221 A

Company Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Mail Address: _____ License No.: _____
Phone No.: _____ Fax No.: _____ Sub 2ND TIER 3RD TIER
Work to be performed: _____ Please Check One

Company Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Mail Address: _____ License No.: _____
Phone No.: _____ Fax No.: _____ Sub 2ND TIER 3RD TIER
Work to be performed: _____ Please Check One

Company Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Mail Address: _____ License No.: _____
Phone No.: _____ Fax No.: _____ Sub 2ND TIER 3RD TIER
Work to be performed: _____ Please Check One

Company Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Mail Address: _____ License No.: _____
Phone No.: _____ Fax No.: _____ Sub 2ND TIER 3RD TIER
Work to be performed: _____ Please Check One

Company Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Mail Address: _____ License No.: _____
Phone No.: _____ Fax No.: _____ Sub 2ND TIER 3RD TIER
Work to be performed: _____ Please Check One

Contracting Agency/Owner	Project County	Decision Date	Decision Expires for Bids	NM Wage Decision #	Construction Type(s)
New Mexico Junior College Description of Work:	LEA	8/12/2004	December 31, 2004 - Call # above to check status before requesting new decision.	LE 04-1221 A	A-Street,Highway, Utility,Lt Engineering

New Mexico Junior College Paving Project - New road construction with curb & gutter, new parking lot construction, signing, pavement marking and related work. There will be subgrade dirt work done.

Reminder for those preparing bid documents: If bids will not open before December 31, 2004, a new wage decision may be required.

The General/Prime Contractor selected for this project MUST submit a completed Notification of Award (NOA) before any work is started at the job site. The General/Prime is also responsible for having all subcontractors (and second, third tiers, etc.) send completed Statements of Intent to Pay Prevailing Wages before any work is started. The Statements should come through the General/Prime Contractor. The NOA MUST be updated any time the list of subs/tiers changes. All contractors/subs/tiers MUST submit an Affidavit of Wages Paid after their work is completed but BEFORE the final payment.

The office that conducts the bid process MUST forward this entire wage decision package to the General/Prime Contractor when the contract is signed. Each subcontractor and lower tier contractor must receive a copy of the wage decision in order to do the weekly certified payrolls properly.

The General/Prime Contractor MUST post the wage decision poster outside the Superintendent's office/trailer in an easily accessible place. This is required by the Public Works Minimum Wage Act, and failure to post it may result in fines.

All workers on the job site MUST be classified and paid according to the work they perform, regardless of qualifications. All hours worked in a trade MUST be paid (as a minimum) the rate shown here. Fringe rates may be paid into third party programs or in cash. Some may also be paid in cash with the rest paid into approved programs - as long as the employee receives the full benefit of the entire fringe rate. Use straight time fringe rate to pay fringes on overtime.

Required forms may be found on the Department of Labor web page at www.dol.state.nm.us under Public Works. A seminar schedule for public works policy, procedures, requirements and sources of help is also shown.

**"A" - Street, Highway, Utility or Light Engineering
January 1, 2004**

Trade Classification	Base Rate per hour	Fringe Rate per hour
Bricklayer, Blocklayer, Stonemason	9.71 No 02 data	.26 (No 02 data)
Carpenter/Lather	12.23	0.44
Cement Mason	11.80	0.26
Ironworker	17.91	6.03
Painter (Brush/Roller or spray)	13.56	0.44
Electricians		
Groundman (Outside)	18.64	3.15
Equipment Operator (O/S)	21.46	3.15
Lineman/Wireman or Tech (Outside)	22.05	3.15
Cable Splicer	23.23	3.15
Plumber/Pipefitter	21.38	4.33
Operators		
Group I	12.97	0.26
Group II	13.17	0.26
Group III	13.75	0.26
Group IV	13.77	0.26
Group V	13.77	0.26
Group VI	13.92	0.26
Group VII	13.97	0.26
Group VIII	14.12	0.26
Group IX	14.62	0.26
Group X	15.42	0.26
Laborers		
Group I	9.95	0.35
Group II	10.25	0.35
Group III	10.65	0.35
Truck Drivers		
Group I	10.53	0.26
Group II	10.73	0.26
Group III	10.93	0.26
Group IV	11.13	0.26

Note: Subsistence and Incentive do not apply on "A" rates as per Rules & Regulations.

**LABOR CLASSIFICATION GROUPS
TYPE "A" CONSTRUCTION
PAGE 1**

GROUP I - (Unskilled):

Building & Common Laborer; Carpenter Tender Chainman; Rodman; Stakedriver; Concrete Buggy Operator (hand); Concrete Workers; Flagman; Soil Sample Tester.

GROUP II - (Semi-skilled):

Wagon, Air Tract, Drill & diamond Drillers' Tender (Outside); Air & Power Tool Man (not a carpenter's tool); Asphalt Heaterman; Asphalt Jointman; Asphalt Raker; Batching Plant Scaleman; Tenderers (To Cement Mason & Plasterer); Chain Sawman; Concrete Power Buggyman; Concrete Touch-up Man; concrete Sawman - Coring Mach.; Curbing Machine, Asphalt or Cement; Cutting Torchman; Metal Form Setter-Road; Grade Setter; Hod Carrier; Mortar Mixer & Mason Tender; Powderman or Blaster Helper; Sandblaster; Scaler; Vibratorman (Hand type); Vibratory Compactor (Hand type); Window Washer; Nurseryman-Gardener; Wagon, Air Tract, Drill & Diamond Driller (Outside); Roadway Hardware Worker.

GROUP III - (Miscellaneous):

Gunite Pumpcrete Man & Nozzleman; Multi-plate Setter; Manhole Builder; Pipelayer; Powderman-Blaster-Makeup; Landscaper; Traffic Control Technician; Laboratory Technician.

EQUIPMENT OPERATOR CLASSIFICATION GROUPS

GROUP I:

Concrete Paving Curing Machine

GROUP II:

Belt Type Conveyors (Material & Concrete); Broom (Self Prop.); Fork Lift; Grease Truck Operator; Head Oiler; Hydro Lift; Tractor (Under 50 Drawbar HP with or without Attach.); Industrial Locomotive Brakeman; Front End Loader (2 CY or less); Fireman; Oiler; Screedman; Roller (Pull Type); Mulching Machine, Roller (Self-Propelled).

GROUP III:

Concrete Paving Form Grader; Concrete Paving Gang Vibrator; Concrete Paving Joint or Saw Machine; Concrete Paving Sub Grader; Tractor with Backhoe Attachment; Subgrade or Base Finisher; Power Plant (Electric Generator or Welding Machine).

EQUIPMENT OPERATORS CONT'D.

PAGE 2

GROUP IV:

Bulldozer (including self-propelled roller with dozer attachment); Batch or Continuous Mix Plant (Concrete, soil cement; or asphalt); Roller (Steel Wheel); Front End Loader (2 - 10 CY); Scraper Operator; Motor Grader.

GROUP V:

Asphalt Distributor; Asph. Paving or Laydown Machine; Asph. Retort Heater; Mixer, Heavy Duty, Asph. Or Soil Cement; Trenching Mach.; Clam Type Shaftmucker; Backhoe, Clamshell, Dragline, Gradall, Shovel (under ¾ CY); Elevating Grader or Belt Loader; Cranes (Crawler or Mobile) under 20 tons; Air Compressor (300 CFM 7 Over); Crushing Screening & Washing Plants; Drlg. Machine (Cable Core or Rotary); Mixer, Concrete (1 CY & Less); Pump (6 " intake or over); Winch Truck; Hoist (1 Drum); Industrial Locomotive Motorman; Lumber Stacker; Tractor (50 Drawbar HP or over).

GROUP VI:

Concrete Paver Mixer; Hoist (2 drums & over); Side Boom; Traveling Crane; Piledriver; Backhoe, Clamshell, Dragline, Gradall, Shovel (¾ CY to 3 CY); Cranes (Crawler or Mobile) 20 Ton to 40 Tons; Front End Loader (Over 10 CY); Mixer, Concrete (over 1 CY); Mechanic and/or Welder.

EQUIPMENT OPERATOR CLASSIFICATION GROUPS

GROUP VII:

Concrete Slip-Form Paving Machine; Concrete Paving Finishing Machine; Concrete Paving Longitudinal Float; Guniting Machine; Refrigeration; Jumbo Form or Drilling; Stage; Slusher; Concrete Paving Spreader; Pumpcrete Machine; Grout Pump Operator.

GROUP VIII:

Mine Hoist; Bulldozer (Multiple Units); Scraper (Multiple Units); Mucking Machine; Backhoe, Clamshell, Dragline, Gradall, Shovel (over 3 CY); Cranes (Crawler or Mobile) over 40 tons.

GROUP IX:

Belt Loader (CMI Type) Operator; Pipemobile Operator Assistant; Derrick, Cableway.

**EQUIPMENT OPERATOR CONT'D.
PAGE 3**

GROUP X:

Pipemobile Operator; Mole Operator.

TRUCK DRIVER CLASSIFICATION GROUPS

GROUP I:

Pick-up truck $\frac{3}{4}$ ton or under; Warehouseman; Dump Truck (under 8 cubic yards); Flatbed (1 $\frac{1}{2}$ ton or under).

GROUP II:

Dump truck (8 - 16 cy); Tank Truck (under 6,000 gals.); Flatbed (over 1 $\frac{1}{2}$ ton).

GROUP III:

Spreader Box (self-propelled); Distributor (asphalt); Transit Mix; Lowboy, Light Equipment; Off-Highway Hauler; Tank Truck (over 6,000 gals.); Dump Truck (over 16 cy); Trailer Semi-Trailer Dump.

GROUP IV:

Diesel-powered Transport; Lowboy; Heavy Equipment.

BILL RICHARDSON
GOVERNOR

CONROY CHINO
SECRETARY

BRUCE BACHELOR
DIRECTOR



New Mexico Department of Labor
Labor and Industrial Division

Notice to All Public Works Contractors
PERTINENT INFORMATION
IN ACCORDANCE WITH THE NM PUBLIC WORKS MINIMUM WAGE ACT

Part of the job of the Public Works Bureau is to insure compliance with the Public Works Minimum Wage Act (13-4-11 through 13-4-17, NMSA 78). This office issues prevailing wage rates for each project for inclusion in the bid documents. After a project contract is signed, the NOA (Notification of Award) and the Statement of Intent to Pay Prevailing Wages must be completed and sent back together to this office by the General Contractor. The NOA (Notification of Award) must also include the list of Subcontractors. A Statement of Intent to Pay Prevailing Wages is required from each construction contractor before they start work on any State or locally funded construction project costing a total of \$20,000 or more. Every contractor (general, sub, second tier, etc.) must pay those rates through weekly payments and payroll. Certified payrolls for all work in June must be sent to this office by the end of July for the annual wage survey.

Wage rates include a base rate and a fringe rate of pay. In many cases an additional cost to the contractor is an apprenticeship contribution rate per hour for both journeymen and apprentices. A monthly apprenticeship contribution compliance form and check (either for this office or an approved apprenticeship program) is required. After a contractor completes work on a project, but before his final payment, an Affidavit of Wages Paid must be completed and sent to this office - through the General Contractor.

Each employee must receive the full base rate per hour for all hours worked in the job classification(s) he/she worked, regardless of the qualifications of license held. The only exception is for workers with a current certification in approved apprenticeship programs. He/she must also receive the full benefit of the fringe rate, but that amount may be paid in one of several ways. The entire rate may be paid in cash by just adding it to the base rate. It may also be paid into approved health benefit programs, pension programs, life insurance programs, company holiday and vacation programs and/or training programs that are not apprenticeship programs (e.g., an OSHA safety program). The third way of paying fringe benefits is to pay as a combination of cash and into approved programs. This office will sometimes ask for complete breakdowns of all payments to insure total compliance. For instance we may need to see exactly how much a company paid into a pension plan or a health benefits plan for specific employees. We may also need to see exactly how much was paid into an approved apprenticeship program for specific people.

The minimum wage as shown on individual wage decisions must be paid. ... "In addition, the contractor, subcontractor, employer or any person acting as a contractor shall be liable to any affected employee for liquidated damages in the sum of ten dollars (\$10.00) for each calendar day on which a contractor, subcontractor, employer or any person acting as a contractor has willfully required or permitted an individual laborer or mechanic to work in violation of the provisions of the Public Works Minimum Wage Act" (13-4-14.C, NMSA 78). When questions arise about the requirements of the Act or the Public Works Minimum Wage Act Policy Manual, they must be resolved as soon as possible. Usually a phone call ((505) 827-6837 or 6897) or e-mail (jminks@state.nm.us) will be enough, but failure to ask could result in assessment of the penalty. Again this bureau is tasked with keeping all contractors in compliance with the Act. We will work with you to help you.

John Minks, Chief
Public Works Bureau

3/13/03

"AN EQUAL OPPORTUNITY EMPLOYER"

WR - 10

- ☐ 1596 Pacheco Street, Ste. 105, Santa Fe, NM 87505
Director's Office - (505) 827-6875
Public Works Bureau - (505) 827-6837 / 827-6897
Wage and Hour Bureau - (505) 827-6835 / 827-6898
Student Labor - (505) 827-6830
Fax# - (505) 827-1664
- ☐ P.O. Box 1708, Las Cruces, NM 88004-1708
Wage and Hour Bureau - (505) 524-6195
Fax# - (505) 524-6194
- ☐ P.O. Box NN, Corral, NM 88221-7537
Wage and Hour Bureau - (505) 885-9072
Fax# - (505) 885-9748
- ☐ 501 Mountain Rd., NE, Albuquerque, NM 87103
Wage and Hour Bureau - (505) 841-8983
Fax# - (505) 841-8317
- ☐ 501 Mountain Rd., NE, Albuquerque, NM 87103
Apprenticeship - (505) 841-8989
Fax# - (505) 841-8739

BILL RICHARDSON
GOVERNOR

CONROY CHINO
SECRETARY

BRUCE BACHELOR
DIRECTOR

June 16, 2003



New Mexico Department of Labor
Labor and Industrial Division

1596 Pacheco Street, Ste. 105, Santa Fe, NM 87505
Director's Office - (505) 827-6875
Public Works Bureau - (505) 827-6837 / 827-6897
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Fax# - (505) 827-1664

- P.O. Box 1708, Las Cruces, NM 88004-1708
Wage and Hour Bureau - (505) 524-6195
Fax# - (505) 524-6194
- P.O. Box NN, Carlsbad, NM 88221-7537
Wage and Hour Bureau - (505) 885-5072
Fax# - (505) 885-9748
- 501 Mountain Rd., NE, Albuquerque, NM 87102
Wage and Hour Bureau - (505) 841-8983
Fax# - (505) 841-9317
- 501 Mountain Rd., NE, Albuquerque, NM 87102
Apprenticeship - (505) 841-8989
Fax# - (505) 841-8739

To All New Mexico Public Works Construction Project Contractors

Note: General Contractors must pass this information to subcontractors!

Dear Sir or Madam:

On June 4, 2002 I generated a letter that said "Until the disagreement over payments to out-of-state programs in addition to payments to the NM Apprenticeship and Training Fund is resolved, a company may make required payments to the out-of-state program if that program is approved by the US DOL Bureau of apprenticeship and Training. Only one payment will be required, but...." The New Mexico Office of the Attorney General NOW advises that *payments to the New Mexico Apprenticeship and Training Fund must be made by all out-of-state contractors.*

Effective immediately we will expect those payments along with statements listing our wage decision number and the contractor name by the 15th of the month following the reporting period. Payments are due for all hours in each trade a company has on the job site that has a contribution rate on the State wage decision. These payments are for the hours worked by both journeymen and apprentices, regardless of whether the company has apprentices or not. If the program has both Federal and State funding, the payments are required. Only when the project has all Federal funds, is the project exempt. On State Street, Highway, Utility and Light Engineering projects where there are no contribution rates, apprenticeship payments do not apply. On the few projects with two types of construction, the contributions do apply for the work under the type construction with contribution rates. Failure to pay apprenticeship contributions is a violation of the Apprentice and Training Act and may result in penalties.

Please call or email me at (505) 827-6837 or jminks@state.nm.us with any questions.

Sincerely,


John Minks, Chief
Public Works Bureau

Cc Bruce Bachelor, Director
Shawn Brown, Assistant Attorney General

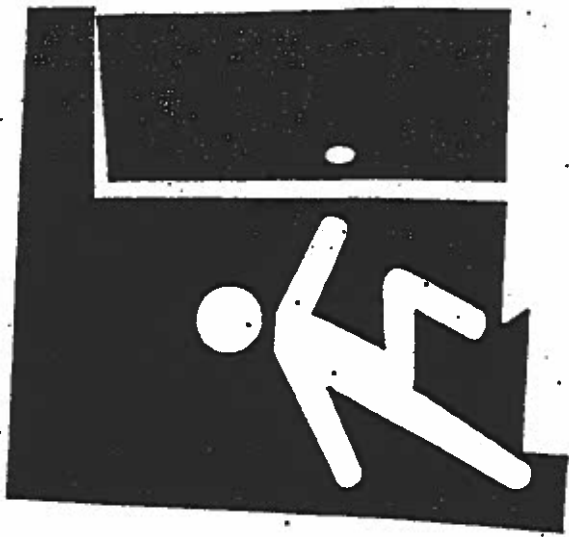
"AN EQUAL OPPORTUNITY EMPLOYER"

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6. **When does overtime pay start?**
Overtime pay starts after 40 hours of work in a seven-day workweek for the same employer, regardless of how many projects the employee works on.
7. **How is overtime pay computed?**
Overtime pay is 1.5 times the base pay with fringes added back. For example, if the base is \$12/hr and the fringe benefit is \$2/hr, the total over time rate is $12 \times 1.5 + 2$ or $18 + 2 = 20$.
8. **If an employee works in more than one job classification, how is pay computed?**
The payroll must have a line entry for each job classification along with the hours worked in that classification and the appropriate rate of pay.
9. **How can I file a wage claim?**
If you think your employer owes you more wages, you may file a wage claim at any DOL office. You should keep copies of pay stubs, a diary of when you worked, where and the work you did.
10. **What does the term "at will State" mean?**
New Mexico is an "at will State" and the term means that an employer may hire and fire employees at will.

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NEW MEXICO Public Works Construction



New Mexico
Department of
LABOR

Bill Richardson
Governor

Conroy Chino
Secretary

Labor & Industrial Division
Bruce Bachelor Director

CHECK OUT THE DOL WEB SITE FOR VALUABLE INFORMATION.

www.dol.state.nm.us Click on Employer Services and Public Works. Find a request for a wage decision (contracting agencies, architects and engineers only may submit with this), a list of many of the public works projects currently up for bid, forms mentioned earlier, current wage rates (good for advertising but not for the contracts - you need an official WD), a set of the Public Works Rules & Regs, etc.

General Questions on Public Works and annual wage survey: call John Minks (505) 827-6837; jminks@state.nm.us;
Questions on Wage Rate Decisions: call (505) 827-6897; arodrquez@state.nm.us
Questions on certified payrolls: call 827-6846 or 827-6843.

Apprenticeship contribution questions: call 827-6839.

Questions on Statement of Intent to Pay Prevailing Wages, Affidavit of Wages Paid, etc.: call 827-6843.

Fax number for Public Works Bureau: (505) 827-1664.

General Questions on Apprenticeship: call (505) 841-8989.

Bidding Agency/Owner	Project County	Decision Date	Decision Expires for Bids	NM Wage Decision #	Construction Type(s)
Mexico Junior College Description of Work:	LEA	8/12/2004	December 31, 2004 - Call # above to check status before requesting new decision.	LE 04-1221 A	A-Street, Highway, Utility, Lt Engineering
<p>For those preparing bid documents: If bids will not open before December 31, 2004, a new wage decision may be required.</p> <p>General/Prime Contractor selected for this project MUST submit a completed Notification of Award (NOA) before any work started at the job site. The General/Prime is also responsible for having all subcontractors (and second, third tiers, etc.) send completed Statements of Intent to Pay Prevailing Wages before any work is started. The Statements should come through the General/Prime Contractor. The NOA MUST be updated any time the list of subs/tiers changes. All contractors/subs/tiers MUST submit an Affidavit of Wages Paid after their work is completed but BEFORE the final payment.</p> <p>The office that conducts the bid process MUST forward this entire wage decision package to the General/Prime Contractor when the contract is signed. Each subcontractor and lower tier contractor must receive a copy of the wage decision in order to do the job certified payrolls properly.</p> <p>General/Prime Contractor MUST post the wage decision poster outside the Superintendent's office/trailer in an easily visible place. This is required by the Public Works Minimum Wage Act, and failure to post it may result in fines.</p> <p>Workers on the job site MUST be classified and paid according to the work they perform, regardless of qualifications. All workers worked in a trade MUST be paid (as a minimum) the rate shown here. Fringe rates may be paid into third party programs cash. Some may also be paid in cash with the rest paid into approved programs - as long as the employee receives the full benefit of the entire fringe rate. Use straight time fringe rate to pay fringes on overtime.</p> <p>Required forms may be found on the Department of Labor web page at www.dol.state.nm.us under Public Works. A seminar schedule for public works policy, procedures, requirements and sources of help is also shown.</p>					

New Mexico Department of Labor, Public Works Bureau
 Call/email John Minks for questions (505) 827-8837 or jminks@state.nm.us

"A" - Street, Highway, Utility or Light Engineering			
January 1, 2004			
	Trade Classification	Base Rate per hour	Fringe Rate per hour
Reminder: Pay Workers for work done, even if more than one class.	Bricklayer, Blocklayer, Stonemason	9.71	0.26
	Carpenter/Lather	12.23	0.44
	Cement Mason	11.80	0.26
	Ironworker	17.91	8.03
	Painter (Brush/Roller or spray)	13.56	0.44
	Electricians		
	Groundman (Outside)	18.64	3.15
	Equipment Operator (O/S)	21.46	3.15
	Lineman/Wireman or Tech (Outside)	22.05	3.15
	Cable Splicer	23.23	3.15
Plumber/Pipe-fitter	21.38	4.33	
Operators			
	Group I	12.97	0.26
	Group II	13.17	0.26
	Group III	13.75	0.26
	Group IV	13.77	0.26
	Group V	13.77	0.26
	Group VI	13.92	0.26
	Group VII	13.97	0.26
	Group VIII	14.12	0.26
	Group IX	14.52	0.26
	Group X	15.42	0.26
Laborers			
	Group I	9.85	0.35
	Group II	10.25	0.35
	Group III	10.65	0.35
Truck Drivers			
	Group I	10.53	0.26
	Group II	10.73	0.26
	Group III	10.83	0.26
	Group IV	11.13	0.26
Note: Subsistence and incentive do not apply on "A" rates as per Rules & Regulations.			

Please keep this memo handy for reference & pass on to contractors. Architects, engineers & purchasing agents can request wage decisions on the web & others will find essential forms. Log on to the DOL web page at www.dol.state.nm.us. Scroll down to Public Works. For the wage request form, see Wage Decision Form. A new Statement of Intent to Pay Prevailing Wages, an Affidavit of Wages Paid, a suggested payroll form with Certification, an Apprenticeship Contribution Compliance Form and the Contractor Registration Form are available. **Contractors MUST be registered with the Labor & Industrial Division in order to bid on contracts over \$50,000 on public works construction projects.** A list of all the registered contractors with their registration numbers & their date of registration expiration is also there. If there are questions that are not covered on the page, please call or email John Minks at (505) 827-6837 & jminks@state.nm.us or Arlene Rodriguez at 827-6897 & ArleneRodriguez@state.nm.us

NEW MEXICO DEPARTMENT OF LABOR
PUBLIC WORKS BUREAU

MEMORANDUM

Date: August 21, 2000
To: Whom It May Concern
From: John Minks, Chief
Public Works Bureau
Subject: NEW PAYROLL POLICY

Under the new certified payroll policy for public works projects, contractors are not to send in payrolls to this office, unless we have specifically requested them or the work being done is in June; at which time, we need all June payrolls ONLY to conduct our annual survey.


This new policy does not change the requirement of having the payrolls sent in to the owner or contracting agency. The owner has the option of acquiring them when they are needed. The general contractor should require copies of certified payrolls from all of its subs. The general contractor is also responsible for the project and should not make payment to a sub until the contractual requirements have been met. Those requirements include proper trade classifications and pay rates for all employees.

A NOTIFICATION OF AWARD (NOA) and a STATEMENT OF INTENT TO PAY PREVAILING WAGES form is required from the general contractor on every public works project before any work starts. An approved AFFIDAVIT OF WAGES PAID form is needed after work is completed, but before final payment. If a project is a B, C, or H project, we will also need a MONTHLY APPRENTICESHIP CONTRIBUTION FORM sent in to us. This Apprenticeship Contribution form is to be sent in by the 15th of each month. Please visit us on the internet at WWW.DOL.STATE.NM.US. Go to Employer Services, then to Public Works and you will find all these forms on the internet.

Please feel free to call us at the Public Works Bureau at 827-6837 if you have any questions. Enclosed are blank copies of the forms mentioned above for your convenience.

**NEW MEXICO DEPARTMENT OF LABOR
LABOR AND INDUSTRIAL DIVISION
SANTA FE OFFICE**

MEMORANDUM

Date: March 18, 2004
To: Public Works Construction Project Contractors
From: Bruce Bachelor, Director 
Labor and Industrial Division
Subject: Pay for Unqualified Workers

Effective immediately the June 4, 2002 memorandum on the same subject is rescinded. That memorandum established what has become known as the two-hour rule.

To clarify, apprentices must only work in the trade to which they are indentured. Wage rates for all work performed must be paid in accordance with Employment Law, Sections 50-4-1, 50-4-2, 50-4-4, NMSA 1978 and the Public Works Minimum Wage Act, Sections 13-4-10 thru 13-4-17, NMSA 1978, as applicable.

If you have any questions, please call (505) 827-6808 or e-mail BLBachelor@state.nm.us

LABOR ENFORCEMENT FUND

NEW MEXICO DEPARTMENT OF LABOR
LABOR AND INDUSTRIAL DIVISION
APPLICATION FOR PUBLIC WORKS
CONTRACTOR REGISTRATION

All applications must be accompanied by \$200 payable to the "LABOR ENFORCEMENT FUND"

Do Not Send Cash

Send to: Labor Enforcement Fund
PO Box 27679
Alb., NM 87125-7679

1.

Contractor/Subcontractor – Company Trade Name

Street Address City State Zip Code

Area Code / Telephone Number / Fax Number

E-Mail Address

2.

Primary CID License Number

3.

Printed Name of First Qualifying Party

4.

Type of Business

Individual/Sole Proprietor Partnership
 Corporation Other _____

5.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO SENDER

APPLICANT STATEMENT

As the responsible applicant-contractor, I understand:

- the application is subject to verification and that I agree to provide any additional documentation as request by the Labor and Industrial Division director.
- failure to provide full and timely disclosure of and required information or documentation may result in the denial of this application for registration.
- that payment in the exact amount of Two Hundred Dollars USD (\$200.00) is due with this application.
- that registration is for one calendar year (365 days) from the date notice of registration is posted on the Department of Labor website. <www.dol.state.nm.us/dol_pubwage.html>
- that I am submitting this application for the purpose of a legal transaction with the State of New Mexico Department of Labor.
- that failure to send this application and payment to the address shown above will result in delayed or denied registration.

I certify, under penalty of perjury, that the information contained in this application for registration is accurate, true, and complete to the best of my knowledge.

Signature

Date

Print Name and Title

FOR OFFICIAL USE ONLY

Registration # _____

WR-17

Labor Enforcement Fund



June 23
News Release June 10, 2004

Quick Find

FOR MORE INFORMATION:

Contact: John Minks

505.872.6837

New Mexico Department of Labor

Labor and Industrial Division

Public Works Bureau

1596 Pacheco St

Santa Fe, NM 87502

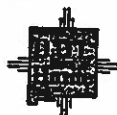
General Information on Contractor Registration

The Labor Enforcement Fund form for contractor registration is the result of House Bill 471 that amended the Public Works Minimum Wage Act. Effective May 19, 2004, it requires all contractors to register with the Labor and Industrial Division if their bids for public works contracts (for both general contractors and subcontractors) are \$50,000 or more. The Attorney General's Office has granted TEMPORARY relief that bids may be accepted from un-registered contractors CONTINGENT upon registration prior to signing a public works project contract. That relief will end July 1, 2004. After that, a contractor (or sub) must have already registered in order to bid a public works job that's over \$50,000. Once a contractor is registered, he may bid as many public works projects as he likes for the 365 days of that registration. If he's working on several when the registration expires, he just keeps working. If he wants to bid new projects after the expiration, he must have re-registered. For the time being, registration is only by mailing a completed Labor Enforcement Fund Form to the post office box on the form along with a check for \$200. Names of registered contractors will be posted on the DOL web page at www.dol.state.nm.us under Public Works. Furthermore, if an email address is provided on the form, a certificate of registration with a contractor registration number will be sent by email. If there's no email address, the certificate will be mailed several days later. There's a policy manual in the works that will be posted on the same web page as soon as possible.

The amendment states that all funds collected will be used by the Labor and Industrial Division strictly to enforce the Public Works Minimum Wage Act. In other words, we will use the funds to fund improved compliance from all contractors.

Updated: 06/24/2004 16:57:58

Top
Public Works



Send comments or questions regarding

http://www.dol.state.nm.us/dol_news/pw6-10-04.html

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6/25/2004

NOTICE: This new supplement to the Public Works Minimum Wage Act should be included in all bid documents until further notice.

13-4-13.1

2004 SUPPLEMENT

13-4-14.2

13-4-13.1. Public works contracts; registration of contractors and subcontractors.

A. Except as otherwise provided in this subsection, a contractor or subcontractor that submits a bid valued at more than fifty thousand dollars (\$50,000) for a public works project that is subject to the Public Works Minimum Wage Act [13-4-10 NMSA 1978] shall be registered with the labor and industrial division of the labor department. All tiers of subcontractors shall be subject to the requirements of this subsection. Bidding documents issued or released by a state agency shall include notification that the contractor or subcontractor is required to register pursuant to this subsection. The provisions of this section do not apply to vocational classes in public schools or public post-secondary educational institutions.

B. The state or any political subdivision of the state shall not accept a bid on a public works project subject to the Public Works Minimum Wage Act from a contractor that does not provide proof of required registration for itself or its subcontractors.

C. Contractors and subcontractors may register with the division on a form provided by the division and in accordance with labor department rules. The division shall charge an annual registration fee of two hundred dollars (\$200). The division shall issue to the applicant a certificate of registration within fifteen days after receiving from the applicant the completed registration form and the registration fee.

D. Registration fees collected by the division shall be deposited in the labor enforcement fund.

History: Laws 2004, ch. 89, § 1.
Effective dates. — Laws 2004, ch. 89 contains no effective date provision, but, pursuant to N.M. Const.,

art. IV, § 23, is effective May 19, 2004, 90 days after adjournment of the legislature.

13-4-14.1. Labor enforcement fund; creation; use.

The "labor enforcement fund" is created in the state treasury. The fund shall consist of contractor and subcontractor registration fees collected by the labor and industrial division of the labor department and all investment and interest income from the fund. The fund shall be administered by the division and money in the fund is appropriated to the division for administration and enforcement of the Public Works Minimum Wage Act [13-4-10 NMSA 1978]. Money in the fund shall not revert to the general fund at the end of a fiscal year.

History: Laws 2004, ch. 89, § 2.
Effective dates. — Laws 2004, ch. 89 contains no effective date provision, but, pursuant to N.M. Const.,

art. IV, § 23, is effective May 19, 2004, 90 days after adjournment of the legislature.

13-4-14.2. Registration cancellation, revocation, suspension; injunctive relief.

The director of the labor and industrial division of the labor department may:

A. cancel, revoke or suspend with conditions, including probation, the registration of any party required to be registered pursuant to the Public Works Minimum Wage Act [13-4-10 NMSA 1978] for failure to comply with the registration provisions or for good cause, subject to appeal pursuant to Section 13-4-15 NMSA 1978; and

B. seek injunctive relief in district court for failure to comply with the registration provisions of the Public Works Minimum Wage Act.

History: Laws 2004, ch. 89, § 3.
Effective dates. — Laws 2004, ch. 89 contains no effective date provision, but, pursuant to N.M. Const.,

art. IV, § 23, is effective May 19, 2004, 90 days after adjournment of the legislature. WR- 19

NOTICE!

UPON RECEIPT OF THIS PUBLIC WORKS WAGE DECISION, THE REQUESTING AGENT MUST FOLLOW THESE STEPS:

- 1) INCLUDE THE WAGE DECISION IN BID DOCUMENTS;**
- 2) FORWARD THE REST OF THIS PACKAGE (INCLUDING THIS NOTICE) TO THE CONTRACTOR SELECTED;**
- 3) INSURE THAT THE GENERAL CONTRACTOR FORWARDS;**
 - a) THE COMPLETED NOTIFICATION OF AWARD TO OUR OFFICE ALONG WITH THEIR STATEMENT OF INTENT TO PAY PREVAILING WAGES (Before Work Starts);**
 - b) COMPLETED STATEMENTS OF INTENT FOR SUBS & 2ND TIER SUBS;**
 - c) MONTHLY APPRENTICESHIP CONTRIBUTION STATEMENT FORM EACH SUB & 2ND TIER SUB (On General Building, Residential & Heavy Engineering Projects); and**
 - d) COMPLETE AFFIDAVIT OF WAGES PAID (After Work Completed & BEFORE FINAL PAYMENT) From Each Sub/2nd Tier.**

PUBLIC WORKS OFFICE

Sends wage rate pkt. to architect before bid

ARCHITECTURE

Gives General Contractor: The wage rate pkt., which includes: Notification of Award (NOA), *Sub List Form, Wage Decision, Wage Rate Poster, Stmt. of Intent, Affidavit Form, & Apprenticeship Stmt.

GENERAL CONTRACTOR

Gives Subcontractors: Copy of Wage Decision, Stmt. of Intent, Affidavit, *Sub List Form, & Apprenticeship Stmt. General is responsible to return all forms (including his own) from all subs to the Public Works Office.

SUBCONTRACTORS

Receives from General Contractor: Copy of wage decision, Stmt. of Intent, Affidavit, *Sub List Form & Apprenticeship Stmt., which are returned to the General along with forms from 2nd. Tiers.

2ND TIER SUBCONTRACTORS

Receives from Subcontractor: Copy of wage decision, Stmt. of Intent, Affidavit, *Sub List Form & Apprenticeship Stmt., which are returned to the subcontractor that hired him.

*** Sub List Form is updated each time a sub is added or deleted. Please specify Wage Decision No. on form.**

NOTICE!!!

**TO ALL CONTRACTORS AND
PAYROLL CLERKS.**

**CERTIFIED PAYROLLS FOR
WORK IN JUNE EACH YEAR
MUST BE SENT IN TO THE
ADDRESS BELOW BY JULY 31st
NO LATER THAN 5:00 PM:**

**PUBLIC WORKS BUREAU
1596 PACHECO ST, STE 105
SANTA FE, NM 87505**

THANK YOU,

PUBLIC WORKS BUREAU!!

SPECIAL CONDITIONS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

- SC - 1: **SPECIAL CONDITIONS:** These special conditions take precedence over specifications and the GENERAL CONDITIONS.
- SC - 2: **RIGHT-OF-ENTRY-AND-INSPECTION-OF-WORK:** All authorized personnel of the NEW MEXICO JUNIOR COLLEGE shall have the right to visit the site and inspect the work and materials. The Contractor shall furnish reasonable facilities for obtaining such information as necessary to determine the progress and manner of the work and character of materials being used.
- SC - 3: **PUBLIC UTILITIES:** The Contractor shall be responsible for the destruction of, or damage to, all existing structures, pipelines, conduits and cables; and he shall use all reasonable measures and precautions to protect such properties and maintain or replace them in as good condition as they were prior to the construction operations.
- SC - 4: **FENCES, BUILDINGS:** Where it becomes necessary to work in easements that have been improved with fences, buildings, walks or drives, or where construction, although on public right-of-way, is close enough to cause damage to such structures, on completion of the construction, the Contractor shall replace the fence, buildings, walks, curb and drives at no additional cost to the Owner, leaving all in the original condition as found.
- SC - 5: **INSTALLATION:**
- A. **Handling:** Materials shall be handled in such a manner as to insure their delivery to the job in sound and original condition.
- SC - 6: **GUARANTEE:**
- A. Units shall be guaranteed for a period of one year from date of final acceptance against defective materials, design and workmanship. Upon receipt of notice from the Owner of failure of any part of the guaranteed equipment, the Contractor shall promptly replace the defective parts at his own expense.

SPECIAL CONDITIONS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

- SC - 7: **DRAWINGS:** The data given herein and on the drawings is as exact as could be secured, but extreme accuracy is not guaranteed. Discrepancies occurring between the work covered by this section shall be immediately reported to the Engineer, and he will issue written instructions for any changes or any clarifications.
- SC - 8: **SAFETY:** The Contractor shall at all times exercise reasonable precautions for the safety of employees on the work, bystanders or observers of the project, engineering personnel and inspectors, and shall comply with all applicable provisions of the State and Municipal Safety Laws and Building Construction Codes. All machinery and equipment and other physical hazards shall be guarded in accordance with the "Manual of Accident Prevention in Construction" of the Associated General Contractors of America unless such instructions are incompatible with State or Municipal laws or regulations. The Contractor shall, at his own expense and without further other order provide, erect and maintain at all times during the progress or temporary suspension of work, suitable barricades, fences, signs or other adequate protection and shall provide, keep and maintain such flashing lights, danger signals and watchmen as may be necessary or as may be ordered by the Engineer to insure the safety of the public as well as those engaged in connection with the work. All barricades and obstructions shall be kept burning from sunset to sunrise. Barricades shall be of substantial construction and be reflectively sheeted to increase their visibility at night.
- SC - 9: **STORAGE OF MATERIALS:** The Contractor shall not be permitted to store materials used for construction in the right-of-way or on private property adjacent to the construction site.
- SC - 10: **EXAMINATION OF PLANS, SPECIFICATIONS AND SITE:** The offering of a bid shall serve as prima facie evidence that the bidder has visited the site of the proposed project, and has satisfied himself that the character, quality and quantities of work to be performed, materials to be furnished, and requirements of the proposed contract are reasonably accounted for in his bid.
- SC - 11: **DISPOSAL OF EXCESS MATERIAL:** Excess material taken from the project site shall be disposed of by the Contractor at a site determined by the Owner.

SPECIAL CONDITIONS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

- SC - 12: **ORDER OF WORK:** The Contractor shall start the work at such points on the project as the Engineer may direct and shall progress from point to point as directed by the Engineer. Contractor shall make any reasonable effort required to coordinate his activities with other Contractor's and Owner's staff that may be working in this or adjacent areas.
- SC - 13: **FEES AND CODES:** The Contractor shall pay all costs for any and all fees and/or work permits required in connection with the work. All materials supplied and work performed by the Contractor shall be in accordance with all State and local codes and/or ordinances governing such material and work.
- SC - 14: **NOTICE OF COMPLETION:** When the Contractor is satisfied that work and cleanup is completed, he shall issue the notice of completion to the Owner's authorized representative. The notice of completion shall include the request for final inspection with date and time given.
- SC - 15: **FINAL INSPECTION WITH OWNER'S REPRESENTATIVE:** The Owner's representative will respond to the notice of completion by the Contractor and shall appear at the given time for a tour of the project with the purpose of making it the final inspection. Any inconsistencies to the specifications shall be noted by the Owner's representative, and a written copy of corrections shall be given to the Contractor.
- SC - 16: **ACCEPTANCE OF THE PROJECT:** The Owner may accept the project even though the corrections on the final inspection have not been made by the Contractor. In such a case, there will be deductions for the uncompleted or corrected work based on previous provisions of these specifications. Such deductions shall be made from the final payment.
- SC - 17: **RECORD DRAWINGS PLAN ACCEPTANCE:** It will be the responsibility of the Owner to complete any RECORD DRAWINGS for this project. Contractor shall supply to the Owner's representative any additional information needed to complete the plans for Record Drawings Condition.

SPECIAL CONDITIONS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

- SC - 18: **INSPECTION OF WORK IN PROGRESS:** The Owner's authorized representative shall be responsible for inspection of the Contractor's work while such work is in progress. A representative shall bring to the attention of the Contractor any work which does not meet the specifications of this contract, and the Contractor shall correct such work as brought to his attention.
- SC - 19: **CONTRACT TIME AND PROJECT COMPLETION:** All work must be complete within:
120 Calendar Days
from the effective date of the "Notice to Proceed".
- SC - 20: **SHOP DRAWINGS:** Shop drawings and material certifications shall be submitted to the Engineer for review. All such information shall be submitted prior to use. Five copies are required, of which three will be returned and two held for Engineer's files.
- SC - 21: **TESTING:** The Owner will pay for the first test required regardless of whether it fails or meets the specifications. The Contractor shall pay for all retests including the final retest showing results meeting the specifications. The Contractor shall provide the Owner 24 hours notice of any testing required. Any item installed without being tested or certified shall be removed and replaced at Contractor's expense.
- SC - 22: **SURVEYING:** The contractor will be responsible for construction staking. Construction Staking must be performed by a surveyor licensed in the State of New Mexico. Engineer will provide project control staking.
- SC - 23: **TRAFFIC CONTROL:** The contractor is required to develop a Construction Traffic Control Plan in accordance with the latest version of the Manual On Uniform Traffic Control Devices relative to his plan of work. This plan shall be submitted to the Engineer for approval at least one week prior to beginning work. All construction traffic control devices, maintenance, and implementation required by such plan shall be the responsibility of the Contractor. Traffic Control Plan shall include provision for public notification of traffic status by such means as newspaper, radio - public service announcements, school flyers at NMJC, and an electronic message board. This work shall be considered incidental to Item 702000 Traffic Control Devices for Construction.

SPECIAL CONDITIONS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

SC-24: **LIST OF SUBCONTRACTORS:** Each contractor shall submit a list of proposed subcontractors to be used on the project with the Bid. This information will be reviewed for the apparent low bidder. If the contractor desires, the list of subcontractors may be submitted in a sealed envelope. If the contractor is not the apparent low bidder, the subcontractor may request the list to be returned, and it will be returned unopened.

In addition, if a subcontractor's work to be constructed in the project is greater than \$5,000.00 or one-half of one percent of the total project cost, whichever is greater, each bidder shall in his bid furnish:

- A. The name and location of the place of business of each subcontractor under subcontract to the Contractor who will perform work or labor or render service to the Contractor in or about the construction of the public works construction project in an amount in excess of the listing threshold.

SPECIAL PROVISIONS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

- Modifying Section 101 -Abbreviations, Symbols, Terms and Definitions**
- Modifying Section 102 -Bidding Requirements and Conditions**
- Modifying Section 103 -Award and Execution of Contract**
- Modifying Section 104 -Scope of Work**
- Modifying Section 105 -Control of Work**
- Modifying Section 106 -Control of Materials**
- Modifying Section 107 -Legal Relations, Environmental Requirements and
Responsibility to Public**
- Modifying Section 108 -Prosecution and Progress**
- Modifying Section 109 -Measurement and Payment**

MODIFYING
SECTION 101- ABBREVIATIONS, SYMBOLS, TERMS AND CONDITIONS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

101.2 Owner

Contract administration shall be the responsibility of the New Mexico Junior College. The State requirements and specifications will apply except as noted in the amendments listed herein.

Contract

Paragraph 2 shall be deleted in its entirety and replaced with the following:

This contract includes the Advertisement for Bid's, Contractor's Bid, Performance and Labor Payment Bonds, specifications, additional technical specifications, special conditions, special provisions, general and detailed plans, notice to proceed, and any change orders and agreements that are required to complete the construction of the work in an acceptable manner, including authorized extensions thereof, all of which constitute one instrument.

Contract Bond

Add the following to the end of the paragraph:

(Also called "Performance Bond")

Engineer

Paragraph I shall be deleted in its entirety and replaced with the following:

The Engineer for the New Mexico Junior College, Hobbs, New Mexico, acting directly or through his duly authorized representative.

MODIFYING
SECTION 101- ABBREVIATIONS, SYMBOLS, TERMS AND DEFINITIONS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

Project Manager

Paragraph I shall be deleted in its entirety and replaced with the following:

The Engineer, or person designated by the Engineer, who is responsible for supervising the administration of a project.

MODIFYING
SECTION 102 - BIDDING REQUIREMENTS AND CONDITIONS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

102.8 Preparation of Bid

Add the following statement to the end of the section:

Bids by corporations must be executed in the corporate name by the president or vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature. Bids by partnerships must be executed in the partnership name and signed by a partner, his title must appear under his signature, and the official address of the partnership must be shown below the signature. All names must be typed or printed below the signature.

102.12 Delivery of Bids

Add the following:

All contractors shall be licensed New Mexico contractors and shall supply at the time of the bid opening proof of Contractor's License or provide proof of license prior to awarding the contract.

**MODIFYING
SECTION 103 - AWARD AND EXECUTION OF CONTRACT**

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

103.5 Return of Bid Guaranty

Delete this section in its entirety and replace it with the following:

All bid bonds received in the form of checks, will be deposited by the New Mexico Junior College. A refund check will be prepared for those receipts not considered to be with a bid that is likely to be selected, within seven (7) days of bid opening as stated in the Instruction to Bidders.

After the announcement of the selected party, all bid bond moneys will be returned, except that of the winner. Those bid bond moneys will be returned when the contracts and other bonds are in place.

103.9 Materials Statement

Add the following:

It will be the responsibility of the Contractor to provide certificates of compliance with the Specifications for all materials used in the project prior to beginning construction. The Contractor will also be responsible for the asphalt pavement mix design and concrete mix design to be submitted for approval by the Engineer. Costs for the above will be borne by the Contractor.

**MODIFYING
SECTION 104 - SCOPE OF WORK**

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

104.5 Maintenance of Traffic

Add the following to the end of the section:

The Contractor shall maintain at all times reasonable access to all facilities fronting the work, unless otherwise directed by the Engineer. It shall be the judgement of the Engineer as to whether or not reasonable access has been provided.

**MODIFYING
SECTION 105 - CONTROL OF THE WORK**

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

105.2 Plans and the Working Drawings

Delete the last three paragraphs of this section and replace them with the following:

Shop Drawings and Samples:

After checking and verifying all field measurements, Contractor shall submit to Engineer for approval, in accordance with the accepted schedule of Shop Drawing submissions, five copies (or, at Engineer's option, one reproducible copy) of all Shop Drawings which shall have been checked by and stamped with the approval of Contractor and identified as Engineer my require. The data shown on the Shop Drawings will be complete with respect to dimensions, design criteria, materials of construction, and the like to enable Engineer to review the information as required.

Contractor shall also submit to Engineer for approval, with such promptness as to cause no delay in work, all samples required by the Contract Documents. All samples will have been checked by and stamped with the approval of Contractor, identified clearly as to material, manufacturer, and pertinent catalog numbers and the use for which intended.

At the time of each submission, Contractor shall in writing call Engineer's attention to any deviations that the Shop Drawings or sample may have from the requirements of the Contract Documents.

Engineer will review and approve with reasonable promptness Shop Drawings and samples, but his review and approval shall be only for conformance with the design concept of the project and for compliance with the information given in the Contract Documents. The approval of a separate item as such will not indicate approval of the assembly in which the item functions. Contractor shall make any corrections required by corrected copies of Shop Drawings and resubmit new samples until approved. Contractor shall direct specific attention in writing or on resubmitted Shop Drawings to revisions other than the corrections called for by Engineer on previous submissions. Contractor's stamp of approval on any Shop Drawing or sample shall constitute a

**MODIFYING
SECTION 105 - CONTROL OF THE WORK**

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

representation to Owner and Engineer that Contractor has either determined and verified all quantities, dimensions, field construction criteria, materials, catalog numbers, and similar data or he assumes full responsibility for doing so and that he has reviewed or coordinated each Shop Drawing or sample with the requirements of the work and Contract Documents. Where a shop drawing or sample submission is required by the specifications, no related work shall be commenced until the submission has been approved by Engineer. A sample shall be kept in good order by Contractor at the site and shall be available to Engineer.

Engineer's approval of Shop Drawings or samples shall not relieve Contractor from his responsibility for any deviations from the requirements of the Contract Documents unless Contractor has in writing called Engineer's attention to such deviation at the time of submission and Engineer has given written approval to the specific deviation, nor shall any approval by Engineer relieve Contractor from responsibility for errors or omissions in the Shop Drawings.

Contractor shall keep one record copy of all specifications, drawings, addenda, modifications and shop drawings at the site in good order and annotated to show all changes made during the construction and shall be delivered to him for Owner upon completion of the project.

**105.4 Coordination of Plans, Specifications, Supplemental Specifications,
and Special Provisions**

Paragraph I shall be deleted in its entirety and replaced with the following:

These specifications, the general provisions, the special provisions, the plans, the special conditions, and all supplementary documents are essential parts of the contract, and a requirement occurring in one is as binding as one occurring in all. They are intended to be complimentary to and describe and provide for a complete work. In case of discrepancy, the documents will govern in the following order of importance:

**MODIFYING
SECTION 105 - CONTROL OF THE WORK**

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

1. Contract
2. Special Conditions
3. New Mexico Junior College Special Provisions
4. Plans
5. Standard Specifications

105.5 Cooperation by Contractor

Delete paragraph 5 in its entirety.

105.18 Claims for Adjustment

Add the following statement to the end of this section:

In the event that the services of an attorney are required for collection of amounts owing under this contract and Owner has no reasonable and viable defense or claim against Contractor which would justify non-payment of sums due hereunder, then Owner shall pay Contractor's reasonable attorney's fees and cost of collection.

In the event that the Contractor breaches this contract, then the Contractor shall be liable to the Owner for any and all damages, costs and reasonable attorney's fees the Owner may incur to remedy that breach.

**MODIFYING
SECTION 106 - CONTROL OF MATERIALS**

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

106.4 Samples, Test, Cited Specifications

Paragraphs 3 and 4 shall be deleted in their entirety and replaced with the following:

A. Laboratory Testing

1. Job Mix Formula and Design Mixes

The preparation of job mix formula and design mixes, together with necessary testing as required for this Contract, shall be at Contractor's expense. Such testing shall be performed by an approved testing laboratory under the supervision of a New Mexico Registered Professional Engineer.

2. Materials or Manufactured Items

Testing of materials or manufactured items shall be at Contractor's expense. Tests for materials or items manufactured within the State of New Mexico shall be certified as meeting contract specifications by an approved testing laboratory under the supervision of a New Mexico Registered Professional Engineer or a testing laboratory under the supervision of a Professional Engineer registered in the state of manufacture or a testing laboratory approved by Engineer.

B. Field Testing

The field testing of all locally processed or produced material directly incorporate into the work, including the establishment of density curves representative of material to be used in the embankment, subgrade, and backfilling operations and compliance tests will be paid by Owner, with exceptions as noted below.

**MODIFYING
SECTION 106 - CONTROL OF MATERIALS**

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

C. General

The Owner will pay for the first test required regardless of whether it fails or meets the specifications. The Contractor shall pay for all retests including the final retest showing results meeting the specifications. If the testing lab has not been paid for the required retesting, costs for such tests may be deducted from the final payment of the Contractor and delivered to the testing firm.

Engineer shall determine the number, type, and location of tests.

Contractor shall furnish, incidental to this Contract, necessary equipment, tools, and labor, except testing equipment, to assist the testing agency in the performance of field tests.

Copies of all laboratory and field tests shall be forward to Engineering and Owner.

MODIFYING
SECTION 107 - LEGAL RELATIONS, ENVIRONMENTAL REQUIREMENTS AND
RESPONSIBILITY TO PUBLIC

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

107.3 Compliance with Payment of Taxes

Delete the second paragraph and replace it with the following:

The successful bidder, upon returning the executed contract package, after receiving the Preliminary Award of Contract Notice, will provide to the New Mexico Junior College his Taxation and Revenue Department Tax identification number. If either or both of these numbers are unavailable, the Contractor must submit a letter of explanation. Final award of the contract will not be effected until both numbers or a satisfactory letter of explanation are obtained.

107.4 Gross Receipts Tax, Indian Business Activity, and Tero Taxes

Delete this section in its entirety and substitute the following:

Pursuant to S13-1-108 NMSA 1978(1987 Cum. Supp.), you are hereby notified that all bids submitted are to exclude the applicable State gross receipts tax or applicable local option tax. The New Mexico Junior College will pay the applicable tax including any increase in the applicable tax becoming effective after the date the contract is entered into. The applicable gross receipts tax or applicable local option tax will be shown as a separate amount on each billing or request for payment made under the contract.

107.36 Insurance Requirements

Delete subsection (A.) Public Liability and (B.) Automobile Liability Insurance replace with the following:

1. General Liability

Bodily Injury Liability Property Damage Liability Insurance applicable in full to the subject project shall be provided in the following amounts:

MODIFYING
SECTION 107 - LEGAL RELATIONS, ENVIRONMENTAL REQUIREMENTS AND
RESPONSIBILITY TO PUBLIC

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

Bodily Injury and Property Damage Liability

\$1,000,000 Combined Single Limit

- A. The policy to provide this insurance is to be written on a Commercial General Liability form with additional coverage for premises, operations, explosions, and collapse hazard, underground hazard, products/completed operations hazard, contractual insurance, broad form property damage, independent contractors and personal injury; more completely described as follows:
 - B. The Contractor's insurance must include coverage for injury to or destruction of property arising out of blasting or explosion.
 - C. The Contractor's insurance must include coverage for injury to or destruction of property arising out of:
 - 1. The collapse of or structural injury to any building or structure due to excavation, including burrowing, filling or backfilling in connection therewith, or to tunneling, cofferdam work or caisson work or to moving, shoring, underpinning, raising or demolition of any building or structure or removal or rebuilding of any structural support thereof.
 - D. Coverage must be included for injury to or destruction of any property arising out of injury to or destruction of wires, conduits, pipes, mains, sewers or other similar property or any apparatus in connection therewith below the surface of the ground, if such injury or destruction is caused by or occurs during the use of mechanical equipment of the purposes of excavating, digging or drilling, or to injury to or destruction of property at any time resulting therefrom.
2. Automobile Liability as follows:

MODIFYING
SECTION 107 - LEGAL RELATIONS, ENVIRONMENTAL REQUIREMENTS AND
RESPONSIBILITY TO PUBLIC

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

Comprehensive form with coverage for owned, hired and non-owned vehicles. The limits of liability shall be no less than \$1,000,000 combined single limit bodily injury and property damage.

Contractor shall further obtain and provide proof to the Owner of any other insurance coverage required by the statutes of the State of New Mexico or regulation of any agency governing this type of project.

3. The New Mexico Junior College shall be named as additional insured on the insurance certificate. Please state the name and bid number of this project on the certificate.
4. Hold Harmless Agreement

Contractor covenants and agrees that it shall indemnify and save and hold the New Mexico Junior College harmless from any and all liability, damage, expense, cause of action, suit, claim and/or judgement, of every kind and nature, including, but not limited to, those arising from injury to person(s) or damage to property.

This indemnification and agreement to hold harmless by Contractor to the New Mexico Junior College shall also include, but not be limited to, the Lovington Municipal School's attorney's fees and costs incurred in defending against same or in prosecuting any crossclaims or counterclaims arising therefrom.

Deleting Section (b.) Worker's Compensation Insurance and replace it with the following:

The Contractor shall comply with the provisions of the Workers Compensation Act, the Subsequent Injury Act, and the New Mexico Occupational Disease Disablement Law. The Contractor shall procure and maintain during the life of this contract complete Workers and Employer's Liability Insurance in accordance with New Mexico laws and regulations.

MODIFYING
SECTION 107 - LEGAL RELATIONS, ENVIRONMENTAL REQUIREMENTS AND
RESPONSIBILITY TO PUBLIC

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

Such insurance shall include coverage permitted under S59-10-7, N.M.S.A., 1978 Comp., for safety devices.

With respect to Workers Compensation Insurance, the Contractor shall require the subcontractor similarly to provide such coverage for all the latter's employees to be engaged in such work. The Owner, its officers or employees will not be responsible for any claims or actions occasioned by the failure of the Contractor to comply with the provisions of this paragraph.

In case any class of employee is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide adequate employer's liability coverage as will protect him and the Owner against any claims resulting from injuries to and death of workers engaged in work under this contract.

Delete Section (f.) Umbrella coverage and replace it with the following:

The insurance limits cited in the above paragraphs are minimum limits. This specification is in no way intended to define what constitutes adequate insurance coverage for the individual Contractor.

**MODIFYING
SECTION 108 - PROSECUTION AND PROGRESS**

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

108.1 Subcontracting

Delete the section in its entirety and replace it with the following:

Concerning Subcontractors

Each contractor at the time of the bid opening shall submit a list of proposed subcontractors to be used on the project. This information will be reviewed for the apparent low bidder. If the Contractor desires, the list of subcontractors may be submitted in a sealed envelope. If the Contractor is not the apparent low bidder, the subcontractor may request the list to be returned, and it will be returned unopened.

If a subcontractor's work to be constructed in the project is greater than \$5,000.00 or one-half of one percent of the total project cost, whichever is greater, each bidder shall in his bid furnish:

- A. The name and location of the place of business of each subcontractor under subcontract to the Contractor who will perform work or labor or render service to the Contractor in or about the construction of the public works construction project in an amount in excess of the listing threshold.

Contractor shall not employ any Subcontractor or other person or organization (including those who are to furnish the principal items of materials or equipment), whether initially or as a substitute, against whom Owner or Engineer may have reasonable objection. A subcontractor or other person or organization identified in writing to owner and Engineer by Contractor prior to the Notice of Award and not objected to in writing by Owner or Engineer prior to the Notice of Award will be deemed acceptable to Owner and Engineer. Acceptance of any subcontractor, other person, or organization by Owner or Engineer shall not constitute a waiver of any right of Owner or Engineer to reject defective work or work not in conformance with the Contractor Documents.

If Owner or Engineer, after due investigation, have reasonable objection to any subcontractor, other person, or organization proposed by Contractor after the

MODIFYING
SECTION 108 - PROSECUTION AND PROGRESS

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

Notice of Award, Contractor shall submit an acceptable substitute at no change in contract price. Contractor shall not be required to employ any against whom he has a reasonable objection. Contractor shall not, without the consent of Owner and Engineer, make any substitution for any subcontractor, other person, or organization who has been accepted by Owner and Engineer unless Engineer determines that there is good cause for doing so.

In the event that the performance of this contract depends upon the Contractor hiring subcontractors, Contractor shall not employ or continue to employ any contractor who listed on the United States Department of Labor list of contractors who are barred from working due to violations of the labor law and regulations.

Contractors shall be fully responsible for all acts and omissions of his subcontractors and of persons and organizations directly or indirectly employed by them and of persons or organizations for whose acts of any of them may be liable to the same extent that he is responsible for the acts and omissions of persons directly employed by him. Nothing in the Contract Documents shall create any contractual relationship between Owner and Engineer and any subcontractor or other person or organization having a direct contract with the Contractor, nor shall it create any obligation on the part of the Owner or Engineer to pay or to see the payment of any monies due any subcontractor or other person or organization, except as may otherwise be required by law. Owner or Engineer may furnish to any subcontractor or other person or organization, to the extent practicable, evidence of amounts paid to Contractor on account of specific work done in accordance with the schedule of values.

The sections of the specifications and the identifications of any drawings shall not control Contractor in dividing the work among subcontractors or delineating the work to be performed by any specific trade.

Contractor agrees to bind specifically every subcontractor to the applicable terms and conditions of the Contract Documents for the benefit of the Owner.

**MODIFYING
SECTION 109 - MEASUREMENT AND PAYMENT**

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

109.1 Measurement of Quantity

Delete Paragraph F. in its entirety and substitute the following:

The Contractor shall number each truck to be used for asphalt delivery. Changing of truck numbers will not be allowed during the contract time. Each numbered truck shall be weighted empty with driver and a full fuel tank to determine the tare weight. These numbers and corresponding weights shall be recorded and delivered to the Owner before construction commences. A delivery ticket shall be made out in duplicate for each truckload of asphalt leaving the plant showing the truck number and loaded weight along with the date and time of departure. One of these tickets shall be retained by the driver for the Contractor's records, and the other shall be given to the County's representative at the construction site. Whenever a load is not completely installed, the truck driver shall notify the County's representative at the job site of his intent to take the remainder of the load back to the plant to be weighed again. Tickets shall again be made out in duplicate recording the truck number, truck partially loaded weight, date, and time of return. One of these tickets shall be retained by the Contractor and the other shall be delivered to the County's representative on the job site when the next load is delivered. Scales shall be accurate within 0.5 percent throughout the range of use.

109.7 Partial Payments

Delete paragraphs 1 through 4 in their entirety and replace them with the following:

An approved pay estimate must be submitted to the Owner two (2) weeks prior to the first Tuesday of each month. Payment to the Contractor will be made on the first Tuesday of each month. Each subsequent pay estimate shall include an affidavit of Contractor stating that all previous progress payments received on account of the work have been applied to discharge in full all of Contractor's obligations

**MODIFYING
SECTION 109 - MEASUREMENT AND PAYMENT**

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

reflected in prior pay estimates. Five percent (5%) of the amount of pay estimate will be retained until completion of the project including materials delivered to the job site but not installed. The retainage shall be held until completion and acceptance of the work as herein provided. If Owner fails to make to Contractor a particular progress payment as herein specified, such failure shall not be held to violate or void this Contract.

Contractor's Warranty of Title:

Contractor warrants and guarantees that title to all work, materials, and equipment covered by any pay estimate, whether incorporated in the project or not, will pass to Owner at the time of payment free and clear of all liens, claims, security interests, and encumbrances (hereafter in these General Provisions referred to as "liens").

Engineer's recommendation of any payment requested in a pay estimate will constitute a representation by Engineer to Owner, based on Engineer's on-site observations of the work in progress as an experienced and qualified design professional and on Engineer's review of the pay estimate and the accompanying data and schedules that the work has progressed to the point indicated; that, to the best of Engineer's knowledge, information, and belief, the quality of the work is in accordance with the Contract Documents (subject to an evaluation of the work as a functioning project upon substantial completion, to the results of any subsequent tests called for in the Contract Documents and any qualifications stated in the recommendation) and that Contractor is entitled to payment of the amount recommended. However, by recommending any such payment Engineer will not thereby be deemed to have represented that exhaustive or continuous on-site inspections have been made to check the quality of the quantity of the work, or that the means, methods, techniques, sequences, and procedures of construction have been reviewed or that any examination has been made to ascertain how or for what purpose Contractor has used the monies paid or to be paid to Contractor on account of the Contract Price, or that title any work, materials, or equipment has passed to Owner free and clear of any liens.

**MODIFYING
SECTION 109 - MEASUREMENT AND PAYMENT**

NEW MEXICO JUNIOR COLLEGE

NEW MEXICO JUNIOR COLLEGE PAVING PROJECT

Engineer may refuse to recommend the whole or any part of any payment if, in his opinion, it would be incorrect to make such representations to Owner. He may also refuse to recommend any such payment, or because of subsequently discovered evidence or the results of subsequent inspections or tests, nullify any such payment previously recommended to such extent as may be necessary in Engineer's opinion to protect Owner from loss because:

- (a) The work is defective, or completed work has been damaged requiring correction or replacement;
- (b) Written claims have been made against Owner or liens have been filed in connection with the work.
- (c) The contract price has been reduced because of modifications;
- (d) Owner has been required to correct defective work or complete the work in accordance with section 108.09;
- (e) Contractor's unsatisfactory prosecution of the work in accordance with the contract documents; or,
- (f) Contractor's failure to make payment to subcontractors, or for labor, materials, or equipment.

Contractor will be required to complete the work specified herein and as shown on the drawings in accordance with the Contract and at the Contract Unit Price established for each of the payment items listed in the Bid Form of the Contract pertinent to a particular bid item and is not listed as a separate bid item shall be completed as a part of the bid item to which it applies. In case of dispute as to the bid item to which subsidiary or pertinent work applies, Engineer's decision shall govern.

Invitation to Bid # 960

Purchase of a Vehicle for the College Motor Pool

BOARD DOCUMENTS

Date: September 3, 2004
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On August 18, 2004, legal notices were sent to three newspapers requesting sealed bids for the purchase of a vehicle for the college motor pool:
2. Hobbs Daily News Sun
Lovington Leader
Clovis Journal
3. Bid packets were sent to six vendors. One vendor received the bid documents via the college website.
4. Four vendors submitted bids within the time frame specified by the bid package. One bidder was present at the opening (Watson Truck & Supply).
5. The Business Office and College Motor Pool have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to Invitation to Bid #960 were Watson Truck & Supply, Hobbs, NM, Scoggin Dickey Chevrolet-Buick, Lubbock, TX, Permian Ford Linc Merc, Inc., Hobbs, NM, and Philpott Motors, Nederland TX.

The Administration recommends acceptance of the bid from Watson Truck & Supply for a 2005 Chevrolet Suburban (SUV) for \$29,600.00.

Source of Funding: - FY 2004/2005
Vehicles - Plant - Major Equipment
Account #: 91001-4002-73102-911
Amount: \$29,600.00

NEW MEXICO JUNIOR COLLEGE
IT#960 Bid Summary

		Purchase of A New Vehicle for the College Motor Pool				x .95 Residential Preference Number	x .95 Amount for Evaluation Only	Specifications Met?	Alternative Fuel Vehicle
Vendor	Vehicle Requested	Description of Vehicles Bid by Vendor	Qty Bid by Vendor	Bid Price Quote					
Watson Truck & Supply	SUV	2005 Chevrolet Suburban	1	\$ 29,600.00		9140	\$ 28,120.00	Yes	Yes
Phillipott Motors	SUV	2005 Ford XLT Expedition	1	\$ 27,298.00		N/A	N/A	Yes	No
Permian Ford	SUV	2005 Ford Excursion	1	\$ 33,500.00		29840	\$31,825	Yes	No
Scoggin Dickey	SUV	2005 Chevrolet Suburban	1	\$ 28,211.00		N/A	N/A	Yes	Yes
Watson Truck & Supply	Minivan	2005 Chevrolet Astro	1	\$ 18,200.00		9140	\$ 17,290.00	Yes	No
Phillipott Motors	Minivan	2005 Ford SE Freestar	1	\$ 20,344.00		N/A	N/A	Yes	No
Permian Ford	Minivan	No bid	-	No bid		-	-	-	-
Scoggin Dickey	Minivan	2005 Chevrolet Astro	1	\$ 17,076.00		N/A	N/A	No	No
TOTAL OF AWARDED BIDS				\$ 29,500.00					
The 2005 Chevrolet Suburban is replacing a 1995 Chevrolet 15 Passenger Van with 108,062 miles. Vehicle # G 18895									

Specifications & Bid Price Form

New Mexico Junior College contemplates purchasing one vehicle for the College Motor Pool. No minimum quantity is guaranteed. New Mexico Junior College reserves the right to reject any and all bids on any or all item(s).

Please note: The college has been mandated by the Alternative Fuels Acquisition Act to have 75% of all light duty vehicles operating on alternative fuel; therefore, if you have these types of vehicles available please indicate that the vehicle is an alternative fuel item and quote accordingly. Alternative Fuel vehicles will be given priority over non-alternative fuel vehicles. (See attachment of the Legislative and Executive Recommendation and Executive Order No. 2004-019.)

PLEASE INDICATE "Y" YES OR "N" NO FOR EACH SPECIFICATION FOR ALL VEHICLES.

Specifications for the Sports Utility Vehicle (SUV) (i.e. Chevrolet Suburban, GMC Yukon or equal vehicle of like interior size)

- Air Conditioning - Front & Rear - Factory Installed - Front /rear controls
- Air Bags - Driver and right front-passenger
- Alternator - Heavy Duty
- Battery - Heavy Duty
- Body Type & Size - 8 - Passenger
- Bumpers - Front & Rear (include towing trailer hitch with 2" ball class 1)
- Brakes - Power Heavy Duty, 4 Wheel Anti Lock Brake System, front and rear disc
- Color - White Only
- Cruise Control - Factory installed

- Doors - 4 – with rear door (one or two sided)**
- Engine - V-8, fuel injected, 5.0L or greater
- Fuel Tank -25 - 32 gallons
- Gross Vehicle Weight Rating - 7,000 lbs. (approximate)
- Heater/Defroster - Front, heavy duty fresh air
- Inside Lights - Dome with map and reading light
- Mirrors, Outside - Two (2) below eye level, 7 X 9 swivel
- Radio - AM/FM, factory installed with CD or Cassette Player, with Clock
- Seats - Cloth, 2nd & 3rd row 60/40 split-folding bench
- Suspension - Heavy Duty
- Tires - 16" mounted full spare, all weather tread - Include Jack Lug Wrench and 16"
- Wheel Covers – Full size aluminum wheels
- Trailer Package- trailer hitch platform, seven-pin wiring connector, transmission oil cooler, trailer brake pre-wire harness and 7-way-4-way adapter.
- Transmission - 4-speed automatic with overdrive and tow/Haul mode
- Upholstery - Cloth (Gray-Blue-Tan-Full Length Floor Covering)
- Wheelbase - Approximately 125" to 135"
- Running boards **(MUST BE ON THE VEHICLE AT TIME OF DELIVERY)**
- Warranty - Standard Factory Warranty

Is the SUV an alternative fuel vehicle? Yes No

(1) 2005 year mid-size 7 passenger minivan

- Air Conditioning - Front - Factory Installed
- Air Bags - Driver and Passenger
- Alternator - Heavy Duty
- Balanced Wheels - Front, rear & spare, aligned front end
- Battery - Heavy Duty
- Body Type & Size - 7 - Passenger Window Van
- Bumpers - Front & Rear (include towing trailer hitch with 2" ball class 1)
- Brakes - Power Heavy Duty, 4 Wheel Anti Lock Brake System
- Color - White Only
- Cruise Control - Factory installed

- Doors - Open out side, open out rear (one or two sided)**
- Engine - V-6, fuel injected
- Fuel Tank -25 - 30 gallons
- Gross Vehicle Weight - 5,600 lbs. (approximate)
- Heater/Defroster - Front, heavy duty fresh air
- Inside Lights - Dome with map and reading light
- Mirrors, Outside - Two (2) below eye level, 7 X 9 swivel
- Radio - AM/FM, factory installed with CD or Cassette Player, with Clock
- Seats - Quick Release (if available)
- Stabilizer Bars - Front & Rear
- Steering - Power
- Suspension - Heavy Duty
- Tires - 15" mounted full size spare, all weather tread - Include Jack Lug Wrench and 15"
- Wheel Covers
- Transmission - Automatic with cooler, 3-speed with overdrive
- Upholstery - Vinyl or Cloth (Gray-Blue-Tan-Full Length Floor Covering)
- Wheelbase - Approximately 111" to 120"
- Warranty - Standard Factory Warranty

Is the Minivan an alternative fuel vehicle? Yes No

Invitation to Bid # 961

Purchase of Mats for the Law Enforcement Academy

BOARD DOCUMENTS

Date: September 9, 2004
Prepared by: Frank D. Collins
Coordinator of Purchasing

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

General Information

1. On August 24 , 2004, legal notices were sent to three newspapers requesting sealed bids for the purchase of mats for the law enforcement academy:
2. Hobbs Daily News Sun
Lovington Leader
Clovis Journal
3. Bid packets were sent to five potential bidders.
4. Five bidders submitted a response; however, three of those vendors did not bid on the items. Neither of the two bidders was present at the opening.
5. The Business Office and Law Enforcement Academy have evaluated the bids received. Their recommendation is shown on Page 3.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders who submitted price quotes to the Invitation were Tomek Sports, Inc., Buckeye, AZ and Resilite Sports Products, Inc., Sunbury PA.

The Administration recommends acceptance of the bid from Tomek Sports, Inc. for the two mats (logo artwork included) for \$10,137.00.

Source of Funding: - Law Enforcement Academy
Major Equipment
Account #: 11000 - 2045 - 16303 - 101
Amount: \$10,137.00

Purchase of Mats
 for Law Enforcement Academy

Vendor	Qty Bid by vendor	Description	Bid Price Quote	Residential Preference Number	Amount for Evaluation Only	Specifications Met?	Comments
Resilite Sports Products, Inc.	2	2 - 30' X 30' RSP600 - 1" mats plus 2 - 10' logos - multiple colors	\$ 10,250.00	N/A	N/A	Yes	
Tomek Sports, Inc.	2	2 - 30' X 30' RSP600 - 1" mats plus 2 - 10' logos - multiple colors	\$ 10,137.00	N/A	N/A	Yes	\$5,068.50 each classified as major equipment
Collegiate Pacific	No bid						
BSN Sports	No bid						
Gopher Sports	No bid						
TOTAL OF AWARDED BIDS \$			10,137.00				

NEW MEXICO JUNIOR COLLEGE
Invitation to Bid #961

Specifications

New Mexico Junior College contemplates purchasing two mats for the College Law Enforcement Academy. No minimum quantity is guaranteed. New Mexico Junior College reserves the right to reject any and all bids on any or all item(s).

Specifications:

Quantity: Two (2) (Logos to be included – one logo for each mat only; see art work).

Size: 30' X 30'

Thickness: 1" shock absorbing poly-vinyl #457 coating on both sides; with Ensolite AAC foam core

Color: Cardinal Red

We will accept **NO SUBSTITUTES. INCLUDE YOUR BROCHURE FOR THE MAT AS SPECIFIED ABOVE.**

Bidder Name: _____

Mats as specified in this ITB (QUANTITY 2):

Shipping: F.O.B. destination to New Mexico Junior College

(2) MAT PRICE _____ \$ _____

TOTAL: \$ _____

Have all specifications been met or exceeded for the mats? Yes No
If the answer is **NO**, attach an explanation.

NEW MEXICO JUNIOR COLLEGE

BOARD DOCUMENTS

Evaluation and Recommendation

The bidders responding to the Invitation are: Wagner Supply Company, Odessa TX, Grainger Equipment & Supply, Niles, IL, Huco Products, Lubbock TX, Springtime Janitorial Supply, Carlsbad NM, Blaine Industrial Supply, Hobbs NM, Share Corporation, Lubbock TX, Unipak, Brooklyn NY, Interboro Packaging Corporation, Montgomery NY, Central Poly Corporation, Linden, NJ, and EEC Rental, Las Cruces NM.

The Administration recommends acceptance of the bids as follows:

Wagner Supply Company: \$2,392.55
Springtime Janitorial Supply: \$7,849.57
Blaine Industrial Supply: \$7,981.47
Share Corporation: \$1,884.20
Huco Products: \$11,116.70
Interboro Packaging Corporation: \$1,872.00
Central Poly Corporation: \$3,982.00
Grainger Equipment & Supply: \$292.62
EEC Rental: \$535.45

Total Award Total: \$37,906.56

Source of Funding: - FY 2004/2005
Plant Funds – Supplies & Expense
Account #: 11000 – 1102 – 7113 - 141
Amount: \$37,906.56

NEW MEXICO JUNIOR COLLEGE
Personnel Recommendation for Board Consideration



The following candidate is being recommended for employment as follows: Date 9-15-04

Candidate's name Deborah Reeder

Position title Director of Western Heritage Center

New position Existing position Classification Faculty Professional Other

Is candidate related to another NMJC employee? yes no If so, to whom

Effective date of employment October 1, 2004 Standard contract length 12 mos. 9 mos. other

Funding source Western Heritage Center

Paid advertising beyond *standard Texas Association of Museums; American Assc. for State & Local Histo:
(* Standard: The Hobbs News-Sun, Direct Mail to approximately 51 colleges in a 5-state region, NM Dept. of Labor, NMJC Website, KLMA Radio & Lubbock TX Workforce Development Website)

Posted salary range \$37,397 - \$46,746 Recommended annual salary \$46,000.00 Prorated salary yes no
(Employment date through June 30)

Account number(s) with respective % allocation(s) 1-2042-12671 100%

Recommended and approved by:

Supervisor Dan Hardin
Vice President

Dean/Director Steve McCreery
President

- Selection Committee Members: Mickey Best
LaJean Burnett
Vicki Gann
Dan Hardin
Lisa Hardison
Lisa Seed
Jerri Shields

Comments: Ms. Reeder meets and/or exceeds the minimum requirements for the position of
Director of Western Heritage Center.

ABBREVIATED RESUME

Position

Director of Western Heritage Center

Personal Data

Name: Deborah L. Reeder

Education

M.A., University of Chicago, Chicago, IL, 1983
B.A., University of Washington, Seattle, WA, 1979

Professional Experience

Phippen Museum, Prescott, AZ Executive Director	2/01 to 1/04
Washakie Museum, Worland, WY Executive Director	11/96 to 1/01
Northwest College, Powell, WY Instructor of Art History	1/94 to 6/00
Pine Bush School District, Pine Bush, NY Interim & Substitute Art Teacher	9/86 to 1/93

Organizations/Certificates

American Association of Museums
Association of Fundraising Professionals
College Art Association
Colorado Wyoming Museum Association
Mountain Plains Museum Association
Western Museum Association
Nonprofit Management Institute Certificate



New Mexico Junior College

Career Opportunities

Position Announcement • May 2004

Position Title: Director of Western Heritage Center

Position Description: The Director of Western Heritage Center shall be responsible to the President. The duties and responsibilities shall be, but not limited to, the following: (1) Manage day-to-day operations of the Western Heritage Center (WHC) museum including receptions, tours, memberships, artifacts, management, interpretation, fund raising, newsletters, inventory, accessioning and purging, budget, research, and archival duties; (2) Promote the WHC locally, regionally and nationally; (3) Seek outside funding sources to aid and enhance the annual operational cost, marketing, exhibits, traveling exhibits, and the theatre offerings of the WHC; (4) Work hand-in hand with the Director of the Lea County Cowboy Hall of Fame (LCCHF) and Board of Directors to promote and support the mission and vision of the LCCHF; (5) Advise the President in matters of policy concerning the Western Heritage Museum; (6) Provide all reports to appropriate agencies, foundations, and individuals; (7) Implement the recommendations of the museum consultant, Southwest Museum Services, in planning the operations and promotions of the WHC to include but not limited to: traveling exhibits, theatre showings, etc.; (8) Maintain and promote an active WHC Advisory Committee; (9) Supervise one or more employees; (10) Develop a cadre of volunteers to help with the day-to-day activities of the museum; (11) Plan and design for the future expansion of the museum exhibits and WHC; (12) Work with the LCCHF and plan and execute a fair booth at the annual Lea County Fair; (13) Accept other duties as assigned by the President; and (14) Nothing contained herein shall limit the President in assigning the employee to any college activity for which he/she would be qualified in order to meet the needs of New Mexico Junior College.

Qualifications: A Master's degree in Museum Studies, Public Administration, History or Anthropology is preferred. All degrees must be from a regionally accredited institution. Three years experience in a museum or public relations setting. Additional experience may substitute for lack of advanced degree. Computer proficiency required.

Salary/Benefits: This is a 12-month professional position with a starting salary range of \$37,397 to \$46,746 commensurate with education and experience. Standard NMJC benefits apply. NOTE: NMJC does not participate in social security deductions.

Application Deadline: Open until filled. To ensure consideration, all application materials must be received. Please do not send any application materials via e-mail.

To Apply: Submit NMJC application form, letter of application, resume, unofficial transcripts (official transcripts required prior to employment), and three or more letters of reference to:

Lisa Brown
Director of Human Resources
New Mexico Junior College
5317 Lovington Highway
Hobbs, NM 88240

New Mexico Junior College is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, sex, age, disability, or veteran status. Qualified applicants are encouraged to apply.

"Equal Opportunity Education and Employment"

5317 Lovington Highway, Hobbs, NM, 88240 • Phone: (505) 392-5229 • Fax: (505) 392-3589 • Toll Free: 1-800-657-6260 • E-mail: lbrown@nmjc.cc.nm.us

APPLICANT LIST

Position: Director of Western Heritage Center

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Friend, Ty	No	No	Withdrew application.
Ivey, Donald	No	No	
Josselet, Kenda	No	No	
Chang, His-wen (Silvia)	No	No	Incomplete application materials.
Wiley, Karen	No	No	
Johnson-Vitt, Regina	No	No	
Sitzer, Kelly	No	No	
Soares, Mario J.	No	No	Incomplete application materials.
Rice, Tom	No	No	
Sedgwick, Georg	No	No	
Vardeman, Vicki	No	No	
Foss, Nelson	No	No	Incomplete application materials.
Stark, Renee	No	No	
Reeder, Deborah L.	Yes	Yes	Start date: pending Board approval.
Percy, David	No	No	
Cunningham, Eleanor	No	No	
Brake, Kelley	No	No	
Arriola, Albert	No	No	
Nymeyer, Earl	No	No	Incomplete application materials.

Position: Director of Western Heritage Center (Continued from page 1)

<u>Applicant</u>	<u>Interview</u>	<u>Offer</u>	<u>Remarks</u>
Crossland, Jerry	No	No	
Porter Brace, Karrie	No	No	Incomplete application materials.
Love, Berna	No	No	Incomplete application materials.
Ihns, Kay	No	No	Incomplete application materials.
Brazil, J. Wayne	No	No	