



Board of Education Agenda Request

Name: **Á**

Phone #:

Address or Site/Department:

E-Mail Address:

Regular Meeting	Special Meeting	Work Session
Requested Meeting Date:		
Agenda Topic:		
Agenda Category:	Action Item	Presentations/Recognitions
	Consent Agenda (Action)	Departmental Reports
	Information to the Board	APS Board Policy Manual
Name and Title of Person(s) Presenting Agenda Item:		

Please e-mail this form to boardbook@aps4kids.org and attach all supporting documents to the e-mail.

**ALAMOGORDO PUBLIC SCHOOLS
PROFESSIONAL SERVICES CONTRACT NO. 006-1920-C**

THIS PROFESSIONAL SERVICES CONTRACT (the “Contract”) is made and entered into this **18th day of September, 2019** (“Effective Date”) by and between the Alamogordo Public Schools (“District”), a New Mexico public school district, whose address is 1211 Hawaii Ave, Alamogordo, New Mexico, and **Albertsons Market Pharmacy** (“Contractor”), a New Mexico Pharmacy, with its principal place of business at **1300 E 10th Street, Alamogordo, NM 88310** (herein referred to individually as “Party” or collectively as “Parties”).

WHEREAS, the District requires **Staff Immunization Clinics for the 2019/2020 school year** as set forth below; and,

WHEREAS, Contractor desires to provide such **Staff Immunization Clinics for the 2019/2020 school year** services and Contractor represents that it has the experience, licenses, qualifications, staff and expertise to perform said services in a professional and competent manner;

NOW, THEREFORE, it is mutually agreed by the District and Contractor that for the considerations set forth herein, Contractor shall provide said services to the District as set forth below,

Scope of Work

Contractor agrees to perform any and all consultation, services, activities, tasks as called for by this Contract and approved Purchase Orders (the “Work”).

Contractor shall provide:

A. Respondent will provide the following immunizations:

1. Hepatitis A & B
2. Tetanus
3. Pneumonia Shots
4. Flu Shots

B. Respondent will be required to go to the administration site to administer immunizations.

C. Respondent will give the immunizations during the month of September/October at the school sites and administration site.

D. Respondent will be available 5 days a week for immunization make-up appointments, by appointment, at vendor’s site for the duration of the school year.

E. Respondent will be required to enter immunizations in the web-based immunization registry – New Mexico Statewide Immunization Information System (NMSIIS).

F. Respondent will have an online registration for the APS staff immunization clinic.

G. Respondent will accept major insurance and file insurance claim for APS staff.

H. Respondent will have liability insurance.

I. Respondent will supply table(s) and supplies needed for each school and administration site for the immunization clinic.

Unless otherwise specifically called for by this Contract, Contractor shall provide/furnish at no extra cost or charge to the District, all **immunization clinic supplies** to efficiently and effectively perform the Work.

Specifications

The successful respondent will work with the director of Health Services to arrange clinic dates. Should either party have concerns for additional clinics, a review of needs should be discussed between both parties to determine the need. Work will be performed under the supervision of the Director of Health Services. Alamogordo Public Schools is not responsible for any charges that an insurance company does not allow. The Health Services Department is seeking a vendor who will give APS employees the best possible service as outlined in the Request for Proposal **No. 006-1920**.

Term

The Term of this Contract commences on **September 19, 2019** and ends on **June 30, 2020** with the District's option to renew annually, not exceed four years, including all extensions and renewals. Each renewal option is (1) contingent on the availability of future appropriations and (2) to be exercised only by affirmative action on the part of the District. There will be no automatic renewal of the contract. The option to renew is within the sole discretion of the District.

Contractor's Covenants, Representations and Warranties

Contractor covenants, represents and warrants to the District that:

1. (a) it is an organization of professionals experienced in the type of services the District is engaging the Contractor to perform; (b) it is authorized, licensed and registered to do business in the State of New Mexico; (c) it is qualified, willing and able to perform professional services for the District; (d) it holds and maintains all permits, licenses, and/or other regulatory requirements necessary to provide the services; (e) it has the expertise, training and ability to provide professional services which will meet the District's objectives and requirements; (f) each and every Contractor's employee engaged in the services provided under this Contract is fully qualified, able, licensed, registered, authorized, and has the expertise and training to provide such services to the District; and, (g) it is financially solvent and able to pay its debts as they mature.
2. It has sufficient resources and personnel to perform the obligations set forth in this Contract and the capability to secure additional resources and personnel should such be required to effectively and efficiently fulfill Contractor's obligations under this Contract.
3. Its performance of this Contract does not violate any applicable law, rules or regulation and that Contractor shall comply and shall cause each and every of its employees who perform services under this Contract to comply with all laws of all applicable governmental authorities in the conduct of Contractor's activities pursuant to, and arising from, this Contract.
4. It shall perform this Contract in a timely and professional manner with necessary skill and diligence and that the services provided herein meet or exceed the prevailing practices and standards of the trade from which the services are provided. To the extent that the District

is held financially responsible for any deficiencies in the services performed by the Contractor, Contractor agrees to cure such deficiencies at the sole cost of the Contractor.

5. Each individual signing this Contract on behalf of Contractor has the power and authority to bind the Contractor and that no further action, resolution, or approval is necessary to enter into this binding Contract and that this Contract constitutes a legal, valid and binding agreement of the Contractor enforceable against the Contractor.
6. It is duly registered as an employer under the New Mexico Workers' Compensation Act and is in good standing with respect to all filings and the payment of assessments or contributions required to be made under that Act.

Site Investigation

Contractor acknowledges that it has satisfied itself as to the nature and location of the Work, the general and local conditions and physical conditions and all other matters which can in any way affect the Work or the cost thereof under this Contract. Any failure by Contractor to acquaint itself with all the available information concerning these conditions will not relieve it from the responsibility for estimating properly the difficulty or cost of successfully performing the Work. The District assumes no responsibility for any understanding or representations made by any of its employees or agents during or prior to the negotiations and execution of the Contract.

Workmanship

Although Contractor has the authority to control and direct the performance of the details of the Services, the Services contemplated herein must meet the District's standards and approval and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. If Contractor fails to provide Services within the time allowed by the District, the District may, by contract or otherwise, provide the Service and charge the cost thereof to Contractor, or the District may terminate the right of Contractor to proceed with the Services as provided in the Termination clause of this Contract. Contractor agrees to comply with all federal, state, and local laws, rules and regulations that are now or hereafter applicable to the Services, Contractor or Contractor's business. The District will designate a representative who shall be authorized to act for the District in all matters related to Contractor's performance of the Services.

The Contractor's acceptance of Services under this Contract shall operate as a full release of the District, its board of education, employees and agents from all liabilities, claims and obligations whatsoever arising from or under this Contract.

Contractor's Personnel

The District retains the right to prior and continuing approval of any and all personnel, including subcontractor employees, if any, providing services under this Contract.

Protection of Work and Property

Contractor shall continuously maintain adequate protection of Services from damage and shall protect the District's property at all times from injury or loss arising in connection with the Contract. Contractor shall make good at its own expense any such damage, injury or loss that may result from its effort in connection with the Services. Contractor shall provide all facilities for protection required by public authority or local conditions.

Licenses and Permits

Contractor shall, without any expense to the District, obtain all licenses and permits required of the prosecution of the Services. Contractor shall conduct its operations in compliance with all licensing and permitting laws, rules, regulations and ordinances of the federal, state, and local governments and their authorized agencies. Contractor shall indemnify and save harmless the District from and against any claims, damage, and expense arising from the violation of any such law, rule regulation or ordinance.

Records

Contractor shall maintain records on NMSIIS as required in compliance with applicable federal, state, or local laws, ordinances, codes, and District policies.

Insurance

Without limiting any of the other obligations or liabilities of Contractor, Contractor shall, at its own sole cost and expense, during the term of and at all time while providing Work and services under this Contract, procure and maintain in force, or cause to be procured and maintained in force, **Commercial General Liability, Professional Liability/Errors & Omissions Insurance** with the broadest coverage commonly available, with a minimum limit of two million dollars (\$2,000,000.00) per occurrence for each such policy. The Professional Liability/Error & Omissions policy shall provide extended reporting period coverage for claims made within two (2) years after this Contract is completed or otherwise terminated.

Automobile Liability Insurance, for contractors providing a vehicle for staff, employees, or subcontractors Commercial General Liability must be a minimum of five hundred thousand dollars (\$500,000) combined single limit.

Automobile Liability Insurance, for sole contractors/subcontractors that provide their own vehicle must be a minimum of one hundred thousand dollars (\$100,000) each person with a three hundred thousand dollar (\$300,000) limit each occurrence.

The Alamogordo School District, its board of education, and employees must be named as Additional Insureds with respect to all of the coverages. The Additional Insured Endorsement must provide coverage for losses "arising out of" the Contractor's services or operations in connection with this Contract. Contractor' policies must be Primary and Non-Contributing as to any other valid and collectible insurance. Coverages and limits are to be considered as minimum requirements and in no way limit the liability of Contractor. Contractor is responsible for any deductible or self-insured retention contained within the insurance program. The Contractor's insurance shall apply separately to each insured and additional insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

Certificates of insurance and complete policies, acceptable to the District, with the coverage as cited above and listing the Alamogordo School District, its board of education and employees as the certificate holders, must be submitted not less than ten (10) working days prior to the execution of this Contract and before work begins by Contractor under this Contract. Coverages represented on the certificates of insurance must show policy numbers, effective dates and limits. All policies shall evidence insurance written by a carrier licensed in the State of New Mexico and rated at least "A" in A.M. Best's Key Rating Guide. Renewal certificates of insurance shall be provided

annually until the work is completed and for three years following the completion of work. The Certificates of Insurance shall provide for not less than thirty (30) days advance notice to the District of cancellation or material change, which shall be mailed or delivered to:

Alamogordo Public Schools
Chief Procurement Officer
1211 Hawaii Avenue
Alamogordo, NM 88310

Contractor shall carry Workers' Compensation insurance as required by law.

Indemnification/Hold Harmless

Contractor shall defend, indemnify, and hold harmless the District, its board of education, employees, agents from any liability for injury, death, loss, accident, or damage to any persons, or to property, and from any claims, actions, proceedings, and costs in connection therewith, including reasonable attorney fees, arising or alleged to have arisen out of any act or omission, including intentional acts or omissions and passive or active negligence, of Contractor or of anyone directly or indirectly employed by Contractor, or arising in any way from the activities of or services provided by Contractor under this Contract. Contractor shall defend all such claims and litigation, including the payment of the District's attorney's fees and costs, whether such claims and litigation are frivolous or not. District shall have the right to choose its own legal counsel. Contractor hereby waives all rights of subrogation against the District.

Contractor expressly and specifically assumes potential liability and agrees to indemnify, defend (including reasonable attorneys' fees) and hold harmless the District for claims or actions brought by the Contractor's own employees against the District, its board of education, employees or agents. Solely for the purpose of this indemnification and defense, Contractor expressly and specifically waives any immunity under the New Mexico Statutes Annotated, Chapter 52, Workers' Compensation.

These indemnifications shall survive the termination of this Contract.

The parties do not intend, and this provision should not be construed, to waive, alter or modify any immunities or protections afforded by the New Mexico Tort Claims Act.

Professional Responsibility

In connection with the Work hereunder, Contractor agrees that it shall meet or exceed the standard of care, skill, and diligence normally provided by a contractor in the performance of similar Services and that the performance of all such Services shall meet or exceed sound and accepted industry standards and practices. If Contractor fails to meet such standards of care, skill, diligence and/or industry standards and practices, Contractor shall be liable for all damages of whatever kind caused thereby.

Bio hazardous Materials

Contractor will dispose of any bio-hazardous material in accordance with legal requirements.

Release

Contractor hereby accepts the District premises and adjoining areas as is and releases and discharges the District, its board of education, agents, employees, representatives and insurers from any and all liability, claims, judgments or demands, including reasonable attorneys' fees and costs, which may arise from any and all bodily injuries, deaths and damage to property arising directly or indirectly out of this Contract, including but not limited to Contractor' use of the premises and the adjoining areas, including parking areas. Contractor shall be solely and exclusively liable for all damages caused by Contractor's performance of or the failure to perform under this Contract.

The District assumes no responsibility whatsoever for any property placed on any District premises by Contractor or its officers, agents, employees, or servants and Contractor hereby releases and discharges the District, its board of education, agents, employees, representatives and insurers from any and all liability, claims, judgments or demands, including reasonable attorneys' fees and costs, which may arise from all liability, claims, judgments or demands, including reasonable attorneys' fees and costs, which may arise from Contractor's placement of property upon District premises.

Contractor Status

The District and Contractor intend that the relationship between them shall be that of client and independent contractor. It is the intention of the parties hereto that Contractor be and remain an independent contractor and nothing contained herein shall be construed as inconsistent with that status. The District is interested only in the results obtained under this Contract. The manner, method and means of conducting the services are under the sole control of the Contractor. Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees and subcontractors during the performance of this Contract. The services performed under this Contract will be performed entirely at the Contractor's risk. The Contractor agrees to indemnify and hold harmless the District for any and all liability or loss arising in any way out of the performance of this Contract. Contractor shall employ and direct all persons performing any Services hereunder and such persons shall be and remain the sole employees of and subject to the control and direction of Contractor. No employee or agent of Contractor shall be or shall be deemed to be an employee or agent of the District. None of the benefits provided by the District to its employees, including, but not limited to, worker's compensation insurance and unemployment insurance, is available from the District to the Contractor or to Contractor's employees and agents. Nothing in this Contract is intended to nor shall imply that the District has any authority or responsibility for supervision of Contractor's forces or operations, such supervision and the sole responsibility being strictly reserved for Contractor.

Subcontracts

Contractor shall not subcontract any of Contractor's duties, obligations, or interests under this Contract.

Use of Premises

Contractor shall confine the storage of materials and equipment in locations acceptable to the District and in accordance with all applicable laws, rules, regulations and ordinances. Contractor shall provide adequate safety barriers, signs, lanterns, and other warning devices and services to properly restrict access and properly protect any person having access to or near the Service site.

Confidentiality

All material given to or made available to Contractor, or prepared or assembled by Contractor by virtue of this Contract that the District identifies as proprietary or confidential information, or otherwise requests to be kept confidential, will be safeguarded by Contractor and shall not be disclosed to any individual or organization without the prior written approval of the District. All information, data, or other material provided by the District to Contractor shall be subject to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

Cleaning Up

Contractor shall, at all times, keep the Work areas, including storage areas used by it, in a clean and orderly condition and free from combustible debris and waste materials. Upon completion of the Work, Contractor shall remove all rubbish from and about the Work areas.

Trespass

Contractor shall be solely responsible and liable for any act of trespass or any injury to adjacent property, resulting from or in connection with the operations under this Contract. Contractor shall be liable for any claims that arise from the deposit of any debris of any kind upon adjacent property.

Non-Appropriation

The terms of this Contract, and any subsequent renewal thereof, are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico and the New Mexico Department of Education for the performance of this Contract. If sufficient appropriations and authorization are not made by the Legislature, this Contract shall terminate, without any penalty or damages whatsoever against the District, upon written notice being given by the District to Contractor. The District's decision as to whether sufficient appropriations and authorizations are available shall be accepted by Contractor and shall be final.

Conflict of Interest

Contractor represents that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Contract. The Contractor agrees to comply with the requirements of the New Mexico Financial Disclosure Act (Section 10-16A-1, et seq., NMSA 1978) and the Governmental Conduct Act (Section 10-16-1 et seq. NMSA 1978) as applicable. Contractor represents and warrants that the services to be performed under this Contract shall not result in a conflict of interest prohibited by state or federal laws, rules or regulations.

Nondiscrimination

The Contractor warrants that during its performance of this Contract, Contractor, or any of its employees, agents, or subcontractors, will not violate any of the discrimination laws of the United States, including, but not limited to, on the basis of age, sex, sexual orientation, race, color, religious belief, national origin, marital status, status as a qualified individual with a disability or handicap or as a disabled veteran.

Foreign Corrupt Practices Act

Contractor represents and warrants to the District that it is aware of the requirements of the United States Foreign Corrupt Practices Act (the "FCPA") and will not take any action that could violate the FCPA or expose the District to liability under the FCPA. Specifically, Contractor represents

and warrants that, in connection with this Contract, Contractor and its owners, officers, directors, employees, representatives or agents have not provided and will not provide, offer or promise to provide, or authorize the provision directly or indirectly of, any money, gift, loan, service or anything of value to any government official (or any agent, employee or family member thereof), any political party or candidate for political office, or any third party, for the purpose of influencing or inducing any act, omission or decision of such government official or candidate, or of the government to obtain or retain business, or direct business to any person, or to secure any improper advantage.

Notice of Penalties

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

Force Majeure

The District and the Contractor shall be mutually relieved from any liability as a result of the onset of a force majeure condition. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Contract impossible or so impractical as reasonably to be considered impossible under the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Termination

This Contract will remain in effect unless terminated by either party in accordance with this provision. The parties may mutually agree to terminate this Contract any time by written agreement signed by both parties.

Notwithstanding anything in the paragraph immediately above or anything in this Contract to the contrary, the District in its sole discretion shall have the right, at any time and for any reason whatsoever, including its own convenience, upon thirty (30) calendar days written notice, to suspend or terminate Contractor's services, or any portion thereof, and to terminate this Contract, in whole or in part, without regard to whether Contractor has defaulted or failed to comply with the provisions of this Contract.

Either party may terminate this Contract in the event of a breach by the other party. To be effective, the non-breaching party must give written notice to the other party of its intent to terminate. If the breaching party does not entirely cure the breach within fifteen (15) calendar days of the date of the notice, then the non-breaching party may terminate this Contract at any time thereafter by giving a written notice of termination as provided in the preceding paragraph of this Contract.

Notwithstanding any of the above provisions of this Termination section of this Contract, the District may terminate this Contract immediately by written notice to the Contractor upon cancellation, denial, suspension, revocation or non-renewal of any license, permit or certificate, including, without limitation, insurance policy or Certificate of Insurance, that Contractor must hold to provide services under this Contract.

Dispute Resolution

Disputes on any matter relating to this Contract shall be discussed and resolved by authorized representatives of each Party who have the authority to bind the Party that they represent. The Parties shall use their best efforts to amicably and promptly resolve the dispute. If the Parties are unable to resolve the dispute within a reasonable time period as determined by the representatives, the Parties may pursue any other legal, mediation, or arbitration means for resolving disputes which may arise from or under this Contract.

Notices

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, certified, return receipt requested, postage prepaid, as follows:

To District:

Two separate notices with separate delivery to:

Alamogordo Public Schools
Attention: Superintendent
1211 Hawaii Avenue
Alamogordo, New Mexico 88310

Alamogordo Public Schools
Attention: Business/Finance Manager
1211 Hawaii Avenue
Alamogordo, New Mexico 88310

To Contractor:

**Albertsons Market Pharmacy
1300 E 10th Street
Alamogordo, NM 88310**

Invalid Term or Condition and Severability

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable. Should any part of this Contract be rendered or declared invalid by a court of competent jurisdiction, such invalidation of such part or portion of this Contract should not invalidate the remaining portions thereof, and they shall remain in full force and effect.

No waiver

The failure by District to insist upon Contractor's compliance with its obligations under this Contract in any one or more instances shall not operate to relieve Contractor from its duty to comply with such obligations in all other instances and shall not operate as a waiver of District's rights.

Applicable Law

The laws of the State of New Mexico shall govern this Contract, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G) NMSA 1978. By execution of this Contract, Contractor

acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Contract.

Immunities and Defenses

The District does not waive or relinquish any immunity, defense or protection on behalf of itself, its officers, board of education members, employees and agents as a result of the execution of this Contract and the performance of the provisions contained herein.

No Assignment

Contractor shall not assign or transfer any interest herein or assign any claims for money due or to become due in this Contract or any appendices, addenda, or amendments thereto.

No Third Party Beneficiaries

District and Contractor are the only parties to this Contract. Nothing in this Contract provides any benefit or right, directly or indirectly, to third parties. The Parties shall cooperate fully in opposing any attempt by any third person or entity to claim any benefit, protection, release, or other consideration under this Contract.

Other Contractors

The District reserves the right to enter into other agreements for work additional or related to the subject matter of this Contract, and Contractor agrees to cooperate fully with these other contractors and with the District. When requested by the District, Contractor shall coordinate its performance under this Contract with such additional or related services. Contractor must not interfere with the work performance of any other contractor or District employees.

Entire Agreement

When signed by both Parties, this Contract (and any attachments or appendices thereto) is the final and entire Contract and supersedes any prior understanding or written or oral contract relative to the subject matter hereof. This Contract may not be altered, changed or amended, except by written instrument signed by both Parties. This Contract and all provisions hereof shall inure to and be binding upon the respective Parties hereto, their successors, and assigns.

Attachment

Appendix A: **Request for Proposal #006-1920**

The District and the Contractor have entered into this Contract as of the Effective Date.

Approved by the Alamogordo Public Schools Board of Education on _____.
Date

DISTRICT:

Alamogordo Public Schools

By: _____
Signature

Print Name

Title

Date

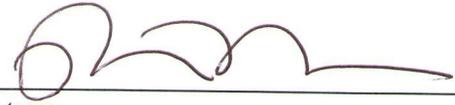
By: _____
Signature

Print name

Title

Date

CONTRACTOR:

By: 
Signature

Rebecca Maes
Print Name

Pharmacy Manager
Title

9/11/19
Date

ALAMOGORDO PUBLIC SCHOOLS
Procurement Department
1211 Hawaii Avenue
(575) 812-6046 TELEPHONE
(575) 812-6049 FAX

REQUEST FOR PROPOSALS
FOR
Staff Immunization Clinics
COMMODITY CODES: 94872, 94874, 26980

RFP Number: 006-1920

Due Date & Time: TUESDAY, SEPTEMBER 3, 2019 @ 3:00 MOUNTAIN TIME

I. INTRODUCTION

- A. The Alamogordo Public Schools (“District”) is requesting proposals for **STAFF IMMUNIZATION CLINICS** to perform the scope of work described herein. All potential Offerors are encouraged to read this Request for Proposals carefully and in its entirety. A contract will be awarded for a one-year term with the District’s option to renew annually, not exceed four years, including all extensions and renewals. Each renewal option is (1) contingent on the availability of future appropriations and (2) to be exercised only by affirmative action on the part of the District. There will be no automatic renewal of the contract. The option to renew is within the sole discretion of the District.

Firms submitting proposals shall meet and comply with all state and federally mandated requirements and certification for services offered, as well as applicable federal, state, and local laws and regulations pertaining to this Scope of Work.

The objective of this RFP is to provide **Staff Immunization Clinics**.

"Responsive Offer" means an offer which conforms in all material respects to the requirements set forth in this request for proposals.

Responsive Offers will be evaluated for the purpose of obtaining the required services from the firm and/or individual whose proposal is the most advantageous to the School District, taking into consideration the evaluation factors set forth in this Request for Proposals.

Proposal Submittal Packets **must** be received by the above **TUESDAY SEPTEMBER 3, 2019 AT 3:00 PM MOUNTAIN TIME** at the Purchasing Office, 1211 Hawaii Ave, Alamogordo, NM 88310.

Late proposals will not be accepted and will be returned unopened.

- B. Point of contact for this request for proposal is **Sheri Gardner, Procurement Specialist, 575.812.6046 or sheri.gardner@alamogordoschools.org**
- C. All prospective respondents shall comply with all local, state and/or federal laws prohibiting bribes, gratuities, and kickbacks.
- D. By responding to this request for proposals the respondent warrants that it has no interest and will acquire no interest, which would directly or indirectly conflict in any manner or degree with the performance of the proposed service.
- E. **By responding to this request for proposals the Offeror signifies that it is able and willing to make the covenants, representations and warranties and to abide by the terms and conditions set forth in the draft Alamogordo Public Schools Professional Service Contract No. 006-1920 -C, which is attached as Appendix A.**
- F. Respondents are required to complete, sign, and return with their Technical Proposal Submittal Package the following documents: the *Proposal Declaration page*; the *Campaign Contribution Disclosure Form* (Appendix B); the *Prospective Contractor Conflict of Interest Certification Form* (Appendix C); and the *Debarment/Suspension Certification Form* (Appendix D), which are attached.
- G. A copy of their **VALID** In-State/Veteran's Preference Certificate, if applicable

II. SCOPE OF WORK

- A. Respondent will provide the following immunizations:
 - 1. Hepatitis A & B
 - 2. Tetanus
 - 3. Pneumonia Shots
 - 4. Flu Shots
- B. Respondent will be required to go to all 15 school sites and the administration site to administer immunizations.
- C. Respondent will give the immunizations during the month of September/October at the school sites and administration site.
- D. Respondent will be available 5 days a week for immunization make-up appointments, by appointment, at vendor's site for the duration of the school year.
- E. Respondent will be required to enter immunizations in the web-based immunization registry – New Mexico Statewide Immunization Information System (NMSIIS).
- F. Respondent will have an online registration for the APS staff immunization clinic.
- G. Respondent will accept major insurance and file insurance claim for APS staff.
- H. Respondent will have liability insurance.
- I. Respondent will supply table(s) and supplies needed for each school and administration site for the immunization clinic.

III. SPECIFICATIONS

The successful respondent will work with the Director of Health Services to arrange clinic dates. Should either party have concerns for additional clinics, a review of needs should be discussed between both parties to determine the need. Work will be performed under the supervision of the Director of Health Services. Alamogordo Public Schools is not responsible for any charges that an insurance company does not allow. The Health Services Department is seeking a vendor who will give APS employees the best possible service as outlined in this RFP.

IV. CREDENTIALS AND EXPERIENCE

Respondent must have a business in Alamogordo, New Mexico and is available in an Alamogordo office; must be a Pharmacist in the state of New Mexico, credentialed to administer vaccinations, and be able to supply proof of credentials.

List and describe previous project experience in private and public schools and institutions of higher learning.

List and describe previous experience with the Alamogordo Public Schools.

V. INSURANCE

Liability insurance shall be on a comprehensive basis and shall include the following divisions of coverage:

Comprehensive General Liability -Premises and Operations including broad form property damage and contractual liability	\$2,000,000 each occurrence
Professional Liability/Errors and Omission	\$2,000,000 Combined single limit each occurrence
Workers Compensation	Statutory- New Mexico (all employees and subcontractors as applicable)
Automobile Liability Insurance For Contractors Providing Vehicles OR Automobile Liability Insurance For Sole Contractors/Subcontractors Using Personal Vehicle	\$500,000 Combined single limit each occurrence \$100,000 each person \$300,000 each occurrence

OFFEROR WILL BE RESPONSIBLE FOR ALL REQUIRED INSURANCE COVERAGE AS PER THE MODEL CONTRACT (APPENDIX A) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS.

Coverage shall be with an insurer authorized by the State of New Mexico and shall carry an AM Best rating of not less than “A”. **The Alamogordo Public Schools, its board of education, and employees must be named as Additional Insureds with respect to all of the coverages.** Evidence of insurance policies and forms adequate to confirm the currency and adequacy of coverage shall be provided to the District prior to the onset of service and the contract shall be conditioned upon the approval of same by the District.

VI. TECHNICAL PROPOSAL PACKAGE MUST INCLUDE THE FOLLOWING:

The Offeror’s proposal should follow this format:

- A. The technical proposal must be sealed and marked on the outside as follows:
TECHNICAL PROPOSAL for RFP 006-1920 Staff Immunization Clinics.
- B. Cover page with the name, address, and phone number of the offeror
- C. Table of Contents
- D. Letter of Introduction and Expression of Interest
- E. Related Experience and Qualifications, Including Experience and Credentials of Team
 - 1. List and describe previous experience with the Alamogordo Public Schools.
 - 2. List and describe experience with other New Mexico government, private and public entities apart from educational setting if any.
- F. References: Provide reference or contact information for entities with relevant contractual relationship to the entity
- G. Current proof of licensure and credentials for the State of New Mexico – a copy must be provided.
- H. Statement outlining experience as a Pharmacist.
- I. Statement outlining experience of your employees assisting with the immunization clinic.
- J. Provider has access and the authority to input vaccinations into NMSIIS.
- K. Provide a list of insurances you accept.
- L. Agree to file insurance claims on behalf of our staff.
- M. Provide a link to online registration for immunizations clinic
- N. Alamogordo Public School’s Proposal Declaration, complete and signed
- O. Prospective Contractor Conflict of Interest Certification Form completed and signed (Appendix C)
- P. Campaign Contribution Disclosure Form completed and signed (Appendix B)
- Q. Debarment/Suspension Certification Form completed and signed (Appendix D)
- R. An electronic copy of the proposal on a flash drive
- S. **Valid** In-State/Veteran’s Preference Certificate copy (if applicable)

VII. EVALUATION CRITERIA - TECHNICAL

- | | |
|---|------------------|
| A. Past experience with large groups | <u>25 points</u> |
| B. Past experience with Alamogordo Public Schools | <u>25 points</u> |
| C. Ability to extend services to APS family members | <u>25 points</u> |
| D. Make up clinics availability | <u>25 Points</u> |

NOTE: It is the Offeror's responsibility to provide full information in order to evaluate the criteria above.

VIII. GENERAL

The Offeror is required to submit **four (4)** originals of proposal and the required supporting documentation.

The Offeror is required to submit an electronic copy of proposal on a flash drive.

Any cost incurred by the Offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

If the Offeror considers any part of its proposal material to be proprietary technical or business information, such material shall be prominently and clearly mark as "PROPRIETARY" or "TRADE SECRET."

Only the District is authorized to release information about projects covered by this RFP. The Offeror must refer to the District any requests to release or inspect any information that pertains to the work or activities covered by any action or award related to this RFP.

The District reserves the right to make multiple awards.

IX. TERMINATION

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the District determines such action to be in the best interest of the District.

For questions regarding this Request for Proposals:

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