



## Purchasing Staff Directory

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## Resources

The Procurement Code, current Price Agreements, and other information can be found on the Purchasing webpage at:

[www.las-cruces.org/departments/financial-services/purchasing](http://www.las-cruces.org/departments/financial-services/purchasing)

## Office Hours

**M-F 8:00am to 5:00pm**

**(except for legal holidays observed by the City)**

Purchasing Section  
Financial Services Department  
700 North Main Street  
3rd Floor, North Hall  
Las Cruces, NM 88001

Email: [bidclerk@las-cruces.org](mailto:bidclerk@las-cruces.org)  
Phone: 575-541-2525  
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# Welcome to Purchasing!

## Our Mission:

**To work with vendors and City staff to maximize the purchasing value of public funds, while maintaining transparency in a procurement system that is fair and equitable for all.**

# 2018

## Hello from the CLC Purchasing Team!

This brochure is a brief overview of how to competitively obtain City business. We are here to assist you so if you have any questions do not hesitate to contact us.

### Authorized Buyers

The Purchasing Section administers a centralized procurement process. Only authorized buyers are permitted to issue purchase orders; no shipments should be made, or services performed, without a properly authorized purchase order. The City of Las Cruces is not responsible for purchases made by unauthorized persons.

### Contacting City Staff

The Purchasing Section should be your first call. Our staff can acquaint you with bidding procedures, and direct you to those departments most likely to utilize your products or services.

**Please be advised that under no circumstances during the bidding process are bidders to contact City Elected Officials or City Staff other than Purchasing Staff in regards to a solicitation.** If bidders do not adhere to this requirement, their response to the solicitation will be deemed non-compliant and no longer considered for award.

### Bidding

The City's competitive solicitations are posted on the **New Mexico Purchasing Group** website:  
<https://www.bidnetdirect.com/new-mexico>

#### Invitation to Bid vs. Request for Proposal

**Bids** are price-based. The low bid wins, provided the bid complies with all specifications. Contents of bids are public as of the bid opening.

**Proposals** are qualification-based. Contents of proposals are confidential until after award.

#### Responsive vs. Responsible

**Responsive bid** means an offer to furnish goods, services or construction that complies with the standards, specifications, terms, conditions, and all other requirements established in a competitive solicitation.

**Responsible bidder** is a bidder who has the financial resources, personnel, facilities, integrity, and overall capability to complete a particular City of Las Cruces contract successfully.

A winning bid/proposal must be both responsive and responsible.

#### Thresholds

\$0—\$9,999  
\$10,000—\$24,999  
\$25,000—\$74,999  
>\$75,000

#### Requirements

1 quote  
2 quotes  
3 quotes  
Invitation to Bid / RFP

Vendors are cautioned not to split orders to avoid authorization thresholds.

#### “Equal or Better”

If the solicitation specifies a brand name or “equal or better,” you may offer an alternative to be evaluated, based on literature, samples and any required testing for the product. Failure to submit required literature and/or samples may cause the offer to be rejected. In construction bids, only prime bidders may request consideration for alternative products.

### Preferences

To obtain preference, the following documentation must be provided with the bid/proposal:

**Local Preference** — 5%, current Business Registration Certificate issued by the Community Development Department (Business Registrations 575.541.2287)

**Resident (State) Preference** — 5%, Resident Certificate issued by the NM Tax & Revenue Department.

**Veteran Preference** — 10%, Resident Veteran Certificate issued by the NM Tax & Revenue Department.

Application for State and Veteran Preference:  
<http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>

- **Maximum allowable preference is 10%.**
- **Preferences are not applicable to federally-funded procurements.**

### Purchase Orders

City terms are Net 30 / FOB Destination. The complete Terms and Conditions can be found on the Purchasing web page.

### Payment

The Disbursements Section is responsible for making payments to vendors for purchases made by the City. Invoices issued to the City of Las Cruces should be mailed to:

Disbursements Section  
City of Las Cruces  
PO Box 20000  
Las Cruces, NM 88004  
or  
[Disbursements@las-cruces.org](mailto:Disbursements@las-cruces.org)

Invoices must reference the appropriate purchase order number, itemized quantities, description of goods and / or services, unit price and total price. Invoices are audited for accuracy and it is the responsibility of each vendor to be knowledgeable as to all applicable taxes.

Inquiries regarding payment status should be directed to the Disbursements Section at 575.541.2124.