



VALENCIA COUNTY BOARD OF COUNTY COMMISSIONERS

444 LUNA AVENUE ♦ P.O. BOX 1119
LOS LUNAS, NEW MEXICO 87031
OFFICE: 505.866.2014 ♦ FAX: 505.866.3355

- ONE PAGE NOTICE - Valencia County Purchasing

Request for Proposals #VCR-FY17-002

TITLE: LEGAL SERVICES FOR VALENCIA COUNTY

PURPOSE: The County of Valencia, State of New Mexico, on behalf of the Valencia County Board of County Commissioners, seeks sealed proposals from qualified law firms for legal services to oversee and assist in managing all County related legal matters, ensuring maximum protection of legal rights and continued operation consistent with federal, state and local laws.

GENERAL INFORMATION: The scope of work consists of providing legal counseling, advice and services to County Commissioners, the County Manager, upper management and elected officials. The duration of the contract resulting from this RFP shall be for one (1) year from the date of award. This contract will automatically renew on an annual basis, for up to three (3) additional one (1) year terms unless terminated as provided by the contract or law. Under no circumstances will the term of the contract, including all extensions, exceed four (4) years in duration. This procurement will result in a single source award. Contract award is expected on or about September 7, 2016.

Potential offerors should note the Acknowledgement of Receipt form at Appendix A of the RFP which should be completed and returned by the date indicated.

DISCLAIMER: All information provided on this page, including dates, is believed to be accurate. However, in the case of any differences between the information presented here and the information presented in the RFP, the information given in the RFP shall prevail.

CONTACT PERSON:

Michelle Romero, Procurement Manager // 444 Luna Ave., Suite 100A// Los Lunas, NM 87031
Phone: (555) 866-2005 // Fax: (505) 866-2424
E-mail: michelle.romero@co.valencia.nm.us

ISSUANCE: The Request for Proposals will be issued July 28, 2016, not later than 12:00 noon Local Time, via the County web site (www.co.valencia.nm.us/). Select the "Purchasing" link. Firms unable to obtain a copy from the web site should contact Michelle Romero, Procurement Manager. If you reach voicemail, please very clearly provide and spell your name, company name, address and telephone number. Firms are encouraged to check the web site frequently as updates and notices may be posted.

PRE-PROPOSAL CONFERENCE: A Pre-Proposal Conference will be held on August 3, 2016 at 1:30 P.M. Local Time in the Commission Room, Room 103, 444 Luna Ave., Los Lunas, NM 87031. Potential offerors are encouraged to submit written questions in advance of the conference to the Procurement Manager. Attendance at the Pre-Proposal Conference is not a prerequisite for submission of a proposal but is highly recommended as questions will be answered.

PROPOSAL DUE DATE AND TIME: Offeror proposals must be received by the Procurement Manager (Michelle Romero), or her designee, at the address specified in the RFP, no later than **2:00 p.m. Local Time Thursday, August, 18, 2016**. Proposals received after this deadline **will not be accepted or considered**. Proposals must be sealed and should be clearly marked "Legal Services for Valencia County RFP" on the outside of the shipping container. Proposals sent by fax, or other means of electronic submission (including e-mail), **will not be accepted**.

Charles Eaton, Chair, District IV ♦ Jhonathan Aragon, Vice-Chair, District V

Helen Cole, District I ♦ Alicia Aguilar, District II ♦ David Hyder, District III

Danny Monette, County Manager