



**State of New Mexico  
General Services Department  
Purchasing Division  
(505) 827-0472**

Amendment No. **001**

Date: **August 6, 2025**

To: **All Potential Bidders**

From:

*Dorothy Mendonca*

Date: 8/6/2025

Dorothy Mendonca  
New Mexico State Purchasing Agent

Re: Invitation to Bid Number: **50-52100-25-06151**

Department: **Energy Minerals & Natural Resources Department**

Title: **Madrid Stormwater and Erosion Control Project**

Opening date: **August 28, 2025**

**This Amendment is issued to reflect the following:**

**Alternative Mandatory Pre-Bid Conference**

**Updated Bid Form** (See Attachment: "Amendment B001\_Bid Form 50-52100-25-06151 Madrid Stormwater Control Project")

**Bid Items Spreadsheet** (See Attachment: "Amendment B001\_Bid Items-Stormwater Project")

**(Please be sure to fill in and attach both the Bid-Form and the Bid Items Spreadsheet when submitting your online bid)**

**Alternative Mandatory Pre-Bid Conference:**

Due to a communications error, a 2<sup>nd</sup> Mandatory Pre-Bid conference will be held to ensure that all interested parties have a fair opportunity to attend the Mandatory Pre-Bid Conference.

**Any attendees of the first Pre-Bid conference are not required to attend the Alternative Mandatory Pre-Bid Conference:**

DATE: August 11, 2025  
TIME: 10:00 AM MDT  
LOCATION: Madrid, New Mexico  
Meeting Location: Village Greengrocer;  
2842 A NM 14,  
Madrid, New Mexico 87010

Directions: From Albuquerque, NM, travel east on Interstate 40. Take Exit 175 toward NM-14/Cedar Crest. Merge onto NM-333 E/US Route 66. NM-333 E/US Route 66 turns slightly left and becomes NM-14 N. Travel for 28.5 miles on NM-14 N. The Village Greengrocer will be on the left.

Details: The site visit is expected to take approximately 3-4 hours, including travel to and from the meeting site. Prospective Bidders must provide their own transportation to the site.

The site is located throughout Madrid, NM. It is recommended that prospective bidders park in the vicinity of the Mine Shaft Tavern. The site visit will start with a meeting in front of The Mine Shaft and proceed from there.

Please wear appropriate field gear and bring supplies for the terrain and weather conditions. This includes but is not limited to long sleeves and pants, hiking boots, sun hat, hard hat, sunscreen, insect repellent, and water.

**(Please be sure to carefully follow the Items Submission Instructions Listed Below)**

### **Items' Submission Instructions:**

***Submission process only* - Contact the help line directly at: (505) 795-1894, or (800) 233-1121 or you can contact the buyer listed on the ITB (this document) front page.**

**Items are located on our website: <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfNewMexico>**

### **Online Submissions:**

- 1. Download the Excel spreadsheet from the Buyer Attachments' page;**
- 2. Enter your bid prices into the Excel spreadsheet;**
- 3. Upload the Excel spreadsheet into the Supplier Attachments' page.**

## **End of Questions**

**If you have already submitted an electronic bid, you will need to acknowledge this amendment by resubmitting your bid. Your bid has changed from 'submitted' to 'in progress' and will not be accepted if you do not acknowledge this amendment. Click the link to get started:**

**<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfNewMexico>**

**All other items, terms and conditions shall remain the same.**

Procurement Specialist: **James Ortega** Phone: **(505)795-2516** Email: **james.ortega@gsd.nm.gov**

## Certificate Of Completion

Envelope Id: 7041314A-248E-407B-83E6-40975048343E

Status: Completed

Subject: Please DocuSign: 50-52100-25-06151 MADRID STORMWATER AND EROSION CONTROL PROJECT B002

Source Envelope:

Document Pages: 2

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 2

James Ortega

AutoNav: Enabled

1100 S Saint Francis Dr

Envelopeld Stamping: Enabled

Santa Fe, NM 87502

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

james.ortega@gsd.nm.gov

IP Address: 164.64.62.10

## Record Tracking

Status: Original

Holder: James Ortega

Location: DocuSign

8/6/2025 2:28:52 PM

james.ortega@gsd.nm.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: General Services Department

Location: Docusign

## Signer Events

### Signature

### Timestamp

Johnny DeSha

johnny.desha@gsd.nm.gov

Procurement Specialist Manager

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 174.240.19.32

Signed using mobile

Sent: 8/6/2025 2:31:55 PM

Viewed: 8/6/2025 2:32:24 PM

Signed: 8/6/2025 2:32:47 PM

### Electronic Record and Signature Disclosure:

Accepted: 3/25/2025 7:13:20 AM

ID: d1ec4280-451a-42ce-b36b-a39ed00bc76f

James Ortega

james.ortega@gsd.nm.gov

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 164.64.62.10

Sent: 8/6/2025 2:32:48 PM

Viewed: 8/6/2025 2:33:23 PM

Signed: 8/6/2025 2:33:30 PM

### Electronic Record and Signature Disclosure:

Accepted: 10/24/2022 4:00:52 PM

ID: b93eca54-15f4-4d91-9a9f-2dee3ce43c35

Dorothy Mendonca

dorothy.mendonca@gsd.nm.gov

SPD Division Director / State Purchasing Agent

General Services Department

Signing Group: 35000 - State Purchasing Agent

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address:

2600:1011:a18d:4ee1:9972:657d:21f0:7254

Sent: 8/6/2025 2:33:31 PM

Viewed: 8/6/2025 2:34:06 PM

Signed: 8/6/2025 2:34:37 PM

### Electronic Record and Signature Disclosure:

Accepted: 4/14/2023 7:24:59 AM

ID: 51f6380f-50f7-4227-afb5-572b373dfb7c

## In Person Signer Events

### Signature

### Timestamp

## Editor Delivery Events

### Status

### Timestamp

## Agent Delivery Events

### Status

### Timestamp

## Intermediary Delivery Events

### Status

### Timestamp

Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/6/2025 2:31:55 PM
Certified Delivered	Security Checked	8/6/2025 2:34:06 PM
Signing Complete	Security Checked	8/6/2025 2:34:37 PM
Completed	Security Checked	8/6/2025 2:34:37 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

### **A. ELECTRONIC RECORD AND SIGNATURE DISCLOSURE (ERSD)**

From time to time, New Mexico General Services Department (GSD), on behalf of the State of New Mexico (SONM), may be required by law to provide you with certain written notices or disclosures. Stated below are the terms and conditions for GSD's providing you such notices and disclosures electronically through the DocuSign system. Please read this information carefully. If you are able to access this information electronically and agree to **this Electronic Record and Signature Disclosure (ERSD)**, please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

## **B. Obtaining paper copies**

At any time up to twenty (20) calendar days following your use of DocuSign to electronically sign a document, you may request a paper copy of any record provided or made available electronically to you by GSD. You will have the ability to download and print documents SONM sends you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a twenty (20) calendar day period after such documents are first sent to you. Following the twenty (20) day period, if you want GSD to send you paper copies of any such documents from GSD's office, you will be charged a \$1.00 per-page fee plus postage. You may request delivery of such paper copies from GSD by following the procedure stated in Section H, below.

## **C. Withdrawing your consent**

If you decide to receive notices and disclosures from GSD electronically, you may at any time change your mind and inform GSD you want to receive required notices and disclosures only in paper format. The procedure concerning how you may inform GSD of your decision to receive future notices and disclosures in paper format as well as withdraw your consent to receive notices and disclosures electronically is stated in Section D, immediately below.

## **D. Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed with which GSD will be able to complete certain steps in specific transactions and deliver paper copies to you. GSD will need: (1) to send the required notices or disclosures to you in paper format; and (2) wait until GSD receives your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from SONM or to electronically sign documents generated and sent to you from SONM.

## **E. All notices and disclosures will be sent to you electronically**

Unless you inform GSD otherwise according to these procedures, GSD will electronically provide you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements and other documents that are required to be provided or made available to you during the course of your electronic signature relationship with SONM. To reduce the possibility of inadvertent non-receipt, GSD prefers to provide all required notices and disclosures by the same method and to the same email or physical address that you furnish to GSD. Thus, you may receive the disclosures and notices electronically or in paper form. If you do not agree with this procedure, please inform GSD according to the procedures stated in Section I, below. Please also refer to Section D, immediately above, which states the consequences resulting from your declination of electronic delivery of notices and disclosures.

## **F. How to contact GSD:**

You may inform General Services Department (GSD) of any changes you select regarding State Purchasing Division's (SPD) electronic communications with you, to request paper copies of certain information from SPD, and to withdraw your prior consent to receive notices and disclosures electronically by emailing your request(s) to SPD at: [GSD.SPInfo@state.nm.us](mailto:GSD.SPInfo@state.nm.us)

## **G. To advise SPD of your new email address**

To inform SPD of a change in the email address to which SPD sends you notices and disclosures electronically, you must send an email to SPD at [GSD.SPInfo@state.nm.us](mailto:GSD.SPInfo@state.nm.us) and in the body of such request you must include your previous and new email addresses.

## **H. To request paper copies from SPD**

To request delivery of paper copies of electronic notices and disclosures that DocuSign and/or SPD have previously provided to you, you must send an email to SPD at [GSD.SPInfo@state.nm.us](mailto:GSD.SPInfo@state.nm.us) and in the body of your email request state your email address, full name, mailing address, and telephone number. SPD will charge you a \$1.00 per page copy fee plus postage.

## **I. To withdraw your consent with SPD**

To inform SPD that you no longer wish to receive notices and disclosures in electronic format you may:

(1) Decline to sign a document from within a signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may:

(2) Send SPD an email to [GSD.SPDinfo@state.nm.us](mailto:GSD.SPDinfo@state.nm.us) and in the body of your request state your email address, full name, mailing address, and telephone number.

## **J. Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current DocuSign system requirements may be found at:

<https://support.docusign.com/guides/signer-guide-signing-system-requirements>

## **K. Acknowledging your access and consent to receive and sign documents electronically**

To confirm that you are able to electronically access the information contained in this Electronic Record and Signature Disclosure (ERSD), please confirm that you have: (1) read this ERSD, and either: (2) you are able to print on paper or electronically save this ERSD for your future reference and access; or (3) you are able to email this ERSD to an email address where you will be able to print this ERSD on paper and/or save this ERSD for your future reference and access. Further, if you consent to receiving notices and disclosures from DocuSign and/or SPD exclusively in electronic format, then select the check-box next to “I agree to use electronic records and signatures,” before you click “CONTINUE” within the DocuSign system.

By selecting the check-box next to “I agree to use electronic records and signatures,” you confirm that:

- You have read this Electronic Record and Signature Disclosure (ERSD); and
- You can print this ERSD on paper, or you can save and/ or send this ERSD to a location where you can print this ERSD, for your future reference and access; and
- Until or unless you notify SPD as stated in this ERSD, you consent to exclusively receive through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SPD during the course of your electronic signature relationship with SPD.