

VILLAGE OF CIMARRON

INVITATION TO BID

LEASE OF REAL PROPERTY: 356 E. 9th ST., CIMARRON, NM

NOTICE IS HEREBY GIVEN that the Village of Cimarron will accept sealed bids for the lease of real property located at 356 E. 9th St. Suite C in the Village of Cimarron, NM. The address is the location of the Village Administrative Building and the portion available for lease consists of a separate building that is connected to the main building by an exterior walkway (“Leased Premises”). The Leased Premises has previously been used as a public health clinic operated by the South Central Colfax County Special Hospital District. The Leased Premises is more particularly described as follows:

Interior space:	Approximately 1,210 square feet
Rooms:	four
Bathrooms:	One
Kitchen Facility:	No
Heat:	Natural Gas
Air Conditioning:	Yes
Parking:	4 Spaces, shared with Village Administrative Building and Library

Uses: A lessee may use the Leased Premises for any lawful purpose allowed within the zoning district.

Or

Use of the Leased Premises will be restricted to Multi Use

Bid Specifications:

All bids shall specify the following information under appropriate headings:

1. Detailed description of proposed use;
2. Anticipated days and hours of operation;
3. Anticipated number of employees, both full time and part time;
4. Security or other special needs, e.g., alarms, vaults, refrigeration, increased electrical supply, hazardous waste disposal, etc.
5. Licenses or permits required by any entity having jurisdiction, e.g., pharmaceutical license, controlled substances, food purveyor permit, etc.
6. Detailed description of proposed alterations to the Leased Premises;
7. Additional parking or loading needs.
8. Proposed rental rate per square foot per annum;
9. Proposed term and any renewal terms;
10. Proposed rental rate for any renewal term.

Additional Requirements:

11. The Lessee shall be required to obtain and maintain the following insurance policies;
 - a. Commercial liability insurance in an amount not less than the amounts specified in the New Mexico Tort Claims Act, NMSA (1978), §§ 41-4-1 to 41-4-30, and naming the village as an additional insured;
 - b. Fire and casualty insurance in an amount not less than the replacement cost of the Leased Premises and naming the village as an additional insured;
 - c. Such other insurance as may be required by law, e.g., worker's compensation, professional liability, automobile liability, etc.

12. Copies of all required licenses or permits shall be provided to the village prior to commencement of business activities.

By submission of a bid, the bidder certifies that copies of all documents identified in numbers 11 and 12 will be provided to the village upon execution of the lease or at such time thereafter as may be specified in the lease.

Inspection of Premises:

Interested bidders may inspect the Leased Premises prior to submitting a bid by contacting the Village Clerk/Administrator either by e-mail at villageadmin@villageofcimarron.net, by telephone at (575) 376-2232, or in person at 356B E. 9th St., Cimarron, NM, 87714.

Submission of Bids:

Sealed bids will be accepted until the hour of 4:00 p.m., June 30, 2021. Bids may be submitted in person at the village administrative building, 356B E. 9th St., Cimarron, NM, 87714, by parcel delivery service at said address, or by U.S. Mail addressed to:

Village Clerk-Administrator
P.O. Box 654
Cimarron, NM 87714

Bids will not be accepted by electronic means or facsimile. All bids may be withdrawn or revised prior to opening.

Opening of Bids:

All bids will be opened and reviewed for compliance with the requirements specified herein at 4:00 p.m. June 30, 2021.

Award of Lease:

All responsive bids will be submitted to the governing body of the village at its next regular or special meeting following the opening of bids. The governing body shall award the Lease to the highest responsible bidder that meets all of the terms and conditions specified herein, provided, that the governing body shall retain the right to determine which bid is most advantageous to the village taking into consideration the factors identified above under "Bid Specifications." The village retains the right to reject all bids.

Lease Agreement:

Upon award of the Lease to a bidder, the village will prepare a Lease Agreement to be executed by the parties.

Publication:

This Notice shall be published at least twice, not less than seven days apart, with the last publication not less than fourteen days prior to the bid opening. Publication shall consist of posting this Notice in six (6) public places as designated by resolution of the governing body and may include publication in any newspaper of general circulation in the village.

Note:

This Invitation for Bids is issued pursuant to the authority provided in NMSA (1978), § 3-54-1, and is not governed by the terms of the New Mexico Procurement Code.