

# **INVITATION, BID AND ACCEPTANCE**

GADSDEN INDEPENDENT SCHOOL DISTRICT
MAILING ADDRESS: P. O. DRAWER 70, ANTHONY, NEW MEXICO 88021
PHYSICAL ADDRESS: 4950 MCNUTT, SUNLAND PARK, N.M. 88063
(505) 882-6252

Bid Invitation Number: 21-22-85 Date: June 1, 2022 @ 2:00 p.m.

Commodity: "Bulk Paper"

Bids will be received at 2:00 p.m. on June 1, 2022, for furnishing materials and/or services as listed below, F.O.B. Destination to Gadsden Independent School District Warehouse, 1325 W. Washington, Anthony, New Mexico.,

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
1.	Bulk Paper purchase as per attached specifications.				
	Award is contingent upon availability of appropriation. GISD reserves the right to terminate the award without penalty to the district.				
	Award recommendation is scheduled to be given to the Board of Education for review and approval at the Board Meeting on June 9, 2022 (tentative).				
	A copy of the In-State certificate will be required if an In-State certification number is written on this bid form.				
	NOTE: The bid must be in the Purchasing Department by that date and time. If delivering by hand, deliver to the office of the Purchasing Agent at 4950 McNutt Rd., in Sunland Park, NM 88063. Do not leave your bid at the front				
	desk or with anyone outside of the Purchasing Office. If mailing your bid, mail to P.O. Drawer 70, Anthony, NM 88021.				

DELIVERY PROMISED BY: PAYMENT TERMS:	BID IS ALL OR NONE (CHECK ONE):ALL OR NONEANY
BY:	
SIGNATURE OF PERSO	ON AUTHORIZED TO SIGN THIS BID
PHONE:	FAX:
IN-STATE CERTIFICATION NUMBER:	(SEE INSTRUCTIONS ON ATTACHMENT)

**INSTRUCTIONS TO BIDDERS** 

- 1. BIDS NOT IN THE OFFICE OF THE PURCHASING AGENT AT THE TIME OF THE BID OPENING ARE DISQUALIFIED AND WILL BE RETURNED TO THE BIDDER UNOPENED.
- 2. BIDS ARE TO COMPLY WITH ALL INSTRUCTIONS AND PROVIDE THE INFORMATION REQUESTED IN THE APPROPRIATE SPACE. FAILURE TO DO SO MAY DISQUALIFY YOUR BID.
- Samples of items, when required, must be furnished free of expense prior to the opening of bids and, if not destroyed, will, upon request, be returned at the bidder's expense.
- 4. Prices should be stated in units or quantity specified, with packing included.
- 5. Time of proposed delivery must be stated in definite terms. If time varies for different items, the bidder should so state. Time of delivery may be a consideration in the award decision.
- Envelopes containing bids must be sealed and marked on the upper left-hand corner with the name and address of the bidder. On the lower left-hand corner, the bid number, opening date and commodity must be identified.
- 7. All addenda issued shall become part of the bid document terms and conditions.
- 8. Corrections and/or modifications received after the opening time specified will not be accepted.
- 9. Where an item is specified by brand name, it is not the intention to discriminate against any approved equal product made by another manufacturer. It is the intention to set a definite standard and style. Any "or equal" offered must substantially equal the appearance, design, dimensions, approximate cost of the item specified, and must be of equivalent materials, function, and sturdiness of construction as the item specified. Any deviation from the standard must be clearly itemized by the bidder.
- 10. When offering substitutions, include descriptive literature with the bid.
- When brand, number, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified.
- The District is exempt from paying sales tax for materials and federal excise taxes. Do not include those taxes in the bid. A nontaxable transaction certificate will be provided upon request. Services are not exempt.
- If your bid is accepted, you will receive a purchase order by mail or fax authorizing you to make delivery.
   Only the accepted bidder will be notified of award.
- 14. THÉ NEW MEXICO PUBLIC PURCHASES ACT AS AMENDED BY THE 29<sup>TH</sup> LEGISLATURE REQUIRES VENDOR CERTIFICATION BY THE STATE PURCHASING AGENT BEFORE THE 5% IN-STATE BIDDING PREFERENCE CAN BE EXTENDED. BIDDERS CLAIMING THIS PREFERENCE MUST SHOW CERTIFICATION NUMBER ON THIS FORM AND MUST BE PREPARED TO SHOW EVIDENCE OF CERTIFICATION FOR THE COMMODITY BEING BID. IN-STATE VENDORS: WITHOUT A NUMBER, NO IN-STATE PREFERENCE WILL BE APPLIED.

## **CONDITIONS**

- Section 13-1-199 NMSA (1984 Supp.) imposes civil and criminal penalties for violation of the provisions
  of the procurement code. New Mexico criminal statues impose felony penalties for illegal bribes,
  gratuities and kickbacks.
- The Purchasing Agent reserves the right to reject any and all bids, to waive any informality in bids, and, unless otherwise specified by the bidder, to accept any item on the bid.
- 3. It shall be the bidder's responsibility to advise the GISD Purchasing Agent if any language, requirements, specifications, etc. or any combination thereof inadvertently restrict or limit the requirements stated to a single source. Such notification must be received by the Purchasing Agent no later than five days prior to the date set for acceptance of bids.
- 4. In case of error in the extension of prices in the bid, the unit price will govern.
- The District will take advantage of cash discounts offered whenever possible.
- 6. Unless otherwise stated, freight terms are FOB Destination.
- Offers may not be withdrawn after the bid opening date except in accordance with NMSA-13-106.
- 8. By responding to this bid, unless exceptions are stated as part of the offer, the bidder indicates full compliance with all specifications and terms and conditions herein.
- Time in connection with discounts offered will be computed from date of delivery or from date correct bill is rendered on proper voucher form certified by contractor and is received, whichever date is latest.
- 10. GISD reserves the right to award by item, group of items, or total bids; or reject any and all bids in whole or in part if, in the judgment of the Purchasing Agent, the best interests of GISD will be served.
- If awarded the contract, the Offeror agrees to abide by all Federal and State laws and rules and regulations of the State of New Mexico. The Offeror agrees to assure that no person in the United States shall, on the grounds of race, color, national origin, sex, age or handicap, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity performed under the resulting contract. If the contract is found to be not in compliance with these requirements during the life of the agreement, the Offeror agrees to take appropriate steps to correct these deficiencies.
- 12. A. No warrant, check or other negotiable instrument shall be issued in payment for any purchase of services, construction or items of tangible personal property unless the central purchasing office or the using agency certifies that the services, construction or items of tangible personal property have been received and meet

specifications or unless prepayment is permitted under Section 13-1-98 NMSA 1978 by exclusion of the purchase from the Procurement Code [13-1-28 NMSA 1978].

- B. Unless otherwise agreed upon by the parties or unless otherwise specified in the invitation for bids, request for proposals or other solicitation, within fifteen days from the date the central purchasing office or using agency receives written notice from the contractor that payment is requested for services or construction completed or items of tangible personal property delivered on site and received, the central purchasing office or using agency shall issue a written certification of complete or partial acceptance or rejection of the services, construction or items of tangible personal property.
- C. Except as provided in Subsection D of this section, upon certification by the central purchasing office or the using agency that the services, construction or items of tangible personal property have been received and accepted, payment shall be tendered to the contractor within thirty days of the date of certification. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. After the thirtieth day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the contractor at the rate of one and one-half percent per month. For purchases funded by state or federal grants to local public bodies, if the local public body has not received the funds from the federal or state funding agency, payments shall be tendered to the contractor within five working days of receipt of funds from that funding agency.
- D. If the central purchasing office or the using agency finds that the services, construction or items of tangible personal property are not acceptable, it shall, within thirty days of the date of receipt of written notice from the contractor that payment is requested for services or construction completed or items of tangible personal property delivered on site, provide to the contractor a letter of exception explaining the defect or objection to the services, construction or delivered tangible personal property along with details of how the contractor may proceed to provide remedial action.
- E. Late payment charges that differ from the provisions of Subsection C of this section may be assessed if specifically provided for by contract or pursuant to tariffs approved by the New Mexico public utility commission or the state corporation commission [public regulation commission].

# BID CONTENT SHEET - BULK PAPER PURCHASE

DESCRIPTION	REAM	TRUCK
GISD seeks bids from qualified sources to act as the warehouse, custodian and deliverer for bulk copy paper purchases for period of July I, 2022 through June 30, 2023.		
The successful bidder will purchase the paper from a supplier, pay for it and store it on behalf of the District. GISD will supply the vendor with a letter stating the District's commitment to purchase all paper by the end of the contract period.		
The various schools and departments throughout the district will issue purchase order directly to the vendor on an as-needed basis. The vendor will deliver the paper to the school and departments issue an invoice for each purchase order. The attached address list will vary depending on Schools and Department sites added throughout the School year.		
When delivering to the Administration Building, 4950 McNutt Sunland Park, NM delivery needs to be made to each individual office.		
Copy paper is not to be left outside of the building being exposed to weather. Paper is to be received by office personnel at all times.		
Payment will be made within thirty days of receipt of invoice, or the District may pay each transaction with the District procurement card.		
Pricing for two contract periods is requested. GISD will select the period that best suits its needs. Please provide pricing in <b>reams</b> as well as <b>truckloads</b> .		
Paper requested is 8 ½ x II, 20# bond paper, 8 ½ x I4 20# bond paper, and equivalent to Xerox brand. Samples may be required prior to award, and quality will be an award factor.		
Two truckloads, 8 ½ x II, to be purchased by I2/3I/2022* How many cases per pallet How many pallets per truckload	\$	\$
Three Truckloads, 8 ½ x II to be purchased by 06/30/2023*	\$	\$
I00 cases of 8 ½ x I4, to be purchased by 06/30/2023*	\$	\$
*May be extended six months by mutual agreement		



#### **CONFLICT OF INTEREST**

Offeror/Bidder warrants that he/she or other members of proposed project team has no interest, and shall acquire no interest, which would directly or indirectly conflict in any manner or degree with the performance of the proposal. No person or selling agency may be employed or regained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee excepting bona fide employees or bona fide established commercial or selling agencies maintained or utilized by offeror for the purpose of securing business.

For violation or breach of this warrant, GISD shall have the right to annul this contract without liability or, at its discretion, to deduct price or consideration or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

In signing this bid/proposal, the offeror certifies that he/she has neither directly nor indirectly entered in action in restraint of the formal competitive process in connection with this solicitation.

Procurement Code, Sections 13-1-21 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kick-backs.

Company Name		
Address		
Company Representative	Date	

# Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 - 19211). Copies of the regulation may be obtained by contacting the U.S. Department of Education, Grants and Contracts Service, 400 Maryland Avenue, S.W. (Room 3633 GSA Regional Office Building No. 3), Washington, DC. 20202-4725, telephone (202) 732-2505.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name	PR/Award Number or Project Name
Name and Title of Authorized Representative	
Signature	Date

ED Form GCS-008 (REV.12/88)

# CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, a prospective contractor subject to this section shall disclose all campaign contributions given by the prospective contractor or a family member or representative of the prospective contractor to an applicable public official of the state or a local public body during the two years prior to the date on which a proposal is submitted or, in the case of a sole source or small purchase contract, the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor or a family member or representative of the prospective contractor to the public official exceeds two hundred fifty dollars (\$250) over the two-year period. A prospective contractor submitting a disclosure statement pursuant to this section who has not contributed to an applicable public official or whose representatives have not contributed to an applicable public official shall make a statement that no contribution was made.

A prospective contractor or a family member or representative of the prospective contractor shall not give a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or during the pendency of negotiations for a sole source or small purchase contract.

Furthermore, a solicitation or proposed award for a proposed contract may be canceled pursuant to Section <u>13-1-181</u> NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section <u>13-1-182</u> NMSA 1978 if a prospective contractor fails to submit a fully completed disclosure statement pursuant to this section; or a prospective contractor or family member or representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive

sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means a spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor;

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Prospective contractor" means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code [Sections <u>13-1-28</u> through <u>13-1-199</u> NMSA 1978] or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Offic (Completed by State Agency or Lo	cial(s) if any: cal Public Body)
DISCLOSURE OF CONTRIBUTIO	ONS BY PROSPECTIVE CONTRACTOR:
Contribution Made By:	
Relation to Prospective Contractor:	
Date Contribution(s) Made:	
Amount(s) of Contribution(s)	

Nature of Contribution(s)			
Purpose of Contribution(s)	<u>-</u>		
(Attach extra pages if necessary)	-		
Signature	Date		
Title (position)			
	OR—		
FIFTY DOLLARS (\$250) WER		E TOTAL OVER TWO HUNDRE applicable public official by me, a	Z <b>D</b>
family member or representative.			
Signature		Date	
Title (Position)		œ	

# GADSDEN INDEPENDENT SCHOOL DISTRICT Purchasing Department

Phone (575) 882-6248 or (575) 882-6760 Fax (575) 882-6265 or (575) 882-6298

# **VENDOR INFORMATION FORM**

# \*\*\*\*\*\*PLEASE ATTACH W-9 FORM\*\*\*\*\*

Name:	
DBA (if different):	
New Mexico Businesses Only: CRS Number:	
List Cooperative Agreements and other Government	Contracts (GSA, CES, REGION 19, etc.) that may be used
for purchases:	
List Commodities and/or Services Offered:	
D: All	
Primary Address:	Remit-to Address (Where payments are sent, if different):
PO Box or Street Address	PO Box or Street Address
City, State, Zip	City, State, Zip
Telephone	Telephone
Fax	
Email	Fax
	Email
Business Designation (Check one)	
1. O Corporation (FEIN) 5.	Estate/Trust (FEIN)
Professional Corporation (FEIN) 6.	Organization Exempt from Tax (FEIN)
ODoctor/Medical Facility Attorney/Legal Facility 7.	O Government Entity or Operated Entity
2. O Parent	
Work Study Student School Choice(Federal Programs)	Sole Proprietorship (SSN? FEIN)
GISD Student Reimbursement 9.	Other:
3. O Sole Proprietorship (SSN/FEIN)	O. O GISD Employee
4. O Partnership (FEIN)	
O General O Limited	
There are persons employed by GISD who hold a financial	al interest in this company. O yes no
I certify that the information given above is true and accurate to have the authority to act on behalf of the above named company	the best of my knowledge and as of the date indicated below and that I in this regard.
Signature:	Date:
Requesting School/Department	Ru

# (Rev. October 2018) Department of the Treasury Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

send to the IRS. ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not

	<ol> <li>Name (as shown on your income tax return). Name is required on this line; do</li> </ol>	not leave this line blank.					
	2 Business name/disregarded entity name, if different from above						
s on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  □ Individual/sole proprietor or □ C Corporation □ S Corporation □ Partnership □ Trust/estate			4 Exemptions (codes apply only to certain entitles, not individuals; see instructions on page 3):			
Print or type. Specific Instructions on	single-member LLC  Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) Note: Check the appropriate box in the line above for the tax classification of the single-member owner. LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of another LLC that is not disregarded from the owner for U.S. federal tax purposes, Otherwise, a single-memis disregarded from the owner should check the appropriate box for the tax classification of its owner.			Exemption code (if a	n from FAT(	CA repo	
Spe	5 Address (number, street, and apt. or sulte no.) See instructions.	Req	uester's name	and addres	s (optional)		
See	6 City, state, and ZIP code						
	7 List account number(s) here (optional)						
Par	Taxpayer Identification Number (TIN)						
backu reside	your TIN in the appropriate box. The TIN provided must match the nam p withholding. For individuals, this is generally your social security num int allen, sole proprietor, or disregarded entity, see the instructions for F is, it is your employer identification number (EIN). If you do not have a nater.	ber (SSN). However, for a Part I, later. For other	Social se	curity num	ber -		
	If the account is in more than one name, see the instructions for line 1.	Also see What Name and	Employe	r identifica	tion numbe	r	
Numb	er To Give the Requester for guidelines on whose number to enter.			-			
Par	t II Certification						
1. The 2. I an Ser	penalties of perjury, I certify that: number shown on this form is my correct taxpayer identification numb n not subject to backup withholding because: (a) I am exempt from bac vice (IRS) that I am subject to backup withholding as a result of a failure longer subject to backup withholding; and	kup withholding, or (b) I ha	ive not been i	notified by	the Intern		
3. 1 an	n a U.S. citizen or other U.S. person (defined below); and						
4. The	FATCA code(s) entered on this form (if any) indicating that I am exemp	t from FATCA reporting is	correct.				
you ha acquis other	ication instructions. You must cross out item 2 above if you have been no ave failed to report all interest and dividends on your tax return. For real est sition or abandonment of secured property, cancellation of debt, contribution than interest and dividends, you are not required to sign the certification, but	ate transactions, item 2 doe	s not apply. F nt arrangemer	or mortgant (IRA), ar	ge interest d generally	paid, /, paym	nents
Sign Here	Signature of U.S. person ▶	Date	•				
	neral Instructions	<ul> <li>Form 1099-DIV (divider funds)</li> </ul>	nds, including	those fro	om stocks	or mut	tual
noted		<ul> <li>Form 1099-MISC (vario proceeds)</li> </ul>	ous types of i	ncome, p	rizes, awar	ds, or	gross
relate	e developments. For the latest information about developments d to Form W-9 and its instructions, such as legislation enacted they were published, go to <a href="https://www.irs.gov/FormW9">www.irs.gov/FormW9</a> .	Form 1099-B (stock or transactions by brokers)     Form 1099-S (proceed)				her	
Dur	pose of Form	Form 1099-S (proceed     Form 1099-K (merchan			•	aneart	ione)
An in	dividual or entity (Form W-9 requester) who is required to file an nation return with the IRS must obtain your correct taxpayer	<ul> <li>Form 1099-K (merchant card and third party network transactions)</li> <li>Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> </ul>				•	
identi	fication number (TIN) which may be your social security number	Form 1099-C (canceled debt)					
	), individual taxpayer identification number (ITIN), adoption lyer Identification number (ATIN), or employer identification number	<ul> <li>Form 1099-A (acquisition or abandonment of secured property)</li> </ul>				)	
(EIN), amou	to report on an information return the amount paid to you, or other int reportable on an information return. Examples of information	Use Form W-9 only if alien), to provide your co	orrect TIN.	•	_		
	ns include, but are not limited to, the following. m 1099-INT (interest earned or paid)	If you do not return Fo be subject to backup wi					

later.

# Travis L. Dempsey Superintendent

# Ludym Martinez Associate Superintendent for Finance



4950 McNutt Road Sunland Park, New Mexico

> P.O. Drawer 70 Anthony, N.M. 88021 Phone: (575) 882-6243 FAX: (575) 882-6265

# LIST OF DEPARTMENTS LOCATED AT 4950 McNutt Rd. Sunland Park, N.M. 88063

## **Superintendent Office**

Mary Lou Delgado – Martha Ortega --575-882-6200

# **Bilingual Department**

Karla Quesada --575-882-6282

# **Federal Programs**

Jose Banuelos -- 575-882 6788 Genevieve Melendez -- 575-882-6234

# **Library Services-Information Systems**

Rosa Hidalgo -- 575-882-6737

## **Finance Department**

Anne De Los Santos -- 575-882-6243

# **Purchasing Department**

Georgina Galvan -- 575-882-6252 Sylvia Moreno -- 575-882-6248 Leticia Medina -- 575-882-6760

# **Human Resources Department**

Lucy Garcia -- 575-882-6225

## **Technology Department**

Cora Ramirez -- 575-882-6275

# **Academic Services**

Karla Quesada -- 575-882-6282 Rosa Hidalgo -- 575-882-6737

# Travis L. Dempsey Superintendent

# Ludym Martinez Associate Superintendent for Finance



4950 McNutt Road Sunland Park, New Mexico

> P.O. Drawer 70 Anthony, N.M. 88021 Phone: (575) 882-6243 FAX: (575) 882-6265

#### **Athletics Department**

Terry Alvarado - 575-882-6942

#### **Construction Department**

Dominique Esparza - 575-882-6925

#### **Physical Plant Department**

Irma Suarez - 575-882-6903

## **Support Services Department**

Lisa R. Sanchez – 575-882-6940 Cynthia Maes – 575-882-6949

#### **Instructional Materials Department**

Rosa Gamon - 575-882-6937

#### **Security Services Department**

Sylvia Lazarin Gaeta - 575-882-6430

#### **LIST OF OTHER DEPARTMENTS**

#### **Special Education Department**

Mary Bonet -- 575-882-6204 Susie Ramos-Lara -- 575-882-6222 San Miguel Special Services 2160 Hwy 192 San Miguel, NM 88058

### **Nursing Department**

Priscilla Martinez - 575-882-1018 1301 W. Washington St. Wing C Anthony, N.M. 88021

#### **Residential Treatment Center (RTC)**

Gloria Delgado – 575-882-6450 5055 McNutt Rd. Santa Teresa, N.M. 88008

## **Student Nutrition Department**

Jacqueline Aguilar – 575- 882-6775 Maritza Gonzalez – 575 – 882-6215 Dino Facio – 575- 882-6289 5235 S. Highway 28 Anthony, NM 88021

	TELE/FAX	ADMINISTRATION	SECRETARIES/CLERICAL
AVECHS-Alta Vista Early College HS	575-882-6400	Liliana De La Garza, Principal	Melanie Beegle
	575-882-6420		Juana Maria Quintanilla
96 Shrode Rd.	G:505-859-3441		
Anthony, NM 88021	575-882-4561	Corina Alvarez, Principal	Jessica Lopez
AE-Anthony Elementary (K-6)	575-882-4696	Lorena Lopez, AP	Melissa De La Топте
600 Fourth Street	G:915-843-8839	Lorena Lopez, Ai	Erica Silva
Anthony, NM 88021	575-882-2242	Rosa Carnevale, Principal	Michele Guerra
BE-Berino Elementary (K-6) DUAL LANGUAGE	575-882-7249	Mona Plaza, AP	Dominique Lopez
	G:915-412-5964	Mona i laza, Al	Monique Gonzales
92 Shrode Road	G:915-412-5904		Mondae Conzales
Anthony, NM 88021 CHE-Chaparral Elementary (K-6)	575-824-4722	Angelica Duque, Principal	Jennifer Corral
DUAL LANGUAGE	575-824-4034	Lisa White, AP	Vanessa Enriquez
300 E. Lisa Drive	G:915-412-6639	2,00 000000	Susana Palacios
Chaparral, NM 88081	G,915-412-0055		
CHS-Chaparral High School (9-12)	575-824-6700	Vicki Lopez, Principal	Mireya Meza
800 County Line Drive	575-824-5081	Gregg Martinez, AP	Shirley Hemphill , Jessie Garcia
Chaparral, NM 88081	G:575-448-1113	Roberto Mata, AP	Maria Ordaz
Chaparrai, Nivi 6606 i	G.575-446-1115	John Tullius, AP	Mary Chavez
CMS-Chaparral Middle School (7-8)	575-824-4847	Maria Avila, Principal	Maria Garcia
290 E. Lisa Drive	575-824-4045	Kenneth Owen, AP	Norma Rivera,
<b>——</b> — — — — — — — — — — — — — — — — — —	G:575-495-2892	Robbie Larriva, AP	Cindy Acosta
Chaparral, NM 88081	G.57 3-455-2052	Kobbie Laiiwa, Ai	Illeen Meza
DDA Docost Bride (0.42)	575-882-0142	Diane Ludwig, Principal	Maria Lupe Carbajal
DPA-Desert Pride (9-12) PRE- K CLASS	575-882-4926	Sofia Payen, AP	Valerie Zarate
	G:915-308-4955	John Tayon, A.	Desiree Dominguez
100 Shrode Rd.	G:313-300-4333		Frances Sanchez
Anthony, NM 88021  DT-Desert Trail Elementary (K-6)	575-824-6500	Sonia Barajas, Principal	Elizabeth Hernandez
	575-824-3390	Karesa Burdick, AP	Sonia Aguilar
DUAL LANGUAGE	G:575-322-5049	Raiesa Buildick, Ai	Yesica Valadez
PRE- K CLASS	G:5/5-322-3049		Todica valuabe
310 E. Lisa Drive	1		
Chaparral, NM 88081  DV-Desert View Elementary (K-6)	575-589-1180	Veronica Gonzalez, Principal	Guadalupe Gonzalez
	575-589-2212	Esmeralda Frias, AP	Esther Maldonado
1105 Valle Vista	G:915-412-6432	Lameraida i ilda, Ai	Gabriela Berumen
Sunland Park, NM 88063  GE-Gadsden Elementary (K-6)	575-882-3050	Grace Marquez, Principal	Patty Madrid
	575-882-3415	Sylvia Word, AP	Diana Diaz
1440 Highway 478	G:915-317-6756	Oyivia viola, A.	Juliet Orona
Anthony, NM 88021 GHS-Gadsden High School (9-12)	575-882-6300	Hector Giron, Principal	Karen Reyes
	575-882-2370	David Martinez, AP	Maria Grubaugh, Velia Alarcon,
PRE- K CLASS	G:575-618-6041	David (Martinez, All Danielle A. Rodriguez, AP	Liz Faudoa, Hilda Hernandez, Rosa Gomez
6301 Highway 28	9.5/5-010-0041	Maria Legarreta, AP	Esmeralda Soria, Blanca Rivera
Anthony, NM 88021 GMS-Gadsden Middle School (7-8)	575-882-2372	Veronica Quiñonez, Principal	Hilda Adler
DUAL LANGUAGE	575-882-5227	Julian Mora, AP	Connie Jacquez,
		Vanessa Guzman, AP	Stephanie Gomez
1301 W. Washington Street	G:575-201-3749	vallessa Guzillali, Al	Alma Rodriguez
Anthony, NM 88021	E3E 074 0500	Vicente Sanchez- Principal	Virginia Galindo
LU-La Union Elementary (K-6)	575-874-3592	Arthur Moreno, AP	Joanne Muñoz
PRE- K CLASS	575-874-8335		Krystal Marquez
875 Mercantile Avenue	G:915-412-6109	1	Tayotal marquoz
La Union, NM 88021	57F 000 0000	Cresencio Cardona, Principal	Crystalee Heredia
LL-Loma Linda Elementary (K-6)	575-882-6000		Stephanie Mendoza
1451 Donaldson Street	575-882-4718	Victoria Perry, AP	Luz Elena Rodriguez
Anthony, NM 88021	G:575-201-3328		Sandy Mora
MQ-Mesquite Elementary (K-6)	575-233-3925	Angela Silvaggio, Principal	Maribel Villela
DUAL LANGUAGE	575-233-0905	Michael Reyes, AP	Elizabeth Ramos
205 NM Hwy 228/Drawer 320	G:575-386-5564	1	Litabeth Namus
Mesquite, NM 88048			

SCHOOLS	TELE/FAX	ADMINISTRATION	SECRETARIES/CLERICAL
NV-North Valley Elementary (K-6)	575-233-1092		Gloria Reyes
DUAL LANGUAGE	575-233-3772	Michael Kleczka, Inter Princi	Cynthia Terrell
300 Cascade Ave.	G:575-201-3501		Hermelinda Castañeda
La Mesa, NM 88044	0.010 201 221		
RS-Riverside Elementary (K-6)	575-589-1663	Teresa Navarro, Principal	Norma Martinez
DUAL LANGUAGE	575-882-6711	Ricardo Damian, AP	Martha Rodriguez
PRE- K CLASS	G:915-412-5731	,	Claudia Cortez Soto
4085 McNutt Road			
Sunland Park, NM 88063			
STE-Santa Teresa Elementary (K-6)	575-589-3445	Leon Smith, Principal	Rita Mendez
PRE- K CLASS	575-589-3429	Russel Husson-Matter, AP	Jannet Moreno
201 Commerciantes Blvd.	G:575-652-6713		Helen Marie Acosta
Santa Teresa, NM 88008			
STHS-Santa Teresa High School (9-12)	575-589-5300	Gema Suggs, Principal	Claudia Mendez
PRE- K CLASS	575-589-5311	Aida Gentzler, AP	Ana Perez ,Celia Valdez,
100 Airport Road	G:575-305-4343	Raul Villagrana, AP	Lucia Guardado
Santa Teresa, NM 88008		Perla Aguilera, AP	Marisol Lara
STMS-Santa Teresa M.S. (7-8)	575-874-7200	Brenda Mejia, Principal	Laura Parra
4800 McNutt Road	575-589-2780	Shannon Davis, AP	Marisela Rodriguez, Teresa Griego
Sunland Park, NM 88063	G:915-329-1255	Delgado Angel, AP	Cynthia Bocanegra, Monica Bustamante
SP-Sunland Park Elementary (K-6)	575-589-1114	Maria Barraza, Principal	Vanessa Davila
PRE- K CLASS	575-874-9442		
305 Alto Vista Drive	G:915-235-0450	1	Alma Morales
Sunland Park, NM 88063			
SR-Sunrise Elementary (K-6)	575-824-0060	Cathie Williams, Principal	Joanna Navar
DUAL LANGUAGE- KINDER	575-824-3136	Elizabeth Leal, AP	Jazmin Cordero
1000 County Line Drive	G:575-322-5318	1	Maria A. Perez
Chaparral, NM 88081			
VE-Vado Elementary (K-6)	575-233-2861	Cheryl Coyle, Principal	Sylvia Cary
DUAL LANGUAGE	575-233-3400	Luz Valenzuela, AP	Jennifer Vasquez
330 Holguin Road	G:575-448-1431	1	Cristina Arroyo
Vado, NM 88072			
YHE- Yucca Heights Elementary (K-6)	575-824-8210	Laura Pargas, Principal	Rocio Rodriguez
DUAL LANGUAGE	575-824-8207	Joseph Mata, AP	Luz Salome
580 Angeline Blvd.	G:575-448-1513	Yvonne Martinez, AP	OL III OH OHIV
Chaparral, NM 88081			Claudia Ortega Ontiveros
		A DAMINICATO ATION	SECRETARIES/CLERICAL
ON TRACK CENTERS	TELE/FAX	ADMINISTRATION	
Anthony On Track Center	575-882-1904	Angelic Ramos	Michelle Soto
609 Church Street	575-882-2379	1	
Anthony, NM 88021	G:575-208-4381	Noth to Hebine	Aracely Delgado
Chaparral On Track Center	575-824-5382	Nathalie Urbina	Aracely Delgado
800 County Line Drive	575-824-5431	1	
Chaparral, NM 88081	G:575-386-5290	Wate Dames	Eleanor Sanchez
La Mesa On Track Center	575-233-3475	Viola Ramos	Eleanor Sanchez
253 E. Chimuri Street	575-233-0903		1
La Mesa, NM 88044	G:575-201-3634	<u> </u>	Missala Peniagua
On Track Center	575-882-6740	Sandy Silvas	Micaela Paniagua
4950 McNutt Rd.	575-882-6857		
Sunland Park, NM 88063	G:575-386-5576		