

REQUEST FOR BID # 1920009 FOR LEGAL SERVICES

To: All Individuals wanting to submit a bid

From: Lovington Board of Education
18 West Washington Avenue
Lovington, NM 88260

Re: Request for Bid for Legal Services Terms of the Agreement

The initial term of this agreement commences on October 9, 2019, and continues until June 30, 2020 (this date may be no more than one year from the date the agreement commences). The agreement is subject to maximum three (3) additional one-year renewals to commence July 1 through June 30 of each consecutive year upon the consent of both parties.

BIDS SHOULD BE DIRECTED TO:

STACEY MURPH
CHIEF PROCUREMENT OFFICER
LOVINGTON MUNICIPAL SCHOOLS
18 WEST WASHINGTON AVENUE
LOVINGTON, NM 88260
575-739-2200 PHONE
staceymurph@lovingtonschools.net

I. GENERAL INFORMATION.

- A. Purpose.** This request for Bid # 1920009 (RFB) is to contract for legal services to be provided to Lovington Municipal Schools (hereinafter referred to as (LMS).
- B. Who May Respond.** Only attorneys who are currently licensed to practice law in New Mexico and maintain an office in said state, or law firms including such attorneys, may respond to this RFB.
- C. Instructions on Bid Submission.**
 - 1. Closing Bid Date.** Bids must be submitted no later than 2:00 p.m. MDT on September 26, 2019.
 - 2. Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFB will be the responsibility of the Offeror and will not be reimbursed by LMS.
 - 3. Instructions to Prospective Contractors.** Your proposal should be in a sealed envelope with Bid # 1920009 in the lower left-hand corner, Attention: Stacey Murph, Chief Procurement Officer.
 - 4. Right to Reject.** LMS reserve the right to accept or reject any and all bids and to waive any or all technicalities.
 - 5. Notification of Award.** This bid will be presented to LMS Board of Directors on Tuesday, October 8, 2019 at 6:00 p.m. MDT.
 - 6.**

- II. Scope of services.** The Offeror shall be readily available to perform the following legal services, as requested by the Superintendent and/or Board of Directors:

1. Review, draft, and negotiate contracts and leases
2. Advise on Corporate and tax-exempt organization legal issues
3. Advise on individual labor and employment matters
4. Review personnel, fiscal and other policies, as well as board approved policy and procedures
5. Attend Board of Directors and Committee meetings as necessary
6. Advise on government grant and contract issues
7. Advise on responses to subpoenas, court orders, and requests for information from third parties
8. Defend lawsuits, administrative claims, or other legal claims
9. Conduct litigation as necessary
10. Other legal services as needed

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

- III. PROPOSAL CONTENTS.** The Offeror, in its proposal, shall, as a minimum, include the following;
- A. Legal Experience.** The Offeror should describe its legal experience. Experience should include the following categories:
1. Experience advising governmental organizations.
 2. Experience advising clients conducting similar programs and government-funded services.
 3. Experience advising tax-exempt organizations.
 4. Experience in the field of real estate including bond financing.
 5. Experience in the field of government grants and contracts.
 6. Experience with labor and employment.
- B. Price.** The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes: Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work.

IV. GENERAL BIDDING INSTRUCTIONS.

1. For a bid to be considered, it must be signed by the bidder. Bids must be typed or handwritten in pen.
2. It is the bidder's responsibility to deliver the proposal at the proper time to the place designated for the bid opening
3. Please write Bid # 1920009; Attention: Stacey Murph, C.P.O. on the left hand corner of the **SEALED** enveloped
4. Only mailed or hand delivered bids will be accepted. Faxed or emailed bids will be rejected.