

NOTIFICATION REGARDING SUBMISSION PROCESS AND REGISTRATION INSTRUCTIONS

The Incorporated County of Los Alamos ("County") has recently implemented a new on-line eProcurement portal. This new platform, Euna Procurement powered by Bonfire, provides the County's electronic Bid and Proposal process ("County's Procurement Portal"). It is where the County will post solicitation opportunities, including Invitation for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ) and Request for Information/Interest (RFI). The County's Procurement Portal will streamline the County's Bid process for Bid or Proposal submission, acceptance, evaluation, and award. For vendors, the County's Procurement Portal will enhance communication, allow for fast and accurate Bids and Proposals, and provide automatic notification about projects.

Registered vendors will view and submit Bids and Proposals electronically. The past practice of submitting electronic Bids and Proposals by email or submitting paper Bids and Proposals is being phased out. If you are seeing this notification in a solicitation document, **submissions will be accepted ONLY electronically through the County's Procurement Portal for this solicitation**. It is every Offeror's responsibility to read, understand, and submit Bids and Proposals in accordance with the instructions provided in and specific to each solicitation document.

Requested Action: Please register as a vendor on the County's Procurement Portal by visiting <https://losalamosnm.bonfirehub.com> and click on "Register". Registration is free and only takes a few minutes. Please be sure to select the applicable NIGP: The Institute for Public Procurement ("NIGP") Commodity Codes for your business when you are prompted so that you can receive notification of recommended opportunities when they are sent out by the County to the NIGP Commodity Codes you have selected.

Already Have a Bonfire Vendor Account? If you already have a Bonfire vendor account and are already registered for another agency's portal, you will still need to visit the County's Procurement Portal at <https://losalamosnm.bonfirehub.com> and click on "Log In" to provide County-requested information, view open opportunities, receive opportunity notifications, and submit Bids and Proposals through the County's Procurement Portal. You will be able to manage the multiple agencies with whom you do business through the button labelled "My Supplier Hub" in your Bonfire account.

For Bonfire Support, visit the Vendor Help Center at <https://vendorsupport.gobonfire.com> where you can view support articles and videos and search FAQ's on all aspects of Bonfire. For personal assistance, you can email Support.Bonfire@eunasolutions.com. Support is available Monday to Friday from 6:00 a.m. to 6:00 p.m. Mountain Time.

NEEDS STATEMENT

The County is requesting Quotes from qualified and experienced firms for loose, mixed color, post-consumer container glass (“glass”) recycling services.

SOLICITATION INFORMATION	
Solicitation No.	QUO26-50
Solicitation Title	Glass Recycling Services
Single-step or Multi-step	Single-step
Requesting Dept.	Public Works – Environmental Services
SOLICITATION SCHEDULE	
Advertised	January 29, 2026
Pre-Quote Conference	A pre-Proposal conference is not scheduled for this solicitation.
Question Submission Deadline	February 17, 2026, 5:00p.m. Mountain Standard Time
Responses to Questions Issued by County	February 19, 2026, 5:00p.m. Mountain Standard Time County reserves the right to issue responses at any time prior to this date.
Quote Due Date	February 24, 2026, 2:00p.m. Mountain Standard Time Late responses will not be considered.
CONTACT INFORMATION	
Procurement Contact Name	Jeff Engelhardt
Title	Management Analyst
E-Mail	Jeff.engelhardt@losalamosnm.gov
Phone No.	505.662.8256
ESTIMATED PROCESS SCHEDULE AFTER THE QUOTE DUE DATE	
The estimated dates of the solicitation process after Quote due date tentatively planned as follows, are provided here for informational purposes only, and at County’s discretion, may be subject to change without prior notification.	
Quote Review	February 25, 2026 – March 11, 2026
Contract Drafting, Legal Review, and Negotiations	March 12, 2026 – March 26, 2026
Estimated Contract Award	April 1, 2026

1. ELECTRONIC SUBMISSIONS

A full copy of the solicitation and all associated documents can be found on the County’s Procurement Portal at <https://losalamosnm.bonfirehub.com/>. **Only Quotes submitted through the County’s Procurement Portal will be considered.** To register to view and download solicitation documents and submit a Quote through the County’s Procurement Portal, follow the instructions on page 1 of this solicitation.

2. ADDITIONAL DOCUMENTS AND INFORMATION INCLUDED AS A PART OF THIS REQUEST FOR QUOTES

Additional documents are referenced in this Request for Quotes, which may include, but are not limited to, exhibits, attachments, links to documents online, and documents that are provided through the County's Procurement Portal. Any such documents are considered to be a part hereof and constitute, along with this solicitation document and any addenda or modifications stated via the County's Procurement Portal, the complete solicitation package. Documents required to be submitted as a component of Offeror's Quote will be noted as such in each individual solicitation posted on the County's Procurement Portal, and Offerors will be unable to submit their Quotes through the County's Procurement Portal until all required documents and information have been uploaded or provided by Offerors.

Please also reference "Quote Format and Response Components" below.

3. GRANT RELATED INFORMATION

It is not anticipated that this project will be funded by a grant; no additional grant-related information provided.

4. QUESTIONS

Any questions must be received in writing at least five (5) business days prior to the submission due date, unless otherwise stated herein, in an addendum, or on the County's Procurement Portal. **Questions must be submitted through the County's Procurement Portal.** Please follow the instructions on page one (1) of this document to register for the County's Procurement Portal to submit written questions. Offerors who submit questions via e-mail or by phone shall be redirected to submit written questions through the County's Procurement Portal.

5. GENERAL INFORMATION

- 5.1. Award for these Services will result in the execution of a contract between the selected Offeror and the County. A sample Services Agreement with the County's standard terms and conditions is provided on the County's Procurement Portal for the consideration of interested parties to review prior to submitting a Quote.
- 5.2. The County reserves the right to issue a formal solicitation if the Quotes received or total estimated not-to-exceed compensation, throughout a contract term, is estimated to exceed the County's small purchase threshold, which is SIXTY THOUSAND AND 00/100 DOLLARS (\$60,000.00). County reserves the right to procure services consistent with County ordinances and policies.
- 5.3. County reserves the right, at its sole discretion, to accept or reject any Quote; to waive any and all irregularities in any or all statements or Quotes; to request additional information from any or all respondents; and to award a to the Offeror whose Quote is most beneficial to County. Nothing in this document shall be interpreted as binding County to enter into a contract with any Offeror.
- 5.4. Quotes are Public Records. Pursuant to the New Mexico Inspection of Public Records Act, NMSA 1978, Chapter 14, Article 2, all materials submitted under this Request for Quotes shall be presumed and considered public records. Except to the extent any information may be protected by state or federal law, Quotes shall be considered public documents and available for review and copying by the public. County declines to sign any non-disclosure agreements or confidentiality agreements submitted by potential Offerors.
- 5.5. The County contemplates a multi-term contract as a result of this RFQ. The term of the contract may be for a period of up to seven (7) years. This is the written determination of the Chief Purchasing Officer

that such a contract will serve the best interests of the County by promoting economies in County procurement.

- 5.6. Offerors are asked to propose pricing for each potential year of a potential contract. County may consider but is under no obligation to accept proposed cost escalators (e.g., a proposed specific dollar amount) or a cost escalator mechanism (e.g., an annual percentage escalator or use of a Consumer Price Index or Producer Price Index) for future years of an agreement. Pursuant to County Ordinance, **the use of a cost-plus-a-percentage-of-cost contract is prohibited.**

6. BACKGROUND INFORMATION RELATED TO THE SCOPE OF WORK OR SERVICES

The County is requesting Quotes from qualified and experienced firms for recycling services of glass generated by the County's residential and commercial recycling collection programs. The table below shows historical glass volumes generated by the County beginning in 2013 through 2025.

YEAR	TONS OF GLASS
2025	266
2024	256
2023	278
2022	165
2021	298
2020	176
2019	183
2018	208
2017	195
2016	194
2015	158
2014	108
2013	170

7. COST QUOTE:

Using the Cost Quote document provided on the County's Procurement Portal, follow the instructions to provide costs for all years of a possible contract term.

8. REQUESTED INFORMATION AND SCOPE OF WORK OR SERVICES

- 8.1. **Qualifications and Experience.** Describe Offeror's prior experience performing similar work, particularly providing examples from the last 3-5 years. State qualifications of Offeror's staff who might be assigned to provide services. List all applicable licenses and certifications for each individual.
- 8.2. **County Responsibilities.** Include a list of any County responsibilities necessary for Offeror to perform the requested services.
- 8.3. **Deviations or Exceptions to Sample Services Agreement.**
- 8.3.1. Using the Deviations or Exceptions to Sample Services Agreement Form provided on the County's Procurement Portal, provide any deviations or exceptions or note no deviations or exceptions to the County's Sample Services Agreement provided in the County's Procurement Portal.
 - 8.3.2. Provide a copy of any of Offeror's own terms and conditions County may be requested to consider.
 - 8.3.3. The County may consider, but is under no obligation to accept, any of Offeror's contractual terms or provisions included in Offeror's Quote.
- 8.4. **Campaign Contribution Disclosure Form.** A Campaign Contribution Disclosure Form is provided through the County's Procurement Portal. Offerors are requested to complete and submit with the Quote. If the Form is not submitted with the Quote, upon award, Contractor must submit this form prior to County's obligation to pay for the services.
- 8.5. **Verification of Authorized Offeror.** A Verification of Authorized Offeror Form is provided through the County's Procurement Portal. Offerors are requested to complete and submit with the Quote. This Form provides County with the name and information of the authorized Officer who can obligate the selected firm in providing the services to the County.
- 8.6. **Additional Information, Forms, and Documents.** Submit any additional pertinent information, forms, or documents related to provision of the requested services.
- 8.7. **Scope of Work or Services.** Confirm and describe your ability to provide the Services described below:
- 8.7.1. Recycling Services of glass identified by chemical type, free of any glass ceramic blends such as Pyroceram or Neoceram, and free of radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, biohazards, toxic or hazardous materials, as defined by applicable federal, state, provincial or local laws or regulation, delivered by County to Contractor's place of business, and shall be recycled by converting the delivered glass into a reusable material.
 - 8.7.2. The volume of Services and the volume of glass are wholly dependent upon the volume generated through County's residential and commercial glass recycling collection programs.
- 8.8. **Deliverables.** Monthly reports shall be provided to County's Environmental Services Manager within forty-five (45) calendar days following delivery of materials and shall contain the following information for the month reported upon:
- 8.8.1. Dates and weight (tons) of glass delivered.
 - 8.8.2. Compensation due to County.
 - 8.8.3. Total amount paid.
 - 8.8.4. Monthly Average Market Value of the County's glass, as calculated using a method approved by County, which includes current market value determined by a market index acceptable to County.

9. EVALUATION CRITERIA

Responsible Offeror means a person who has been determined by the Chief Purchasing Officer or evaluating committee to have the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will ensure good faith performance.

Responsive Offeror means a person who has submitted an offer that conforms in all material respects to the requirements set forth in the RFQ.

	Criteria	Weighted Points
1	Cost	50
2	Description of Services and Ability to Meet Scope of Services	50
	Total Score	100

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