

TAOS SOIL AND WATER CONSERVATION DISTRICT

Taos, New Mexico

Invitation to Bid

Two (2) Toyota Tacoma TRD Off-Road Double Cab 4x4 Pickup Trucks (Gasoline)

1. Notice of Invitation to Bid

Invitation to Bid No. ITB 2026-01

The Taos Soil & Water Conservation District (the "District") invites sealed bids for **two (2) new Toyota Tacoma TRD Off-Road Double Cab 4x4 pickup trucks with the i-FORCE 2.4L turbocharged gasoline engine**. One truck will serve the Forest Health Program and one will serve the Healthy Soils & Noxious Weeds Program.

Item	Detail
Issue date	Wednesday, October 14, 2026
Deadline for written questions	4:30 p.m. MT, Wednesday, October 21, 2026, by email to tduncan@taosswcd-nm.gov
Bid due date and time	2:00 p.m. MT, Tuesday, October 27, 2026
Public bid opening	Immediately after the due time, at the District office, 220 Chamisa Road, Taos, NM 87571
Bids delivered to	Taos Soil & Water Conservation District, 220 Chamisa Road, Taos, NM 87571
Procurement officer	Tanya Duncan, Chief Procurement Officer, (575) 240-5117, tduncan@taosswcd-nm.gov

All questions must be submitted in writing to the procurement officer. Answers will be issued by written addendum, sent to all known bidders and posted at taosswcd-nm.gov. Bidders are responsible for checking the website for addenda before submitting a bid.

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil, misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

2. Instructions to Bidders

1. **Sealed bids.** Submit one signed original of the Bid Form (Section 6) in a sealed envelope. Mark the outside "ITB 2026-01 – Toyota Tacoma Trucks – DO NOT OPEN." Faxed and emailed bids will not be accepted.
2. **Late bids.** Bids received after the due time will not be opened and will be returned unopened.

3. **Public opening.** Bids will be opened and read aloud publicly at the time and place in Section 1.
4. **Firm prices.** Bid prices must remain firm for 60 calendar days after the bid opening.
5. **Modification or withdrawal.** A bidder may modify or withdraw a bid in writing before the due time.
6. **Brand-name specification.** The District has made a written determination that only the Toyota Tacoma TRD Off-Road will satisfy its needs (NMSA 1978, § 13-1-165). Bids for other makes or models will be rejected as non-responsive. Any authorized Toyota dealer may bid.
7. **Statutory preferences.** Resident business and resident veteran business preferences will be applied under Sections 13-1-21 and 13-1-22 NMSA 1978. To claim a preference, include a valid certificate from the New Mexico Taxation and Revenue Department with the bid.
8. **Required forms.** Each bid must include:
 - the signed Bid Form (Section 6);
 - the signed Campaign Contribution Disclosure Form (Attachment A), whether or not any contributions were made;
 - a manufacturer's window sticker or build sheet for each truck bid; and
 - a preference certificate, if claimed.
9. **Taxes.** The District is a political subdivision of the State of New Mexico. It is exempt from taxes on this purchase. Bid prices must not include any taxes. The District will provide documentation of its tax-exempt status on request.
10. **Protests.** Any bidder aggrieved by the solicitation or award may protest in writing to the procurement officer within 15 calendar days after knowledge of the facts giving rise to the protest, under Section 13-1-172 NMSA 1978.

3. Specifications

These are minimum requirements. Both trucks must be new, model year 2026 or 2027. "New" means a vehicle that has never been titled or registered, has not been used as a demonstrator, loaner, rental or fleet vehicle, and has no more than 50 miles on the odometer at pickup or delivery. Bidders must state the model year of each truck on the Bid Form. Bids offering any other model year will be rejected as non-responsive. See Section 5 for the model year evaluation adjustment.

Requirements for both trucks

Requirement	Specification
Make, model and trim	Toyota Tacoma TRD Off-Road
Cab	Double Cab (four full doors, five-passenger)
Drivetrain	Four-wheel drive with low range
Engine	i-FORCE 2.4L turbocharged gasoline, 8-speed automatic transmission
Off-road equipment	Factory TRD Off-Road equipment, including electronically locking rear differential and Bilstein monotube shocks

Requirement	Specification
Ground clearance	Factory TRD Off-Road ride height; no aftermarket lift or leveling
Exterior color	White (Ice Cap or Wind Chill Pearl)
Side mirrors	Folding side mirrors (see optional line item for power-folding mirrors)
Tires and wheels	Manufacturer standard for the trim. The District will purchase replacement tires separately.
Spare tire	Full-size spare
Floor protection	All-weather floor liners, front and rear
Towing equipment	Class IV 2-inch tow hitch receiver rated for the truck's maximum towing capacity; 7-pin trailer connector; electric trailer brake controller compatible with electric trailer brakes. Each item may be factory or dealer-installed. Bidders must state which, and confirm that installation does not affect the manufacturer's warranty.

Line item 1: Forest Health Program truck

- Bed length: **5-foot bed**.

Line item 2: Healthy Soils Program truck

- Bed length: **6-foot bed**, to carry shovels and long-handled field tools.

Optional line item: power-folding side mirrors

- Bidders may quote power-folding side mirrors for each truck, if available as a factory or dealer-installed option. State the source, part number, and whether installation affects the manufacturer's warranty.
- The District will decide whether to accept this option at award. The option will not be used to determine the low bid.

4. Pickup or Delivery, Acceptance, Warranty and Payment

- **Pickup or delivery.** The District will pick up each truck at the successful bidder's place of business in New Mexico. If the bidder's place of business is outside New Mexico, the bidder must deliver each truck to the District office at 220 Chamisa Road, Taos, NM 87571, by truck carrier or trailer (not driven), at no additional charge. Bidders must state the pickup location or confirm delivery on the Bid Form. Bidders may offer in-stock or factory-ordered vehicles. Each truck must be ready for pickup, or delivered, within 180 calendar days after the purchase order is issued. Bidders must state the expected number of days on the Bid Form. The successful bidder must notify the District in writing within 5 business days of any anticipated delay, with the reason and a revised date. If a truck is not ready for pickup or delivered within 180 days, the District may cancel the order without penalty. Bid prices for factory-ordered vehicles must remain firm through pickup or delivery.

- **Condition at pickup or delivery.** Each truck must be fully serviced and dealer-prepped, clean, with at least a half tank of fuel and all owner's manuals, and must have no more than 75 miles on the odometer.
- **Keys.** Each truck must be provided at pickup or delivery with at least two (2) factory keys or key fobs, both programmed to the vehicle.
- **Title.** At pickup or delivery, the bidder must provide the Manufacturer's Statement of Origin or a completed title application in the name of Taos Soil and Water Conservation District, and a temporary registration permit so the truck can be legally driven until government license plates are issued. The District will obtain government license plates.
- **Inspection and acceptance.** The District will inspect each truck at pickup or delivery. The District will not accept a truck that does not meet the specifications; the bidder must correct or replace it at its own expense.
- **Warranty.** The full manufacturer's new-vehicle warranty must apply from the date the District takes possession.
- **Payment.** The District will pay by District check at pickup or delivery, after the truck has been inspected and accepted. The successful bidder must send a final invoice showing the VIN and the bid price at least ten (10) business days before the scheduled pickup or delivery date. The District does not make advance payments or deposits.

5. Evaluation and Award

- **Basis of award.** Award will be made to the lowest responsive and responsible bidder. The low bid is the total evaluated price of Line items 1 and 2, after the model year adjustment and statutory preferences are applied. The optional power-folding mirror line item is not included in the total.
- **Model year adjustment.** For evaluation purposes only, \$1,500 will be added to the bid price of each model year 2026 truck offered. This amount reflects the estimated difference in resale value at disposal between consecutive model years of the same truck. The adjustment is used only to rank bids; the District will pay the actual price bid.
- **Responsiveness.** A bid is responsive only if it meets every specification in Section 3 and includes all required forms.
- **Award method.** The District intends to award both line items to one bidder. It reserves the right to award by line item if that is in the District's best interest.
- **Rejection.** The District may cancel this ITB or reject any or all bids, in whole or in part, when it is in the District's best interest, as provided in the Procurement Code.
- **Board approval.** Award is subject to approval by the District's Board of Supervisors, or by a District official the Board has authorized to make the award, and to available funding.
- **Notice of award.** All bidders will be notified in writing of the award.

6. Bid Form

ITB 2026-01 – Two Toyota Tacoma TRD Off-Road Double Cab 4x4 Trucks (Gasoline)

Line	Description	Model year	Price (tax-exempt)
1	Tacoma TRD Off-Road Double Cab 4x4, i-FORCE gasoline, 5-ft bed, white, towing equipment		\$
2	Tacoma TRD Off-Road Double Cab 4x4, i-FORCE gasoline, 6-ft bed, white, towing equipment		\$
	Total bid (Lines 1 + 2)		\$
Option	Power-folding side mirrors, per truck (not part of total bid)		\$

Ready for pickup or delivered: _____ calendar days after purchase order

Pickup location in New Mexico: _____

☐ Bidder is outside New Mexico and will deliver to Taos by carrier or trailer

Resident or veteran preference claimed: ☐ None ☐ Resident business ☐ Resident veteran business (certificate attached)

Addenda acknowledged: No. ____ No. ____ No. ____

Bidder certification. The undersigned certifies that this bid is made without collusion with any other bidder. The bidder has read the ITB and agrees to all of its terms. The bidder is an authorized Toyota dealer, and the person signing is authorized to bind the bidder.

Dealership name	
Address	
NM CRS / tax ID number	
Authorized signature	
Printed name and title	
Phone and email	
Date	

Attachment A. Campaign Contribution Disclosure Form

ITB 2026-01 – Two Toyota Tacoma TRD Off-Road Double Cab 4x4 Trucks

Every bidder must complete, sign and submit this form with its bid, whether or not any contributions were made. The District requires this form under Section 13-1-191.1 NMSA 1978.

Who must disclose. A bidder must disclose all campaign contributions given by the bidder, or by a family member or representative of the bidder, to an applicable public official of the District during the two years before the bid due date, if the total given to that official exceeds \$250.

During this procurement. A bidder, its family members and its representatives must not give a campaign contribution or other thing of value to an applicable public official of the District from the date the ITB is published until the contract is awarded or the ITB is canceled. The District may reject a bid or cancel an award if this occurs, or if this form is not submitted or is incomplete.

Definitions

- **Applicable public official:** a person elected to an office, or appointed to finish an elected term, who has the authority to award or influence the award of this contract. For this ITB, this means each member of the Taos Soil and Water Conservation District Board of Supervisors.
- **Campaign contribution:** a gift, loan, advance or deposit of money or anything of value, including the estimated value of an in-kind contribution, given to an applicable public official or to a person acting on the official's behalf to support the official's election. It includes payment of a campaign debt. It does not include volunteer services provided without compensation.
- **Family member:** spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.
- **Representative of a bidder:** an officer or director of a corporation, a member or manager of a limited liability company, a partner, a trustee, or an employee of the bidder.

Part 1. Contributions made. Complete if contributions totaling more than \$250 were given to any applicable public official in the past two years.

Contribution made by	Relationship to bidder	Public official	Date	Amount	Cash or in-kind	Purpose

Part 2. No contributions made. Check if it applies:

- ☐ No contributions totaling more than \$250 were given to any applicable public official of the District by the bidder, a family member or a representative of the bidder during the two years before the bid due date.

Certification. I certify that the information on this form is true and complete.

Bidder (dealership name)	
Authorized signature	
Printed name and title	
Date	