

Notice of Intent to Award Contract to County Employee

This Notice is to publicly announce that Rio Arriba County intends to award a contract in the form of a purchase order to a County employee, Monica Salazar, for certain goods and services specified below. This Notice is done in accordance with NMSA 1978 Section 10-16-7 B. The details of the contract that the County intends to award are as follows:

**(1) Parties to the proposed contract:**

Rio Arriba County  
Chief Procurement Officer: Bonnie Brown Cordova  
Telephone Number: (575) 588-7254 Ext. 4360  
Email: [bbcordova@rio-arriba.org](mailto:bbcordova@rio-arriba.org)

Blue Line Design  
c/o Monica Salazar  
Telephone Number: (505) 927-9929  
Email: [bluelinedesign2020@gmail.com](mailto:bluelinedesign2020@gmail.com)

**(2) Nature and quantity of the goods and services contracted for:**

Fill orders for Rio Arriba Sheriff's Office apparel, including but not limited to hoodies, long sleeve shirts, short sleeve polo shirts, long sleeve polo shirts and baseball caps with Rio Arriba County Sheriff's Office logos and artwork.

**(3) Contract Amount:**

Not to exceed \_\_\_\_\$5000.00\_\_\_\_\_

**(4) Explanation of the employee's substantial interest, the competitive process utilized in awarding the contract and circumstances regarding the need to award the contract.**

Blue Line Design is a sole proprietorship owned and operated by Monica Salazar, Undersheriff for the Rio Arriba Sheriff's Office. As such, Undersheriff Salazar has a substantial interest in a contract awarded by Rio Arriba County.

The Rio Arriba Sheriff's Office solicited quotes from three (3) businesses for the above-mentioned goods and services: Dog House Graphix, New Mexico Office Products and Blue Line Design. The three companies were requested to provide prices as well as time frames for filling orders. Blue Line Design's prices and time frames were competitive with Dog House Graphix and New Mexico Office Products. Previous orders with both Dog House Graphix and New Mexico Office Products, however, were not filled within the time frames specified in their quotes. Dog House Graphix' quote specified that orders would be filled within two (2) weeks from receipt of a purchase order, yet previous items were not received for almost eight (8) weeks. New Mexico Office Product's quote specified that orders would be filled within 10-14 business days after sizes were confirmed and artwork approved,

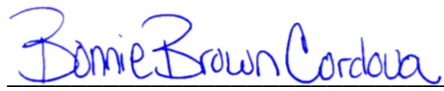
yet previous orders were not received over twelve (12) weeks after such confirmation and approval.

Rio Arriba County has an interest in goods and services being rendered as soon as possible. Combined with the fact that Blue Line Design's prices were competitive with Dog House Graphix and New Mexico Office Products, Rio Arriba County intends to award a contract as specified above to Blue Line Design for the goods and services specified.

**(5) NOTICE**

Any vendor who does not agree with the above-mentioned Notice may protest the "Notice of Intent to Award" by contacting the Grants and Contracts Coordinator **within fifteen (15) calendar days of the date this Notice is posted**. Your protest must be in writing and specifically describe the basis for the protest. Please submit your protest, via e-mail, to [bbcordova@rio-arriba.org](mailto:bbcordova@rio-arriba.org) and include the words "Protest of Notice of Intent to Award Contract to County Employee by", and your company name on the subject line.

Certified by:

 07.01.2024

Bonnie Brown-Cordova

Date

Chief Procurement Officer