

CES PROCUREMENT PARTNER NEWSLETTER

October 2024



Simplify procurement.
Maximize results.



Dear Procurement Partners:

As contract holders with CES, it is crucial to understand the importance of strict contract compliance, particularly when it comes to adhering to the New Mexico Procurement Code. This is not just a matter of good business practices; it is a legal requirement that must be followed by all governmental entities using the CES contracts. Here's why contract compliance is essential:

Legal Obligation

The New Mexico Procurement Code is codified in statute, meaning that it is state law. All government entities, including school districts, municipalities, counties, other local public bodies, and state agencies, are required to follow this code when procuring goods and services. As contract holders, your agreements with CES must meet the stipulations of the Procurement Code. Non-compliance could result in legal penalties for both your businesses and the governmental entities you serve.

Transparency and Accountability

Contract compliance ensures transparency and accountability in the procurement process. By adhering to the Procurement Code, contract holders provide assurance to government entities that they are engaging in ethical, fair, and open procurement practices. This is particularly important in

maintaining public trust and demonstrating that taxpayer funds are being used responsibly.

Consistency Across Contracts

CES contracts are used by multiple governmental entities across the state, and contract compliance ensures consistency in how those entities engage with vendors. When all parties follow the same guidelines and rules, it creates a uniform and predictable process, which reduces confusion and potential disputes. This also makes it easier for entities to audit and review contracts for compliance with state laws.

Risk Mitigation

Failure to comply with the New Mexico Procurement Code can expose your businesses to significant risks, including fines, penalties, or even the termination of your contracts. Moreover, non-compliance can damage your reputations, making it more difficult to win future contracts with either CES or other governmental entities. By staying compliant, you protect your businesses from these risks and ensure long-term success in the public procurement market.

Access to Continued Business Opportunities

CES contracts offer a streamlined procurement process for New Mexico's governmental entities, giving contract holders access to a wide range of



public sector customers. However, this access is contingent on continued compliance with the rules and regulations set forth by the state. Meeting these compliance requirements ensures that you remain eligible for continued work under the CES cooperative purchasing agreements.

In summary, contract compliance is not just a regulatory necessity, but a foundational aspect of maintaining a strong, trustworthy relationship with New Mexico's governmental entities through CES. By adhering to the Procurement Code, you help ensure that public procurement remains fair, transparent, and accountable while positioning your business for long-term success.

CES wants for your businesses to succeed. CES

A NOTE FROM THE PROCUREMENT OFFICE

To help keep your contract up to date, and be able to process purchase orders as soon as possible, we are reviewing all Bluebook contracts.

We've noticed that many are missing information or need to update contract information. Please make certain your current W-9 and Certificate of Liability Insurance are uploaded into the Bluebook at your earliest convenience. Also, please check that your pricing is up to date.

CONSTRUCTION CORNER

When using a "Gordian" or an "RS Means" contract to quote construction services, your quote should be in the appropriate format. If it's a "letterhead quote", there will be a delay in processing. The process requires that your quotes follow a particular format.

makes continual efforts to support the marketing of your contracts and assist in the resolution of issues that may pop up, if needed. CES knows that it owes its gratitude to its Procurement Partners whenever success occurs, and especially to those who have been long-standing, loyal partners with CES.

When you have questions about processes, issues, etc., CES wants to provide answers. If there is anything you do not know or understand, CES stands ready to assist. As a team, you and CES can experience a compliant and prosperous future together, serving government and other qualifying CES members for years to come.

- The CES Team

Once you have uploaded your information, the eProcurement system automatically moves it into the Bluebook.

Here is a link to a brief video that is useful in navigating your Vendor Profile in eProcurement.
Video - How To Update Your Contract Information

<https://www.yout-ube.com/watch?v=it6MLyjclto>

We at CES thank you for being a Procurement Partner!

SAMPLE GORDIAN QUOTE

CES **GORDIAN**

Job Order Contract
Price Proposal Summary - CSI
 Date: June 27, 2023
 Contract Number: 2020-194-0200-08
 Job Order Number: 202023-2-00
 Job Order Title:
 Construction: \$421,751.12
 Proposal Name:
 Contract Status: W9 to identify whether "locking bid not" applying and cost on top of existing surface some existing work

Category - 01 - General Requirements	\$17,837.72
Category - 32 - Exterior Improvements	\$404,213.40
Proposal Total	\$422,051.12

This amount does not include the amount that will be processed. Any discrepancy between the totals, but within the proposed total is the responsibility of the bidder and not CES.

The Payment of Bids in this Proposal: 0.00%

Job Order Contract
Price Proposal Detail - CSI
 Date: June 27, 2023
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SAMPLE JOC-CORE (RS MEANS) QUOTE

GERDIAN Ltd Order Confirming Copy

Price Proposal - Cooperative Educational Services - JOC General Contract 2021
This proposal was prepared exclusively for Cooperative Educational Services

Job Number: 0102
Job Name: JOC-CORE
Job Location: 0102000
Job Number: 0102000
Job Location: 0102000
Proposal Total: \$1,000,000
Construction Procurement Category: Year 2022 Quarter 1 - LAR (CRUCES) 2021

Summary By Division		Line Total
01 General Requirements		\$0.00
02 Equipment		\$0.00
03 Electrical		\$0.00
04 Plumbing		\$0.00
05 Mechanical		\$0.00
06 Structural Steel		\$0.00
07 Cast-in-place Concrete		\$0.00
08 Precast Concrete		\$0.00
09 Masonry		\$0.00
10 Earthwork		\$0.00
11 Earth Retention		\$0.00
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100 Earth Retention		\$0.00

For assistance with RS Means orders and understanding construction procurement through CES, please contact

- **Regions 1, 2, 3, & 4**
John King
CES Construction Analyst
jking@ces.org
505.344.5470 x150
- **Regions 5, 6, 7, & 8**
Thad Phipps
CES Construction Analyst
thad@ces.org
505.344.5470 x154

A NOTE FROM THE BUSINESS OFFICE

Please watch for notices from CES that indicate a member’s Purchase Order has been placed on

Pending status. A note will accompany this email, indicating the reason for delaying approval or creation of the relevant PO. Too frequently, it is because either 1) the vendor’s quoted pricing does

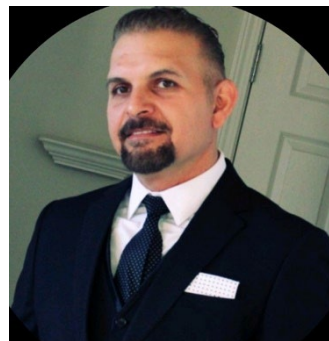
not match the approved pricing on file, or 2) the vendor has provided a construction quote in the wrong format.

If you have questions, please contact CES for clarification.

NEW CES PROCUREMENT STAFF



Angela Valadez
Administrative Assistant
Procurement Department



Mohamed Al-Hussaini
Procurement & Contracts Specialist
Procurement Department





Business/Procurement Departments Contact List and Information

Website: www.ces.org

Office: 505.344.5470

Fax: 505.344.9343

❖ Purchasing Specialist Contact Information for Purchase Orders, Direct Purchase and Member Support

Team 1 Members A through D	Maggie and Victoria - Team1@ces.org maggie@ces.org Ext. 148 victoria@ces.org Ext. 147
Team 2 Members E through K	Kimberly B. and Anita - Team2@ces.org kbuckner@ces.org Ext. 131 anita@ces.org Ext. 110
Team 3 Members L through P	Kara and Kim A. - Team3@ces.org kara@ces.org Ext. 125 kalvarado@ces.org Ext. 137
Team 4 Members Q through Z	Juliena and Bertha - Team4@ces.org juliena@ces.org Ext. 106 bertha@ces.org Ext. 123
EANs and ARP Non-Public School Support	Bertha bertha@ces.org Ext. 123
Submit Invoices	invoice@ces.org
Lead Purchasing Specialist	Monica Myers monica@ces.org Ext. 134
Construction Documents Link Construction Documents Upload Instructions Link	https://login.imagesilo.com/home/login https://www.ces.org/business-department-updates/construction-doc-upload-instructions/

❖ Collections / Accounts Receivable & Accounts Payable Specialist

Collections/Accounts Receivable	Ilene ilene@ces.org Ext. 122
Accounts Payable	Kelly B. kelly@ces.org Ext. 135

❖ Payroll Specialist

Payroll	Kelley S. and Margaret kscheib@ces.org Ext. 107 margaret@ces.org Ext. 126
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❖ Business Department Administration

Chief Financial Officer	Robin Strauser robin@ces.org Ext. 108
Finance Manager	Norma Henderson norma@ces.org Ext 104
Administrative Assistant	Abigail Hansen abigail@ces.org Ext 145

❖ Procurement Department

Procurement Director	Gustavo Rossell gustavo@ces.org Ext. 117
Administrative Assistant	Angela Valadez avaladez@ces.org Ext. 114
Contract Specialist	Lisa Romo lisa@ces.org Ext. 129
Contract Specialist	Joe Valencia joe@ces.org Ext. 124
Contract Specialist	Mohamed Al-Hussaini mohamed@ces.org Ext. 128
Procurement & Member Analyst	John King jking@ces.org Ext 150 Cell: 575.607.5800 Thad Phipps thad@ces.org Ext 154 Cell: 575.308.3193
Blue Book	https://eprocurement.ces.org/public/bluebook.html

❖ Member Services

Northern Services Manager, REAP Services	Paul Benoit paul@ces.org Ext. 141 Portales Office Phone: 575.562.2922 Cell: 575.760.9002
Southern Services Manager	Jim Barentine jim@ces.org Ext. 140 Las Cruces Office Phone: 575.646.5965 Cell: 602.689.0652

