

# Mora San Miguel Electric Cooperative, Inc. Is soliciting Request for Proposal: Warehouse Alliance in Mora and Pecos, New Mexico

## Overview

Mora-San Miguel Electric Cooperative, Inc. (MSMEC) is soliciting proposals from vendors experienced in providing materials inventory and services as part of a strategic business partnership. The overall goal of the program is to minimize total costs for our members and streamline processes. If an alliance proves to be in the best interest of the cooperative and its members, Mora-San Miguel Electric Cooperative, Inc. seeks a successful relationship with the vendor for continuous improvement over the term of the agreement to minimize lead times, improve inventory accuracy, and improve product availability.

## Objective of Request for Proposal (RFP)

The objective of this RFP is to provide sufficient information to enable qualified respondents to submit written proposals. The RFP is not a contractual offer or commitment to purchase products or services.

## Submission of Proposal

We ask that vendors propose the best and most cost-effective solution to meet our requirements while ensuring an elevated level of service. Respondents are requested to submit an e-mail copy of the proposal in PDF format. Proposals must be received by the deadline noted below. All proposals must be submitted to **April Gonzalez**, Operations Supervisor

Request for RFP Issued: **July 21, 2025**

Deadline for Bid Submission: **August 21, 2025 at 5:30 pm.**

Determination of path forward: Anticipated **September 16, 2025**

All proposals become the property of MSMEC. The content of all proposals will be kept confidential. All communication regarding this RFP, including requests for clarification or additional information regarding submission, shall be directed to **April Gonzalez at 575-383-4285, or Agonzalez@morasanmiguel.coop**

## Selection Criteria and Process

An agreement may be negotiated with a vendor whose proposal is determined to be most responsive and advantageous to MSMEC needs, considering all factors based on the criteria described herein. MSMEC reserves the right to reject any or all proposals and to award a

contract in whole or in part. Upon review and evaluation of the RFP submissions, MSMEC will select two vendors to move forward in the process, which will include an in-person presentation, and follow-up meetings as needed. MSMEC will review submitted proposals and evaluate alliance agreement based upon (in order of priority):

- Range of services and material offered. (20% weight factor)
- Expertise and experience (30% weight factor)
- Cost (30% weight factor)
- Storm assistance and response planning (20% weight factor)

## Mandatory Requirements

- Alliance software must be compatible with **Milsoft software**.
- Alliance pays cash for existing MSMEC inventory.
- Alliance vendors will only purchase inventory from MSMEC that they can utilize or sell, MSMEC would like to avoid a large amount of dead stock to be repurchased annually.
- Alliance must be able to provide full storm restoration (materials, employees, equipment, etc.). Provide a plan for restoration services and available resources with RFP submission.
- MSMEC has the right to purchase material outside of the alliance if the alliance vendor agrees it cannot provide a specific item that is needed in a timely manner.

## Current Estimated Inventory Values

- Inventory - \$1,693,951.56

### Current Estimated Special Equipment Values

- Reclosers - \$504, 473.59
- Transformers - \$10,054,408.80
- Regulators - \$194,125.54

### **3 Year Purchasing History – Electric Material**

2022: \$2,106,963.10

2023: \$880,883.14

2024: \$677,293.70

### **3 Year Purchasing History – Special Equipment**

2022: \$411,249.21 qty 427

2023: \$508,509.49 qty 507

2024: \$477,213.02 qty 512

### **Proposal Inquiries**

1. History of company and industry expertise.
2. What is the cost basis for the overall percentage markup on materials?
  - a. How often is this adjusted?
  - b. Is this based on average inventory cost or replacement cost?
  - c. What audit rights would MSMEC have for transaction records?
2. How would staffing be determined and at what level?
3. What would be the length of the contract term?
4. How many alliance partnerships do you have?
5. Would the alliance cross reference all part numbers in their system versus MSMEC having to adjust on their side?
6. Please list the primary manufacturers that you purchase from.
  - a. Are there any manufacturers that you do not have direct access to?
7. If a natural disaster were to hit MSMEC service territory and we were forced into storm restoration mode, outline how you would assist MSMEC and meet its needs during this time.
8. Will MSMEC personnel have access to the alliance owned inventory without an alliance representative present? For example, after-hours and weekends.
  - a. Describe your company's process for customer service support after normal business hours.
9. Do you offer an option for tool management/warranties/repairs?
10. Do you offer a service to rebuild/repair transformers/reclosures/etc.?
11. If your organization were chosen to enter an alliance with MSMEC, when would your organization be able to fully integrate your program with MSMEC?
12. Who would be responsible for managing the entire integration and implementation process from start to finish? Please provide their experience.
13. Who would manage the MSMEC alliance post award? Please provide their experience.

## **Additional Information**

If a vendor has any additional information they would like to add, please do so here.