



City of Anthony, New Mexico

INVITATION TO BID

Legal Services – Attorney Representation

ITB No. 082025-01

I. GENERAL INFORMATION

The City of Anthony, New Mexico, hereby invites **sealed bids** for professional attorney services in accordance with the **New Mexico Procurement Code (NMSA 1978, §§ 13-1-28 to 13-1-199)**. The selected attorney or firm shall provide legal services to the City for a **fixed-fee or hourly-based arrangement not to exceed a total of \$60,000** for the term of the contract.

I. SCOPE OF WORK – ATTORNEY SERVICES FOR MAYORAL REMOVAL

The selected attorney or law firm shall provide legal services to the City of Anthony, New Mexico, regarding the potential removal of the sitting Mayor. Services may include, but are not limited to:

1. **Legal Analysis** – Review of applicable local, state, and federal laws governing removal of an elected municipal official, including grounds for removal, due process requirements, and statutory procedures (e.g., NMSA 1978 § 3-10-1 et seq.).
2. **Charter & Ordinance Review** – Examine the City of Anthony’s charter and municipal ordinances for provisions related to mayoral conduct, removal authority, and procedures.
3. **Investigation Support** – Assist in the lawful documentation and evaluation of any alleged misconduct or malfeasance, including advising on evidentiary standards and process.
4. **Process Guidance** – Advise the Board of Trustee on proper procedure for initiating and conducting removal proceedings, whether through administrative action, judicial petition, or recall election if applicable.
5. **Drafting of Legal Documents** – Prepare legal notices, resolutions, findings, or petitions required to initiate or support removal action.
6. **Representation** – Represent the City in any legal proceedings related to the mayor’s removal, including litigation, administrative hearings, or appeals.

III. CONTRACT TERM

The initial contract term will be for **one year**, with the option to renew for up to three additional one-year terms, subject to mutual agreement and continued budget appropriations. The total value of the contract shall not exceed **\$60,000** during any term.

IV. BID SUBMISSION REQUIREMENTS

All bids must include the following:

1. Cover letter summarizing the qualifications and experience of the attorney or firm.
2. Résumé(s) or CV(s) of principal attorney(s) proposed to perform the work.
3. List of at least three (3) references from similar clients or municipalities.
4. Fee proposal (hourly rates, fixed fees, or other billing structures).
5. A statement certifying compliance with all applicable New Mexico procurement and professional licensing requirements.

V. SELECTION CRITERIA

Although this is a price-based procurement, the City reserves the right to reject bids that do not meet the professional qualifications or scope of services described. Selection will be based on the lowest responsible bid that meets all legal and technical requirements.

VI. DEADLINE AND SUBMISSION

Sealed bids must be received no later than:

August 21, 2025, at 10:00am

City Hall

820 HWY 478

Anthony NM 88021

Bids must be clearly marked:

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Late submissions will not be accepted. Faxed or emailed bids will not be considered.

VII. QUESTIONS

All questions must be submitted in writing to Chief Procurement Officer:

Bonnie Hidalgo

bhidalgo@cityofanthonym.org

Deadline to submit questions: **August 15, 2025, by 1:00pm**
