

New Mexico Department of Transportation (NMDOT)
Vendor Process for Compost Producers
Rev. May 14, 2007

Steps you must take to become a compost provider for an NMDOT project:

1. Register as a compost facility with the New Mexico Environment Department (NMED) using the Solid Waste Facility Registration Form, available online at <http://www.nmenv.state.nm.us/swb/doc/213-reg-form.doc>. NMED maintains a list of compost facilities in the state; the list is available online at http://www.recyclenewmexico.com/pdf/COMPOST_FACILITY_LIST.pdf. Additionally, all compost providers must be in compliance with the New Mexico Solid Waste Management Regulations (20 NMAC 9.1).
2. Receive state certification as a Compost Facility Operator. Two classes are offered annually. Please go to www.recyclenewmexico.com/cert_classes.htm to identify class dates, locations and fees. The class is a three-day training.
3. Provide appropriate documentation before delivering compost to a contractor or subcontractor. The documentation must include the following items:
 - a. Feedstocks, by percentage, used in producing the compost.
 - b. An affidavit signed by a responsible company representative stating the following:
 - i. Compost meets the maturity, stability, and debris specifications in Table 1 of the compost standards. Compost standards are available online at http://www.recyclenewmexico.com/pdf/NMDOT_Compost_Specs_May2006.pdf
 - ii. Compost meets all other specifications in Table 1 of the compost standards as substantiated by a laboratory analysis performed no more than 180 days before compost delivery. Testing labs listed at www.recyclenewmexico.com/nmoro.htm
 - iii. Copy of aforementioned laboratory analysis.

Additional considerations:

1. For general projects, NMDOT does not buy compost directly from providers (but NMDOT is able to purchase directly from provider for maintenance projects – see next section). If you would like to supply compost for an NMDOT project, you must be pre-qualified and be on the Approved Product list.
2. There will be a Price Agreement set up for maintenance projects. To qualify for Price Agreement bidding, requires submittal of a Product Evaluation Application in addition to being pre-qualified.
 - A. You can find the Product Evaluation application online at <http://nmshtd.state.nm.us/main.asp?secid=15122> . In your Product Evaluation Application, you will need to include independent lab results of your compost, as well as certified results for onsite testing of the compost. If you have questions about the requirements to become an Approved Product Vendor, you can contact Louie Lam, NMDOT Product Evaluation Coordinator, at 505-476-3116 or by e-mail at Louie.Lam@state.nm.us . In order for a supplier to participate, they will have to be on the approved products list. Only those companies/municipalities on the approved products list will be able to bid on the Price Agreement.
 - B. You must also complete the prequalification booklet, which is available online at <http://nmshtd.state.nm.us/main.asp?secid=14931>. The application, for which there is no fee, must be notarized and renewed annually.
3. In addition to contacting contractors on the prequalification list to locate projects in your area to provide compost to for regular road projects, information about future NMDOT projects is available by reviewing the 12 Month Letting Schedule, available online at <http://nmshtd.state.nm.us/main.asp?secid=11096>. This schedule provides county, scope of work, and lead engineer information for upcoming projects. The lead engineer can provide additional information about the materials that will be needed for each project. Requests For Proposals (RFPs) are also available for review online at http://nmshtd.state.nm.us/purchasing_rfp.asp?secid=11320.