



CITY OF AZTEC
REQUEST FOR QUOTATION
RFQ #2021-773
THIS IS NOT AN ORDER

DATE:	3/4/2021	SUBMIT QUOTES TO: CITY OF AZTEC ATTN: Amanda Williams 201 W CHACO, AZTEC NM 87410 EMAIL: awilliams@aztecnm.gov PHONE: (505) 334-7650 FAX: (505) 334-7649	QUESTIONS SHOULD BE DIRECTED TO: Amanda Williams awilliams@aztecnm.gov
RFQ #:	2021-773		
DUE DATE:	3/11/2021		
TIME:	3:00 pm		
NIGP CODE(S):	646-33		

NAME OF COMPANY SUBMITTING QUOTE: _____

NEW MEXICO RESIDENT PREFERENCE	PAYMENT TERMS	DELIVERY/SERVICE ADDRESS
# _____ <u>New Mexico Resident or Veteran Preference will be applied to only those certified vendors who have included both number (written above) AND attach current certificate.</u>	_____% _____ DAYS NET 30 DAYS AFTER RECEIPT OF INVOICE	307 S Ash St Aztec NM 87410
		FOB DESTINATION – FREIGHT COSTS:

NOTES TO BIDDERS:

ITEM #	DESCRIPTION	QTY	UNIT	PRICE PER UNIT	TOTAL	DELIVERY TIME AFTER ORDER
1	8.5 x 11" 20# COPY PAPER	2	pallets			

DATE OF QUOTE	
SUBMITTED BY (Printed Name)	
SIGNATURE (To be valid offer, bidder must sign here)	
COMPANY NAME	

ADDRESS	
TELEPHONE	
FAX	
EMAIL ADDRESS	
FED TAX ID NUMBER	
NM CRS ID NUMBER	

1. RFQ shall be FOB Destination and must indicate normal lead time and/or best delivery date on the items listed. Shipping costs shall be included in quote. New Mexico laws prohibit acceptance of ownership of goods in transit.
2. This RFQ and any required documents must be received by the Department indicated on the RFQ by the date and time indicated. RFQ's may be submitted via email, fax or USPS.
3. All supplies and components quoted shall be new unless indicated otherwise. Any quotes submitted for used or reconditioned supplies or components will be considered non-responsive. Quotes must be valid for a minimum of 30 days.
4. The RFQ Number shall appear on all quotations and related correspondence.
5. New Mexico Resident & Veteran Vendor Preference: Preference will only be applied to those Bidders who have been issued a certification number from the State of New Mexico Taxation & Revenue Department and return a copy of their certificate with their quote. Veterans Preference is separate from the New Mexico resident preference and is not cumulative with that preference.
6. Use of Contract by Other Agencies: Pursuant to Section 13-1-129, NMSA 1978, Bidders /Contractors /Offerors are hereby notified that any central purchasing office allowed by law and as otherwise allowed by their respective governing rules and regulations, may contract for the goods and/or services included in this procurement document with the awarded Bidder /Contractor /Offeror. Contractual engagements accomplished under this provision shall be solely between the Bidder /Contractor /Offeror and the contracting entity with no obligation by the City of Aztec.
7. By law (Section 13-1-191, NMSA, 1978) the City is required to inform Vendors of the following: (1) it is a third-degree felony under New Mexico law to commit the offense of bribery of a public officer or public employee (Section 30-24-1, NMSA, 1978); (2) it is a third- degree felony to commit the offense of demanding or receiving a bribe by a public officer or public employee (Section 30-24-2, NMSA, 1978); (3) it is a fourth-degree felony to commit the offense of soliciting or receiving illegal kickbacks (Section 30-41-1, NMSA,1978); (4) it is a fourth-degree felony to commit the offense of offering or paying illegal kickbacks (Section 30-41-2, NMSA, 1978).
8. Conflict of Interest: Bidder warrants that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of service under this contract. Bidder must notify the City's Chief Procurement Officer if any employee(s) of the requesting department or the Purchasing Office have a financial interest in the Bidder. If yes, the Bidder must specify the employee(s) name in their proposal.
9. Debarment, Suspension, and Ineligibility: By submitting a response (RFQ/Bid/Offer) to this solicitation, the business (Bidder /Offeror /Contractor) represents and warrants that it is not debarred, suspended, or placed in ineligibility under the provisions of Federal Executive Order 12549.
10. New vendors required to complete Vendor Packet <http://www.aztecnm.gov/purchasing/NewVendorPacket.pdf> prior to issuance of purchase order.