



CITY OF AZTEC REQUEST FOR QUOTATION RFQ #2018-645

Beginning January 2018, the City will utilize Vendor Registry for posting of Bids, RFPs, and Quotes.
More information is available on our website: <http://www.aztecm.gov/purchasing/office.html>

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|------------------|---|-------------------------|
| DATE: 1/8/18 | RETURN TO: JEFF BLACKBURN CITY OF AZTEC PARKS | THIS IS NOT AN ORDER |
| RFQ #: 2018-645 | ATTN: RFQ #2018-645 201 W CHACO | |
| DUE DATE: 2/1/18 | AZTEC NM 87410 EMAIL: jblackburn@aztecm.gov | |
| TIME: 5:00pm | CELL: (505) 330-4488 PHONE: (505) 334-7666 FAX: (505) 334-7609 | |

NAME OF COMPANY SUBMITTING QUOTE: _____

| NEW MEXICO IN STATE PREFERENCE | PAYMENT TERMS | F.O.B./FREIGHT TERMS | SHIPPING TIME |
|--|--|------------------------------------|----------------|
| # _____ <u>In-State or Veteran's Preference will be applied to only those certified vendors who have completed item 6 or 7 below.</u> Number AND certificate must be provided to be considered. | _____ % _____ DAYS NET 30 DAYS AFTER RECEIPT OF INVOICE | 500 S Lightplant Aztec NM 87410 | Not Applicable |

INSTRUCTIONS: On-Site Inspection will be held on Wednesday, January 17, 2018, 10:00 AM, 500 S Lightplant. This is not mandatory but is highly recommended. This will be the only on-site inspection with City Staff.

Last day for written questions: Tuesday, January 23, 2018, 10:00 AM. Please submit written questions to Jeff Blackburn, jblackburn@aztecm.gov and Kathy Lamb, klamb@aztecm.gov. Responses will be posted to website and Vendor Registry and emailed to all who attend on-site inspection.

| DESCRIPTION | PRICE | RATE/HR |
|---|--|---------|
| POND DREDGING FOR RIVERSIDE POND; LOCATED @ 500 S. LIGHT PLANT ROAD AZTEC, NM INCLUDING: DREDGING THE POND; GENERAL CLEANUP; ALL PERMITS; ADHERANCE TO SAFETY REGULATION, ETC. | PRICE PER HOUR OF OPERATION, (INCLUDING FUEL & OPERATOR) CLEANUP AND ADDITIONAL FEES, OF APPROX. 1.5 ACRE POND TO THE DEPTH OF 6 FT; PRE-INSPECTION OF SITE RECOMMENDED BEFORE BID IS SUBMITTED | |
| HAULING OF DREDGED POND MUCK; LOCATED @ 500 S. LIGHT PLANT ROAD AZTEC, NM; TO A LOCATION IN PARK FOR DRYING; MAINTENANCE NEEDED TO CONTROL THE SPREAD OF THE MUCK PILE; AND GENERAL CLEANUP | PRICE PER TRUCK LOAD, (INCLUDING LOADING OF TRUCKS, FUEL & OPERATOR) CLEANUP AND MAINTENANCE OF MUCK PILE, APPROX. 200 YARDS FROM DREDGE SITE; PRE-INSPECTION OF SITE RECOMMENDED BEFORE BID IS SUBMITTED | |

Refer all questions regarding this Request for Quotation to JEFF BLACKBURN at (505) 330-4488 or email, jblackburn@aztecm.gov

1. RFQ should be based on FOB Destination with freight allowed and must indicate normal lead time and/or best delivery date on the items listed.
2. This RFQ and any required documents must be received by the Department indicated on the RFQ by the date and time indicated.
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. In-State/Resident Vendor 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. Resident Veterans Preference is separate from the in-state preference and is not cumulative with that preference.
6. RFQ's may be returned via email, fax or USPS. (Reference Item #2)
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. Contractor shall carry and maintain insurance in the following amounts:
 General Liability - \$1,000,000 CSL (Combined Single Limits)
 Auto Liability - \$1,000,000 CSL (Combined Single Limits)
 Workers Compensation – Statutory limits pursuant to the New Mexico Workers Compensation Act.

 The certificate shall specifically provide that the coverage afforded under the policy or policies will not be cancelled or be materially changed until prior written notice has been given to the City. The Contractor shall furnish a certificate of insurance showing that the City is additionally insured prior to commencing work.
11. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
12. Contractor is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

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| DATE | | | |
| SUBMITTED BY (Printed Name) | | | |
| SIGNATURE (To be valid offer, bidder must sign here) | | | |
| EMAIL ADDRESS | | | |
| COMPANY NAME | | | |
| ADDRESS | | | |
| TELEPHONE | | FAX | |
| FED TAX ID NUMBER | | NM CRS ID NUMBER | |
| NM CONTRACTORS LICENSE | | CITY OF AZTEC BUSINESS LICENSE | |