



CITY OF AZTEC
 REQUEST FOR QUOTATION
 RFQ #2021-758
THIS IS NOT AN ORDER

DATE:	August 13, 2020	SUBMIT QUOTES TO: CITY OF AZTEC ATTN: KATHY LAMB 201 W CHACO, AZTEC NM 87410 EMAIL: KLAMB@AZTECNM.GOV PHONE: (505) 334-7653 FAX: (505) 334-7649	QUESTIONS SHOULD BE DIRECTED TO: Stephen Morse Public Works Director/City Engineer smorse@aztecnm.gov 505-334-7661
RFQ #:	2021-758		
DUE DATE:	August 21, 2020		
TIME:	10:00 AM MDT		
NIGP CODE(S):			

NAME OF COMPANY SUBMITTING QUOTE: _____

NEW MEXICO RESIDENT PREFERENCE	PAYMENT TERMS	DELIVERY/SERVICE ADDRESS
# _____	_____ % _____ DAYS	900 S Oliver Aztec NM 87410
<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>	NET 30 DAYS AFTER RECEIPT OF INVOICE	FOB DESTINATION – FREIGHT COSTS:
		Include costs on Item #2 below

NOTES TO BIDDERS:

The City of Aztec is requesting quotes to provide and deliver **Sand for Our Advanced Nutrient Removal Filter** located at our Wastewater Treatment Plant (WWTP).

- Provide 144,000 pounds of filter sand. The sand provided shall meet the following requirements.
 Effective Size: 0.92 – 0.95 mm
 Uniformity Coefficient: < 1.5
- Delivery. Shipping of the sand to our WWTP shall be included in your quote. Provide the shipping quote separately in the form below. Delivery of the sand shall be to 900 South Oliver Drive, Aztec NM 87410. The sand shall be shipped predominantly in 4,000 pound super sacks. Some 3,000 pound super sacks will be acceptable if needed to reduce shipping costs. Vender shall provide a 25 hour notice of the delivery data and time. The City of Aztec will unload the super sacks from the delivery trucks the same day they arrive as long as they arrive before noon local time with a 24 hour notice of arrival time. Arrivals after noon may require that the unloading will extend into the next morning. Unloading will cease at 5 PM local time.
- Quality Assurance. The City of Aztec will test conformance of the sand to the specification after delivery of the sand to our WWTP. A minimum of 10 samples will be taken from the delivered sand and tested for the following parameters: percent passing sieve analysis, effective size, uniformity coefficient, specific gravity, and unit weight. If the average value of the results for both effective size and uniformity coefficient fall within the specified values, then the sand will be deemed to meet the specification. If the average value for these parameters does not meet these criteria, then the sand

does not meet the specification and the supplier must come and load and transport the sand back to the point of generation at the supplier's expense.

- 5. The City reserves the right to select any combination of services quotes. Quote amounts do not include tax.
- 6. Quote document includes 4 pages; quote submittal must include pages 1-3 completed. Page 4 is only required if bidder qualifies for Veteran's preference as defined by New Mexico Taxation and Revenue Department.

ITEM #	DESCRIPTION	PRICE
1	Provide 144,000 pounds of sand in accordance with above specifications	
2	Transportation of Sand to WWTP in 4,000 and 3,000 pound Super Sacks	
TOTAL		
ESTIMATE DELIVERY FROM ORDER ACCEPTANCE		

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	

- 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.
- 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.
- 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.
- The RFQ Number shall appear on all quotations and related correspondence.
- 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.
- 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.
- 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).
- 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.
- 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.
- New vendors required to complete Vendor Packet <http://www.aztecnm.gov/purchasing/NewVendorPacket.pdf> prior to issuance of purchase order.

Resident Veterans Preference Certification

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)* (Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven to be incorrect.