



CITY OF AZTEC  
 REQUEST FOR QUOTATION  
 RFQ #2020-755  
**THIS IS NOT AN ORDER**

DATE:	6/23/2020	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	<b>QUESTIONS SHOULD BE DIRECTED TO:</b>  Andrew Galloway 505-334-7610 office 505-793-0241 cell agalloway@aztecnm.gov
RFQ #:	2020-755		
<b>DUE DATE:</b>	<b>7/7/2020</b>		
<b>TIME:</b>	<b>3:00 pm</b>		
NIGP CODE(S):	<b>975-26 &amp; 35</b>		

NAME OF COMPANY SUBMITTING QUOTE: \_\_\_\_\_

NEW MEXICO RESIDENT PREFERENCE	PAYMENT TERMS	DELIVERY/SERVICE ADDRESS
# _____	_____ % _____ DAYS	900 South Oliver Dr. 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) <b>AND</b> attach current certificate.</u>	NET 30 DAYS AFTER RECEIPT OF INVOICE	FOB DESTINATION – FREIGHT COSTS:
		N/A

**NOTES TO BIDDERS:** The City of Aztec is requesting quotes to **Provide Crane Truck Services for the Installation of Sand into Our Advanced Nutrient Removal Filter** at our Wastewater Treatment Plant (WWTP) located at 900 S. Oliver Drive in Aztec. We expect that a minimum of 4 hours and a maximum of 8 hours on site will be required to install the sand. We are requesting a mobilization demobilization quote, and an hourly rate for rental of the crane truck with an operator. The mobilization and demobilization costs should include all costs to prepare the truck, load equipment, travel to the WWTP, and travel back to your yard and clean and unload the truck. The hourly rate should include the cost for rental of the truck and operator for each hour used. The requirements for the crane truck are as follows.

1. Provide a crane truck to install sand into our sand filter. The truck will be placed at ground surface outside of the filter's concrete tank about 10 feet from the tank wall. The truck will need to be able to lift 4,000 pound super sacks from the nearby ground surface up over the 10 foot high concrete wall and allow for opening and dumping of the sand into the filter.
2. City personnel will load the sand from the sacks into the sand filter.

The City reserves the right to select any combination of services quotes. Quote amounts do not include tax.

ITEM #	DESCRIPTION	TOTAL
1	Mobilization and Demobilization	
2	Hourly Rental Cost	
3	Estimated Lead Time Needed to Schedule Crane Truck	

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.

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.aztecm.gov/purchasing/NewVendorPacket.pdf> prior to issuance of purchase order.