



CITY OF AZTEC REQUEST FOR QUOTATION (RFQ)

DATE: 07-08-2014	RETURN TO: CITY OF AZTEC ATTN: PURCHASING RFQ # 15-0420 201 W CHACO AZTEC NM 87410 EMAIL: klamb@aztecnm.gov PHONE: (505) 334-7653 FAX: (505) 334-7649	THIS IS NOT AN ORDER
RFQ #: 15-0420		
DUE DATE: 07-22-2014		
TIME: 6:00PM		

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 bidders who have completed item 6 or 7 below</u>	_____% _____ DAYS NET 30 DAYS AFTER RECEIPT OF INVOICE		

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
		<p>The City of Aztec is soliciting debt collection agencies to assist in the collection of delinquent accounts owed to the City of Aztec.</p> <p>The City turns over an average of 20 accounts per month for collection. Each account balance is at least \$50.00 fifty dollars.</p> <p>Vendor shall place no delinquent accounts with any attorney for collection without written consent of the City of Aztec.</p> <p>City of Aztec desires a three-year contract; however, the City or Agency may terminate the resulting contract by giving thirty days written notice.</p> <p>Accounts shall be assigned electronically by the City and electronic access shall be given to the City to examine the collection records of any accounts assigned and examine collection service performance.</p>		

1	Per account	Commission Fee charged for collection payments made directly to collection service.		
2	Per account	Commission Fee charged for collection payments made directly to creditor.		
3	Per account	Commission Fee charged on accounts forwarded for legal action.		
4	Per Account	Fee charged for recovery of NSF checks.		
		NM Gross Receipts Tax		
		TOTAL		

Refer all questions regarding this Request for Quotation to Kathy Lamb at (505) 334-7653 or email klamb@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 must be received by the City Purchasing Department by the date and time indicated.
3. If bidder does not wish to quote, please return this RFQ indicating "no bid".
4. 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.
5. The RFQ Number shall appear on all quotations and related correspondence.
6. Bidder has received certification from the State Purchasing Agent for Resident/Contractors Certification. Bidder has been issued the above Certification # and is therefore eligible for the 5% preference credit. In-state certification approval is required at the time of the bid opening to be eligible for in-state preference.
7. RESIDENT VETERANS PREFERENCE: In accordance with Sections 13-1-21 and 13-1-22 NMSA 1978 and effective July 1, 2012, a new resident veteran's business preference has been implemented. The Taxation and Revenue Department (TRD) will be issuing a three (3) year certificate to each qualified business. Businesses are required to reapply to TRD every three (3) years with the proper documentation to renew their certificate.

Attached is one form to be completed and returned with your bid if your firm will qualify for this preference. The veteran's preference will not be extended without the certificate from TRD and the attached Resident Veterans Preference Certification (next page).

This preference is separate from the in-state preference and is not cumulative with that preference.

8. RFQ's may be returned via email, fax or USPS. (Reference Item #2)
9. By law (Section 13-1-191, NMSA, 1978) the City is required to inform Bidders 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).

SUBMITTED BY (PRINTED NAME):

SIGNATURE:
(To be a valid offer, bidder must sign here)

COMPANY NAME: _____

DATE: _____

ADDRESS: _____

TELEPHONE: _____

ID NUMBER: _____

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.