



# CITY OF AZTEC REQUEST FOR QUOTATION (RFQ 16-0521)

DATE: 07/08/15	RETURN TO: CITY OF AZTEC Electric Department	THIS IS NOT AN ORDER
RFQ #: 16-0521	ATTN: RFQ #2015- 521	
DUE DATE: 07/23/15	201 W CHACO AZTEC NM 87410	
TIME: 11:00 am	EMAIL: graymond@aztecnm.gov  PHONE: (505) 334-7667 FAX: (505) 334-7684	

**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>  <b style="color: red;">Number and certificate must be provided to be considered.</b>	_____% _____ DAYS  NET 30 DAYS AFTER RECEIPT OF INVOICE	N/A	N/A

The City of Aztec is seeking quotes for nine (9) safety training classes within a 12 month period specific to Electric Utility operations and maintenance following OSHA and APPA guidelines. Classes will be performed at the City of Aztec Operations Center (EOC) in Aztec, New Mexico. Vendor will communicate with the City of Aztec Electric Director on course outline prior to each training class being held. Course material shall include: annual bucket truck/aerial lift rescue, pole-top rescue, vault rescue, high voltage training, transformer connections, accident reviews, electrical clearance, enclosed space, confined space, grounding, job briefing, line clearance/tree trimming, PPE, underground electrical installations, overhead line installations and maintenance, dog-attack prevention, meter installation, tool and equipment inspections, voltage regulator and high voltage capacitor repairs and installations, rubber goods inspection and maintenance, overhead crane (digger derrick) safety, personal fall arrest systems, ladder safety, flammable liquids, fire safety, BBP, cold and stress.

DESCRIPTION	PRICE	DESCRIPTION	PRICE
1 – 10 Attendees for 9 safety training classes within a 12 month period		21 – 30 Attendees add-on amount per class for increased attendance	
11 – 20 Attendees add-on amount per class for increased attendance		30 – 50 Attendees add-on amount per class for increased attendance	

**Refer all questions regarding this Request for Quotation to Geri Raymond at (505) 334-7667 or email [graymond@aztecnm.gov](mailto:graymond@aztecnm.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. Vendor 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 quote opening to be eligible for in-state preference.
6. **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 quote 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.
7. RFQ's may be returned via email, fax or USPS. (Reference Item #2)
8. 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).

SUBMITTED BY (PRINTED NAME):

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

(To be a valid offer, authorized Company representative must sign)

COMPANY NAME:

\_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE#: \_\_\_\_\_

FAX#: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TAX ID NUMBER:

\_\_\_\_\_

IF WORK IS TO BE PERFORMED IN AZTEC, THE FOLLOWING IS REQUIRED TO BE CURRENT:

AZTEC BUSINESS LICENSE: \_\_\_\_\_

NM CONTRACTOR'S LICENSE: \_\_\_\_\_

CLASSIFICATIONS: \_\_\_\_\_

CURRENT INSURANCE CERTIFICATE MUST BE ON FILE WITH CITY OF AZTEC FINANCE DEPARTMENT PRIOR TO WORK COMMENCING.

## 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.