



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	
TIME: 11:00 am	AZTEC NM 87410 EMAIL: graymond@aztecnm.gov PHONE: (505) 334-7667 FAX: (505) 334-7684	

NAME OF COMPANY SUBMITTING QUOTE: SUNSMITH SAFETY

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	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	\$9,441⁰⁰ +GRT	21 – 30 Attendees add-on amount per class for increased attendance	\$11,241⁰⁰ +GRT
11 – 20 Attendees add-on amount per class for increased attendance	\$10,341⁰⁰ +GRT	30 – 50 Attendees add-on amount per class for increased attendance	\$12,141⁰⁰ +GRT

Refer all questions regarding this Request for Quotation to Geri Raymond at (505) 334-7667 or email

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):

David Morrison

SIGNATURE:

David Morrison

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

COMPANY NAME:

Sunsmith Safety

DATE:

7/17/2015

ADDRESS:

P.O. Box 106

Del Norte, CO. 81132

TELEPHONE#:

719-580-1223

FAX#:

EMAIL:

Sunsmith@gojade.org

TAX ID NUMBER:

46-3207471 (EIN#)

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.

Sunsmith Safety Services

MEMORANDUM OF AGREEMENT

DATE: JUNE 10, 2015

This *Memorandum of Agreement* is entered into and between **Sunsmith Enterprises** and the **City of Aztec Municipal Electric Utilities** shown below as the Contracting Parties.

CONTRACTING PARTIES:

The receiving party: **City of Aztec Municipal Electric Utilities**
The performing party: **Sunsmith Enterprises**

STATEMENT OF SERVICES TO BE PERFORMED:

To conduct (9) safety and training classes and to perform annual related services as previous planned and agreed. The classes will be scheduled between the safety instructor and City of Aztec Municipal Electric Utilities during the twelve-month period of service. These classes will be conducted between July 1, 2015 and June 30, 2016.

CONTRACT AMOUNT:

The total amount of this contract will be \$9,441.00 (Nine thousand four hundred forty one dollars) plus applicable New Mexico Gross Receipts Tax (\$1,049.00) per class plus GRT.

PAYMENT FOR SERVICES:

Payment for services shall be billed on an as performed basis *Payment is due upon completion of class and if unpaid after 30 days a \$35.00 late fee will be assessed*

TERM OF CONTRACT:

The contract period is July 1, 2015 through June 31, 2016.

Both parties reserve the right to terminate this agreement for reasonable cause. The party wishing to terminate the contract must notify the other party in writing ninety (90) days in advance and arrange a mutual settlement of expenses incurred.

The undersigned parties bind themselves to the faithful performance of this agreement.

RECEIVING PARTY

City of Aztec Municipal Electric Utilities
201 W. Chaco
Aztec, New Mexico 87410

PERFORMING PARTY

Sunsmith Enterprises
P.O. Box 106
Del Norte, CO. 81132

Authorized Signature

Authorized Signature

Title

Title

Date

Date