



# CITY OF AZTEC REQUEST FOR QUOTATION RFQ 2016-565

DATE: May 2, 2016	RETURN TO: CITY OF AZTEC Purchasing Office	THIS IS NOT AN ORDER
RFQ #: 2016-565	ATTN: RFQ #2016-565	
DUE DATE: <b>May 11, 2016</b>	201 W CHACO AZTEC NM 87410	
TIME: <b>3:00 pm</b>	EMAIL: <a href="mailto:klamb@aztecnm.gov">klamb@aztecnm.gov</a>  PHONE: (505) 334-7653 FAX: (505) 334-7649	

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

NEW MEXICO IN STATE PREFERENCE	PAYMENT TERMS	F.O.B./FREIGHT TERMS	EST DELIVERY
# _____  <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>Number and certificate must be provided to be considered.</b>	_____ % _____ DAYS  NET 30 DAYS AFTER RECEIPT OF INVOICE	F.O.B. 610 Western Dr Aztec NM 87410 Mon-Thurs 7AM – 5PM	Identified Below by Tank

Quotes are requested for one Water Valve Exerciser. Two configurations are specified and City will select the option which best meets the needs of the department at the discretion of the Public Works Director. It is not necessary for a vendor to submit quotes for both configurations for a quote to be considered.

DESCRIPTION	PRICE
<p><b>OPTION #1</b> Water Valve Exerciser as per specifications beginning page 4 of this quote request.</p> <p>The valve exerciser shall be mounted on a trailer for convenient loading and unloading. The unit is required to be operated by a single worker without assistance. Price shall be quoted for delivery to the Aztec Public Works Dept, 610 Western Dr, Aztec, NM 87410. Unit shall be capable of extending a minimum of 12 feet from the trailer to operate water valves and fire hydrants.</p> <p>Quote to include 4 hours of instruction by a factory representative to train Aztec City Staff in the proper operation of the equipment. Also included is a full 2-year warranty for parts and service to be performed by the manufacturer or vendor acceptable to the City of Aztec. Quote shall also include a full 2 years of back-up and support to answer</p>	

<p>questions and trouble-shoot problems that may arise with the equipment including electrical, computer and data management systems.</p> <p>Quote submittal shall include catalog cuts, photographs, and specifications. Lack of supporting documents will result in the submitted not being considered.</p>	
<p><b>OPTION #2</b> Water Valve Exerciser with LED Light Board</p> <p>Furnish, transporting a trailer-mounted water valve exerciser with light board according to the specifications to the Aztec Public Works Dept. at 610 Western Drive, Aztec, NM, 87410. Unit shall be capable of extending a minimum of 12 feet from the trailer to operate water valves and fire hydrants.</p> <p>Quote to include 4 hours of instruction by a factory representative to train Aztec City Staff in the proper operation of the equipment. Also included is a full 2-year warranty for parts and service to be performed by the manufacturer or vendor acceptable to the City of Aztec. Quote shall also include a full 2 years of back-up and support to answer questions and trouble-shoot problems that may arise with the equipment including electrical, light board, computer and data management systems.</p> <p>Quote submittal shall include catalog cuts, photographs, and specifications. Lack of supporting documents will result in the submitted not being considered.</p>	

Refer all questions regarding this Request for Quotation to William Watson at (505) 334-7661 or email [wwatson@aztecnm.gov](mailto:wwatson@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.

# Specification

## Water Valve Exerciser

### **GENERAL**

The valve exerciser shall be mounted on a trailer for convenient loading and unloading. The unit is required to be operated by a single worker without assistance. Price shall be quoted for delivery to the Aztec Public Works Dept, 610 Western Dr, Aztec, NM 87410. Unit shall be capable of extending a minimum of 12 feet from the trailer to operate water valves and fire hydrants.

### **TRAILER**

Length – 12.0 feet maximum with all equipment mounted

Width – 6.5 feet maximum with all equipment mounted

Height – 5.0 feet maximum with all equipment mounted

GVW – Not to exceed 1800 lbs.

Tongue Weight – Not to exceed 150 lbs.

Trailer Lights - LED

Electrical Connector – RV plug with standard connections

Equipped with Tool Box

Frame constructed of high carbon structural steel

Trailer bed constructed of 7 ga. steel minimum

Powder coated frame, bed and fenders

2" hitch size for rated tongue weight

Axel rated for weight with 13 inch wheels

### **OPERATIONS**

Capacity – shall operate all water valves to 60" and all fire hydrants with proper attachments.

Speed – Shall operate in the range of 0 – 60 rpm

Torque – Shall operate in the range of 0 – 800 ft-lbs.

Supply - HTMA Class II, 8 gpm @ 2500 psi

Manual Operation – Must be available if computer fails during auto operating mode.

Computer Controller – Trimble Kenai that operates with Windows 10 and newer. Must be readable in direct sunlight.

Data Management – IMS software that manages critical data and syncs computer. Data involving water valves, fire hydrants at a minimum. Must be upgradeable to complete flow testing. Must be capable of producing detailed reports when necessary. Screen-shot reports are not acceptable.

### **RANGE OF MOTION**

Horizontal – 270 degrees from mounting

Vertical – 4 feet below to 7 feet above street surface

Reach – Minimum of 12 feet from point of trailer attachment

Alignment – Self-leveling and swiveling head that allows for operation without perfect alignment

Valve Key – Telescoping that operates AWWA 2-inch shall be rated for 100 ft-lbs torque. Unit shall be supplied with 2-3 ft key extension attachments

### **MECHANICAL**

Boom – Spring-loaded, locking levers without loose pins. Shall absorb torque of operation without applying torques to operator. Locking gas spring-balanced boom & head assembly shall required less than 30 lbs of lift from the operator to place on valve.

Control Panel – Analog torque gauge, LED digital reversible and resettable counter with daylight screen. Lighted for manual controls for operation, torque control and speed.

Drive – Unit shall be direct drive without mechanical gear reduction that allows for a direct connection to the wrench for a comfortable working height for various sizes of workers.

Power Pack – Engine shall be a minimum of 14 hp.

### **ARROW BOARD OPTION**

A Programmable LED Light Bar mounted onto the valve exerciser trailer with controller will be bid as an option.

## **DELIVERY AND TRAINING**

1. Bids shall include delivery to Aztec Public Works Dept, 610 Western Dr, Aztec, NM 87410.
2. Bids shall include 4 hours of intense training by a factory representative familiar with the complete operations of the unit.

## **WARRANTY AND SUPPORT**

Bids shall include a full 2-year warranty for parts and service for the trailer and valve exerciser unit and arrow board (if included) and 2 years of back-up and support to answer questions relating to operations and trouble-shooting problems with the unit including the electrical and computer system and data management. The boom shall have a lifetime warranty.

## **SUPPORTING DOCUMENTS**

Supporting documents including catalog cuts, photographs and specifications shall accompany all bids.

## **QUOTE ITEMS**

1. **Valve Exerciser:** The equipment shall be quoted for at the contract LUMP SUM amount for the item "**Valve Exerciser**". Quote will include furnishing, transporting a trailer-mounted water valve exerciser according to the specifications to the Aztec Public Works Dept. at 610 Western Drive, Aztec, NM, 87410 and 4 hours of instruction by a factory representative to train Aztec City Staff in the proper operation of the equipment. Also included is a full 2-year warranty for parts and service to be performed by the manufacturer or vendor acceptable to the City of Aztec. Quote shall also include a full 2 years of back-up and support to answer questions and trouble-shoot problems that may arise

with the equipment including electrical, computer and data management systems.

2. As an option, the valve exerciser shall be quoted with a mounted LED Light Board. The valve exerciser with light board shall be quoted at the contract LUMP SUM amount for the item "**Valve Exerciser with LED Light Board**". Quote will include furnishing, transporting a trailer-mounted water valve exerciser with light board according to the specifications to the Aztec Public Works Dept. at 610 Western Drive, Aztec, NM, 87410 and 4 hours of instruction by a factory representative to train Aztec City Staff in the proper operation of the equipment. Also included is a full 2-year warranty for parts and service to be performed by the manufacturer or vendor acceptable to the City of Aztec. Quote shall also include a full 2 years of back-up and support to answer questions and trouble-shoot problems that may arise with the equipment including electrical, light board, computer and data management systems.