



# CITY OF AZTEC REQUEST FOR QUOTATION (RFQ)

DATE: September 29, 2016	RETURN TO:  CITY OF AZTEC ATTN: PURCHASING RFQ # 2017-594 201 W CHACO AZTEC NM 87410 EMAIL: <a href="mailto:klamb@aztecnm.gov">klamb@aztecnm.gov</a> PHONE: (505) 334-7653 FAX: (505) 334-7649	<b>THIS IS NOT AN ORDER</b>
RFQ #: 2017-594		
<b>DUE DATE: October 11, 2016</b>		
<b>TIME: 10:00 AM</b>		

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		

The City is seeking quotes for annual inspection of Fire Extinguishers, Emergency Lights, AED and Restaurant Hood. Please **include price list for replacement of and repair parts** for extinguishers, AEDs and emergency lights. Condemned fire extinguishers must be removed from the premises by the company performing inspections.

The City desires to enter into a multi-year agreement for annual inspection services of Fire Extinguishers, Emergency Lights, AED and Restaurant hood. Initial term of agreement is one (1) year with a maximum of three (3) additional one (1) year renewals, at the option of the City. The City and the selected provider shall reconfirm or negotiate the fee proposal prior to the contract renewal.

Indicate if inspection quote is per item within a facility or if there is a tiered schedule (multiple inspections at single location). If a tiered schedule, please include pricing schedule and note how many are included in tier.

Inspections are to be conducted during the month of October and will be scheduled with the City's Safety Coordinator. All inspections will occur within the City but at multiple facilities. List and location of facilities included on page 5.

Invoice(s) must group costs by facility and include inspection reports signed by city representative.

The City reserves the right not to use all services and/or products included in quote.

DESCRIPTION	UNIT PRICE	TIERED SCHEDULE (Y OR N)	COMMENTS
Extinguisher Inspection, Dry Chemical			
Extinguisher Inspection, Carbon Dioxide			

Extinguisher Inspection, Class K			
Emergency / Exit Light Inspection			
AED Annual Service			
Restaurant Hood, Single Tank System, Inspection			
Links for Fire Suppression Systems			
Recharge, 2.5# Stored Pressure			
Recharge, 5# Stored Pressure			
Recharge, 10# Stored Pressure			
Recharge, 20# Stored Pressure			
Recharge, 5# Carbon Dioxide			
Recharge, 10# Carbon Dioxide			
Recharge, 15# Carbon Dioxide			
Recharge, 20# Carbon Dioxide			
Recharge, Class K			
Hydro Testing			
<b>Replacement of and repair parts</b> for fire extinguishers, emergency lights, AED, and hood systems	<b>Attach Price List</b>		

**Refer all questions regarding this Request for Quotation to Troy Morris at (505) 334-7622 or email [morrist@aztecnm.gov](mailto:morrist@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 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.
7. 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#: \_\_\_\_\_

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

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

TAX ID NUMBER:

\_\_\_\_\_

CITY OF AZTEC BUSINESS LICENSE NO:

\_\_\_\_\_

# 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.

## Fire Extinguisher, Emergency Lights, & Exit Light Inspection Locations and Addresses

### City of Aztec Municipal Complex

201 W. Chaco

Aztec, NM 87410

- **Finance & Project Management** – 1 vehicle
- **City Hall Administration**– 2 vehicles
- **Planning** – 2 vehicles
- **Utility Admin**
- **MVD**
- **IT** – 2 vehicles
- **Municipal Court**
- **Police Department** – \*multiple vehicles & AED
- **Main Fire Department** - AED

### Aztec Senior Center (After 2:00 pm)

101 S. Park Ave.

Restaurant Hood

\*Multiple Vans & AED

### Aztec Public Library (early before 9:00 am)

319 S. Ash Ave

\*One Van & AED

### Animal Shelter & Kennels

825 Sabena Street

\*Multiple Vehicles

### Parks & General Services (Early-7:30 am)

303 S. Ash Ave.

\*Multiple Vehicles & Equipment

### Water Plant

201 Navajo Dam Rd.

\*Multiple Vehicles

### Public Works Shop

844 S. Oliver

\*Multiple Vehicles & Equipment

### HUB

119 S. Church Ave

### Golf Course

29 Road 3025

Restaurant Hood

Club House & Shop

### Airport Fire Station\*

732 Airport Drive

### West Fire Station\*

2435 W. Aztec Blvd.

### Visitor's Center

110 N. Ash

### Electric Department (Early-7:30 am)

402 S. Light Plant Rd.

\*Multiple Vehicles & Equipment (AED)

### Wastewater Plant

900 S. Oliver

\*Vehicles & Equipment (forklift)

### Public Works Operations

610 Western Drive

\*Multiple Vehicles & Equipment

### Museum & Historical Society

125 N. Main Street

### Airport

801 Airport Dr.

2 Vehicles

Lounge & Fueling Station