

*Mayor*  
Michael A. Padilla Sr.

*Mayor Pro-Tem*  
Kenneth B. George



*Commissioners*  
Austin R. Randall  
Colby L. King  
Jim Crowley

**We would like to welcome you as a new vendor for the City of Aztec. The highlighted items require your immediate attention to avoid delaying processing of payments.**

Required documents may be emailed to [procurement@aztecnm.gov](mailto:procurement@aztecnm.gov) or faxed to 505-334-7649.

**Vendor Registration:** The Vendor Information Form, page 1, must be completed.

**W-9:** A current W-9 Form must be attached and submitted with the Vendor Information Form.

**Non Taxable Transaction Certificate:** If you are a provider of tangible property, the City may be exempt from gross receipts tax. Please provide your New Mexico CRS ID so that we may issue a NTTC to your company.

**Insurance Requirements:** If you are performing services on City premises or within the City on behalf of the City, you are required to provide an insurance certificate, listing the City of Aztec as additional insured, with the following minimum coverages (other coverages may apply which are specific to the service you provide):

General Liability:	\$1,000,000	Auto Liability:	\$1,000,000
Workers Compensation:	\$1,000,000		

**Purchase Orders:** Your invoice must reference a valid PO number. Payments will not be processed without the appropriate number. The department placing the order is responsible for providing PO numbers. The Finance Department cannot issue a number to you.

**Electronic Payments:** The City offers electronic funds transfer (EFT) payments. An application is attached if you would like to take advantage of this service.

**Payment Schedule:** The City processes payments twice a month, the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday each month. In extraordinary cases, payments may be scheduled outside of this "normal" process. Please contact the Finance Department for more information.

**Accounts Payable:** Email all invoices to [acctspayable@aztecnm.gov](mailto:acctspayable@aztecnm.gov).

**Requests for Bids:** The City posts requests for bids and proposals in the following locations:

- \* City website: <http://www.aztecnm.gov/purchasing.html>
- \* [VendorRegistry.com](http://VendorRegistry.com)

Thank you for your interest in providing products and services to the City of Aztec. We look forward to a mutually beneficial relationship.

City of Aztec  
Finance Department

Accounts Payable	505-334-7652
Finance Director	505-334-7653
Purchasing	505-334-7652



**City of Aztec**  
Vendor Information Form  
[procurement@aztecnm.gov](mailto:procurement@aztecnm.gov)

For City Use Only  
Vendor No: \_\_\_\_\_

Current W-9 is required to be submitted with this form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**COMPANY INFORMATION**

COMPANY NAME: \_\_\_\_\_

COMPANY WEBSITE: \_\_\_\_\_

**SALES INFORMATION**

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**ACCOUNTS RECEIVABLE INFORMATION** (For EFT, also complete page two.)

Contact: \_\_\_\_\_

Remittance Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Payment terms are net 30. Contact City of Aztec to offer discount terms if applicable.

**OTHER COMPANY INFORMATION**

NM CRS ID No: \_\_\_\_\_ NM Contractor's License No: \_\_\_\_\_

City of Aztec Business License No: \_\_\_\_\_

**INSURANCE**

Insurance certificate, listing City of Aztec as additional insured, is required for work completed on City property, or within the City on behalf of the City. Minimum requirements:

- General Liability - \$1,000,000 CSL (Combined Single Limits)
- Auto Liability - \$1,000,000 CSL (Combined Single Limits)
- Workers Compensation - Statutory limits pursuant to NM Workers Compensation Act.

The City of Aztec posts requests for bids and proposals in the following locations:

- \* City website: <http://www.aztecnm.gov/purchasing/office.html>
- \* VendorRegistry.com



**City of Aztec**  
Vendor Request for Electronic Funds Transfer (EFT)

New  
 Change

Vendor Contact Information	Vendor Banking Information
Vendor Name:	Bank Name:
Vendor Name as Shown on Bank Account (if different from above):	Bank Address:
Address:	City/State/Zip:
City/State/Zip:	Bank Routing Number:
Contact Person:	Bank Account Number:
Phone Number:	Account Type:      Checking                      Savings
Email Address:	

**EFT Email Notification**  
EFT payment notifications will be sent as a pdf file to the email address listed above. To ensure delivery, please add [procurement@aztecnm.gov](mailto:procurement@aztecnm.gov) to your address book.

**Authorization Agreement - Please read and sign your name below.**

I hereby authorize the City of Aztec (hereinafter "City"), to initiate credit entries to the account listed above for all vendor payments. This agreement will remain in effect until I notify the City of the desire to cancel or change this service or until the City notifies me this service has been terminated. I understand I must allow reasonable time for my instructions to be executed. I authorize and request the bank listed above to accept any credit entries by the City to such account and to credit the same to such account. If the City credits more money than the correct payment amount to the account, due to duplicate electronic funds transfers (where "duplicate" is defined as multiple electronic funds transfers received for the same services rendered, the same membership and the same date of service) or erroneous electronic funds transfers (where "erroneous" is defined as complete electronic funds transfers received in error), the City will attempt to recover the duplicate or erroneous payment via a debit to my account to the extent permitted by state law.

**By signing below, I hereby certify I have read and agree to the terms and conditions stated above, including Authorization for Direct Deposit Payments.**

Signature: _____	Date: _____
Name (Print): _____	Phone Number: _____
Title: _____	

Submit completed form to: City of Aztec, Finance Department, 201 W Chaco, Aztec NM 87410  
Email: [Procurement@AztecNM.gov](mailto:Procurement@AztecNM.gov) Fax: 505-334-7649

**CITY USE ONLY. EFT CHANGES REQUIRE VERBAL CONFIRMATION.**

Vendor Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Confirmed By: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: Jennie Achée Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF AZTEC**  
201 W. Chaco  
Aztec, NM 87410



## **CREDIT AND TRADE REFERENCE SHEET**

Type of Business: Government Entity/ Municipality  
Incorporation: State: NM Date: 1905  
Taxpayer Identification Number: 85-6000105  
Federal Tax Classification: Other, State of New Mexico Political Subdivision  
New Mexico CRS ID Number: 01-404275-00-4  
Dun & Bradstreet Number: 038305991

### PRIMARY OFFICERS

Finance Director: Jennie Achee 505-334-7653  
City Manager: Jeff Blackburn 505-334-7602  
City Clerk: Karla Sayler 505-334-7603  
Mayor: Michael A. Padilla, Sr. 505-334-7600  
Mayor Pro-Tem: Kenneth B. George  
Commissioners: Austin R. Randall, Colby L. King, Jim Crowley

### BANK REFERENCE

Citizens Bank, 215 S. Main Ave., Aztec, NM 87410  
Aaron Augustine, [aaugustine@cbnm.com](mailto:aaugustine@cbnm.com) 505-566-1920

### ACCOUNTS PAYABLE

201 W. Chaco, Aztec NM 87410 Terms: Net 30  
[acctspayable@aztecnm.gov](mailto:acctspayable@aztecnm.gov) PO numbers are required on all invoices. Valid PO numbers are 7  
Phone: 505-334-7654 digits beginning with current fiscal year (ie: 2023123)  
Fax: 505-334-7649

### TRADE REFERENCES

Essco Pipe & Supply, 2600 S Main St., Farmington NM 87401 505-325-7568  
Aztec Auto Supply, 206 N Main Ave, Aztec NM 87410 505-334-9411  
CDW Government, 75 Remittance Dr, Ste 1515, Chicago IL 60675-1515 800-578-4239  
Staples Business Advantage, PO Box 6600409, Dallas TX 75266-0409 800-511-3187  
Ingram Library Services, PO Box 277616, Atlanta GA, 30384-7616 800-937-5300  
Big O Tires, 1549 W Aztec Blvd, Aztec NM 87410 505-334-5575