



CITY OF AZTEC REQUEST FOR QUOTATION (RFQ2017-591)

DATE: September 20, 2016	RETURN TO: CITY OF AZTEC PURCHASING OFFICE	THIS IS NOT AN ORDER
RFQ #: 2015-591	ATTN: RFQ #2017-591 201 W CHACO	
DUE DATE: October 5, 2016	AZTEC NM 87410 EMAIL: klamb@aztecnm.gov	
TIME: 3:00 pm	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	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.	_____% _____ DAYS NET 30 DAYS AFTER RECEIPT OF INVOICE	Not Applicable	Not Applicable

1. This RFQ and any required documents must be received by the Department indicated on the RFQ by the date and time indicated.
2. 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)

DATE:

COMPANY NAME:

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.

ACKNOWLEDGMENT OF RECEIPT FORM

In acknowledgment of receipt of **RFQ 2017-591 SEWER MAINTENANCE** Services, the undersigned agrees that he/she has received a complete copy of the bid documents and specifications from the City's website or other location.

The acknowledgment of receipt should be signed and returned to the Purchasing Office as soon as possible. Only potential Bidders/Offerors who elect to return this form will receive copies of all future communications, relating to, and including amendments to RFQ **2017-591**, if issued.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

EMAIL: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to document this RFQ.

Firm does/does not (circle one) intend to respond to RFQ **2017-591**.

If firm does not intend to reply, please give a brief reason for not responding. _____

Return to:

Kathy Lamb
Finance Director
City of Aztec
201 W. Chaco

Aztec, New Mexico 87410
Telephone Number: 505-334-7653
Fax Number: 505-334-7649
klamb@aztecm.gov

Faxed or emailed copies of this form will be accepted.

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The City desires to enter into a multi-year agreement for sewer maintenance services.

B. BACKGROUND INFORMATION

The City of Aztec is located in the northwest corner of New Mexico, 15 miles northeast of Farmington, New Mexico and 36 miles south of Durango, Colorado.

The City has a long established preventative maintenance program including the cleaning of underground sanitary sewer pipes. Sewer lines of various sizes, lift stations and manholes shall be thoroughly cleaned using high pressure water jets capable of attaining 3000 psi. Video cameras will be utilized to identify troubled locations in sewer lines as long as 300 feet. Vac trucks shall be utilized when necessary. Mechanical bucket machines shall be utilized on larger lines to free them of all root systems, debris and foreign material attached to the pipe wall.

C. TERM OF AGREEMENT

1. It is the City's intent to enter into a single agreement with a selected Provider to provide sewer maintenance services, as is determined to be in the best interests of the City.
2. The fee proposal, as negotiated prior to contract execution (if required), shall be come the final unit price under the terms of this contract, for the initial term of the contract.
3. The maximum proposed term of the Contract for Sewer Maintenance Services, including contract renewals, is for a total of three (3) years. Each term of the agreement will be for one (1) year. Renewals will at the option of the City. The City and the selected provider shall reconfirm or negotiate the fee proposal prior to the contract renewal.

D. SCOPE OF WORK

1. The service provided by the contractor for this contract will be to consult with City of Aztec Public Works personnel to recommend and establish locations for cleaning underground sanitary sewer pipes and continue a long established preventive maintenance program throughout the City of Aztec. Sewer lines of various sizes, lift stations and manholes shall be thoroughly cleaned using high pressure water jets capable of attaining 3000 psi. Video cameras will be utilized to identify troubled locations in sewer lines as long as 300 feet. Vac trucks shall be utilized when necessary. Mechanical bucket machines shall be utilized on larger lines to free them of all root systems, debris and foreign material attached to the pipe wall.
2. Contractor shall be responsible for protecting all sanitary sewer lines and equipment.
3. Sewer lines shall be cleaned completely including roots and vegetation, all types of debris and foreign attachments to the pipe wall.
4. All work shall be supervised and inspected by the City of Aztec. Sewer lines, lift stations and manholes that are not cleaned adequately shall be re-cleaned at no cost to the City. Pipes that are damaged shall be IMMEDIATELY replaced by the contractor at no charge to the City.
5. Lift stations shall be cleaned thoroughly with a vac truck to the satisfaction of the Public Works Director. No payment shall be made until the lift station is adequately cleaned. Any damage to pumps shall result in contractor furnished pump replacement at no cost to the City. Pump replacement shall be with a new (unused) pump satisfactory to the Public Works Director and shall be accomplished IMMEDIATELY so as to not interrupt service. The contractor shall provide for continuous service while the pump is being replaced by installing a temporary portable pump of adequate size at no cost to the City.

- The contractor shall be required to furnish a video recording of selected sewer lines to the City at no cost to function as Quality Control. Up to 25% of the sewer lines cleaned may be selected.

E. CAMPAIGN CONTRIBUTION FORM

Respondent must complete, sign, and return the Campaign Contribution Disclosure Form, APPENDIX A, as a part of their proposal. This requirement applies regardless whether a covered contribution was made or not made for the identified official positions. Failure to complete and return the signed unaltered form will result in disqualification.

F. DIRECTIONS FOR SUBMISSION

The Offeror shall submit one original and two (2) copies of their proposal. The RFQ shall contain any information or supplements which will assist the City in selecting an Offeror. All expenses associated with this RFQ will be borne by the Offeror.

G. OFFEROR RESPONSE

To facilitate comparison and evaluation, Offerors must follow the format outlined below. Quotations shall contain concise written material that enable a clear understanding and evaluation of the capabilities of the Offeror. Legibility, clarity and completeness are essential.

- RFQ Signature Page and Campaign Contribution Form
- Brief Business History
- Three (3) references for services provided to comparable organizations
- Summary of experience with similar projects

H. OFFEROR BUSINESS HISTORY AND REFERENCES

- Offer or's business history will be extremely important in evaluating quotes. Offeror's must provide a brief history and detail their experience.
- The Offer or shall provide a list of three (3) references of clients whom are being provided the same or similar type service. References must include services provided in the last three years and include contact person, telephone number and email address. The City reserves the right to contact listed references.

I. EVALUATION

- The City will receive quote proposals from firms having specific experience, resources, and qualifications of the proposed scope of work.
- Quotes for consideration for this project must contain evidence of the firm's experience and abilities in the specified area and other disciplines directly related to the proposed services.
- A selection committee will review and evaluate all replies, may conduct oral presentations, request clarification or a combination thereof. Replies will be evaluated based on the following criteria and weighting:

- | | |
|--|-------------------|
| a. Offer or Understanding of Services Required: | 20 points |
| b. Experience in Providing Services Required: | 30 points |
| c. Familiarity with Aztec Municipal Sewer collection infrastructure: | 50 points |
| d. In State Preference (5 points) | |
| OR | |
| In State Veterans Preference (10 points) | 10 points maximum |

Proposals will be evaluated based on the 100 points of the evaluation criteria and up to 10 points for 110 points

In-State/Veteran's Preference

Application of In-State/Veterans Preference

Offer or shall include in-state preference certificates for themselves and for any sub-contractors listed in the proposal.

Pursuant to Section 13-1-21(C)(2), NMSA 1978, When a public body makes a purchase using a formal request for proposals process:

1. If the contract is awarded based on a point-based system, a resident business shall be awarded the equivalent of five percent of the total possible points to be awarded based on the resident business possessing a valid resident business certificate.
2. The City's award process is based on a point system, with 100 points possible. With the in-state preference applied, 105 points will be possible.

Pursuant to Section 13-1-21(D), NMSA 1978, When a joint bid or joint proposal is submitted by both resident and nonresident businesses, the resident business preference provided pursuant to Subsection B or C of this section shall be reduced in proportion to the percentage of the contract, based on the dollar amount of the goods or services provided under the contract, that will be performed by a nonresident business as specified in the joint bid or proposal.

Offer or will complete the following table if submitting a joint proposal:

Firm Name, Location Of Resident Businesses
Firm Name, Location Of Non-Resident Businesses
Work to be Performed
% of Work Performed Compared to Total Scope

Points shall be distributed by the percent of work identified above calculated as follows:

Example: 35% of work will be performed by the certified resident business: 35% of 5 points = 1.75 points

In accordance with Sections 13-1-21 and 13-1-22 NMSA 1978 and effective July 1, 2012, a 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.

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APPENDIX A: Campaign Contribution Form

Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS MADE TO: Mayor Sally Burbridge, Mayor-ProTem Sherri A. Sipe, Commissioner Katee McClure, Commissioner Austin R. Randall, or Commissioner Sheri L. Rogers.

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)