



**CITY OF AZTEC
REQUEST FOR QUOTATION
RFQ #2018-641**

Beginning January 2018, the City will utilize Vendor Registry for posting of Bids, RFPs, and Quotes. More information is available on our website: <http://www.aztecnm.gov/purchasing/office.html>

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|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| DATE: 12/11/2017 | RETURN TO: CITY OF AZTEC General Services Dept ATTN: RFQ #2018-641 201 W CHACO AZTEC NM 87410 EMAIL: jblackburn@aztecnm.gov | THIS IS NOT AN ORDER |
| RFQ #: 2018-641 | PHONE: (505) 334-7666 (office) (505) 330-4488 (cell) | |
| DUE DATE: 12/21/2017 | FAX: (505) 334-7669 | |
| TIME: 2:00 PM | | |

NAME OF COMPANY SUBMITTING QUOTE: _____

| NEW MEXICO IN STATE PREFERENCE | PAYMENT TERMS | ESTIMATED PROJECT 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> <u>Number AND certificate must be provided to be considered.</u> | _____ % _____ DAYS NET 30 DAYS AFTER RECEIPT OF INVOICE | |

| DESCRIPTION | PRICE |
|------------------------------------------------------|-------|
| Aztec Senior Center-Office and Lower South Roof area | |

- Reroof scope of work:
1. Remove and set aside perimeter cap flashings
 2. Remove and properly dispose of existing EPDM roof system and layer 1/2" woodfiber insulation. (The scope of work for mechanical and electrical work will need to be done in coordination with reroof project)
 3. Attach two layers of Firestone 2.6", R-15 per layer over the lightweight roof decking.
 4. Fully adhere Firestone 60 mil. TPO roof membrane to the insulation underlayment.
 5. Flash roof penetrations per manufacturer's specifications.
 6. Furnish and install required sheet metal trim and counter flashings.
 7. Re-install cap flashings.
 8. Provide a minimum 15 year manufacturer's material and labor warranty.

- Mechanical/Electrical scope of work:
1. Disconnect, remove and set aside two HVAC units and one condensing unit.
 2. Furnish and install shop fabricated metal curb supports (approximately 6 ft. x 5 ft.x 16 in.) and caps for the above roof equipment.
 3. Once roof area is completed, re-install and connect the above mechanical equipment.
 4. Gas line and electrical work that pertains to roof top equipment will be reconnected per local building codes.

Refer all questions regarding this Request for Quotation to Jeff Blackburn at (505) 334-7666 (office), (505) 330-4488 (cell) or email jblackburn@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. In-State/Resident Vendor Preference: Will only be applied to those Bidders who have been issued a certification number from the State of New Mexico Taxation & Revenue Department and return a copy of their certificate with their bid. Resident Veterans Preference is separate from the in-state preference and is not cumulative with that preference.
6. RFQ's may be returned via email, fax or USPS. (Reference Item #2)
7. 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).
8. Conflict of Interest: Bidder warrants that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of service under this contract. Bidder must notify the City's Chief Procurement Officer if any employee(s) of the requesting department or the Purchasing Office have a financial interest in the Bidder. If yes, the Bidder must specify the employee(s) name in their proposal.
9. Debarment, Suspension, and Ineligibility: By submitting a response (RFQ/Bid/Offer) to this solicitation, the business (Bidder/Offeror/Contractor) represents and warrants that it is not debarred, suspended, or placed in ineligibility under the provisions of Federal Executive Order 12549.

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| DATE | |
| SUBMITTED BY (Printed Name) | |
| SIGNATURE (To be valid offer, bidder must sign here) | |
| COMPANY NAME | |
| ADDRESS | |
| TELEPHONE | |
| FAX | |
| EMAIL ADDRESS | |
| FED TAX ID NUMBER | |
| NM CRS ID NUMBER | |