



CITY OF AZTEC

REQUEST FOR QUOTATION

RFQ #2018-650 Riverside Park Tree Removal

DATE: 3/21/18	RETURN TO: JEFF BLACKBURN CITY OF AZTEC PARKS	THIS IS NOT AN ORDER
RFQ #: 2018-650	ATTN: RFQ #2018-650 201 W CHACO	
DUE DATE: 3/29/18	AZTEC NM 87410 EMAIL: jblackburn@aztecnm.gov	
TIME: 5:30	PHONE: (505) 330-4488 FAX: (505) 334-7609	

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> Number AND certificate must be provided to be considered.	_____% _____ DAYS NET 30 DAYS AFTER RECEIPT OF INVOICE	N/A	N/A

NOTICE TO BIDDERS: PRICE FOR COMPLETE JOB NOT INCLUDING TAX (INCLUDING FUEL, TRUCKS, CREW, CHIPPER, ETC.).
 INSPECTION OF SITE AVAILABLE ON REQUEST TO JEFF BLACKBURN: jblackburn@aztecnm.gov or 505-330-4488

DESCRIPTION	PRICE	ESTIMATED TIME FOR PROJECT AND WHEN COULD PROJECT BE PERFORMED
Location: Riverside Park 500 S. Light Plant Rd., Aztec NM Work Description: Remove 24 cottonwood trees, Prune 20 cottonwood trees (weight reduction, dead wood); Leave wood over 12" diameter, (City of Aztec will dispose), Chip wood over 12" at adjacent site, (approximately 300 ft. away); Include permits (if needed), & Safety adherence		

Refer all questions regarding this Request for Quotation to Jeff Blackburn at (505) 330-4488 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.

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	