

ACKNOWLEDGMENT OF RECEIPT FORM

In acknowledgment of receipt of ITB 2020-741 VOLTAGE REGULATORS, the undersigned agrees that he/she has received the bid document copy from the City's website.

It is not required to return this form to submit a bid. To receive copies of communication relating to this procurement, the acknowledgment of receipt should be signed and returned as directed below no later than March 30, 2020, 10:00 AM.

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 Bid/RFP

Firm does/does not (circle one) intend to respond to ITB 2020-741 VOLTAGE REGULATORS.

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.
Faxed or emailed **BID** responses **will not** be accepted.

BID SUBMITTAL

ITB 2020-741 VOLTAGE REGULATORS

COMPANY NAME / MAILING ADDRESS / CITY / STATE / ZIP (please print)

CONTACT PERSON (please print)

EMAIL

TELEPHONE

IMPORTANT - BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID NUMBER AND OPENING DATE CLEARLY INDICATED ON THE FRONT OF THE ENVELOPE. EMAILED OR FAXED BIDS WILL NOT BE ACCEPTED. SUBMITTING A "NO BID" IS NOT REQUIRED TO BE KEPT ON THE CITY'S BIDDERS LIST.

Sealed bids will be received until Monday, April 6, 2020, 3:00 PM local time at City of Aztec, 201 W Chaco, Aztec NM 87410 at which time bids will be publicly opened and read aloud in the Commission Room. This bid is subject to the Purchase Order Terms and Conditions, Bidding Requirements and Specifications.

If a corporation, state of incorporation: _____

NEW MEXICO TAX ID NO: _____ **FEDERAL TAX ID NO.:** _____

In-State Preference will be applied only to those in-state certified businesses that have completed the following:

Bidder has received certification from the State of New Mexico for Resident Business Certification. Bidder has been issued Certification # _____ and is therefore eligible for the 5% preference. In-state certification approval is required at the time of the proposal opening to be eligible for in-state preference and include their State of New Mexico certificate with their bid.

Bidder has received certification from the State of New Mexico for Resident Veterans Preference. Offeror has been issued Certification # _____. Bidder must include their State of New Mexico certificate with their bid. Resident veterans preference certification approval is required at the time of the proposal opening to be eligible for resident veterans preference.

Guaranteed pricing is requested; please submit pricing guaranteed for 60 DAYS from the date of notice of award. Notice of award shall occur within 60 days of bid opening date. The City of Aztec reserves the right to accept any bid, in whole or in part, and to reject any or all bids if it is deemed in the best interest of the City to do so. The City of Aztec reserves the right to waive any formality or informality in the process of awarding this bid.

Proposal guaranteed: **Not Applicable to this Bid**

Subcontractor's listing threshold **Not Applicable to this Bid**

The time of the delivery of the Equipment is of the essence to the City of Aztec. Should the Bidder neglect, refuse, or fail to deliver the Equipment within the time frame specified in their bid, the City shall have the right to deduct from and retain out of moneys which may be due and payable to the Bidder, the sum of **two hundred (\$200) dollars per day**.

Bidder must check the appropriate box below:

If applicable, BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING AMENDMENT(S):

Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____

BIDDER’S CERTIFICATION

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
 - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

To be a valid proposal, Bidder must sign here:

Signature

Typed Name of Person Signing as Bidder

Title of Person Signing as Bidder

Date Signed

BID SCHEDULE

ITB 2020-741 VOLTAGE REGULATORS

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Cooper voltage regulator, 10% voltage regulation with CL-7 controller (NO substitutions will be accepted)	EA	3		
2	Spare Parts, Labor and/or additional Materials (regulator stands, if required, bushing pads, etc.) sufficient for 3 units	LOT			
3	Freight – price for freight of shipping fully assembled equipment (3 units)	LS			
TOTAL BID					

Total Written Amount of Bid (excluding tax)

Guaranteed Shipping/Delivery Time: _____ calendar days after receipt of order.

F.O.B. City of Aztec Electric Department

The Bidder agrees to supply the items as described above and in the bid specifications under the conditions outlined in attached documents for the amount stated above.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

(SEAL) If Bid is by a Corporation

SIGNATURE OF BIDDER

Printed Name of Bidder

Title

Attest for Corporation (if required by corporation)

Telephone Number

Title of Attestor

Fax Number

Email

DEBARMENT/SUSPENSION CERTIFICATION FORM

THE FOLLOWING MUST BE CERTIFIED IF THIS PROCUREMENT IS \$60,000 OR GREATER

CONFLICT OF INTEREST

No elected official or employee of the City of Aztec (COA) has a direct or indirect financial interest in the Vendor or in the proposed transaction. Vendor neither employs, nor is negotiating to employ, any COA elected official or employee, with the exception of the person(s) identified below. Vendor did not participate, directly or indirectly, in the preparation of specifications upon which the quote or offer is made.

DEBARMENT/SUSPENSION STATUS

The Vendor certifies that it is not suspended, debarred or ineligible from entering into contracts with any federal entity, state agency or local public body. The Vendor agrees to provide immediate notice to the COA Purchasing Office in the event of being suspended, debarred or declared ineligible by any entity (federal , state or local), or upon receipt of a notice of proposed debarment that is received after the submission of the quote or offer but prior to the award of the purchase order or contract.

CERTIFICATION

The undersigned hereby certifies that he/she has read the above CONFLICT OF INTEREST AND DEBARMENT/SUSPENSION STATUS requirements RFP SEC II Conditions Governing The Procurement: C General Requirements: Disclosure Regarding Responsibility and that he/she understands and will comply with these requirements. The undersigned further certifies that they have the authority to certify compliance for the vendor named and that the information contained in this document is true and accurate to the best of their knowledge.

Signature: _____ Title: _____ Date: _____

Names Typed: _____ Company Name: _____

Address: _____ City/State/Zip: _____