



CITY OF AZTEC  
 REQUEST FOR QUOTATION  
 RFQ #2020-753  
**THIS IS NOT AN ORDER**

|               |                 |  |   |
|---------------|-----------------|--|---|
| DATE:         | 6/23/2020       | SUBMIT QUOTES TO:<br><br>CITY OF AZTEC<br>ATTN: Amanda Williams<br>201 W Chaco St., Aztec NM 87410<br><br>EMAIL: awilliams@aztecnm.gov<br><br>PHONE: (505) 334-7650<br>FAX: (505) 334-7649 | <b>QUESTIONS SHOULD BE DIRECTED TO:</b><br><br>Andrew Galloway<br>505-334-7610 office<br>505-793-0241 cell<br>agalloway@aztecnm.gov |
| RFQ #:        | 2020-753        |  |   |
| DUE DATE:     | <b>7/7/2020</b> |  |   |
| TIME:         | <b>3:00 pm</b>  |  |   |
| NIGP CODE(S): | <b>085-55</b>   |  |   |

NAME OF COMPANY SUBMITTING QUOTE: \_\_\_\_\_

| NEW MEXICO RESIDENT PREFERENCE  | PAYMENT TERMS                        | DELIVERY/SERVICE ADDRESS               |
|---|--------------------------------------|--|
| # _____   | _____ % _____ DAYS                   | 900 South Oliver Dr.<br>Aztec NM 87410 |
| <u>New Mexico Resident or Veteran Preference will be applied to only those certified vendors who have included both number (written above) <b>AND</b> attach current certificate.</u> | NET 30 DAYS AFTER RECEIPT OF INVOICE | FOB DESTINATION – FREIGHT COSTS:       |
|   |                                      | N/A                                    |

**NOTES TO BIDDERS:** The City of Aztec is requesting quotes to **Provide and Deliver Sand for Our Advanced Nutrient Removal Filter** located at our Wastewater Treatment Plant (WWTP).

- Provide 144,000 pounds of filter sand. The sand provided shall meet the following requirements.  
 Effective Size: 0.92 – 0.95 mm  
 Uniformity Coefficient: < 1.5
- Delivery. Shipping of the sand to our WWTP shall be included in your quote. Provide the shipping quote separately in the form below. Delivery of the sand shall be to 900 South Oliver Drive, Aztec NM 87410. The sand shall be shipped predominantly in 4,000 pound super sacks. Some 3,000 pound super sacks will be acceptable if needed to reduce shipping costs.
- Quality Assurance. Provide a sieve analysis of the sand proposed with your quote. The analysis shall be performed by an independent laboratory and shall include percent passing information, effective size, specific gravity, unit weight, and uniformity coefficient. If selected to provide the sand, testing after loading of the super sacks will be required. Ten representative sieve analyses containing the information listed above shall be performed by an independent laboratory on ten representative sample (taken by the independent laboratory) of the sand to be shipped. The results shall be provided for City review prior to shipping of the sand. The cost for this quality assurance testing shall be listed separately in the form below.
- The City will unload sand from Delivery truck

The City reserves the right to select any combination of services quotes. Quote amounts do not include tax.

| ITEM # | DESCRIPTION   | TOTAL |
|--------|---|-------|
| 1      | Provide 144,000 pounds of sand in accordance with above specifications Tank |       |
| 2      | Transportation of Sand to WWTP in 4,000 and 3,000 pound Super Sacks         |       |
| 3      | Quality Assurance Testing   |       |

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

- RFQ shall be FOB Destination and must indicate normal lead time and/or best delivery date on the items listed. Shipping costs shall be included in quote. New Mexico laws prohibit acceptance of ownership of goods in transit.
- This RFQ and any required documents must be received by the Department indicated on the RFQ by the date and time indicated. RFQ's may be submitted via email, fax or USPS.
- 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.
- The RFQ Number shall appear on all quotations and related correspondence.
- New Mexico Resident & Veteran Vendor Preference: 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 quote. Veterans Preference is separate from the New Mexico resident preference and is not cumulative with that preference.

6. Use of Contract by Other Agencies: Pursuant to Section 13-1-129, NMSA 1978, Bidders /Contractors /Offerors are hereby notified that any central purchasing office allowed by law and as otherwise allowed by their respective governing rules and regulations, may contract for the goods and/or services included in this procurement document with the awarded Bidder /Contractor /Offeror. Contractual engagements accomplished under this provision shall be solely between the Bidder /Contractor /Offeror and the contracting entity with no obligation by the City of Aztec.
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.
10. New vendors required to complete Vendor Packet <http://www.aztecnm.gov/purchasing/NewVendorPacket.pdf> prior to issuance of purchase order.