



National Radio Astronomy Observatory

P O Box O, 1003 Lopezville Road
Socorro, NM 87801 USA
575.835.7000 Fax 575.835.7027
www.nrao.edu

August 14, 2023

Subject: **RFP-MAR-27-2023**
MV Switchgear Maintenance and Training

Attention:

Associated Universities, Inc. (AUI) is a not-for-profit educational and research corporation operating the National Radio Astronomy Observatory (NRAO) under Cooperative Agreement NSF AST-1519126 with the National Science Foundation (NSF), an agency of the U. S. Government. AUI, under this agreement, operates, constructs and maintains astronomy research facilities at various locations in the United States and Chile as well as on the island of St. Croix. More information about the NRAO is available at <http://www.nrao.edu>.

AUI/NRAO hereby requests a quotation from your firm for MV Switchgear Maintenance and Training, according to Attachment I Statement of Work. Attachment I provides explanatory details necessary to complete your quote.

Please reference **RFP-MAR-27-2023 – MV Switchgear Maintenance and Training** in the subject line of your proposal and email it to me at mromero@nrao.edu **no later than 4:00 p.m. MDT on August 28, 2023.** *“No Bid” responses are appreciated prior to this date.*

AUI/NRAO is a member of CES, and is also authorized to purchase from GSA Supply Sources. If you can quote from the GSA Schedule, please respond with the GSA contract number.

The successful bidder will be required to execute a contract and agree to, and comply with the General Terms and Conditions of the AUI/NRAO purchase order, which is included as Attachment 2 to this RFP.

Attachment 3, Contractor Representations and Certifications and Attachment of Small Business Representation is to be completed and returned with your proposal. A complete and responsive bid submission shall include, but not be limited to, a completed and signed original of Attachment 3 to this RFP.

It is requested that you forward all questions and comments pertaining to this request, in writing, to the undersigned at the above address, email to mromero@nrao.edu. Initial questions on the bid documents must be submitted to AUI/NRAO by **August 17, 2023**. All questions and answers will be sent to each bidder as promptly as possible, and no later than **August 21, 2023**. Any direct communications with AUI/NRAO personnel, after receipt of this RFP, without prior approval of the undersigned or an AUI/NRAO purchasing representative, may void your bid.

AUI/NRAO reserves the right to make an award based on the Proposer's initially proposed price without discussion of such Proposal. AUI/NRAO is not obligated to award all or any part of the work solicited, and in any event will not be responsible for the cost of proposal preparation or any other cost incurred in connection with this RFP. Further, AUI/NRAO reserves the right to accept other than the lowest price quote.

AUI/NRAO will evaluate all bids associated with this RFP based on the following elements in order of importance: 1) Price, 2) Customer Support, 3) Quality Assurance, and 4) Delivery.

AUI/NRAO intends to negotiate a firm, fixed price contract with the successful Proposer, and intends to award the Contract to the qualified Proposer whose Bid is most advantageous to AUI/NRAO, all factors considered.

Sincerely,

Magdalene Romero
AUI/NRAO – Purchasing Supervisor

Attachments (3)

Attach1 – Statement of Work

Attach2 – AUI/NRAO General Terms and Conditions

Attach3 – Reps and Certs