

**CITY OF FARMINGTON
REQUEST FOR INFORMATION (RFI)**

RFI #: 26-166677

DATE: April 1, 2026

DUE DATE: April 23, 2026

TIME: 2:00PM (MST)



**CITY OF FARMINGTON
ATTN: PURCHASING
800 MUNICIPAL DRIVE
FARMINGTON NM 87401
RFI #: 26-166677**

**Sharon L Tohtsoni, Buyer II
505-599-1371
stohtsoni@farmingtonnm.gov**

**THIS IS
NOT AN
ORDER**

DESCRIPTION

The City of Farmington is requesting information for the purchase and installation of a new pneumatic tube system for the Farmington Electric Utility Customer Service.

Farmington Electric Utility System (FEUS) seeks information on the design, furnish, install, commission and support a new pneumatic tube system for FEUS customer services drive up cashier windows. The purpose is to improve efficiency, reliability and the speed of payment for smaller transactions. This will be a replacement system of the current pneumatic tube system, Hamilton Air 3642.

There is an infrastructure in place (i.e., overhead tube system, outside receptacles). Will need new podium outside that will run the money holder from outside to inside and vice versa. There is currently a working drawer system present for the inside lane closest to the drive-up window.

Supplier will be responsible for removal of the existing system and installation of the new system with minimal disturbance to daily operations. Supplier must design, fabricate, install and program the system, and must provide a full complete and functional installation.

Location: Municipal Operations Center, FEUS Customer Service, 101 N Browning Parkway, Farmington NM 87401, San Juan County. Hours of Operation Monday – Friday 8:00 a.m. – 5:00 p.m.

- A. The information received on this RFI will be reviewed, evaluated, and compiled by the City for the purpose of writing TECHNICAL SPECIFICATIONS FOR A REQUEST FOR PROPOSAL (RFP).
- B. Firms interested in providing this type of PRODUCT and SERVICE are requested to submit information regarding their ability to meet our needs. The City may arrange a site visit, if needed. Supplier will need to make an appointment by contacting the Buyer listed. Otherwise, please address all questions in the Q&A tab within the online bidding system.
- C. PROCUREMENT UNDER EXISTING CONTRACTS AND COOPERATIVE PROCUREMENT AUTHORIZED. If your firm has an existing contract with the State of New Mexico, a Governmental Entity within the State of New Mexico, or with the General Services Administration (GSA) of the Federal Government, please include a copy of the contract with your submittal. Or, if available on the internet, please identify the contracting agency, contract number, and internet address so we may obtain a copy through this source.
- D. BUDGETARY PRICING. It is the intent of this RFI to obtain estimated pricing information for budgetary purposes only. Provide with your submittal pricing information which shall include all optional features to be considered.

REFER ALL QUESTIONS REGARDING THIS REQUEST FOR INFORMATION IN THE Q&A TAB WITHIN IONWAVE.

1. This RFI must be received by the date and time indicated using the City's online bidding system.
2. Mailed, emailed, or faxed responses will not be accepted and will be returned unopened.
3. Bidder must provide all requested information by completing the online submittal process and attaching requested documentation at <https://fmrn-ebidding.ionwave.net>.