



INSTRUCTIONS FOR CONTRACTORS

- ***For general questions, information regarding becoming an ACES contractor or working under an ACES contract, or to refer a school or public agency for membership:***

Christy Takacs, Executive Director

575-468-ACES (2237) ext. 1;

Email: ed@nmaces.org

- ***For general business office matters including purchase orders, payments, payment options, etc.:***

Katherine Moore, Business Manager

575-468-ACES (2237) ext. 2

Email: businessoffice@nmaces.org

- ***To submit invoices and for questions about payments:***

Lorrie DeLoach, Accounts Receivable

Email: a.r@nmaces.org

- ***For assistance with procurement and contract related matters:***

Tammy West, Procurement Manager

575-468-ACES (2237) ext. 3

Email: procurement1@nmaces.org

- ***For assistance with matters regarding relations with ACES and ACES Participating Agencies and for marketing opportunities:***

Lauren Hunter, Vendor Relations Manager

575-468-ACES (2237) ext. 5

Email: vendorrelations@nmaces.org

- ***For assistance related to working with Participating Agencies regarding operations/facilities, construction and technical contractual matters:***

Fred Parker, Operations Manager

575-468-ACES (2237) ext. 6

Email: operations@nmaces.org

PURCHASE ORDER/INVOICING/PAYMENT INSTRUCTIONS*:

PAYMENT TERMS:

NET 30-45 DAYS LESS 1.5% ACES FEE ON TOTAL INVOICE AMOUNT

- ✓ CONTRACTOR SHALL PROVIDE A WRITTEN QUOTE TO THE ACES PARTICIPATING AGENCY BASED ON SCOPE OF WORK NEGOTIATED AND/OR OTHERWISE AGREED TO. QUOTE SHALL REFERENCE ACES CONTRACT NUMBER AND PRICING SHALL BE BASED ON PRICING SET FOR IN THE ACES CONTRACT (AAIC) WHEN APPLICABLE. ACES FEE MAY NOT BE QUOTED AS A SEPARATE LINE ITEM.
- ✓ A PURCHASE ORDER REFERENCING THE ACES CONTRACT NUMBER, CONTRACTOR NAME AND BRIEF DESCRIPTION OF SCOPE OF WORK SHALL BE SENT THE ACES BUSINESS OFFICE (usually done by the ACES Participating Agency), ALONG WITH A COPY OF A SIGNED QUOTE, SERVICE AGREEMENT OR OTHER CONTRACT DOCUMENT, IF REQUIRED BY THE CONTRACTOR.
- ✓ A VALID PURCHASE ORDER **MUST** BE RECEIVED BY ACES **PRIOR TO** THE DELIVERY OF ITEMS AND/OR COMMENCEMENT OF SERVICES BY THE CONTRACTOR.
- ✓ ONCE A VALID PURCHASE ORDER IS RECEIVED FROM THE PARTICIPATING AGENCY, AN ACES PURCHASE ORDER WILL BE ISSUED TO THE CONTRACTOR. AT THAT POINT, THE CONTRACTOR MAY PROCEED TO DELIVER ITEMS AND/OR PERFORM SERVICES.
- ✓ ALL INVOICES SHALL CONTAIN THE FOLLOWING INFORMATION:
 - **BOTH ACES AND PARTICIPATING AGENCY** PURCHASE ORDER NUMBERS (IF APPLICABLE)
 - NAME OF ACES PARTICIPATING AGENCY
 - DATE(S) OF SERVICE (IF APPLICABLE)
- ✓ INVOICES SHALL BE SENT TO ACES BY EMAIL: a.r@nmaces.org
- ✓ UPON RECEIPT OF AN INVOICE, ACES BUSINESS OFFICE WILL INVOICE THE PARTICIPATING AGENCY. ONCE PAYMENT IS RECEIVED FROM THE PARTICIPATING AGENCY, ACES WILL RENDER PAYMENT, LESS ACES FEE, TO THE CONTRACTOR VIA EITHER CHECK OR ACH PAYMENT (Now offered free of charge to ACES contractors).