



CITY OF AVONDALE
Finance and Budget
Department
11465 W Civic Center Drive,
Suite 250
Avondale, AZ 85323-6807
Phone: 623-333-2029
Fax: 623-333-0200

**REQUEST FOR QUOTATION
FOR
MAJOR APPLIANCE SERVICE
FD 17-016 QSP**

All quotes due by Thursday, September 15, 2016, at 5:00 P.M., Local Time, Phoenix, Arizona.

The City of Avondale (the "City") Fire Department is seeking a licensed and qualified Contractor to provide all labor, equipment and materials required as described below on an as-needed basis for a period of one year, with four renewable one-year options.

Section I – Project Information

1. Scope of Work.

Contractor will perform inspection, preventive maintenance and repair of major appliances, such as refrigerators, washers and dryers, designated for employee use and not covered under warranty, as well as installation services (the "Services"). Small appliances (i.e., microwaves, coffee makers, toasters) are not included. The Services will be performed at the following City locations, which may be subject to change:

- A. Fire Station 171, 101 South 5th Street
- B. Fire Station 172, 1825 North 107th Avenue
- C. Fire Station 173, 11510 West Durango Street
- D. Fire Station 174, 3200 North Dysart Road

2. Performance of Services.

- A. Contractor will be contacted by an authorized City Representative when needed for Services. Contractor's service technician must report to the City Representative upon arrival prior to commencing work.
- B. The City will make the determination if emergency Services are required.

- C. Contractor shall respond within 24 hours from notification for non-emergency Services.
- D. If Contractor is unable to provide or complete the Services, the City shall be notified as soon as possible, but in any event no later than 6:00 p.m. on the same day.
- E. No Services shall be performed without authorization from the City Representative requesting the Services.
- F. Prior to commencing any work, the Contractor may be required to provide a cost estimate (the "Estimate"). The Estimate may be oral or written at the City's discretion. Services that exceed \$1,000.00 will require a written Estimate and City approval prior to commencing Services.
- G. Hourly charges will begin when Contractor's service technician arrives at the Service location and has notified the City representative, so travel time should be factored into the hourly rate. The City will also not pay Contractor for any meetings between the parties.

3. Contract Term.

The Contract created by this request and the resulting quotation may automatically renew for up to four successive one-year terms, unless the Contractor notifies the City in writing of its desire to terminate the Contract. If extended, the then-current prices shall be applicable during the subsequent renewal year unless the Contractor notifies the City in writing of any rate increase and the City approves the increase with an authorized signature, prior to the end of the then-current term.

Section II – Instructions and Conditions

- 1. This is an indefinite quantity and indefinite delivery Contract for Services, which shall only be provided when the City chooses to move forward with a pending project and proper authorization and documentation have been approved. The City does not guarantee any minimum or maximum amount of Services will be requested under this Contract.
- 2. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
- 3. Award will be made to the Contractor whose quotation is the most advantageous to the City.
- 4. Please fill out the quotation form, attached hereto as Exhibit A and incorporated herein by reference, and submit this document to the address above.

If you need additional information or have questions please contact Loretta Browning by email lbrowning@avondale.org or Ben Avitia or by email bavitia@avondale.org.

Section III – Pricing

The Quotation shall be submitted on the form attached hereto as Exhibit A. **Note:** Prices offered shall include applicable state and local taxes.

Section IV – Execution and Submission

By executing this document and submitting a quotation to the City of Avondale, the authorized agent agrees (i) he/she has read the City’s Standard Terms and Conditions, dated December 3, 2014, as set forth on the City of Avondale website (<http://www.avondale.org/finance>), which are incorporated into and become a part of the company’s quotation offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated December 3, 2014. By signing below the company is offering to provide the services set forth in Exhibit A and upon written acceptance of the company’s offer by the City, it will have entered into a binding Contract. The offer shall be considered held open for 60 days from the quotes due date set forth above.

Signature: _____ Date: _____
Printed Name: _____ Title: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____ Telephone No. _____

Quotations for amounts exceeding \$50,000 will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Avondale Use Only)

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

City of Avondale, an Arizona municipal corporation

_____ Date: _____
David W. Fitzhugh, City Manager

City Attorney Approval: 6105190

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
MAJOR APPLIANCE SERVICE MAINTENANCE AND REPAIR

[Contractor's Quotation]

(See following page.)

**MAJOR APPLIANCE SERVICE
FD 17-016 QSP**

DESCRIPTION	RATE
Repair and Maintenance	
Hourly rate for service during business hours	\$
Hourly rate for service after regular business hours	\$
Hourly rate for emergency service	\$
New Work/Installation	
Hourly rate for service during business hours	\$
Hourly rate for service after regular business hours	\$
Hourly rate for emergency service	\$

REGULAR BUSINESS HOURS	
Monday	___ a.m. to ___ p.m.
Tuesday	___ a.m. to ___ p.m.
Wednesday	___ a.m. to ___ p.m.
Thursday	___ a.m. to ___ p.m.
Friday	___ a.m. to ___ p.m.
Saturday	___ a.m. to ___ p.m.
Sunday	___ a.m. to ___ p.m.

Number to call for service: _____

EMERGENCY SERVICE HOURS	
Monday	___ a.m. to ___ p.m.
Tuesday	___ a.m. to ___ p.m.
Wednesday	___ a.m. to ___ p.m.
Thursday	___ a.m. to ___ p.m.
Friday	___ a.m. to ___ p.m.
Saturday	___ a.m. to ___ p.m.
Sunday	___ a.m. to ___ p.m.

Number to call for service: _____