



CITY OF AVONDALE
Finance and Budget Department
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**REQUEST FOR QUOTATION
FOR
Ice Freezer Rental and Bagged Ice Delivery Services**

QSP PW 20-002

All quotes due by July 24, 2019, 3:00 P.M., Local Time, Phoenix, Arizona.

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

Section I – Project Information

Introduction. The City is in need of rented ice freezers and bagged ice delivery services at various locations through the city.

General Requirements.

- a. Ice shall be delivered in ten (10) pound bags of crushed or cubed blocks of ice.
- b. Ice shall be delivered on a regular monthly schedule and/or as needed; to be agreed upon by the corresponding department and the contractor. The Contractor shall agree to make as many deliveries as necessary to ensure the locations do not run out of ice.
- c. Contractor shall respond to a delivery request next day or within 48 hours maximum, if an emergency delivery is needed.
- d. Availability of the ice must be twenty-four hours per day, seven (7) days per week, in case of emergency.
- e. Freezers shall be provided, upon request, to any facility delivery location identified in Section III.
- f. The freezer capacity is to hold a minimum of 150 (10 pound) bags.
- g. All contractor owned freezers shall be in excellent working condition, free from mechanical problems, rust and identified to indicate the purpose (Ice).
- h. The contract shall be responsible for the maintenance, including all repairs, of all contractor owned ice freezers.
- i. All freezer repairs shall be completed in 48 hours. If ice melts due to a freezer malfunction, the ice shall be replaced at no additional charge to City.

- j. Delivery trucks shall be sanitary storage trucks and comply with current State of Arizona and Food and Drug Administration (“FDA”) regulations for safety of packaged ice.
- k. All ice shall be wrapped in non-toxic plastic and sealed to ensure sanitation. Ice must be acceptable for human consumption.

Locations. The City of Avondale reserves the right to add, delete, or modify any facility delivery location as needed.

- a. Avondale Police Department, 519 E. Western Avenue
- b. Avondale Police Department, 11485 W. Civic Center Drive
- c. Avondale City Hall, 11465 W. Civic Center Drive
- d. Municipal Operations Service Center, 395 E. Lower Buckeye Road
- e. Municipal Operations Service Center, Sanitation, 399 E. Lower Buckeye Road
- f. Friendship Park, 12325 W. McDowell Road
- g. Avondale Community Center, 1007 S. 3rd Street

At the City’s discretion, the Contract created by this request and the resulting quotation will automatically renew for up to four successive one-year terms (each, a “Renewal Term”), 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 Term 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. By consenting to a Renewal Term, Contractor shall be deemed to affirmatively assert that (i) the City is not currently in default, nor has been in default at any time prior to the Renewal Term, under any of the terms or conditions of the Contract and (ii) any and all Contractor claims, known and unknown, relating to the Contract and existing on or before the commencement date of the Renewal Term are forever waived.

Section II – Instructions and Conditions

1. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when proper authorization and documentation have been approved. The City does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.
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. Contractor shall provide the Services in accordance with a safety plan that is compliant with Occupational Safety and Health Administration (“OSHA”), American National Standards Institute and National Institute for Occupational Safety and Health standards. If, in the Contractor’s sole determination, the Services to be provided do not require a safety plan, Contractor shall notify the City, in writing, describing the reasons a safety plan is unnecessary. The City reserves the right to request a safety plan following such notification.

If you need additional information or have questions please contact Marsha Chavez by email mchavez@avondaleaz.gov.

Section III – Pricing

The Quotation shall be submitted on the price sheet form attached hereto as Exhibit A and incorporated herein by reference.

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 February 11, 2019, as set forth on the City of Avondale website ([http:// www.avondaleaz.gov/government/standard-terms](http://www.avondaleaz.gov/government/standard-terms)), 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 February 11, 2019. 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 agreement. 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: _____

Charles A. Montoya, City Manager

City Attorney Approval:

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
ICE FREEZER RENTAL AND BAGGED ICE DELIVERY SERVICES

[Price Sheet]

(See following page(s).)

PRICE SHEET

Ice Freezer Rental and Bagged Ice Delivery Services
PW 20-003

NOTE: All pricing blanks must be filled in. Incomplete or unfilled spaces in the Price Sheet shall be deemed as a NO BID entry for that item.

Item	Description	Annual Estimated Quantity	Unit	Unit Price	Extended Price
1.	10-Pound Bag of Crushed Ice	14,000	EA	\$	\$
2.	10-Pound Bag of Cubed Ice	10,000	EA	\$	\$
3.	Freezer Storage Rental Fee	8	EA	\$	\$
4.	Delivery Charge	1	EA	\$	\$
5.	Additional Costs (Must Specify)				
			TOTAL *		

*All bids are presumed to include all applicable taxes.

Company Name: _____ Date: _____