



CITY OF AVONDALE  
Finance and Budget Department  
11465 West Civic Center Drive  
Suite 250  
Avondale, AZ 85323-6807  
Phone: 623-333-2050  
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**INFORMAL REQUEST FOR PROPOSAL  
FOR  
INFRARED VEIN FINDER  
PD 22-066**

**All responses due by March 17, 2022, 10:00 A.M., Local Time, Phoenix, Arizona. Please email your response to Brian Garcia at [Bgarcia@avondaleaz.gov](mailto:Bgarcia@avondaleaz.gov).**

The Purpose: The City of Avondale (the “City”) Police Department is seeking a portable Infrared Light to Improve Peripheral Subcutaneous Vein Selection for Phlebotomy. The use of a vein finder would help the phlebotomist to easily locate the vein, preventing possible pre-analytical error in the specimen collection and even more discomfort and pain to the patient.

1.1. Specifications:

- 1.1.1. The Infrared Vein Finder shall utilize Near-Infrared (NIR) to visualize veins.
- 1.1.2. The visualization of the veins shall be in real time.
- 1.1.3. The Infrared Vein Finder shall be handheld and portable.
- 1.1.4. The Infrared Vein Finder shall direct projection on surface of skin.
- 1.1.5. The Infrared Vein Finder shall work on all body types and skin tones.

1.2. Additional Services:

- 1.2.1. Please describe your training that will be provided to the Police Department.
- 1.2.2. Please describe your repair and maintenance plan.

1.3. Warranty:

- 1.3.1. Please describe your warranty coverage.

**Section II – Instructions and Conditions**

1. Quantities as described in Section I above are estimates only, based upon available information. The City reserves the right to adjust the quantities as necessary to meet its needs.
2. Submission Requirements: Respondents shall submit the complete Contractor Application and any supporting documentation(s) to Brian Garcia, Senior Buyer at [bgarcia@avondaleaz.gov](mailto:bgarcia@avondaleaz.gov).
  - 2.1. Format and Content: Respondents must submit the following information:
    - 2.1.1. Exhibit A – Product Brochure along with a technical specification sheet.
    - 2.1.2. Any documentation such as trainings, warranties, and any service plan(s).

3. Evaluation: The City will evaluate the responses in accordance with the criteria below. The evaluation of the responses shall be within the sole judgment and discretion of the Selection Committee. Contractor may be required to submit additional information to clarify their proposals at any time throughout the evaluation process.
  - 3.1. Product Specification (maximum 70 points)  
Vendors will be evaluated on the product's capabilities and technical specifications.
  - 3.2. Additional Services (maximum 20 points)  
Evaluation will be based on section 1.2 (additional services).
  - 3.3. Price Proposal (maximum 10 points)  
The lowest responsive price proposal shall receive the full 10 points. The next lowest responsive price proposal shall receive a portion of the full 10 points equivalent to the percentage between the lowest and next lowest price proposal. (i.e., if Proposal X submits the lowest responsive price proposal of \$80 and Proposal Y submits the next lowest responsive price proposal of \$100, Proposal X receives 10 points and Proposal Y receives 10 points x (\$80/\$100) or 8 points).
4. Award will be made to the Contractor whose proposal is the most advantageous to the City.
5. Complete all exhibits and attachments and email your proposal packet to Brian Garcia, Senior Buy at [bgarcia@avondaleaz.gov](mailto:bgarcia@avondaleaz.gov).
6. If you need additional information or have questions, please contact Brian Garcia by email [bgarcia@avondaleaz.gov](mailto:bgarcia@avondaleaz.gov).

**Section III – Price Proposal:**

- 3.1. Enter the price on the Price Proposal Sheet, Exhibit A. Price shall be F.O.B Destination to City of Avondale Police Department.
- 3.2. The City intends to award this contract to the responsible and responsive Vendor whose Proposal is determined, in writing, to be the most advantageous to the City and best meets the overall needs of the City taking into consideration the evaluation criteria set forth in this RFP.
- 3.3. All responses shall be considered firm for a period of 90 calendar days, commencing the day following the date of the request for proposal due date. Any responses specifying any time less than 90 calendar days shall be deemed non-responsive.

**Section IV – Execution and Submission**

By executing this document and submitting a proposal to the City of Avondale, the authorized agent agrees (i) he/she has read the City’s Standard Terms and Conditions, dated March 16, 2020, as set forth on the City of Avondale website (<https://www.avondaleaz.gov/government/departments/finance-budget/standard-terms>), which are incorporated into and become a part of the company’s proposal offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated March 16, 2020. By signing below the company is offering to provide the services set forth in Scope of Work, Exhibit A and B 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 90 days from the quotes due date set forth above.

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

**Proposals 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: \_\_\_\_\_  
Charlene Penilla, Interim City Manager

EXHIBIT A  
TO  
INFORMAL REQUEST FOR PROPOSAL  
FOR  
INFRARED VEIN FINDER  
PD 22-066  
[Product Brochure]

(See following page(s).)

EXHIBIT B  
TO  
INFORMAL REQUEST FOR PROPOSAL  
FOR  
INFRARED VEIN FINDER  
PD 22-066  
[Contractor's Price Proposal]

(See following page(s).)

EXHIBIT B

PRICE PROPOSAL

PD 22-066

INFRARED VEIN FINDER

Please submit a price for the Infrared Vein Finder below. All pricing blanks must be filled in.

Item	Description	Quantity	Total Price
1.	Infrared Vein Finder	1	\$
2.	<b>Infrared Vein Finder Accessories (Optional)</b>	1	\$
	1.		
	2.		
	3.		
	4.		
5.			
3.	Annual Service Plan (if any)	1	\$
4.	Training (if any)	Per Year	\$
5.	Extended Warranties (if any)	1	\$
6.	Shipping and Handling: Avondale Police Department 11485 Civic Center Dr. Avondale, AZ 85323	1	\$
7.	Taxes	1	\$
8.	Total	1	\$

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_