



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

REQUEST FOR QUOTATION SERVICES

AIRBNB Trend Analysis Reporting Services

ED 22-052

All quotes due by January 20, 2020, 3:00 P.M., Local Time, Phoenix, Arizona.

The City of Avondale (the "City") Economic Development Department is seeking a licensed and qualified service provider ("Contractor") 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.

Section I – Project Information

- 1.1** Contractor will provide online monthly subscription service and access to perform research and reports relating to Air mattress bed and breakfast short-term rental (hereinafter as "Airbnb") analytics and trend analysis (the "Services"). The Services and deliverables to be provided through an online subscription, web hosted software.
- 1.2** 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, 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
- 1.3** Contractor Requirements: Contractor must possess relevant experience and qualifications, key personnel, record of past performance (including references), quality of recently completed.
- 1.4** Submittal Requirements:
 - 1.4.1** Customer Support: Please provide the scope for customer support services, and attach a copy of your maintenance/support agreement for our reference.
 - 1.4.2** Training: Please describe the training delivery format such as one-time training, recurring training, in-person training, online training, or train the trainer.
 - 1.4.3** Data Retention: The selected proposer shall comply with City of Avondale and other applicable federal, state and county record retention policies.

Section II – Instructions and Conditions

- 2.1 This is an indefinite quantity and indefinite delivery Agreement 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 Agreement.
- 2.2 Contractors must state the manufacturer of each product quoted on in conformity with the specifications.
- 2.3 All quotations must contain the quoting firm’s name and be signed by an authorized agent, officer or employee.
- 2.4 Award will be made to the Contractor whose quotation is the most advantageous to the City.
- 2.5 Please attach your Quotation behind the Exhibit A cover sheet and submit this document to the address above.
- 2.6 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 Loretta Browning by email lbrowning@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, as set forth on the City of Avondale website ([http:// www.avondaleaz.gov/government/departments/finance-budget](http://www.avondaleaz.gov/government/departments/finance-budget)), 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. 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

Cherlene Penilla, Interim City Manager

Date: _____

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR

[Contractor's Quotation]

(See following page(s).)

Exhibit A
SUBSCRIPTION REPORTING SERVICES

Product & Services				
Item Description	Qty. Subscriptions	Monthly	Quarterly	Yearly
Trend Report	1	\$	\$	\$
	2	\$	\$	\$
	3	\$	\$	\$
Pacing report	1	\$	\$	\$
	2	\$	\$	\$
	3	\$	\$	\$
Extra - comps, links labels, downloads, next day information, etc.	1	\$	\$	\$
	2	\$	\$	\$
	3	\$	\$	\$

Please provide the most advantageous pricing for a yearly billing option or volume of subscriptions/users.