



CITY OF AVONDALE  
Finance and Budget Department  
11465 West Civic Center Drive  
Suite 250  
Avondale, AZ 85323-6807  
Phone: 623-333-2029  
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**REQUEST FOR QUOTATION SERVICES  
Purchase and Installation of Window Blinds**

**PD 19-100QSP**

**All quotes due by April 18, 2019, 3:00 P.M., Local Time, Phoenix, Arizona.**

The City of Avondale (the "City") Police Department is seeking a licensed and qualified Contractor to provide all material and labor required as described below on an as-needed basis.

**Section I – Project Information**

The City of Avondale Police Department is seeking quotations from qualified vendors to furnish all labor, equipment, supplies and materials and installation of window blinds as outlined in Exhibit A.

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 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. Contractors must state the manufacturer of each product quoted on in conformity with the specifications.
3. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
4. Award will be made to the Contractor whose quotation is the most advantageous to the City.
5. Please attach your Quotation behind the Exhibit A cover sheet and submit this document to the address above.

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

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Window Blinds  
[Specifications and Contractor's Quotation]

(See following page(s).)

**REQUEST FOR QUOTATION SERVICES  
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**PD 19-100QSP  
Specifications:**

**1. Product**

- a. All window treatments will be Celeste Galaxy Sun Blocking Shades 4" aluminum fascia or City approved equal. Each window treatment shall include a valance and stainless-steel change. Mounting will be to masonry where possible, avoid drilling into aluminum window components.
- b. Bidder should include specifications and a small sample of the product with the quotation.
- c. The selected vendor shall be responsible for taking precise measurements prior to installation.

**2. Project Locations for Installation(s)**

<b>Southwest Family Advocacy Center</b>		
Description/Location	Office Number	Number of Windows
Family Room	#126	1 windows
Lobby	(Lobby)	2 windows and a door
Therapist Office	#128	2 windows.
Therapist Office	#127	2 windows

**3. Schedule**

The installation for window blinds at the Southwest Family Advocacy Center shall be performed during the City regular business hours; Monday-Thursday 7:00 A.M. to 6:00 P.M.

**4. Base Bid:** Provide and install window blinds for the following window sizes:

Window Size	Quantity	Amount
20 ¼" x 113"	1	\$
69 ¼" x 112 ½"	1	\$
15" x 38 ½"	1	\$
38 ½" x 98"	1	\$
52 ¾" x 113"	1	\$
33 ¼" x 113"	1	\$

47 3/4" x 113"	1	\$
56" x 113"	1	\$
Hourly Rate	1	\$
<b>Total Labor and Materials:</b>		<b>\$</b>