



CITY OF AVONDALE
Finance and Budget Department
11465 West Civic Center Drive
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Avondale, AZ 85323-6807
Phone: 623-333-2050
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**INFORMAL REQUEST FOR PROPOSAL
FOR
EMERGENCY BOARD UP SERVICES
FMD 21-022**

All responses due by November 9, 2020, 3:00 P.M., Local Time, Phoenix, Arizona. Please email your response to Brian Garcia at bgarcia@avondaleaz.gov.

The City of Avondale (the "City") Fire & Medical Department ("FMD") is seeking a licensed and qualified contractors 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. The City will form a committee to review the proposals and select up to three (3) qualified vendors to meet the needs of the City, taking into consideration price and other such factors or criteria set forth in this informal request for proposals.

Section I – Project Information

FMD responds to fires at unoccupied, vacant, or abandoned structures within Avondale city limit. Without the presence of a responsible owner to secure the property, it is left open and vulnerable to reoccurrence of fire, vandalism, and poses an attractive nuisance to children and members of the community. The most advantageous, responsive bidder(s) will be selected as the Contractor. The Contractor will be used by the City when the property owner is absent and made available to the public as a referral program, but in no way will serve as a recommendation or guarantee of the work. No costs will be charged to the City. This will be a service that is provided by the preferred contractor to owners, occupants and insurance companies and administered through the City. All equipment and personnel costs will be the responsibility of the Contractor. It will be the Contractor's responsibility to recover their costs from the owner or insurance company. If no reimbursement for service can be recovered by the Contractor, the Contractor shall solely absorb the loss.

The scope of services shall include emergency board up/temporary fencing services by a licensed and qualified Contractor (the "Services").

Section II – Scope of Work

Proposals shall demonstrate contractor's ability to perform the following services:

1. Ability to provide physical security measures to all damaged areas including but not limited to: secure or protect exposed roof areas, doors and/or windows before leaving scene with appropriate material such as ply-wood, tarp, etc.

2. Ability to provide security, including installing temporary fencing, caution tape, to secure the affected property.
3. Ability to provide complete damage assessment and if needed, the ability to provide additional services such as clean-up.

Section III – Contractor Requirements

1. The contractor shall be available 24-hours a day, 7 days a week (including weekends and holidays) to respond within one (1) hour at the location with a supervisor and their equipment ready.
2. The Contractor shall provide a single-point-of-contact phone number available 24/7.
3. Response time for emergency services is within 1 hour of request. A Contractor who does not respond to the call and/or respond at the scene within the required time may be subject to suspension from the Contract.
4. All equipment used on the scene for board-up work will be supplied by the contractor and all equipment shall be maintained in good working order. Equipment used for all projects shall be within industry standards.
5. There shall be a minimum of two (2) contractor personnel on every job, or adequate personnel for the emergency. All personnel shall wear clothing with markings identifying the contractor. Contractor employees shall have the necessary safety equipment on-site per local, state, and federal standards.
6. Contractor vehicles shall bear the company logo.
7. Combination locks used to secure the site will utilize a combination established by the City.
8. Contractor shall provide Installation of plywood boards and barriers to the exterior or interior of a structure to cover windows, doors, roofs, garages, or structural holes.
9. Contractor shall provide installation of temporary fencing necessary to secure a building or property and prevent unauthorized entry for a minimum of 14 days.
10. Contractor shall be responsible for seeking payment from the property owner/responsible party when services are ordered for emergency services, except in the cases where the city representative has expressly agree to in writing, that the City will accept responsibility for payment for the incident.
11. Work shall be performed to the highest standard. Contractor shall be required to promptly correct all work that is not to standard, faulty, defective, or failing to perform to the specifications whether observed before or after a substantial completion of the work, and whether fabricated, installed or completed. The Contractor shall bear all costs of correcting such rejected work.
12. Contractor shall remove from the work site any debris resulting from the Contractor's performance of the services; at no additional cost to the City. Contractor shall be responsible for the repair of all

damages to the property being work upon or adjoining properties, caused by the Contractor's negligence.

13. Contractors must state in their proposal:
 - i. Description of how the board-up services would be performed.
 - ii. Description of how the temporary fencing service would be performed.
 - iii. Names and resumes of the proposed managers and supervisors.
 1. Description on if background checks are completed for employment and which type of employees receive them.
 - iv. Description of emergency response vehicles and equipment.
 - v. Brief assessment of the present workload capacity.
 - vi. Provide references of the following:
 1. three (3) fire departments which received emergency board up services to include the name of the department, incident location, incident date, and the name of the requesting fire department representative.
 2. three (3) successfully completed services at an emergency scene, including date and address of incident, contact information for involved fire department or city, contact information for property owner and/or affected citizens.
 - vii. If applicable, a description of any related services provided during the performance of the services which brings value to the City and its citizens.

At the City's discretion, the contract created by this informal RFP 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 based on spend. 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 IV – Instructions and Conditions

1. This is an indefinite quantity and indefinite delivery agreement for the 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 proposals must contain the contractor's name and be signed by an authorized agent, officer or employee.
3. Award will be made to the Contractor(s) whose proposal is the most advantageous to the City.
4. Please attach your Proposal behind the Exhibit A cover sheet and submit this document to the email address above.
5. 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.

6. The City reserves the right to inspect the Contractor's place of business prior to award or at any time during the contract term or any extension thereof, to determine the Contractor's capabilities and qualifications.
7. Usage Report. The contractor shall furnish the City a usage report, upon request, delineating the acquisition activity governed by the contract. The format of the report shall be approved by the City and shall disclose the quantity and dollar value of each contract item by individual unit.
8. Preparation/Submission of Contractor Application. Prospective vendors shall review their Contractor Application submissions to ensure the following requirements are met.
 - 8.1. Contractor meet the minimum required skill, experience or requirements to perform or provide the services as required in the scope of work.
 - 8.2. Contractor has no past record of failing to fully perform or fulfill contractual obligations.
 - 8.3. Contractor is financially stable, solvent and has adequate cash reserves to meet all financial obligations including any potential costs resulting from an award of an agreement.
 - 8.4. Contractor's Application contains accurate statements that, in the opinion of the City Manager or authorized designee, are intended to mislead the City in its evaluation of the Contractor Application.
9. Waiver; Rejection; Reissuance: Notwithstanding any other provision of this informal RFP, the City expressly reserves the right to: (i) waive any immaterial defect or informality, (ii) reject any or all Contractor Application submitted or portions thereof and (iii) reissue an RFP.
10. Evaluation: The City will evaluate the Contractor Application 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.

10.1. Project Approach (maximum 40 points)

Describe the Vendor's approach to performing the required Services in the Scope of Work and its approach to contract management, including its perspective and experience on partnering, customer service, quality control, scheduling and staff.

10.2. Experience of Firm (maximum 40 points)

Evaluation will include relevant experience and qualifications, key personnel, record of past performance (including references), quality of recently completed projects, including adherence to schedules, deadlines and budgets and experience with similar projects.

10.3. Price Proposal (maximum 20 points)

The lowest responsive price proposal shall receive the full 20 points. The next lowest responsive price proposal shall receive a portion of the full 20 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 20 points and Proposal Y receives 20 points x (\$80/\$100) or 16 points).

10.4. Total Possible Points for Proposal: 100

11. If you need additional information or have questions please contact Brian Garcia by email bgarcia@avondaleaz.gov.

Section V – Price Proposal:

- 3.1. Enter the price on the Price Proposal Sheet.
- 3.2. The City intends to award this contract to the Contractor that it considers will provide the best overall approach to providing the specified trailer. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.
- 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.

Note: Prices offered shall include applicable state and local taxes.

Section VI – 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 ([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 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 their proposal, 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 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: _____
Charles Montoya, City Manager

Attachment A - Pricing Sheet

Board Up Rates	
	Emergency (within 1 hour)
Price per Sq. Foot* *Including all labor and materials	
Securing with plywood and dimensional lumber on first floor.	
Securing with plywood and dimensional lumber beyond the first floor.	
Protective chain link fence of 6' height	
Protective chain link fence of 8' height	
Other costs (must specify)	
Flat Rate Pricing Offered?	<input type="radio"/> Yes <input type="radio"/> No

Attachment B – Contractor Requirements

Meets and
agrees to
requirements
YES NO

1. The contractor shall be available 24-hours a day, 7 days a week (including weekends and holidays) to respond within one (1) hour at the location with a supervisor and their equipment ready.

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2. The Contractor shall provide a single-point-of-contact phone number available 24/7.

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3. Response time for emergency services is within 1 hour of request. A Contractor who does not respond to the call and/or respond at the scene within the required time may be subject to suspension from the Contract.

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6. Contractor vehicles shall bear the company logo.

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7. Combination locks used to secure the site will utilize a combination established by the City.

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11. Work shall be performed to the highest standard. Contractor shall be required to promptly correct all work that is not to standard, faulty, defective, or failing to perform to the specifications whether observed before or after a substantial completion of the work, and whether fabricated, installed or completed. The Contractor shall bear all costs of correcting such rejected work.

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EXHIBIT A
TO
INFORMAL REQUEST FOR PROPOSAL
FOR
EMERGENCY BOARD UP SERVICES

[Contractor's Proposal and Pricing Sheet]

See following pages.

APPENDIX A – SUBMISSION REQUIREMENTS

1. Contractor shall submit responses to Brian Garcia, Senior Buyer at bgarcia@avondaleaz.gov. Contractors may call 623-333-2050 to confirm if the emails have been delivered before the due date and time.
2. Format and Content
 - 2.1. Contractor interested in responding to this informal Request for Proposal must submit the following information, in the order specified below. See section III – Contractor Requirements, subsection 13 for assistance. **Please use the same section headings.**
 - 2.1.1. Introduction and Executive Summary: Submit a letter of introduction and executive summary that introduces your company, provides an overview of project management approach, emergency board up philosophy and understanding of project information. No more than four (4) pages, font 12.
 - 2.1.2. Proposal – this section should contain a statement of all of the programs and services proposed, including conclusions and generalized recommendations. Proposals should be all-inclusive, detailing respondent’s best offer. (Project Approach)
 - 2.1.3. Qualifications – this section shall describe the respondent’s ability and experience related to the programs and services proposed. All project personnel, as applicable, shall be listed including a description of assignments and responsibilities, a resume of professional experience, an estimate of the time each would devote to this program, and other pertinent information. (Experience of the firm)
 - 2.1.4. Attachment A – Pricing Sheet
 - 2.1.5. Attachment B – Contractor Requirements
 - 2.1.6. Section VI – Execution and Submission