



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  
FOR  
Purchase of Robotic Total Station for Traffic Collision & Crime Scene Investigation  
Equipment Purchase and Maintenance Services  
PD 19-117QSP**

**All quotes due by March 11, 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 a one-time basis for the purchase of a single robotic total station for traffic collision and crime scene investigation equipment and support and maintenance services of the equipment.

**Section I – Project Information**

The City is seeking to secure pricing on a single robotic total station for traffic collision and crime scene investigation equipment and desires technical support, equipment training, and maintenance and repair services on an as needed basis. Vendor must include instruction manual, product information, and Warranty attached to bid quotation offer.

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. 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. 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/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, 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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[Contractor's Quotation]

(See following page(s).)

**Purchase of Robotic Traffic Collision & Crime Scene Investigation  
Equipment Purchase and Maintenance Services  
PD 19-117QSP**

ITEM	DESCRIPTION	QUANTITY & UNIT	UNIT PRICE	EXTENDED PRICE
1.	<p><b>Collision Investigation Equipment Total Station Package</b> Product must be manufactured and assembled in the United States and must include:</p> <ul style="list-style-type: none"> <li>• Bluetooth Handle</li> <li>• Hard Case</li> <li>• Wooden Tripod</li> <li>• CSI Mobile and hard carrying protective case</li> <li>• 8 ft. Telescopic Pole</li> <li>• Batteries and car adapter cable, and net adapter</li> <li>• CSI Office 2017</li> </ul>	Each	\$	\$
2.	<p>Equipment Training</p> <ul style="list-style-type: none"> <li>• 3-Day Onsite Collision—team training</li> </ul>	Hour	\$	\$
3.	<p>Repair and Maintenance Service for any items not covered under warranty.</p> <p>Delivery within _____ days</p> <p>THIS QUOTATION SHALL BE F.O.B. DESTINATION Please indicate estimated freight charge</p> <p>\$ _____</p>	Hour	\$	\$
		Terms:		
		Less:		