



CITY OF AVONDALE  
Finance and Budget Department  
11465 West Civic Center Drive  
Avondale, AZ 85323-6807  
Phone: 623-333-2047  
Fax: 623-333-0200

**INFORMAL REQUEST FOR PROPOSAL  
FOR  
GMC OEM PARTS AND SERVICES  
PW 22-083**

**All responses due by September 29, 2022, 3:00 P.M., Local Time, Phoenix, Arizona. Please email your response to Jill Lin at [jlin@avondaleaz.gov](mailto:jlin@avondaleaz.gov). If you need additional information or have questions please contact Jill Lin at the email above or 623-333-2047.**

The City of Avondale (the “City”) Public Works Fleet Service is seeking a manufacturer authorized dealer/service provider (“Contractor”) to provide GMC OEM Parts, and Services for City’s GMC vehicles on an as-needed basis for a period of one year, with four renewable one-year options, as set forth below.

**Section I – Project Information**

- 1.1. Facility Location: Service facilities must be located within a 20 miles radius of City’s Public Works Fleet Services Division, 395 E. Lower Buckeye Road, Avondale, AZ 85323.
- 1.2. OEM Parts: The City may purchase parts from the Contractor as a part of the repair performed by the Contractor or for in-house maintenance and repair performed by City. Parts shall be OEM and in brand-new condition. Purchase price for parts shall be based upon the current parts price list(s) less the percentage offered in the contract
- 1.3. Repairs/Services: All repair work and services must be performed by GMC Certified Service Technicians.
- 1.4. Vehicle Pick-Up/Delivery: The City typically delivers and picks up the vehicle(s) to Contractor’s facilities, therefore a conveniently located service facility is important. However, the Contractor is required to pick up and redeliver vehicle(s) upon City’s request.
- 1.5. Invoice Submission and Required Format: Contractor shall email invoices to Avondale Account Payable at [accountspayable@avondaleaz.gov](mailto:accountspayable@avondaleaz.gov) and Russ Dangel [rdangel@avondaleaz.gov](mailto:rdangel@avondaleaz.gov).
- 1.6. 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**

- 2.1. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided upon City’s request and proper authorization and documentation have been approved. The City does not guarantee any minimum or maximum amount of Material/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 responses must contain the quoting firm’s name and be signed by an authorized agent, officer or employee.
- 2.4. Please complete Exhibit A, Exhibit B and Exhibit C and submit the entire document to the email address above.
- 2.5. Federally Funded Purchases. When Federal funds are used to fund the purchase of goods and services, 2CFR PART 200 and other applicable federal terms and conditions shall apply.
- 2.6. Evaluation: The City will evaluate the response in accordance with the criteria below. The evaluation of the responses will be a combination of experience, approach and price proposal with respect to this RFP and regulations, and shall be within the sole judgment and discretion of the Selection Committee. Proposer may be required to submit additional information to clarify their proposals at any time throughout the evaluation process.
  - 2.6.1. Experience of Firm (maximum 20 points): Evaluation will include a number of years in business and references.
  - 2.6.2. Facility and Technician (maximum 50 points): Evaluation will be based on the distance to City’s Fleet Services Division, technician qualification, and facility capacity.
  - 2.6.3. Pricing (maximum 30 points): ***Pricing shall be based on the format in Exhibit A.*** The lowest responsive price proposal shall receive the full 30 points. The next lowest responsive price proposal shall receive a portion of the full 30 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 30 points and Proposal Y receives 30 points x (\$80/\$100) or 24 points).
- 2.7. Award will be made to the Consultant whose proposal is the most advantageous to the City.
- 2.8. **Email the completed package to Jill Lin, Procurement Officer at [jlin@avondaleaz.gov](mailto:jlin@avondaleaz.gov).**
- 2.9. Upon request, Consultant 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 Consultant’s

sole determination, the Services to be provided do not require a safety plan, Consultant 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.

**Section III – Price Proposal:**

3.1. All responses shall be considered firm for a period of 60 calendar days, commencing the day following the date of the request for proposal due date. Any responses specifying any time less than 60 calendar days shall be deemed non-responsive.

**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. \_\_\_\_\_

**Any purchase exceeding \$50,000.00 shall be solicited through 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

\_\_\_\_\_  
PROCUREMENT MANAGER Date: \_\_\_\_\_

EXHIBIT A  
TO  
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**Pricing**

NOTE: Pricing shall be all-inclusive including but not limited to overhead, profit, design, taxes, equipment, labor and material. Price Proposal shall be organized according to the main item groups below with company name and authorized signature.

**1. Core Items:**

Item#	Item Descriptions	UOM	Unit Price
1.1	84865905 Front Disc Brake Rotor	Each	\$
1.2	84987498 Front Disc Brake Pad Set	Each	\$
1.3	12698946 Lifter	Each	\$
1.4	84805876 Rear Disc Brake Pad Set	Each	\$
1.5	84390613 Fan Blade	Each	\$

**2. Price List / Catalogue Pricing:**

Parts Catalogue Website:	<a href="https://www.">https://www.</a>
Percentage (%) of discount off catalogue:	

**3. Services:**

Item#	Service Description	UOM	Unit Price
3.1	Light Duty Labor Rates	Hourly	\$
3.2	Medium Duty Labor Rates	Hourly	\$
3.3	Heavy Duty Labor Rates	Hourly	\$
3.4	Vehicle Pickup/Delivery	One Way	\$

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

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

EXHIBIT B  
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**References**

Client 1 Name/Title:	Client 1 Email:	Client 1 Phone Number:
Client 1 Address:		
Services Performed for Client 1:		

Client 2 Name/Title:	Client 2 Email:	Client 2 Phone Number:
Client 2 Address:		
Services Performed for Client 2:		

Client 3 Name/Title:	Client 3 Email:	Client 3 Phone Number:
Client 3 Address:		
Services Performed for Client 3:		

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

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

EXHIBIT C  
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**Contractor's Facility and Technician Statement**

Interested vendor must provide a brief statement to the following requirements:

Requirements	Statement
Years in business	
The number of GMC Certified Service Technicians (Please include copies of certification)	
Contractor shop/garage address and phone number	
Facility size in square feet.	
Business hours	
The number of bays	
The type of fence used for vehicle storage	
Vehicles storage capacity	
Software used for estimating	
The type of security surveillance system used for vehicle storage	

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

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