



CITY OF AVONDALE  
Finance and Budget Department  
11465 West Civic Center Drive Suite 250  
Avondale, AZ 85323-6807  
Phone: 623-333-2047  
Fax: 623-333-0200

**INFORMAL REQUEST FOR PROPOSAL  
FOR  
DATA MANAGEMENT SOFTWARE  
NFS 22-026**

**All responses due by October 27, 2021, 3:00 P.M., Local Time, Phoenix, Arizona. Please email your response to Jill Lin at [jlin@avondaleaz.gov](mailto:jlin@avondaleaz.gov). Please see page 7 for the non-mandatory pre-submittal meeting information.**

The City of Avondale (the “City”) Neighborhood and Family Service Department (“NFS”) is seeking proposals from qualified firms to provide data management software (“software”) for the AZ Complete Health Avondale Resource Center (“Project”). The purchase will be funded by Federal Coronavirus State and Local Fiscal Recovery Funds.

**Section I – Project Information**

- 1.1. The Purpose: In an effort to centralize and streamline the intake process at the new AZ Complete Health Avondale Resource Center, NFS would like to implement a web-based suite tracking system to track participation levels, participant data, and effectively manage data collection, members, programs, and outcomes reporting more efficiently. Incorporating this type of system would provide the ability to chart participant’s progress over time, easily show and track exactly how programs and projects are making an impact and improve participant outcomes. The system would also provide several key components for our department to collect, manage, evaluate, conduct gap analysis and improve programs and services.
- 1.2. Required Technology Specification: The software shall perform the following functions:
  - 1.2.1. Track Time and Attendance: Easily track time and attendance on the go using a smartphone, tablet, and mobile applications. Accurately monitor time and attendance both general facility attendance as well as time spent in a specific program or activity. Track attendance, anytime and anywhere, in real-time. Allow participants to scan in and out at facility. Offers a high-speed scanner that attaches to any PC. Provides the ability to print bar-coded ID cards directly from the system. Allows direct data entry from participant/client record view and allows to search results. Populate and upload a spreadsheet generated from the system.
  - 1.2.2. Surveys and Assessments: Create, distribute, and analyze customized surveys to measure impact. Links to the surveys can be emailed directly to participants, allowing them to take surveys online. Links to the surveys can be integrated in an organization’s website. Eliminate the need for manual data entry.

- 1.2.3. Measure Outcomes: Measure progress with built-in logic models and customizable metrics.
- 1.2.4. ID Cards: Customizable ID cards, include logo, pictures, and personalized information that can be used to scan in and out of programs, projects and volunteer opportunities.
- 1.2.5. Volunteer Management: Track volunteer hours and attendance logging in to service learning service-learning opportunities on and off site. Tracks hours of volunteer hours and captures data in system.
- 1.2.6. Reporting: Generate reports with filters and exported into other software systems.
- 1.2.7. Case Management: Case data, data, status, goals, key performance indicators to measure progress. Track all interactions with participants including phone calls, emails, individual appointments. Allow case managers to track the detailed progress of each client. Track and review demographic information for all family and other related contacts associated with the member. Any number of family members and contacts can be tracked along with their relationship to the member.

1.3. Technology Scope Requirements:

- 1.3.1. Cloud based and/or mobile accessibility
- 1.3.2. Preferably contains advanced permissions and filtering options to access the content
- 1.3.3. Integrate with existing City identity management platforms such as Active Directory (AD) or Active Directory Federated Services (ADFS) Security, or Security Assertion Markup Language (SAML).
- 1.3.4. Provide redundancy plan, uptimes and availability.
- 1.3.5. Technical and internal end user training support.
- 1.3.6. Functional support offering, such as implementation and initial set up.
- 1.3.7. Report development support
- 1.3.8. Support of custom modifications, interfaces and process flows.
- 1.3.9. Approach toward planned outages to meet the requirements of the City.

1.4. Other Requirements:

- 1.4.1. Testing: The City may require end user testing to make sure the system works as described according to our requirements and the proposals.
- 1.4.2. Acceptance: The City will not accept "Acceptance at Delivery". Proposer shall recommend an acceptance scope.
- 1.4.3. Warranty: Warranty shall start after at the Acceptance. Please provide warranty coverage information, the start date and the coverage period.
- 1.4.4. Maintenance/Support: Please provide the scope for maintenance/support services, and attach a copy of your maintenance/support agreement for our reference.
- 1.4.5. Training: Please describe the training delivery format such as one-time training, recurring training, in-person training, online training, or train the trainer.

- 1.4.6. Data Retention: The selected proposer shall comply with City of Avondale and other applicable federal, state and county record retention policies.
  - 1.4.7. Schedules and milestone payments.: Please propose project schedule and milestone payment schedule.
  - 1.4.8. ID Card Equipment: Proposer must state the manufacturer of each hardware and specification.
- 1.5. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
  - 1.6. Waiver; Rejection; Reissuance: Notwithstanding any other provision of this informal Request for Proposal, the City expressly reserves the right to: (i) waive any immaterial defect or informality, (ii) reject any or all proposals submitted or portions thereof and (iii) reissue an informal Request for Proposal.
  - 1.7. Invoice Submission and Required Format: Consultant shall email invoices according to the agree-upon milestone payment schedule to Avondale Account Payable at [accountspayable@avondaleaz.gov](mailto:accountspayable@avondaleaz.gov) and Linda Shoemaker [lshoemaker@avondaleaz.gov](mailto:lshoemaker@avondaleaz.gov).

## **Section II – Instructions and Conditions**

- 2.1. By submitting a proposal to this RFP, the Consultant certifies that in addition to reviewing and understanding the requirements in this RFP, it has reviewed the Exhibit 4 - Sample Professional Service Agreement.
- 2.2. Quantities: The City reserves the right to adjust the quantities as necessary to meet its needs.
- 2.3. If hardware are proposed, Proposer must state the manufacturer of each hardware and specification.
- 2.4. All proposals must contain the quoting firm’s name and be signed by an authorized agent, officer or employee.
- 2.5. Evaluation: The City will evaluate the proposal in accordance with the criteria below. The evaluation of the responses will be 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.

2.5.1. Experience of Firm (maximum 20 points)

2.5.1.1. 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. ***(No more than 3 pages, maximum page size 8.5" x 11", please include the header "Experience of Firm")***

2.5.2. Project Approach (maximum 60 points)

2.5.2.1. Proposed Product: Describe the proposed product information and explain how it meet all requirements listed in section 1.2 Required Technology Specification. ***(Please respond using the format example in Exhibit 3.)***

2.5.2.2. Describe the Consultant's approach to performing the required Services in the Scope of Work described in the section 1.3 and 1.4. ***(Please respond using the format example in Exhibit 3.)***

2.5.2.3. Reference (name, address, email and telephone number) from at least three projects of a similar nature, completed within the last five years, with a brief description of the project and the product. ***(Please complete Exhibit 2)***

2.5.2.4. A complete resume of all the key positions that will be involved in this project.

2.5.3. Price Proposal (maximum 20 points)

***Price proposal shall be based on the format example in Exhibit 1.*** 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).

2.6. Award will be made to the Consultant whose proposal is the most advantageous to the City.

**2.7. Email the completed package to Jill Lin, Senior Buy at [jlin@avondaleaz.gov](mailto:jlin@avondaleaz.gov).**

2.8. 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.

2.9. If you need additional information or have questions please contact Jill Lin by email [jlin@avondaleaz.gov](mailto:jlin@avondaleaz.gov).

**Section III – Price Proposal:**

- 3.1. 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.

**Pre-Submittal Zoom Meeting: October 13, 2021 11:30 AM**

Join Zoom Meeting

<https://avondaleaz.zoom.us/j/84126211527?pwd=WIRkUHUxWjU2Vm5LaDBhb2JuYVk1UT09&from=addon>

Meeting ID: 841 2621 1527

Passcode: 664630 One tap mobile

+12532158782,,84126211527# US (Tacoma)

+13462487799,,84126211527# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 841 2621 1527

Find your local number: <https://avondaleaz.zoom.us/j/84126211527?pwd=WIRkUHUxWjU2Vm5LaDBhb2JuYVk1UT09&from=addon>

EXHIBIT 1  
TO  
REQUEST FOR PROPOSAL  
FOR  
DATA MANAGEMENT SOFTWARE  
NFS 22-026  
[Proposer's Price Proposal]  
  
(See following page(s).)

EXHIBIT 1

PRICE PROPOSAL

NFS 22-026  
DATA MANAGEMENT SOFTWARE

**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.**

Item Group	Item Description	Quantity/Unit	Unit Price	Line Total
<b>1.0 Licensing (Year 1)</b>				
1.1			\$	\$
1.1			\$	\$
Group 1 Subtotal				\$
<b>2.0 Annual Maintenance &amp; Support Agreements (Year 1)</b>				
2.1			\$	\$
2.2			\$	\$
Group 2 Subtotal				\$
<b>3.0 Hardware (Year 1)</b>				
3.1			\$	\$
3.2			\$	\$
Group 3 Subtotal				\$
<b>4.0 Services (Year 1)</b>				
4.1			\$	\$
4.2			\$	\$
Group 4 Subtotal				\$
<b>5.0 Training (Year 1)</b>				
5.1			\$	\$
5.2			\$	\$
Group 5 Subtotal				\$
Grand Total				\$

Item Description	Year 2	Year 3	Year 4	Year 5	Year 6
	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
<b>Grant Total</b>	\$	\$	\$	\$	\$

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

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

EXHIBIT 2  
TO  
REQUEST FOR PROPOSAL  
FOR  
DATA MANAGEMENT SOFTWARE  
NFS 22-026  
[References]

(See following page(s).)



## EXHIBIT 2 – REFERENCES

Project 1. Project Description:		Start Date:	End Date:
		Key personnel(S) for this project:	
Tasks Performed for this project:			
Client Name/Title:	Client Email:	Client Phone Number:	
Client Address:			

Project 2. Project Description:		Start Date:	End Date:
		Key personnel(S) for this project:	
Tasks Performed for this project:			
Client Name/Title:	Client Email:	Client Phone Number:	
Client Address:			

Project 3. Project Description:		Start Date:	End Date:
		Key personnel(S) for this project:	
Tasks Performed for this project:			
Client Name/Title:	Client Email:	Client Phone Number:	
Client Address:			

EXHIBIT 3  
TO  
INFORMAL REQUEST FOR PROPOSAL  
FOR  
DATA MANAGEMENT SOFTWARE  
NFS 22-026

[Project Approach Format]

**2.5.2.1 Product Name:** \_\_\_\_\_

Requirements	Does it meet reequipment?	Explain how the proposed product meets all requirements
1.2.1 Track Time and Attendance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.2.2 Surveys and Assessments	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.2.3 Measure Outcomes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.2.4 ID Cards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.2.5 Volunteer Management	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.2.6 Reporting	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.2.7 Case Management	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**2.5.2.2 Describe your approach to performing the required Services in the sections 1.3 and 1.4**

Requirements	Describe your approach
1.3.1 Cloud based and/or mobile accessibility	
1.3.2 Advanced permissions and filtering options to access the content	
1.3.3 Integrate with existing City identity management platforms such as Active Directory (AD) or Active Directory Federated Services (ADFS) Security, or Security Assertion Markup Language (SAML).	
1.3.4 Provide redundancy plan, uptimes and availability.	
1.3.5 Technical and internal end user training support.	

Requirements	Describe your approach
1.3.6 Functional support offering	
1.3.7 Report development support	
1.3.8 Support of custom modifications, interfaces and process flows.	
1.3.9 Approach toward change management to meet the requirements of the City.	
1.3.10 Approach toward planned outages to meet the requirements of the City	
1.4.1 Testing	
1.4.2 Acceptance	The City will not accept "Acceptance at Delivery". Please propose an acceptance scope.
1.4.3 Warranty	Warranty shall start after the Acceptance. Please provide warranty coverage information, the start date and the coverage period.
1.4.4 Maintenance/Support	Please provide the scope for maintenance/support services, and attach a copy of your maintenance/support agreement for our consideration.
1.4.5 Training Delivery Method	
1.4.6 Data Retention	
1.4.7 Schedule and Milestone Payments	
1.4.8 ID Card Equipment	

(See following page(s).)

EXHIBIT 4  
TO  
INFORMAL REQUEST FOR PROPOSAL  
FOR  
DATA MANAGEMENT SOFTWARE  
NFS 22-026

[PROFESSIONAL SERVICE AGREEMENT]

(See following page(s).)

**PURCHASE AND SERVICES AGREEMENT  
BETWEEN  
THE CITY OF AVONDALE  
AND**

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THIS PURCHASE AND SERVICES AGREEMENT (this "Agreement") is entered into as of \_\_\_\_\_, 2021, between the City of Avondale, an Arizona municipal corporation (the "City") and \_\_\_\_\_, a(n) \_\_\_\_\_ (the "Consultant").

RECITALS

A. The City issued a Request for Proposals No. \_\_\_\_\_ for \_\_\_\_\_ (the "RFP"), a copy of which is on file in the City's Finance Office, seeking proposals from vendors for \_\_\_\_\_ services specifically related to \_\_\_\_\_ (the "Services").

B. The Consultant responded to the RFP by submitting a proposal (the "Proposal"), attached hereto as Exhibit A and incorporated herein by reference, and the City desires to enter into an Agreement with the Consultant for the Services.

C. Pursuant to this Agreement, the Consultant intends to grant the City a license to use any and all software associated with the Consultant's \_\_\_\_\_ (the "\_\_\_\_\_").

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Consultant hereby agree as follows:

1. Term of Agreement.

1.1 Initial Term. This Agreement shall be effective as of the date first set forth above and shall remain in full force and effect until \_\_\_\_\_, 20\_\_ (the "Initial Term"), unless terminated as otherwise provided in this Agreement.

1.2 Renewal Terms. After the expiration of the Initial Term, this Agreement shall be automatically renewed for up to four successive one-year terms (each, a "Renewal Term") if (i) it is deemed in the best interests of the City, subject to availability and appropriation of funds for renewal in each subsequent year, (ii) at least 30 days prior to the end of the then-current term of this Agreement, the Consultant requests, in writing, to extend this Agreement for an additional one-year term and (iii) the City approves the additional one-year term in writing (including any price adjustments approved as part of this Agreement), as evidenced by the City Manager's signature thereon, which approval may be withheld by the City for any reason. The Consultant's failure to seek a renewal of this Agreement shall cause this Agreement to terminate at the end of

the then-current term of this Agreement; provided, however, that the City may, at its discretion and with the agreement of the Consultant, elect to waive this requirement and renew this Agreement. The Initial Term and any Renewal Term(s) are collectively referred to herein as the "Term." Upon renewal, the terms and conditions of this Agreement shall remain in full force and effect.

1.2.1 Software Licensing and Maintenance. This contract shall be automatically renewed beyond the term stated above in Section 1.2 for any related software licensing and maintenance, and such shall remain in place for the life of the purchased equipment under this contract subject to availability and appropriation of funds for each fiscal year.

1.3 Non-Default. By requesting extension for a Renewal Term as set forth above, or by consenting to a Renewal Term in any manner, Consultant 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 Agreement and (ii) any and all Consultant claims, known and unknown, relating to the Agreement and existing on or before the commencement date of the Renewal Term are forever waived.

2. Scope of Work. This is an indefinite quantity and indefinite delivery agreement for Services as described in the Scope of Work, attached hereto as Exhibit B and incorporated herein by reference. The City does not guarantee any minimum or maximum amount of Services will be requested under this Agreement. Services shall only be provided when the City identifies a need and proper authorization and documentation have been approved. For project(s) determined by the City to be appropriate for this Agreement, the Consultant shall provide the Services to the City on an as-required basis relating to the specific Services agreed upon between the parties in a written acknowledgment describing the Services to be provided (each, a "Task Order"). Each Task Order issued for Services pursuant to this Agreement shall be (i) in the form provided and approved by the City for the Services, (ii) contain a reference to this Agreement and (iii) be attached to hereto as Exhibit D and incorporated herein by reference. By signing this Agreement, Consultant acknowledges and agrees that Task Order(s) containing unauthorized exceptions, conditions, limitations, or provisions in conflict with the terms of this Agreement (collectively, the "Unauthorized Conditions"), other than City's project-specific requirements, are hereby expressly declared void and shall be of no force and effect. Acceptance by the City of any Work Order or invoice containing any such Unauthorized Conditions or failure to demand full compliance with the terms and conditions set forth in this Agreement shall not alter such terms and conditions or relieve Consultant from, nor be construed or deemed a waiver of, its requirements and obligations in the performance of this Agreement. If the Agreement is renewed pursuant to Subsection 1.2 above and such renewal includes any Unauthorized Conditions, other than price, those terms will be null and void.

3. Software License. The Consultant hereby grants the City the right to use any and all software associated with the \_\_\_\_\_ for the Term of this Agreement.

4. Compensation. The City shall pay Consultant for the Initial Term and for each subsequent Renewal Term, if any, an annual amount not to exceed **\$50,000.00** for the Services at

the unit rates set forth in the Fee Proposal attached hereto as Exhibit C and incorporated herein by reference.

4.1 Price Adjustment. Any proposed price adjustment shall be submitted in writing to Procurement Office at least 90 calendar days prior to the contract expiration date. Price increase shall not exceed 3% of the contract price. The request shall be reviewed by the City and the approval will in a form of contract amendment.

5. Payments. The City shall pay the Consultant monthly, based upon work performed and completed to date, and upon submission and approval of invoices. All invoices shall document and itemize all work completed to date. Each invoice statement shall include a record of time expended and work performed in sufficient detail to justify payment.

6. Documents. All documents, including any intellectual property rights thereto, prepared and submitted to the City pursuant to this Agreement shall be the property of the City.

7. Information Technology.

7.1 Limited Access. If necessary for the fulfillment of this Agreement, the City may provide Consultant with non-exclusive, limited access to the City's information technology infrastructure. Consultant understands and agrees to abide by all City policies, standards, regulations and restrictions regarding access and usage of City's information and communication technology resources. Consultant shall enforce all such policies, standards, regulations and restrictions with all Consultant's employees, agents or any tier of subcontractor granted access in the performance of this Agreement, and shall be granted and authorized only such access as may be necessary for the purpose of fulfilling the requirements of this Agreement. Consultant's employees, agents and subcontractors must receive prior, written approval from City before being granted access to the City's information and communication technology resources and data. The City, in its sole discretion, shall determine accessibility and limitations thereto. Consultant agrees that the requirements of this Section shall be incorporated into all subcontractor/subconsultant agreements entered into by the Consultant. It is further agreed that a violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court. Notwithstanding the provisions in Section 14.2, a violation of this Section may result in immediate termination of this Agreement without notice.

7.2 Data Confidentiality. All City data, regardless of form, including originals, images and reproductions, prepared by, obtained by or transmitted to Consultant in connection with this Agreement, are confidential, proprietary information owned by the City. Except as specifically provided in this Agreement, the Consultant shall not, without the prior, written consent of the City Manager or authorized designee, (i) disclose data generated in the performance of the Services to any third party or (ii) use City data and information.

7.3 Data Security. Personal identifying information, financial account information, or restricted City information, whether in electronic format or hard copy, must be secured and protected at all times to avoid unauthorized access. At a minimum, Consultant must encrypt and/or password-protect electronic files. This includes data saved to laptop computers,

computerized devices or removable storage devices. When City information, regardless of its format, is no longer required by the Consultant to execute the work contracted by the City, the information must be redacted or destroyed through appropriate and secure methods to ensure the information cannot be viewed, accessed or reconstructed.

7.4 Compromised Security. In the event that data collected or obtained by the Consultant in connection with this Agreement is believed to have been compromised, Consultant shall immediately notify the City Manager, or authorized City designee. Consultant agrees to reimburse the City for any costs incurred by the City to investigate potential breaches of this data by the Consultant and, where applicable, the cost of notifying and/or assisting individuals who may be impacted by the breach.

7.5 Cessation of Operation or Support. If Consultant ceases to operate, ends support of, or otherwise divests its interest in the software and materials for which it is contracted by the City and does not assign the obligation of the Services at reasonable cost as set forth in this Agreement, the Consultant shall provide the City a copy of current source code. The City agrees it shall only use the source code to support its use of the software.

7.6 Disengagement. In the event the contract is terminated by either party, Consultant agrees to confer back to the City all of its data, in usable and normalized format, within 30 days of notice of contract termination. There shall be no charge for the return of City data to the City.

7.7 Survival. The obligations of Consultant under this Section 7 shall survive the termination of this Agreement.

8. Consultant Personnel. Consultant shall provide adequate, experienced personnel, capable of and devoted to the successful performance of the Services under this Agreement. Consultant agrees to assign specific individuals to key positions. If deemed qualified, the Consultant is encouraged to hire City residents to fill vacant positions at all levels. Consultant agrees that, upon commencement of the Services to be performed under this Agreement, key personnel shall not be removed or replaced without prior written notice to the City. If key personnel are not available to perform the Services for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the Services than initially anticipated, Consultant shall immediately notify the City of same and shall, subject to the concurrence of the City, replace such personnel with personnel possessing substantially equal ability and qualifications. Additionally, the City shall have the right to request that the Consultant personnel and/or subcontractors be removed if, in the City's sole discretion, such personnel or subcontractor(s) are detrimental to the delivery of the Services. Upon receipt of such request, the Consultant shall remove such personnel or subcontractor(s) unless the Consultant can provide the City with sufficient documentation to prove it is commercially impractical to replace the personnel or subcontractor(s) with similar qualifications. The City's approval of substituted personnel or subcontractor(s) shall not be unreasonably withheld.



9. Inspection; Acceptance. All work shall be subject to inspection and acceptance by the City at reasonable times during Consultant's performance. The Consultant shall provide and maintain a self-inspection system that is acceptable to the City.

10. Licenses; Materials. Consultant shall maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Consultant. The City has no obligation to provide Consultant, its employees or subcontractors any business registrations or licenses required to perform the specific services set forth in this Agreement. The City has no obligation to provide tools, equipment or material to Consultant.

11. Performance Warranty. Consultant warrants that the Services rendered will conform to the requirements of this Agreement and with the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality.

12. Indemnification. To the fullest extent permitted by law, the Consultant shall indemnify, defend and hold harmless the City and each council member, officer, employee or agent thereof (the City and any such person being herein called an "Indemnified Party"), for, from and against any and all losses, claims, damages, liabilities, costs and expenses (including, but not limited to, reasonable attorneys' fees, court costs and the costs of appellate proceedings) to which any such Indemnified Party may become subject, under any theory of liability whatsoever ("Claims"), insofar as such Claims (or actions in respect thereof) relate to, arise out of, or are caused by or based upon the negligent acts, intentional misconduct, errors, mistakes or omissions, in connection with the work or services of the Consultant, its officers, employees, agents, or any tier of subcontractor in the performance of this Agreement. The amount and type of insurance coverage requirements set forth below will in no way be construed as limiting the scope of the indemnity in this Section.

13. Insurance.

13.1 General.

A. Insurer Qualifications. Without limiting any obligations or liabilities of Consultant, Consultant shall purchase and maintain, at its own expense, hereinafter stipulated minimum insurance with insurance companies authorized to do business in the State of Arizona pursuant to ARIZ. REV. STAT. § 20-206, as amended, with an AM Best, Inc. rating of A- or above with policies and forms satisfactory to the City. Failure to maintain insurance as specified herein may result in termination of this Agreement at the City's option.

B. No Representation of Coverage Adequacy. By requiring insurance herein, the City does not represent that coverage and limits will be adequate to protect Consultant. The City reserves the right to review any and all of the insurance policies and/or endorsements cited in this Agreement but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Consultant from,

nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

C. Additional Insured. All insurance coverage, except Workers' Compensation insurance and Professional Liability insurance, if applicable, shall name, to the fullest extent permitted by law for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees as Additional Named Insured as specified under the respective coverage sections of this Agreement.

D. Coverage Term. All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of this Agreement are satisfactorily performed, completed and formally accepted by the City, unless specified otherwise in this Agreement.

E. Primary Insurance. Consultant's insurance shall be primary insurance with respect to performance of this Agreement and in the protection of the City as an Additional Insured.

F. Claims Made. In the event any insurance policies required by this Agreement are written on a "claims made" basis, coverage shall extend, either by keeping coverage in force or purchasing an extended reporting option, for three years past completion and acceptance of the services. Such continuing coverage shall be evidenced by submission of annual Certificates of Insurance and necessary endorsements citing applicable coverage is in force and contains the provisions as required herein for the three-year period.

G. Waiver. All policies, except for Professional Liability, including Workers' Compensation insurance, shall contain a waiver of rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees for any claims arising out of the work or services of Consultant. Consultant shall arrange to have such subrogation waivers incorporated into each policy via formal written endorsement thereto.

H. Policy Deductibles and/or Self-Insured Retentions. The policies set forth in these requirements may provide coverage that contains deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to the City. Consultant shall be solely responsible for any such deductible or self-insured retention amount.

I. Use of Subcontractors. If any work under this Agreement is subcontracted in any way, Consultant shall execute written agreements with its subcontractors containing the indemnification provisions set forth above and insurance requirements set forth herein protecting the City and Consultant. Consultant shall be responsible for executing any agreements with its subcontractors and obtaining certificates of insurance verifying the insurance requirements.

J. Evidence of Insurance. Prior to commencing any work or services under this Agreement, Consultant will provide the City with suitable evidence of insurance in the form of certificates of insurance and a copy of the declaration page(s) of the insurance policies as required by this Agreement, issued by Consultant's insurance insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverages, conditions and limits of coverage specified in this Agreement and that such coverage and provisions are in full force and effect. Confidential information such as the policy premium may be redacted from the declaration page(s) of each insurance policy, provided that such redactions do not alter any of the information required by this Agreement. The City shall reasonably rely upon the certificates of insurance and declaration page(s) of the insurance policies as evidence of coverage but such acceptance and reliance shall not waive or alter in any way the insurance requirements or obligations of this Agreement. If any of the policies required by this Agreement expire during the life of this Agreement, it shall be Consultant's responsibility to forward renewal certificates and declaration page(s) to the City 30 days prior to the expiration date. All certificates of insurance and declarations required by this Agreement shall be identified by referencing the RFP number and title or this Agreement. A \$25.00 administrative fee shall be assessed for all certificates or declarations received without the appropriate RFP number and title or a reference to this Agreement, as applicable. Additionally, certificates of insurance and declaration page(s) of the insurance policies submitted without referencing the appropriate RFP number and title or a reference to this Agreement, as applicable, will be subject to rejection and may be returned or discarded. Certificates of insurance and declaration page(s) shall specifically include the following provisions:

(1) The City, its agents, representatives, officers, directors, officials and employees are Additional Insureds as follows:

(a) Commercial General Liability – Under Insurance Services Office, Inc., (“ISO”) Form CG 20 10 03 97 or equivalent.

(b) Auto Liability – Under ISO Form CA 20 48 or equivalent.

(c) Excess Liability – Follow Form to underlying insurance.

(2) Consultant's insurance shall be primary insurance with respect to performance of this Agreement.

(3) All policies, except for Professional Liability, including Workers' Compensation, waive rights of recovery (subrogation) against City, its agents, representatives, officers, officials and employees for any claims arising out of work or services performed by Consultant under this Agreement.

(4) ACORD certificate of insurance form 25 (2014/01) is preferred. If ACORD certificate of insurance form 25 (2001/08) is used, the phrases in the cancellation provision “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives” shall be deleted. Certificate forms other than ACORD form shall have similar restrictive language deleted.

K. Endorsements. Consultant shall provide the City with the necessary endorsements to ensure City is provided the insurance coverage set forth in this Section.

### 13.2 Required Insurance Coverage.

A. Commercial General Liability. Consultant shall maintain “occurrence” form Commercial General Liability insurance with an unimpaired limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury. Coverage under the policy will be at least as broad as ISO policy form CG 00 010 93 or equivalent thereof, including but not limited to, separation of insured’s clause. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, officials and employees shall be cited as an Additional Insured under ISO, Commercial General Liability Additional Insured Endorsement form CG 20 10 03 97, or equivalent, which shall read “Who is an Insured (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of “your work” for that insured by or for you.” If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.

B. Vehicle Liability. Consultant shall maintain Business Automobile Liability insurance with a limit of \$1,000,000 each occurrence on Consultant’s owned, hired and non-owned vehicles assigned to or used in the performance of the Consultant’s work or services under this Agreement. Coverage will be at least as broad as ISO coverage code “1” “any auto” policy form CA 00 01 12 93 or equivalent thereof. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees shall be cited as an Additional Insured under ISO Business Auto policy Designated Insured Endorsement form CA 20 48 or equivalent. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.

C. Professional Liability. If this Agreement is the subject of any professional services or work, or if the Consultant engages in any professional services or work in any way related to performing the work under this Agreement, the Consultant shall maintain Professional Liability insurance covering negligent errors and omissions arising out of the Services performed by the Consultant, or anyone employed by the Consultant,

or anyone for whose negligent acts, mistakes, errors and omissions the Consultant is legally liable, with an unimpaired liability insurance limit of \$2,000,000 each claim and \$2,000,000 annual aggregate.

D. Workers' Compensation Insurance. If Consultant employs anyone who is required by law to be covered by workers' compensation insurance, Consultant shall maintain Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over Consultant's employees engaged in the performance of work or services under this Agreement and shall also maintain Employers Liability Insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee and \$1,000,000 disease policy limit.

13.3 Cancellation and Expiration Notice. Insurance required herein shall not expire, be canceled, or be materially changed without 30 days' prior written notice to the City.

14. Termination; Cancellation.

14.1 For City's Convenience. This Agreement is for the convenience of the City and, as such, may be terminated without cause after receipt by Consultant of written notice by the City. Upon termination for convenience, Consultant shall be paid for all undisputed services performed to the termination date.

14.2 For Cause. If either party fails to perform any obligation pursuant to this Agreement and such party fails to cure its nonperformance within 30 days after notice of nonperformance is given by the non-defaulting party, such party will be in default. In the event of such default, the non-defaulting party may terminate this Agreement immediately for cause and will have all remedies that are available to it at law or in equity including, without limitation, the remedy of specific performance. If the nature of the defaulting party's nonperformance is such that it cannot reasonably be cured within 30 days, then the defaulting party will have such additional periods of time as may be reasonably necessary under the circumstances, provided the defaulting party immediately (A) provides written notice to the non-defaulting party and (B) commences to cure its nonperformance and thereafter diligently continues to completion the cure of its nonperformance. In no event shall any such cure period exceed 90 days. In the event of such termination for cause, payment shall be made by the City to the Consultant for the undisputed portion of its fee due as of the termination date.

14.3 Due to Work Stoppage. This Agreement may be terminated by the City upon 30 days' written notice to Consultant in the event that the Services are permanently abandoned. In the event of such termination due to work stoppage, payment shall be made by the City to the Consultant for the undisputed portion of its fee due as of the termination date.

14.4 Conflict of Interest. This Agreement is subject to the provisions of ARIZ. REV. STAT. § 38-511. The City may cancel this Agreement without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the City or any of its departments or agencies is, at any time while this Agreement or any extension of this Agreement

is in effect, an employee of any other party to this Agreement in any capacity or a consultant to any other party of this Agreement with respect to the subject matter of this Agreement.

14.5 Gratuities. The City may, by written notice to the Consultant, cancel this Agreement if it is found by the City that gratuities, in the form of economic opportunity, future employment, entertainment, gifts or otherwise, were offered or given by the Consultant or any agent or representative of the Consultant to any officer, agent or employee of the City for the purpose of securing this Agreement. In the event this Agreement is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover and withhold from the Consultant an amount equal to 150% of the gratuity.

14.6 Agreement Subject to Appropriation. The City is obligated only to pay its obligations set forth in this Agreement as may lawfully be made from funds appropriated and budgeted for that purpose during the City's then current fiscal year. The City's obligations under this Agreement are current expenses subject to the "budget law" and the unfettered legislative discretion of the City concerning budgeted purposes and appropriation of funds. Should the City elect not to appropriate and budget funds to pay its Agreement obligations, this Agreement shall be deemed terminated at the end of the then-current fiscal year term for which such funds were appropriated and budgeted for such purpose and the City shall be relieved of any subsequent obligation under this Agreement. The parties agree that the City has no obligation or duty of good faith to budget or appropriate the payment of the City's obligations set forth in this Agreement in any budget in any fiscal year other than the fiscal year in which this Agreement is executed and delivered. The City shall be the sole judge and authority in determining the availability of funds for its obligations under this Agreement. The City shall keep Consultant informed as to the availability of funds for this Agreement. The obligation of the City to make any payment pursuant to this Agreement is not a general obligation or indebtedness of the City. Consultant hereby waives any and all rights to bring any claim against the City from or relating in any way to the City's termination of this Agreement pursuant to this section.

15. Miscellaneous.

15.1 Independent Contractor. It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Consultant acknowledges and agrees that the Services provided under this Agreement are being provided as an independent contractor, not as an employee or agent of the City. Consultant, its employees and subcontractors are not entitled to workers' compensation benefits from the City. The City does not have the authority to supervise or control the actual work of Consultant, its employees or subcontractors. The Consultant, and not the City, shall determine the time of its performance of the services provided under this Agreement so long as Consultant meets the requirements of its agreed Scope of Work as set forth in Section 2 above. Consultant is neither prohibited from entering into other contracts nor prohibited from practicing its profession elsewhere. City and Consultant do not intend to nor will they combine business operations under this Agreement.

15.2 Applicable Law; Venue. This Agreement shall be governed by the laws of the State of Arizona and suit pertaining to this Agreement may be brought only in courts in Maricopa County, Arizona.

15.3 Laws and Regulations. Consultant shall keep fully informed and shall at all times during the performance of its duties under this Agreement ensure that it and any person for whom the Consultant is responsible abides by, and remains in compliance with, all rules, regulations, ordinances, statutes or laws affecting the Services, including, but not limited to, the following: (A) existing and future City and County ordinances and regulations, (B) existing and future State and Federal laws and (C) existing and future Occupational Safety and Health Administration standards.

15.4 Amendments. This Agreement may be modified only by a written amendment signed by persons duly authorized to enter into contracts on behalf of the City and the Consultant.

15.5 Provisions Required by Law. Each and every provision of law and any clause required by law to be in this Agreement will be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, this Agreement will promptly be physically amended to make such insertion or correction.

15.6 Severability. The provisions of this Agreement are severable to the extent that any provision or application held to be invalid by a Court of competent jurisdiction shall not affect any other provision or application of this Agreement which may remain in effect without the invalid provision or application.

15.7 Entire Agreement; Interpretation; Parol Evidence. This Agreement represents the entire agreement of the parties with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this Agreement are hereby revoked and superseded by this Agreement. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this Agreement. This Agreement shall be construed and interpreted according to its plain meaning, and no presumption shall be deemed to apply in favor of, or against the party drafting this Agreement. The parties acknowledge and agree that each has had the opportunity to seek and utilize legal counsel in the drafting of, review of, and entry into this Agreement.

15.8 Assignment; Delegation. No right or interest in this Agreement shall be assigned or delegated by Consultant without prior, written permission of the City signed by the City Manager. Any attempted assignment or delegation by Consultant in violation of this provision shall be a breach of this Agreement by Consultant.

15.9 Subcontracts. No subcontract shall be entered into by the Consultant with any other party to furnish any of the material or services specified herein without the prior, written approval of the City. The Consultant is responsible for performance under this Agreement whether

or not subcontractors are used. Failure to pay subcontractors in a timely manner pursuant to any subcontract shall be a material breach of this Agreement by Consultant.

15.10 Rights and Remedies. No provision in this Agreement shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of this Agreement. The failure of the City to insist upon the strict performance of any term or condition of this Agreement or to exercise or delay the exercise of any right or remedy provided in this Agreement, or by law, or the City's acceptance of and payment for services, shall not release the Consultant from any responsibilities or obligations imposed by this Agreement or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of this Agreement.

15.11 Attorneys' Fees. In the event either party brings any action for any relief, declaratory or otherwise, arising out of this Agreement or on account of any breach or default hereof, the prevailing party shall be entitled to receive from the other party reasonable attorneys' fees and reasonable costs and expenses, determined by the court sitting without a jury, which shall be deemed to have accrued on the commencement of such action and shall be enforced whether or not such action is prosecuted through judgment.

15.12 Liens. All materials or services shall be free of all liens and, if the City requests, a formal release of all liens shall be delivered to the City.

15.13 Offset.

A. Offset for Damages. In addition to all other remedies at law or equity, the City may offset from any money due to the Consultant any amounts Consultant owes to the City for damages resulting from breach or deficiencies in performance or breach of any obligation under this Agreement.

B. Offset for Delinquent Fees or Taxes. The City may offset from any money due to the Consultant any amounts Consultant owes to the City for delinquent fees, transaction privilege use taxes and property taxes, including any interest or penalties.

15.14 Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (A) delivered to the party at the address set forth below, (B) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below or (C) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to the City:                      City of Avondale  
   11465 West Civic Center Drive  
   Avondale, Arizona 85323  
   Attn: Charles A. Montoya, City Manager

With copies to:                      City of Avondale  
   11465 West Civic Center Drive  
   Avondale, Arizona 85323



Attn: Procurement Officer

City of Avondale  
11465 West Civic Center Drive  
Avondale, Arizona 85323  
Attn: City Attorney

If to Consultant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this subsection. Notices shall be deemed received (A) when delivered to the party, (B) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage or (C) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

15.15 Confidentiality of Records. The Consultant shall establish and maintain procedures and controls that are acceptable to the City for the purpose of ensuring that information contained in its records or obtained from the City or from others in carrying out its obligations under this Agreement shall not be used or disclosed by it, its agents, officers, or employees, except as required to perform Consultant's duties under this Agreement. Persons requesting such information should be referred to the City. Consultant also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Consultant as needed for the performance of duties under this Agreement.

15.16 Records and Audit Rights. To ensure that the Consultant and its subcontractors are complying with the warranty under subsection 15.17 below, Consultant's and its subcontractor's books, records, correspondence, accounting procedures and practices, and any other supporting evidence relating to this Agreement, including the papers of any Consultant and its subcontractors' employees who perform any work or services pursuant to this Agreement (all of the foregoing hereinafter referred to as "Records"), shall be open to inspection and subject to audit and/or reproduction during normal working hours by the City, to the extent necessary to adequately permit (A) evaluation and verification of any invoices, payments or claims based on Consultant's and its subcontractors' actual costs (including direct and indirect costs and overhead allocations) incurred, or units expended directly in the performance of work under this Agreement and (B) evaluation of the Consultant's and its subcontractors' compliance with the Arizona employer sanctions laws referenced in subsection 15.17 below. To the extent necessary for the City to audit Records as set forth in this subsection, Consultant and its subcontractors hereby waive

any rights to keep such Records confidential. For the purpose of evaluating or verifying such actual or claimed costs or units expended, the City shall have access to said Records, even if located at its subcontractors' facilities, from the effective date of this Agreement for the duration of the work and until three years after the date of final payment by the City to Consultant pursuant to this Agreement. Consultant and its subcontractors shall provide the City with adequate and appropriate workspace so that the City can conduct audits in compliance with the provisions of this subsection. The City shall give Consultant or its subcontractors reasonable advance notice of intended audits. Consultant shall require its subcontractors to comply with the provisions of this subsection by insertion of the requirements hereof in any subcontract pursuant to this Agreement.

15.17 E-verify Requirements. To the extent applicable under ARIZ. REV. STAT. § 41-4401, the Consultant and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and their compliance with the E-verify requirements under ARIZ. REV. STAT. § 23-214(A). Consultant's or its subcontractor's failure to comply with such warranty shall be deemed a material breach of this Agreement and may result in the termination of this Agreement by the City.

15.18 Israel. For Contracts in excess of One Hundred Thousand (\$100,000) Dollars, Contractor certifies that it is not currently engaged in, and agrees for the duration of this Agreement that it will not engage in a "boycott," as that term is defined in ARIZ. REV. STAT. § 35-393, of Israel.

15.19 Conflicting Terms. In the event of any inconsistency, conflict or ambiguity among the terms of this Agreement, any amendments, the Scope of Work, any City-approved Purchase Order, the Fee Proposal, the RFP and the Consultant's Proposal, the documents shall govern in the order listed herein. If the Agreement is renewed pursuant to Subsection 1.2 above and such renewal includes any conflicting terms, other than price, those terms will be null and void.

15.20 Non-Exclusive Contract. This Agreement is entered into with the understanding and agreement that it is for the sole convenience of the City. The City reserves the right to obtain like goods and services from another source when necessary.

15.21 Cooperative Purchasing. Specific eligible political subdivisions and nonprofit educational or public health institutions ("Eligible Procurement Unit(s)") are permitted to utilize procurement agreements developed by the City, at their discretion and with the agreement of the awarded Consultant. Consultant may, at its sole discretion, accept orders from Eligible Procurement Unit(s) for the purchase of the Materials and/or Services at the prices and under the terms and conditions of this Agreement, in such quantities and configurations as may be agreed upon between the parties. All cooperative procurements under this Agreement shall be transacted solely between the requesting Eligible Procurement Unit and Consultant. Payment for such purchases will be the sole responsibility of the Eligible Procurement Unit. The exercise of any rights, responsibilities or remedies by the Eligible Procurement Unit shall be the exclusive obligation of such unit. The City assumes no responsibility for payment, performance or any liability or obligation associated with any cooperative procurement under this Agreement. The City shall not be responsible for any disputes arising out of transactions made by others.

[SIGNATURES ON FOLLOWING PAGES]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first set forth above.

**“City”**

CITY OF AVONDALE,  
an Arizona municipal corporation

\_\_\_\_\_  
Charles A. Montoya, City Manager

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Marcella Carrillo, City Clerk

**“Consultant”**

\_\_\_\_\_,  
a(n) \_\_\_\_\_

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

EXHIBIT A  
TO  
PURCHASE AND SERVICES AGREEMENT  
BETWEEN  
THE CITY OF AVONDALE  
AND

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[Consultant's Proposal]

See following pages.

EXHIBIT B  
TO  
PURCHASE AND SERVICES AGREEMENT  
BETWEEN  
THE CITY OF AVONDALE  
AND

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[Scope of Work]

See following pages.

EXHIBIT C  
TO  
PURCHASE AND SERVICES AGREEMENT  
BETWEEN  
THE CITY OF AVONDALE  
AND

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[Fee Proposal]

See following pages.

EXHIBIT D  
TO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE CITY OF AVONDALE  
AND

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[Task Order(s)]

To be attached subsequent to execution.