



CITY OF AVONDALE
Finance and Budget Department
11465 West Civic Center Drive
Suite 250
Avondale, AZ 85323-6807
Phone: 623-333-2029
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REQUEST FOR QUOTATION
Small Purchase (General/Trade Services)
Vinyl Vehicle Wrap

FD 19-119QSP

All quotes due by March 21, 2019, 3:00 P.M., Local Time, Phoenix, Arizona.

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

Section I – Scope of Services

1. Contractor will provide and install vinyl vehicle wrap on City owned vehicles or unpowered vehicles ("trailers") as stated in the attached Exhibit A. Project Information.
2. Contractor may be asked to develop and provide graphics to be utilized for the vehicle wrap.
3. City must accept final graphics design and approve final graphic proofs before vehicle wrap is authorized and installed.
4. Contractor will develop dimension specifications for the vehicle Trailer.
5. Contractor is responsible for the removal and reinstallation of all appurtenances attached to the exterior of the vehicle.
6. City Representative will deliver the vehicle(s) to and retrieve the vehicle(s) from the Contractor's place of business Monday through Thursday during City business hours. Work must occur in one continuous period not to exceed 10 business days. Work must be completed no later than 10 business days after the Notice to Proceed is issued.
7. Contractor shall include warranty information with the quotation bid packet.
8. Quotes shall list all applicable state and local taxes.

At the City's discretion, the Contract created by this request and the resulting quotation will automatically renew for up to four successive one-year terms (each, a "Renewal Term"), unless the Contractor notifies the City in writing of its desire to terminate the Contract. If extended, the then-current prices shall be applicable during the subsequent Renewal Term unless the Contractor notifies the City in writing of any rate increase and the City approves the increase with an authorized signature, prior to the end of the then-current term. By consenting to a Renewal Term, Contractor shall be deemed to affirmatively assert that (i) the City is not currently in default, nor has been in default at any time prior to the Renewal Term, under any of the terms or conditions of the Contract and (ii) any and all

Contractor claims, known and unknown, relating to the Contract and existing on or before the commencement date of the Renewal Term are forever waived.

Section II – Instructions and Conditions

1. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the City chooses to move forward with a pending project and proper authorization and documentation have been approved. The City does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.
2. Contractors must state the manufacturer of each product quoted on in conformity with the specifications.
3. All quotations must contain the quoting firm’s name and be signed by an authorized agent, officer or employee.
4. Award will be made to the Contractor whose quotation is the most advantageous to the City.
5. Please attach your Quotation behind the Exhibit A cover sheet and submit this document to the address above or submit by email to lbrowning@avondaleaz.gov .
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 or Project Manager Jason Napier or by email jnapier@avondaleaz.gov.

Section III – Pricing

The Quotation shall be attached hereto as Exhibit B and shall contain pricing.

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

Section IV – Execution and Submission

By executing this document and submitting a quotation to the City of Avondale, the authorized agent agrees (i) he/she has read the City’s Standard Terms and Conditions, dated February 11, 2019, as set forth on the City of Avondale website ([http:// www.avondaleaz.gov/standard-terms](http://www.avondaleaz.gov/standard-terms)), which are incorporated into and become a part of the company’s quotation offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated February 11, 2019. By signing below the company is offering to provide the services set forth in Exhibit A and upon written acceptance of the company’s offer by the City, it will have entered into a binding agreement. The offer shall be considered held open for 60 days from the quotes due date set forth above.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Telephone No. _____

Quotations for amounts exceeding \$50,000 will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Avondale Use Only)

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

City of Avondale, an Arizona municipal corporation

_____ Date: _____

Charles A. Montoya, City Manager

City Attorney Approval:

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
Vinyl Vehicle Wrap FD 19-119QSP

[Project Information and Requirements]

(See following page(s).)

Vinyl Vehicle Wrap

FD 19-119QSP

Project Information and Requirements

1. Introduction: The City of Avondale is seeking a licensed and qualified vendor to provide professional vehicle vinyl wrap design and installation services. The vehicle wrap installation services are for a 2007 SCOTTY Fire Safety House Trailer (the "Trailer"). The Trailer will be at Fire Station No. 173, located at 11510 W Durango Road, on March 14, 2019, between 9:00 a.m. and 12 p.m. for bidders to view.
2. Contractor will provide and install a vehicle wrap as specified herein.
 - a. The back, sides, and front of Trailer, excluding bumper, will be wrapped according to City approved graphics developed by the Contractor.
 - b. Trailer windows, excluding four sprinkler room viewing windows, will receive a perforated window wrap.
 - c. Preferred wrap shall be full color, 3M IJ180CV3 vinyl and 3M 8518 laminate.
3. Contractor will develop dimension specifications for the Trailer.
4. Contractor is responsible for the removal and reinstallation of all appurtenances attached to the exterior of the Trailer.
5. City approved graphics design must be City accepted no later than May 1, 2019.
6. City staff will deliver and retrieve the Trailer to the Contractor's place of business Monday through Thursday at a time convenient to the City. Trailer will be available for wrap installation between April 10, 2019 and May 30, 2019. Work must occur in one continuous period not to exceed 10 business days, and all work must be completed no later than May 30, 2019.
7. Quotes shall list all applicable state and local taxes.

EXHIBIT B
TO
REQUEST FOR QUOTATION
FOR
Vinyl Vehicle Wrap FD 19-119QSP

[Contractor's Quotation]

(See following page(s).)

**Price Sheet
Vinyl Vehicle Wrap**

FD 19-119QSP

Item/Description	Unit Price
	Each
VINYL WRAP DESIGN SERVICES	\$
PARTIAL WRAP PARTS	Each (Including installation)
Mirror Caps (each)	\$
Mirrors Full (each)	\$
Bumpers (each)	\$
Hood	\$
Spoiler	\$
Chrome Trim Coverup	\$
Racing Stripes	\$
FULL VEHICLE WRAP	Each (Including installation)
Small Car	\$
Medium Size Sedan	\$
Sports Coupe	\$
Large Sedan	\$
Pickup Truck	\$
Scotty Trailer 35'	\$
Scotty Trailer 31'	\$
Other (must specify)	\$

Quotes shall list all applicable state and local taxes.

Company Name: _____ Date: _____