



CITY OF AVONDALE  
Finance and Budget Department  
11465 West Civic Center Drive Suite 250  
Avondale, AZ 85323-6807  
Phone: 623-333-2047  
Fax: 623-333-0140

**INFORMAL REQUEST FOR PROPOSAL  
FOR  
CITY FOUNTAIN MAINTENANCE SERVICES  
FM 22-019**

**All responses due by 09/22/2021, 3:00 P.M., Local Time, Phoenix, Arizona. Please email your response to Jill Lin at [jlin@avondaleaz.gov](mailto:jlin@avondaleaz.gov).**

The City of Avondale requires regular maintenance, supplies and services for one (1) fountain. The selected contractor will be required to provide quality, prompt service with minimal service call backs.

**Section I – Scope of Work**

- 1.1. The Contractor shall keep the fountain in good operating condition, free of algae and deliver repair and upgrade upon City’s request.
  - 1.1.1. Location: 11465 W Civic Center Dr. Avondale, AZ 85323
  - 1.1.2. Maintenance and Services: For maintenance of the City fountain, Contractor shall remove debris, maintain water level and circulating pumps, clean filters, and chemically treat water.
  - 1.1.3. Regular Maintenance Schedule: Fountain shall be checked and maintained once a week.
  - 1.1.4. Report of Service: Contractor shall contact Facilities Management Staff (“City Staff”) a report detailing work completed and chemicals used upon completed service.
  - 1.1.5. Repair: Contractor shall immediately report any malfunction of the fountain pump and equipment to City Staff. Upon request, Contractor shall submit a written quotation with estimated cost of material and labor and a not-to-exceed ceiling price required for the repair.
  - 1.1.6. Other Services: The City may need to modify the fountain for various of reasons. When the City determines modification(s) is needed, the City will notify the Contractor of an existing requirement. Contractor shall respond within two (2) working days, by meeting with the City Staff to further define the scope of the requirement. After mutual agreement on the scope of the Work to be performed, the Contractor shall then prepare a written proposal with a firm fix price within an agree upon timeframe.
  - 1.1.7. Work Orders: Contractor shall not commence the repair or other services without a valid purchase order and City Staff’s written approval.
- 1.2. Minimum Qualifications: The successful proposer must have the background, experience and skills in addressing section 1. Scope of Work

1.3. 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.

1.4. Invoice Submission and Required Format:

1.4.1. Contractor shall email invoices to Avondale Account Payable at [accountspayable@avondaleaz.gov](mailto:accountspayable@avondaleaz.gov) and Joel Evans, Facility Director, [jevans@avondaleaz.gov](mailto:jevans@avondaleaz.gov)

1.4.2. All invoices must indicate the service description, activities and unit price in accordance with the Price Proposal and the PO number.

**Section II – Instructions and Conditions**

2.1. 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 Evaluation:

2.1.1. Experience of Firm (maximum 30 points)

Description of Contractor’s experience and ability/capability to perform Scope of Services

2.1.2. References: (maximum 30 points)

At least three (3) references from the last two (2) years, include contact name, email address, phone number, years of service provided and brief description of service pertaining to this RFP.

2.1.3. Price Proposal: (maximum 40 points)

Completed and Signed Exhibit A – Labor Rates

2.2. Please email the completed and signed Section IV, Exhibit A, Exhibit B and required attachments to the email address above.

2.3. 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.

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

2.5. Award will be made to the Contractor whose proposal is the most advantageous to the City

**Section III – Price Proposal:**

3.1. Price shall be made F.O.B. Destination to the designated delivery points within the City.

3.2. Price Proposal must be signed with the firm name and by an authorized agent, officer or employee.

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 IV – 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 (<https://www.avondaleaz.gov/government/departments/finance-budget/standard-terms>), 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 Scope of Work, Exhibit A, Exhibit B 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 proposal 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

EXHIBIT A  
TO  
INFORMAL REQUEST FOR PROPOSAL  
FOR  
CITY FOUNTAIN MAINTENANCE SERVICES  
FM 22-019

[Price Proposal]

(See following page(s).)

EXHIBIT A

PRICE PROPOSAL

CITY FOUNTAIN MAINTENANCE SERVICES

FM 22-019

**NOTE: Pricing shall be all-inclusive such as permits, overhead, profit, design, taxes, equipment, labor and material., All pricing blanks must be filled in. Incomplete or unfilled spaces in the Price Proposal shall result in a determination that a Bid is non-responsive.**

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Price</b>
1	Regular Maintenance	Once/Week	\$
2	Repair and Other Services Labor Rate	Hourly	\$

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

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

EXHIBIT B  
TO  
INFORMAL REQUEST FOR PROPOSAL  
FOR  
CITY FOUNTAIN MAINTENANCE SERVICES  
FM 22-019

[PROPOSAL FORM]

(See following page(s).)

## EXHIBIT B – PROPOSAL FORM

**PLEASE TYPE OR PRINT LEGIBLY**

**1. Contact Person**

Name:	Phone Number:	Email:
-------	---------------	--------

**2. Company Detail**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Years in business:		Number of Employees

**3. Principal of Company (If there are more principals, please attached a separate sheet of paper.)**

Name:	Title:	
Phone Number:	Email:	
Company Address:		
City:	State:	Zip Code:

**4. Experience of Firm (Describe your experience and capability to perform Scope of Work in a separate attachment, no more than three pages, preferred page size 8.5" x 11'. Resumes are excluded from the page count)**

<input type="checkbox"/> Attachment 1 – Experience of Firm and Resumes included.
--

**5. References**

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

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

**EXHIBIT B – PROPOSAL FORM**

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

<input type="checkbox"/> Attachment 2 - Additional References included. (optional)
--