



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

**INFORMAL REQUEST FOR PROPOSAL
FOR
Custom Mobile Drinking Water Trailer
PW 21-009**

All responses due by September 9, 2020, 3:00 P.M., Local Time, Phoenix, Arizona. Please email your response to Jill Lin at jlin@avondaleaz.gov.

Non-Mandatory Pre-submittal Teleconference as indicated below:

Date and Time: August 25, 2020 9:00 A.M.

Call-in Instruction: Please see page 17

The City of Avondale (the “City”) Public Works Department is seeking a licensed and qualified Contractor to design, provide all material and labor required to furnish one (1) Custom Mobile Drinking Water Trailer that meets the equipment specifications listed in Appendix A of this Request for Proposal on a one-time basis. Contractor must submit a completed Exhibit A - Contractor Application.

Section I – Project Information

1.1. The Purpose: To provide water resource education to our community, the City is planning on providing one (1) Custom Mobile Drinking Water Trailer (“Trailer”) as a portable drinking water station for public use. The trailer will provide cooled, fresh tap water ready for the public to fill their reusable drinking water bottle, promoting the local water source and cutting down on waste. Staff will accompany the trailer, giving the public an opportunity to talk face-to-face with utility professionals about their drinking water supply, bolstering consumer confidence and promoting the environmental and economic benefits of tap water compared to bottled water.

1.2. Scope of Work: The objective of this Scope of Work is to outline the minimum requirements and general functional areas believed to be necessary to successfully perform this contract. The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work or requirements necessary to furnish a trailer.

1.2.1. The contractor must provide high quality equipment, components, and parts designed for the trailer that are new and of current manufacture. The use of military/government surplus, used, obsolete or discontinued items will not be acceptable. All materials that come in contact with potable water must meet NSF 60/61 standards for drinking water.

1.2.2. The contractor must be responsible for assuring that the trailer meets the specified performance criteria. All major components shall have the manufacturer’s approval and

recommendation for this type of service and the manufacturer's ratings shall not be exceeded by actual imposed loads.

1.2.3. Project Time Line: The qualified contractor must be able to deliver the required project as awarded and pass inspection no more than 120 days after the receipt of the purchase order. Actual delivery date will be determined by the City at the time the purchase order is issued.

1.2.4. Contractor shall provide a proposed schedule with milestones.

1.2.5. Training: The contractor must be able to provide training, technical support and assistance as required.

1.2.6. The successful proposer must comply with all applicable Arizona Department of Motor Vehicles licensing requirements such as but not limited to vehicle manufacturer, vehicle dealer for vehicle sales, and vehicle salesperson.

1.3. Minimum Qualifications:

1.3.1. Experience: The Contractor must provide references and project information for at least five (5) customers from the last three (3) years that have taken delivery of customized vehicles or trailers for food or water.

1.3.2. Contractor must be able to demonstrate to the City's satisfaction their capabilities including evidence that they possess competent personnel and adequate facilities to fully comply with the requirements of the contract prior to award and at any time during the contract term of extension thereof.

1.3.3. The City reserves the right to inspect the Contractor's or subcontractor's place of business prior to award or at any time during the contract term or any extension thereof, to determine the Contractor's capabilities and qualifications.

1.4. Preparation/Submission of Contractor Application.: Prospective vendors shall review their Contractor Application submissions to ensure the following requirements are met.

1.4.1. Contractor meet the minimum required skill, experience or requirements to perform design, construction and delivery of a food and beverage quality mobile trailer.

1.4.2. Contractor has no past record of failing to fully perform or fulfill contractual obligations.

1.4.3. Contractor is financially stable, solvent and has adequate cash reserves to meet all financial obligations including any potential costs resulting from an award of an agreement.

1.4.4. Contractor's Application contains accurate statements that, in the opinion of the City Manager or authorized designee, are intended to mislead the City in its evaluation of the Contractor Application.

1.5. Waiver; Rejection; Reissuance: Notwithstanding any other provision of this RFQ, the City expressly reserves the right to: (i) waive any immaterial defect or informality, (ii) reject any or all Contractor Application submitted or portions thereof and (iii) reissue an RFQ.

1.6. Warranty:

- 1.6.1. The contractor or authorized dealer shall be responsible to the City for all warranty service, parts, labor, and travel costs applicable to the equipment provided. The responsible contractor or authorized dealer shall be responsible for ensuring that warranty work is performed, and that service, parts, labor and travel are available and provided to meet the City's schedules. This does not limit or reduce in any manner the manufacturer's warranty or use of manufacturer's warranty service. Warranty repairs and parts shall be initiated within 48 hours of initial notification by the City. All work required under warranty shall be promptly accomplished at no expense to the City. An adequate stock of repair parts shall be available within 24 hours from notification by the City for the equipment offered.
- 1.6.2. The contractor must be able to provide warranties on all equipment, parts and materials furnished under this request for proposal and guarantee that they will meet all contract requirements and are free of defects in equipment, material, or workmanship and are fit for its intended purpose. The qualified contractor shall be fully responsible for all warranty work on the purchased equipment which includes but is not limited to after-market installations as required by the equipment specifications. The warranty period shall commence at the time the vehicles are accepted by the City. Delivery of the vehicle does not constitute acceptance

Section II – Instructions and Conditions

- 2.1. In project approach, contractors must state the manufacturer of any product proposed in conformity with the specifications.
- 2.2. All proposals must contain the submitting firm's name and be signed by an authorized agent, officer or employee.
- 2.3. Evaluation: The City will evaluate the Contractor Application in accordance with the criteria below. The evaluation of the responses shall be within the sole judgment and discretion of the Selection Committee. Contractor may be required to submit additional information to clarify their proposals at any time throughout the evaluation process.
 - 2.3.1. Project Approach (maximum 40points)
Contractors will be evaluated on the effectiveness of the proposer's organizational project management structure and the capabilities in executing and managing the project. This will include the overall approach for coordinating and managing all work activities to meet project schedules, manage quality control, and processes to design, construct and deliver the product.

2.3.2. Experience of Firm / Fabrication Facility (maximum 50points)

Evaluation will include relevant experience and qualifications, key personnel, past performance, quality and relevance of recently completed projects, project timeline and project cost of similar projects.

2.3.3. Price Proposal (maximum 10 points)

The lowest responsive price proposal shall receive the full 10 points. The next lowest responsive price proposal shall receive a portion of the full 10 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 10 points and Proposal Y receives 8 points x $(\$80/\$100)*10$ or 8 points).

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

2.5. Complete the Contractor Application and include all applicable supporting document, use the SUBMITTAL CHECKLIST as a guidance. Email your proposal packet to Jill Lin, Senior Buy at jlin@avondaleaz.gov.

2.6. 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.

2.7. At the City’s discretion, the Exhibit C REPAIR AND MAINTENANCE OF TRAILER Agreement 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 Agreement. 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 Agreement and (ii) any and all claims, known and unknown, relating to the Agreement and existing on or before the commencement date of the Renewal Term are forever waived.

2.8. If you need additional information or have questions please contact Jill Lin by email jlin@avondaleaz.gov or Esmie Avila or by email eavila@avondaleaz.gov

Section III – Price Proposal:

3.1. Enter an estimated price on the Price Proposal Sheet, Exhibit B and C. Price shall be your estimated costs for design, construction and delivery of one (1) vehicle based on the Specifications in Appendix A. Price shall be F.O.B Destination to City of Avondale Public Works.

3.2. The City intends to award this contract to the Contractor that it deems most qualified to provide the specified trailer based on project approach, experience and estimated cost .

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,m 2020, 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 proposal offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated March 16,m 2020. By signing below the company is offering to provide the services set forth in PW 21-009 and Contractor’s submittal 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 quotes 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

APPENDIX A - EQUIPMENT SPECIFICATIONS

Custom design to produce tap water trailer with the following design features and systems:

Custom Trailer

- 1.1. Enclosed trailer appropriately sized to accommodate equipment, storage of supplies and two people.
- 1.2. Two -7000 lb. axles with brakes, 14,000 GVW
- 1.3. Concession door on roadside.
- 1.4. Man Door on curb side
- 1.5. Rear pull down door for loading supplies
- 1.6. Interior finish will be insulated walls and ceiling. Non-slip floor.

Water System

- 3.1. Capacity: 250 gallons of water and direct city water hookup.
- 3.2. Connection for a $\frac{3}{4}$ x $\frac{5}{8}$ water meter (city will furnish water meter)
- 3.3. Custom water chiller fabricated from food grade stainless steel and copper water lines. Customer to provide ice during use and drain to overflow waste tank.
- 3.4. 20- gallon overflow waste tank with a drain valve on bottom.
- 3.5. Five (5) water faucets (minimum) (ADA compliant) recessed with drain connected to overflow waste tank.
- 3.6. All material coming in contact with drinking water must be NSF60/61 approved.

Electrical

- 5.1. Generator hook-up to provide power for all electrical components
- 5.2. Full electrical distribution panel wired for 110/220 volt
- 5.3. Sealed 110-volt LED interior lights with wall switch.
- 5.4. Two exterior 110 Volt flood lights with wall switch.
- 5.5. TV mount(s) with 110-volt outlet(s)

APPENDIX B – SUBMISSION REQUIREMENTS/CHECKLIST

1. Contractor shall submit the complete Contractor Application and any supporting documentation(s) to Jill Lin, Senior Buyer at jlin@avondaleaz.gov. Contractors may call 623-333-2047 to confirm if the emails have been delivered before the due date and time.
2. Format and Content
 - 2.1. Contractor interested in responding to this Request for Proposal must submit the following information, in the order specified below.
 - 2.1.1. Exhibit A – Contractor Application: Submit a completed and signed Contractor Application with any supporting documentation such as copies of resume(s), certification(s) and license(s).
 - 2.1.2. Exhibit B - Price Proposal: Submit a completed and signed Price Proposal
 - 2.1.3. Exhibit C - Repair and Maintenance of Trailer: Submit a completed and signed repair and maintenance of trailer cost proposal.

APPENDIX C – TRAILER SAMPLES

This is to illustrate an example of the concession area and lift door. The City will be responsible for the exterior wrapping



EXHIBIT A
TO
REQUEST FOR PROPOSAL
FOR
CUSTOM MOBILE DRINKING WATER TRAILER

[Contractor Application]

(See following page(s).)

EXHIBIT A CONTRACTOR APPLICATION

PLEASE TYPE OR PRINT LEGIBLY

1. Contact Person for this Application

Name:	Phone Number:	Email:
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2. Company Detail

Company Name:	ACC #:	
Company Address:		
City:	State:	Zip Code:
Years in business:	Number of Employees	
License(s)/certification(s):	<input type="checkbox"/> Yes, copies of licenses/certifications have been attached.	

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

Project 1. Project Description	Order Date:	
	Delivery Date:	
Modification type, please circle one Trailer or Vehicle Modification purpose is for, please circle one Food, Beverage, or Both		
Approximate Project Cost:		
Client Name:	Client Email:	Client Phone Number:
Client Address:		

Project 2. Project Description	Order Date:	
	Delivery Date:	
Modification type, please circle one Trailer or Vehicle Modification purpose is for, please circle one Food, Beverage, or Both		
Approximate Project Cost:		
Client Name:	Client Email:	Client Phone Number:
Client Address:		

EXHIBIT A CONTRACTOR APPLICATION

Project 3. Project Description		Order Date:
		Delivery Date:
Modification type, please circle one Trailer or Vehicle Modification purpose is for, please circle one Food, Beverage, or Both		
Approximate Project Cost:		
Client Name:	Client Email:	Client Phone Number:
Client Address:		

Project 4. Project Description		Order Date:
		Delivery Date:
Modification type, please circle one Trailer or Vehicle Modification purpose is for, please circle one Food, Beverage, or Both		
Approximate Project Cost:		
Client Name:	Client Email:	Client Phone Number:
Client Address:		

Project 5. Project Description		Order Date:
		Delivery Date:
Modification type, please circle one Trailer or Vehicle Modification purpose is for, please circle one Food, Beverage, or Both		
Approximate Project Cost:		
Client Name:	Client Email:	Client Phone Number:
Client Address:		

5. Key Personnel who will be assigned to this project

Name of Member 1.	Job Title:	Years of Experience:
License(s)/certification(s):	<input type="checkbox"/> Yes, copies of licenses/certifications have been attached.	
Duties:		

EXHIBIT A CONTRACTOR APPLICATION

Name of Member 2.	Job Title:	Years of Experience:
License(s)/certification(s):	<input type="checkbox"/> Yes, copies of licenses/certifications have been attached.	
Duties:		

Name of Member 3.	Job Title:	Years of Experience:
License(s)/certification(s):	<input type="checkbox"/> Yes, copies of licenses/certifications have been attached.	
Duties:		

Name of Member 4.	Job Title:	Years of Experience:
License(s)/certification(s):	<input type="checkbox"/> Yes, copies of licenses/certifications have been attached.	
Duties:		

Name of Member 5.	Job Title:	Years of Experience:
License(s)/certification(s):	<input type="checkbox"/> Yes, copies of licenses/certifications have been attached.	
Duties:		

6. Subcontractor(s)

Name of Subcontractor 1:	Work Description:
Name of Subcontractor 2:	Work Description:
Name of Subcontractor 3:	Work Description:

7. Fabrication Facility (If it's difference from company address)

Address:	Phone Number:		
City:	State	Zip Code:	
Size/sqft.:	Business Hours:		
Shop Equipment that you have and for modifying a vehicle/trailer for purpose of carrying food or water			

8. Warranty

<input type="checkbox"/> Included. Per subsection 1.6, please attach separate attachment for the Warranty included in your offer.

EXHIBIT A CONTRACTOR APPLICATION

9. Project Approach

Please explain how you coordinate and manage all work activities to meet project schedules, manage quality control, design, construct and deliver the product.

10. Acknowledgement of Appendix A - Equipment Specifications

Yes, Proposer certifies that it has reviewed the specifications in Appendix A and that trailer being offered complies with the requirements of the Appendix A Equipment Specifications

11. Schedule, Lead Time and Milestone

Included. Please attach separate attachment for estimated schedule, lead time and milestone as a part of your Contractor Application.

EXHIBIT B

PRICE PROPOSAL

PW 21-009

CUSTOM MOBILE DRINKING WATER TRAILER

NOTE: Estimated 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 Bid Price Sheet shall result in a determination that a Bid is non-responsive.

Item	Description	Quantity/Unit	Estimated Total Price
1	Mobile Drinking Water Trailer	1 / Each	\$
2	Optional air condition feature	1 / Each	
3	Warranty	Please include it as a separate attachment	

The Department may request additional modifications, Contractor shall submit a revised proposal with the revised scope of work, breakdown of the time and material to Department for approval of a PO change order. The time should be estimated according to line 4 below.

Item	Description	Quantity/Unit	Hourly Rate
4	Not to Exceed Labor Rate	Hourly	\$

Company Name: _____

Authorized Signature: _____ Date: _____

EXHIBIT C
TO
REQUEST FOR PROPOSAL
FOR
CUSTOM MOBILE DRINKING WATER TRAILER

[REPAIR AND MAINTENANCE OF TRAILER]

(See following page(s).)

EXHIBIT C

REPAIR AND MAINTENANCE OF TRAILER

PW 21-009

CUSTOM MOBILE DRINKING WATER TRAILER

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 Bid Price Sheet shall result in a determination that a Bid is non-responsive.

Trailer must be able to pass the Maricopa County Environmental Services Department inspection. The successful vendor shall supply all labor, parts, and materials for the care and maintenance, including emergency repair of trailer.

Labor and parts must be listed separately on all invoices except for regular maintenance.

Item	Based subsection 2.7, five (5) year agreement	Total Price
1	(Labor) Maintenance and repair, regular work hours, Monday – Friday	\$ /Hour
2	(Labor) Maintenance and repair, regular work hours, Weekend & Holiday	\$ /Hour
3	(Parts) Mark-up (Expressed as a percentage over catalog price)	%
4	<p>(Regular Maintenance) Contractor should recommend regular maintenance frequency, cost and scope:</p> <p>1. Proposed service frequency, <input type="checkbox"/> monthly, <input type="checkbox"/> biannually, <input type="checkbox"/> annually or <input type="checkbox"/> other, please specify <input type="text"/></p> <p>2. What's included in regular maintenance:</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p>3. Total cost for each maintenance (including labor and parts): <input type="text"/> \$ <input type="text"/></p>	

Company Name: _____ **Authorized Signature:** _____ **Date:** _____

ZOOM MEETING INSTRUCTION

Join Zoom Meeting

<https://avondaleaz.zoom.us/j/91634607352?pwd=aVVJQU1obmkvd244RUZadmp6MVZsUT09&from=msft>

Meeting ID: 916 3460 7352

Passcode: 077196

One tap mobile

+16699009128,,91634607352# US (San Jose)

+12532158782,,91634607352# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 916 3460 7352

Find your local number: <https://avondaleaz.zoom.us/j/91634607352?pwd=aVVJQU1obmkvd244RUZadmp6MVZsUT09&from=msft>