



CITY OF AVONDALE  
Finance and Budget Department  
11465 West Civic Center Drive  
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Avondale, AZ 85323-6807  
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**REQUEST FOR QUOTATION  
FOR  
NFS 20-053 GREASE TRAP SERVICES**

**All quotes due by May-7 21, 2020, 3:00 P.M., Local Time, Phoenix, Arizona. Please enter your price and email the entire Request for Quotation to Jill Lin, Senior Buyer [jlin@avondaleaz.gov](mailto:jlin@avondaleaz.gov)**

The City of Avondale (the “City”) Neighborhood and Family Services (“NFS”) is seeking a licensed and qualified Contractor to provide all material and labor required as described below on a regular basis for a period of one year, with four automatic renewable one-year options.

**Section I – Project Information**

Service Location:

Community Center, 1007 South 3rd Street, Avondale, Arizona

Removal of contents inside commercial kitchen grease trap, scrape down sides of trap, rinse out grease trap at community center. This is for service performed every 8 weeks.

After the award, Contractor shall meet with NFS to establish a schedule and provide service technician name, email and direct phone number.

**Section II – Instructions and Conditions**

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.
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.
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 Erin Lutz by email [elutz@avondaleaz.gov](mailto:elutz@avondaleaz.gov) or Jill Lin, Senior Buyer by email [jlin@avondaleaz.gov](mailto:jlin@avondaleaz.gov)

**Section III – Pricing**

The Quotation shall be attached hereto as Exhibit A and shall contain pricing. 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 March 16, 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 quotation 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 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: \_\_\_\_\_  
JILL LIN, PROCUREMENT AGENT

EXHIBIT A  
TO  
REQUEST FOR QUOTATION  
FOR  
NFS 20-053 Grease Trap Service

[Contractor's Quotation]

(See following page(s).)

EXHIBIT A  
TO  
REQUEST FOR QUOTATION  
NFS 20-053 GREASE TRAP SERVICES

[Vendor's Quotation]

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

	<b>Days and Hours of Operation:</b>	<b>Per Service*:</b>
<b>Regular Business Hours</b>		\$
<b>Weekend Rates</b>		\$
<b>Holidays</b>		\$
<b>After Hours</b>		\$
<b>Emergency</b>		\$
<p><b>*Price per Service shall include Trip Charge and any applicable fees and taxes</b></p>		