



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
FOR
NFS 20-052 Commercial Kitchen Equipment Repair**

All quotes due by May 7, 2020, 3:00 P.M., Local Time, Phoenix, Arizona. Please complete enter your price in Exhibit A and email the entire Request for Quotation to 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 an as-needed basis for a period of one year, with four automatic renewable one-year options.

Section I – Project Information

Service Location:
Avondale Senior Center
1007 S. 3rd St.
Avondale, AZ 85323

Contractor shall provide commercial equipment repair for Senior Center building to include: Steam table, free standing steamer, ovens, freezers, refrigerators, dishwashers, ice maker, walk-in cooler/freezer, deep fryer, stove tops, stove top grill, grease trap, oven vents, etc. This quotation is for any unexpected servicing to the facility, and is only on an as needed basis. Request for pricing for any parts or large jobs may be further requested and further quotations may be solicited to ensure the best pricing for any work needed to be done in the facility.

Contractor shall exam the equipment; estimate total number of labor hours, total cost of material and provide a written quote to NFS for approval before repairing the equipment. If it takes multiple trips to repair the equipment, only one trip charge is allowed. The condition of all parts and equipment shall be new, the City will not accept any used or refurbished parts and equipment.

Purchase of new equipment/parts: In addition to the warranty clauses in City’s standard Terms and Conditions, Contractor shall repair or replace any parts or equipment at no cost to the City for one year from City’s acceptance for that parts or equipment.

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.
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 or Jill Lin by email 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 and F.O.B destination.

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
COMMERCIAL KITCHEN EQUIPMENT REPAIR

[Contractor's Quotation]

(See following page(s).)

EXHIBIT A
TO
REQUEST FOR QUOTATION
COMMERCIAL EQUIPMENT REPAIR- CITY OF AVONDALE SENIOR CENTER

[Vendor's Quotation]

Vendor Name: _____

Labor Rate(s)		
	Days and Hours of Operation	Hourly Rate
Regular Business Hours		
Weekends		
Holiday		
After Hours		
Emergency		
Trip charge if any \$		

Parts	
Firm fixed discount percentage off replacement parts catalog/price list	%
Sample Part Price Comparison	
Knight Commercial Dishwasher- model KLE175GT motor	\$
True Refrigerator- model TM 52 Compressor	\$
True Refrigerator- model TM 52 Fan	\$
True Freezer- model T-23 F Compressor	\$
True Freezer- model T-23 F Fan	\$
Southbend Steamer- model EZ18-5 heating element	\$
Total	\$