



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 SERVICES
Small Purchase (General/Trade Services)**

Lake Management Services

PR-037

All quotes are due by Feb. 19, 2020, 3:00 P.M., Local Time, Phoenix, Arizona.

The City of Avondale (the "City") Parks and Recreation is seeking a licensed and qualified Contractor to provide all material and labor required as described below on Weekly or Bi-weekly, and Monthly basis for a period of one year, with four one-year renewable options.

Section 1 – Project Information

1.1. Locations:

- 1.1.1. Friendship Park Lake: 12325 W McDowell Rd, Avondale, AZ 85323. Approximately 1 acre and 12 feet deep.
- 1.1.2. Festival Field Lake: 101 E Lower Buckeye Rd, Avondale, AZ 85323 Approximately 2.5 acres and the 12 feet to 16 feet deep.

1.2. Lake Monitoring, Inspection and Report:

- 1.2.1. The work described herein shall be performed by a biologist, the biologist shall visit the locations specified above to perform the following:
- 1.2.2. Duration:
 - 1.2.2.1. Summer: on a one (1) time per week basis during the months of March through October
 - 1.2.2.2. Winter: on a one (1) time per month basis during the months of November through February
- 1.2.3. Data collection and Report: Vendor shall collect and analyze data, create and deliver executive summary and report to City Representative monthly to inform and guide all activities required to fulfill the requirements specified in the description of services below.
 - 1.2.3.1. The report shall also detail all the work performed and equipment conditions in accordance with the contract.
 - 1.2.3.2. The report must be emailed to City Representative within 48 hours after testing.

- 1.2.3.3. The Contractor shall email an on-site schedule to City Representative within 4 days receipt of notice of award from the City Procurement Office.
- 1.2.3.4. The Contractor shall provide check-in logs in waterproof sleeves or covers at both locations, and check-in logs must be secured in the pump houses. The Contractor (including its's employees and subcontractors) shall indicate their names, signatures, date, time, and the reasons to be onsite on the check-in logs.
- 1.2.3.5. In addition to the above testing, on a quarterly basis, CONTRACTOR shall perform a more complete field-test shall include testing for ammonia, metal content, and other tests that would be necessary to ensure the lake is being properly maintained at its highest level. Test results shall be sent to the Contract Administrator/designee as soon as completed.
- 1.2.3.6. Water Analysis: Conduct tests of the water for pH, temperature, phosphates, nitrates, nitrites and ammonia. Conduct quarterly test for dissolved oxygen. Report any unusual conditions to the City Representative
- 1.2.3.7. GOLDEN ALGAE: Should CONTRACTOR discover Golden Algae in the course of normal maintenance or has other major maintenance problems, CONTRACTOR shall notify the Contract Administrator/designee immediately and the Arizona Game and Fish Department at +1 480-436-1389 for discussions on a remedy of the problem. CONTRACTOR shall be aware of the Arizona Game and Fish Department "Clinics and fishing activities scheduled for the areas CONTRACTOR is maintaining. CONTRACTOR shall closely monitor the lakes for the presence of Golden Algae weekly during the months of October – April.

1.2.4. Algaecide & Herbicide Applications

Vendor shall apply numbers of algaecides and herbicides which are EPA Registered for aquatic use to control undesirable species of algae and aquatic weeds. Other specialty products such as clarifiers, defoaming agents, water colorants, and other water treatment products may be necessary to maintain consistent water appearance.

Il labor cost associated with applications is included in the monthly fee. Vectobac application (mosquito and midge fly control) labor is also included. The City agrees to pay for all treatments of the water system.

1.2.5. The following will constitute the parameters for chemical applications:

- 1.2.5.1. Eradicate those species of weeds and algae which vendor and the City considers undesirable.
- 1.2.5.2. Allow growth of those species of vegetation which vendor and the City of Glendale consider beneficial to the fish habitat and water quality.
- 1.2.5.3. Spot treat for undesirable species before large scale infestations become possible.
- 1.2.5.4. Follow all manufacturers' label restrictions and application rates.
- 1.2.5.5. Vendors shall submit Specialty Treatment Product Pricing List as a part of Exhibit A for all treatments available ("menu") as a part of the quotation response.
- 1.2.5.6. Any treatment not listed in the menu shall be submitted to City Representative for written approval prior to applications, the City will not reimburse any unauthorized applications.

- 1.2.6. Lake Algae Control:
 - 1.2.6.1. Lakes shall be inspected on a one (1) time per week basis during the month of March through October
 - 1.2.6.2. Lakes shall be inspected on a one (1) time per month basis during the month of November through February
 - 1.2.6.3. Any algae or aquatic weeds found in the lakes with each inspection shall be treated and controlled through the application of algaecides, aquatic herbicides, and aquatic surfactants as needed for control of the algae present at the time of service.

- 1.2.7. Equipment Inspection and Maintenance
 - 1.2.7.1. All aeration equipment and components will be inspected weekly. Any problems with the system will be reported to the person in charge.
 - 1.2.7.2. Clean air filters and replace them as needed.
 - 1.2.7.3. Check the cooling fan for proper operation.
 - 1.2.7.4. Adjust air valves to balance airflow between diffuser heads.
 - 1.2.7.5. Remove dust and dirt on the aeration cabinet quarterly.
 - 1.2.7.6. Any aerations parts and supplies required for equipment up-keep will be billed in addition to the monthly service fee.
 - 1.2.7.7. Any repairs or service beyond routine maintenance listed, are not included.

- 1.2.8. Floating Trash: Floating trash, dead carcasses, and debris, including all floating weeds and algae, shall be removed from the lakes and shorelines on each weekly visit. Trash shall be removed from the lakes, including a 10' strip from the shoreline on the ground area and disposed of in the Contractor's dumpster or trash receptacle.

- 1.2.9. Base on the report, City Representative may request an in-person/phone meeting with the assigned technician or authorized representative.

- 1.3. Emergency Service

The Contractor shall provide a designated emergency contact; services must be delivered 24 hours within the date City Representative place the request to vendor's designated emergency contact.

- 1.4. Arizona Department of Environmental Quality (ADEQ) permits may be required. The City may be interested in having Contractor to obtain any required ADEQ permits and provide report filing to ADEQ and the City will reimburse Permit fees to the Contractor upon receipt of the original invoice/receipt from ADEQ.

- 1.5. Return on Non-Compliance Performance Time Frame

Upon receipt of a written notice for any non-compliance performance according to the scope of work, the Contractor shall return with 48 hours and re-perform the service specified in the notice.

- 1.6. Contractor Requirements: The contractor shall provide copies of business licenses, operations certificates, and all applicable and required licenses related to the fulfillment of the obligations and service under this contract. A copy of the license(s) must be submitted along with your quote.
 - 1.6.1. The contractor shall be a licensed pesticide applicator in the state in which service is to be provided.

- 1.6.2. Individual Applicators shall be Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
- 1.6.3. Contractor guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
 - 1.6.3.1. CONTRACTOR shall provide Contract Administrator/designee with MSDS sheets on all chemicals to be utilized for the lake treatment service, prior to commencement of service.
- 1.7. Additions and Deletions: The CITY reserves the right to delete or add maintenance areas or frequency for an annual aggregate not-to-exceed amount of \$50,000 annual aggregate amount and items to this Agreement through a change order. Charges for areas or items deleted will be dropped from the monthly billing. CITY may delete an item or area at any time and will pro-rate charges for services already performed. Charges for maintenance items or areas added to this Agreement are subject to the approval by Contract Administrator/Procurement.
- 1.8. Holidays: The following is a list of holidays on which service will not be performed:
 - New Year's Eve Night
 - New Year's Day
 - Martin Luther King's Birthday in January
 - President's Day - Third Monday in February
 - Memorial Day - Last Monday in May
 - Independence Day - July 4
 - Labor Day - First Monday in September
 - Veteran's Day
 - Thanksgiving Holiday - Fourth Thursday and the following Friday in November
 - Christmas Eve from 12:00 Noon - December 24
 - Christmas Day - December 25When a holiday named herein falls on Sunday, it shall be observed on the following Monday, and when a holiday named herein falls on Saturday.
- 1.9. Invoicing

In addition to City's Standard Terms and Conditions, effective as of October 23, 2019, as set forth on the City of Avondale website ([http:// www.avondaleaz.gov/standard-terms](http://www.avondaleaz.gov/standard-terms)), The Contractor shall submit invoices once a month for all the work specified in this Request for Quotation, all invoices shall contain at the minimum the contract number, contract name or purchase order number. The City can not make advance payment, make deposits in advance of receipt of goods, or pay C.O.D.

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, 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 year 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.

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. 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. And the City reserves the right to award all or partial line items.
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 Jill Lin by email jlin@avondaleaz.gov or Thomas Street or by email tstreet@avondaleaz.gov

Section III – Pricing

The Quotation shall be attached hereto as Exhibit A and shall contain pricing. Pricing shall be all-inclusive such as permits, overhead, profit, design, applicable taxes, equipment, labor and material necessary to complete the tasks.

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, effective as of October 23, 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, effective as of October 23, 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 services 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
REQUEST FOR QUOTATION
FOR
LAKE MANAGEMENT SERVICES
PR-037

[Contractor's Quotation]

(See following page(s).)

PRICE SHEET

LAKE MANAGEMENT SERVICES

PR-037

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.

Section 1.1.1 Friendship Park Lake, invoices shall be submitted to Avondale Payable on a monthly basis.					
Line Item No.	Description	Unit of Measurement	Qty.	Unit Price	Extended Price
1	Section 1.2 Lake Monitoring, Inspection and Report	Summer/ <i>weekly</i> (March through October)	34	\$	\$
2	Section 1.2 Lake Monitoring, Inspection and Report	Summer/ <i>Bi-weekly</i> (March through October)	17	\$	\$
3	Section 1.2 Lake Monitoring, Inspection and Report	Winter/ <i>monthly</i> (November through February)	4	\$	\$
Annual Total Price					\$
Section 1.1.2 Festival Field Lake, invoices shall be submitted to Avondale Payable on a monthly basis.					
Line Item No.	Description	Unit of Measurement	Qty.	Unit Price	Extended Price
4	Section 1.2 Lake Monitoring, Inspection and Report	Summer/ <i>weekly</i> (March through October)	34	\$	\$
5	Section 1.2 Lake Monitoring, Inspection and Report	Summer/ <i>Bi-weekly</i> (March through October)	17	\$	\$
5	Section 1.2 Lake Monitoring, Inspection and Report	Winter/ <i>monthly</i> (November through February)	4	\$	\$
Annual Total Price					\$
Annual Grand Total Price					\$
Optional Items					
7	Section 1.2.4 Specialty Treatment Product Pricing List		Bidder shall include it as a part of your response.		
8	Section 1.5 Emergency Service, Hourly Rate	Mon. to Fri. from 7 a.m. to 6 p.m.	1	\$	Per hour
9	Section 1.5 Emergency Service, Hourly Rate	Sat. to Sun. from 7 a.m. to 6 p.m.	1	\$	Per hour