



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 20-041**

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

Non-Mandatory Pre-submittal Teleconference as indicated below:

Date and Time: March 30, 2020 2:30 P.M.

Call-in Instruction: Please see page 13.

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 response by following Appendix B Submission Requirements.

Section I – Project Information

- 1.1. The Purpose: To provide better service and water source education to our community, the City is planning on providing one (1) Custom Mobile Drinking Water Trailer (“Trailer”) as a portable drinking station for public use during community events. The trailer will provide cooled, fresh tap water ready for the public to fill their reusable water bottle, promoting the local water source and cutting down on waste. Avondale Public Works Department (“PWD”) staff will accompany the trailer, giving the public an opportunity to talk face-to-face with utility professionals about their 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 assume complete responsibility for all component parts of the entire trailer. This responsibility shall include design, construction, inspection, performance testing and servicing. The contractor must be capable of furnishing parts, performing repairs and providing technical assistance for the normal life of the trailer, see Exhibit B.

- 1.2.2. 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.
- 1.2.3. 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.
- 1.2.4. The contractor must be able to provide a design drawing sets in accordance with Appendix B section 2.1.2.4.
- 1.2.5. Project Timeline: The selected contractor will receive a purchase order and follow up a notice to proceed. The selected contractor must be able to deliver the required vehicles as awarded and pass inspection within 120 calendar days upon the receipt of the notice to proceed.
 - 1.2.5.1. Contractor shall provide a schedule and specify lead time for major component(s) and milestones as Attachment 4.
- 1.2.6. Training: The contractor must be able to provide training, technical support and assistance as required.
- 1.2.7. 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. The Contractor must provide references for at least six (6) customers from the last two (2) years that have taken delivery of customized vehicles or trailer 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 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. Contractors shall include a list of equipment required to complete the trailer and indicate if you have them in your facility. The City reserves the right to inspect the Contractor'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. Warranty:

- 1.4.1. 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.

- 1.4.2. 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

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 proposals must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
4. Evaluation: The City will evaluate the responses 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.
 - 4.1. Project Approach (maximum 20 points)

Contractors will be evaluated on the effectiveness of the proposer's organizational project management structure and the capabilities of the facility to be used in executing and managing the project. This will include the overall approach for coordinating and managing all work activities to meet project schedules and managing quality control.
 - 4.2. Experience of Firm (maximum 20 points)

Evaluation will include relevant experience and qualifications, key personnel, record of past performance (including references), quality of recently completed projects, including adherence to schedules, deadlines and budgets and experience with similar projects.
 - 4.3. Technical Proposal (maximum 40 points)

Proposers will be evaluated on their understanding and compliance of the equipment specifications, exceptions taken, technical capabilities for performing each section of the specifications, and drawings of the apparatus as required.

4.4. Price Proposal (maximum 20 points)

The lowest responsive price proposal shall receive the full 20 points. The next lowest responsive price proposal shall receive a portion of the full 20 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 20 points and Proposal Y receives 20 points x (\$80/\$100) or 16 points).

5. Award will be made to the Contractor whose proposal is the most advantageous to the City.
6. Complete all exhibits and attachments, use the SUBMITTAL CHECKLIST as a guidance. Email your proposal packet to Jill Lin, Senior Buy at jlin@avondaleaz.gov.
7. 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.
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 the price on the Price Proposal Sheet, Exhibit A. Price shall be firm for one (1) vehicle. 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 considers will provide the best overall approach to providing the specified trailer. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.
- 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 February 11, 2019, 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 February 11, 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 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:

1. Custom Trailer: Enclosed trailer, Custom 7'6" wide x 7 ft tall x 12 ft long approximate size
 - 1.1. Trailer exterior should be similar to the trailers shown in Appendix C – Trailer Samples.
2. Two -7,000 lb axles with brakes; 14,000 lb GVW
3. Concession door on roadside with lighting
4. Interior finish will be insulated walls with white aluminum walls and ceiling. Diamond plate aluminum floor. Sealed LED interior lights and two exterior flood lights with wall switch.
5. Capacity: 250 gallons of water advanced storage capacity and direct city water hookup.
6. 20- gallon overflow waste tank with a drain valve on bottom. Five (5) separate water pumps (interior), and five (5) water faucets (minimum-exterior) (style to be specified by city) recessed with drain connected to overflow waste tank.
7. Generator hook-up to provide power for interior lights, two (2) flood lights and water pumps.
8. 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. Chiller shall have ability to cool water to 50 degrees Fahrenheit within one hour.
9. Full electrical distribution and complete plumbing system install
10. TV mount with outlet
11. Wire 110/220
12. Connection for a $\frac{3}{4}$ x $\frac{5}{8}$ water meter (city will furnish water meter)
13. Include option and cost for an optional air conditioning system.
14. Final acceptance by City will require the trailer pass and receive any necessary Maricopa County Health inspection and permits as applicable.

APPENDIX B – SUBMISSION REQUIREMENTS

1. Contractor shall submit responses 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. **Please use the same section headings.**
 - 2.1.1. Introduction and Executive Summary: Submit a letter of introduction and executive summary that introduces your company, provides an overview of project management approach and understanding of project information. No more than three (3) pages, font 12.
 - 2.1.2. Technical Proposal: This section must include the following information and no more than five (5) pages, font 12.
 - 2.1.2.1. All Contractors must confirm that the trailer being offered complies with the requirements of the Appendix A Equipment Specifications.
 - 2.1.2.2. Contractors must attach a copy of the Equipment Specifications as Attachment 1 with their response and shall indicate compliance by highlighting each line item and marking in the space with a “Y” for “Yes” and the correlation to the section number listed in Appendix A Equipment Specifications.
 - 2.1.2.3. If Contractor is offering an alternate feature of equal or superior quality proposer shall indicate by highlighting each line item and marking each line with an “E” for “Exception”.
 - 2.1.2.3.1. The Contractor must then reference each item exception and explain the exception taken and the proposed alternate on Attachment 2, Equipment Exception Sheets.
 - 2.1.2.4. Describe in detail the apparatus your company proposes to provide to the City. Include the following information:
 - 2.1.2.4.1. Computer-aided design drawings showing all six (6) views of the trailer with specific dimensions from the top, front, back, right and left sides, and bottom of the trailer. The drawing will also include the make and model, location of key components such as location of concession door, lights, waste tank, drain valve, water pumps water faucets, generator hook-up, and water chiller, optional air condition feature, TV mount, water connection, and other major component to include maximum height, maximum width, maximum length, and undercarriage clearance and angle of approach and departure
 - 2.1.2.4.2. Schedule and ability to complete the project within the City’s required time frame.
 - 2.1.3. Company Qualifications: Provide information on your company’s background and qualifications which covers the following items as Attachment 5:
 - 2.1.3.1. A brief description of your company.
 - 2.1.3.2. Name, address, and telephone number of a contact person
 - 2.1.3.3. Brief resumes of key personnel assigned to this project
 - 2.1.3.4. Licenses and Certification related to this project.
 - 2.1.3.5. At least five (5) references from the last two (2) years that have taken delivery of customized vehicles or trailer for food or water.

APPENDIX C – TRAILER SAMPLES



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

[Contractor's Price Proposal]

(See following page(s).)

EXHIBIT A

PRICE PROPOSAL

PR 20-041

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.

Item	Description	Quantity/Unit	Total Price
1	Mobile Drinking Water Trailer	1 / Each	\$
2	Per 2.1.2.4.1 Optional air condition feature	1 / Each	
3	Warranty	Please submit warranty as Attachment 6	

Company Name: _____

Authorized Signature: _____ Date: _____

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

[REPAIR AND MAINTENANCE OF TRAILER]

(See following page(s).)

EXHIBIT B

REPAIR AND MAINTENANCE OF TRAILER

PW 20-041

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	Per Section 1.2.1, based on a 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:** _____

SUBMITTAL CHECKLIST

Documents should be sorted by the following order:

1. This entire Request for Proposal with the completed Section IV, Exhibit A and Exhibit B.
2. Introduction and Executive Summary
3. Technical Proposal
4. Attachment 1 - Equipment Specification, in accordance with APPENDIX A and B
5. Attachment 2 - Equipment Exception Sheets (If applicable), in accordance with APPENDIX A and B
6. Attachment 3 – Design drawing sets, in accordance with section 1.2.4 and APPENDIX B
7. Attachment 4 – Schedule, lead time and milestone, in accordance with Section 1.2.5.
8. Attachment 5 - Company Qualifications, in accordance with APPENDIX B
9. Attachment 6 – Warranty, in accordance with Section 1.4, this is a part of the Exhibit A – Price Proposal

TELECONFERENCE CALL-IN INSTRUCTION

Topic: PW 20-041 Custom Mobile Drinking Water Trailer

Time: Mar 30, 2020 02:30 PM Arizona

Meeting ID: 697 574 192

Password: 20041

Join meeting using a computer:

<https://avondaleaz.zoom.us/j/697574192?pwd=b0tFNm5PWEU2Ly9Jei9USGxpT2JLZz09>

Join meeting using a phone

One tap mobile

+13462487799,,697574192# US (Houston)

+16699009128,,697574192# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Find your local number: <https://avondaleaz.zoom.us/u/aQbEI8Kpm>