



CITY OF AVONDALE
Finance and Budget Department
11465 West Civic Center Drive
Suite 250
Avondale, AZ 85323-6807
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**REQUEST FOR QUOTATION
FOR
Digital Asset Management Software and Services
CR 19-172**

All quotes due by (Revised Date) May 28, 2020, 5:00 P.M., Local Time, Phoenix, Arizona.

The City of Avondale (the “City”) Community Relations Department is seeking a licensed and qualified Contractor to provide all material and software as a one-time purchase, and support services as described below on an as-needed basis. The resultant contract is intended for a period of one year, with four renewable one-year options, as set forth below.

Section I – Project Information

The City is seeking to purchase and implement a digital asset management platform to store, manage, and catalogue digital media such as photos videos and audio records. The platform is required to meet the following functional and technical capabilities. (Vendor must include instruction manual, product information, and Warranty attached to bid quotation offer.)

1. Flexible file storage and organize files with multiple storage options
2. Upload files quickly with a simple drag and drop or FTP straight into a cloud-based library
3. Centralized assets for all photos, videos, graphics images and other creative assets in one centralized place
4. Search functionality with efficient tagging & search keyword and tag files with metadata capabilities
5. Share photos and videos with stakeholders through logins & password, with multiple download files sizes
6. Online portal to share photos and videos through a portal with our style guidelines to retain brand integrity
7. Advanced permissions to access the content
8. Adobe & API Integrations to connect/interface with the Adobe Creative Suite tools Adobe Lightroom, Photoshop, InDesign, Illustrator, etc.

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 (each, a “Renewal Term”), 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 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 Contract and (ii) any and all Contractor claims, known and unknown, relating to the Contract and existing on or before the commencement date of the Renewal Term are forever waived.

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 Loretta Browning by email lbrowning@avondaleaz.gov or DeAnn Franklin by email dfranklin@avondaleaz.gov .

Section III – Pricing

The Quotation shall be submitted on the price sheet form attached hereto as Exhibit A and incorporated herein by reference.

Note: 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 20, 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 20, 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

PROCUREMENT AGENT

Date: _____

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
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[Contractor's Quotation]

(See following page(s).)

Digital Asset Management Software and Services
CR 19-172
Quotation

ITEM	DESCRIPTION	QUANTITY & UNIT	UNIT PRICE	EXTENDED PRICE
1.	Online Photo Library	1 each	\$	\$
2.	Creative Connection	1 each	\$	\$
3.	Customer Support	Hr.	\$	\$
4.	Implementation and Training	Hr.	\$	\$
<p>Delivery within _____ days</p> <p>THIS QUOTATION SHALL BE F.O.B. DESTINATION Please indicate estimated freight charge</p> <p>\$ _____</p> <p style="text-align: right;">Terms: Less: _____</p>				

Product Functionalities

Does the Software meet the functional and technical capabilities requested?		Yes or No
Describe additional Software features and added value.		
Bandwidth	Admin	Contributors
Users	Support	Pros