



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)
Economic Development Advanced Search and Database Management Platform
ED 21-005 QSP

All quotes due by July 16, 2020, 5:00 P.M., Local Time, Phoenix, Arizona.

The City of Avondale (the “City”) Economic Development Department is seeking a licensed and qualified Vendor to provide a license agreement and access to all data, material and software support services as described below on as needed basis. The resultant contract is intended for a period of one year, with four renewable one-year options.

Section I – Project Information

The City is seeking to purchase and implement an advanced search and database management platform to store, manage and catalogue business lead information. The platform will serve as an engagement tool to support the City’s economic development efforts. The platform is required to meet the following functional and technical capabilities. (Vendor must include instruction manual, product information and license agreement information attached to bid quotation offer.)

1. Offer robust file and data storage options
2. Search functionality with efficient tagging & search keyword and tag files with metadata capabilities
3. Provide specific contact information on key corporate level contacts
4. Provide searchable features specific to city, zip code, region and down to NAICS code for specific industry types.
5. Provide a proprietary algorithm for potential prospects looking to expand or locate their operations.
6. Must possess cloud based and/or mobile accessibility
7. Preferably contains advanced permissions and filtering options to access the content
8. Preferably contains API Integrations to connect/interface with the online advertising, social networks, and CRM platforms
9. Designed to meet the unique prospecting needs of economic development organizations

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 Vendor 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 Vendor 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. 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. Vendors 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 Vendor 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. Vendor 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 Vendor’s sole determination, the Services to be provided do not require a safety plan, Vendor 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.

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, 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 October 10, 2018. 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 Vendor Offer is hereby accepted. The Vendor 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

City Attorney Approval:

**EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR
Economic Development Advanced Search and Database Management Platform
ED 21-005 QSP
[Vendor's Quotation]**

(See following page(s).)

**Economic Development Advanced Search and Database Management Platform
ED 21-005 QSP
Fee Proposal**

ITEM	DESCRIPTION	QUANTITY & UNIT	UNIT PRICE	EXTENDED PRICE
1.	Implementation & Training	1 each	\$	\$
2.	Initial Set Up	1 each	\$	\$
3.	Customer Support	Hr.	\$	\$
4.	Monthly Subscription	1 each	\$	\$
5.	User Licenses	6 Hr.		
6.	Sales Support Services			
7.	(Other costs vendor must specify.) Delivery within _____ days THIS QUOTATION SHALL BE F.O.B. DESTINATION Please indicate estimated freight charge \$ _____			
		Terms: Less:	_____	

Product Functionalities

Does the Software meet the functional and technical capabilities requested? If yes, provide explanation.	Yes or No
1. Offer robust file and data storage options	
2. Search functionality with efficient tagging & search keyword and tag files with metadata capabilities	
3. Provide specific contact information on key corporate level contacts	
4. Provide searchable features specific to city, zip code, region and down to NAICS code for specific industry types.	
5. Provide a proprietary algorithm for potential prospects looking to expand or locate their operations.	
6. Must be possess cloud based and/or mobile accessibility	
7. Preferably contain API Integrations to connect/interface with the online advertising, social networks, and CRM platforms	
Describe additional Software features and added value. (Vendor may attach additional information to elaborate on functionalities/to quantify capacities and features, etc.)	