



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)**

**DEAD ANIMAL COLLECTION SERVICES  
PW 20-046**

**All quotes are due by Apr. 14, 2020, 3:00 P.M., Local Time, Phoenix, Arizona. Please submit your offer by completing Exhibit A and email the entire Request for Quotation document to Jill Lin, Senior Buyer at [jlin@avondaleaz.gov](mailto:jlin@avondaleaz.gov).**

The City of Avondale (the "City") (Public Works Department) is seeking a licensed and qualified Contractor to provide all labor and material, equipment and supplies necessary to perform dead animal collection services on an as-needed basis for a period of one year, with four renewable one-year options, as set forth below.

**Section 1 – Project Information**

- 1.1. Location: Contractor shall remove and lawfully dispose of dead animals within the City's boundaries (the "Services"). The City is generally bounded by Indian School Road on the north, the Estrella Mountains on the south, Dysart Road and Central Avenue on the west and 99th Avenue on the east. The City encompasses approximately 45.1 miles and is bisected by Interstate 10. A map is attached at Exhibit B showing the bounded areas.
- 1.2. Requirements: Contractor will pick up dead animal remains as instructed by City Representative(s) and shall properly dispose of carcasses in accordance with Environmental Protection Agency and Maricopa County Health Department Regulations.
  - 1.2.1. The Services will be required during regular business hours as well as afterhours and emergencies. The City's hours are below:
    - 1.2.1.1. Regular business hours are 7:00 a.m. to 6:00 p.m. every Monday through Thursday
    - 1.2.1.2. Holidays see section 1.4
    - 1.2.1.3. Afterhours are from 6:00 p.m. to 7:00 a.m. every Monday through Thursday, and 6:00 p.m. Thursday to 7:00 a.m. Monday.

- 1.2.2. Response time during normal business hours and afterhours is three (3) hours or less from time of call. Emergency response time is one hour or less from time of call.
- 1.2.3. Contractor must have the capability to receive calls/messages 24 hours per day, seven days per week.
- 1.2.4. The City Representative will provide the Contractor with the location and directions for each request.
- 1.2.5. The Contractor's vehicle shall be equipped with flashing caution lights when removing animals from Avondale streets, alleys and rights-of-way. Contractor's crew shall wear approved safety vests and use safety cones or barricades when removing dead animals.
- 1.2.6. Contractor shall always exercise precaution for the protection of persons and property.
- 1.2.7. Contractor shall conform to all relevant OSHA, State, County and City regulations. Any fines levied by these authorities for failure to comply with regulations shall be borne solely by the Contractor.
- 1.2.8. Contractor is required to provide all-inclusive pricing and pricing shall be firm for the contract time. Any price adjustment must be submitted in writing 90 days prior to the contract expiration date.
- 1.2.9. Contractor shall pick up and collect from private property when requested by a resident. Contractor will bill the residents directly for payment of any fee required by the Contractor.
  - 1.2.9.1. Animal carcasses located on private property shall be the responsibility of the property owner. The Contractor may negotiate their fee for removal with the property owner. The Contractor shall not collect payments from the owner and City for the same removal. The City will not compensate the Contractor for services paid for by the owner.
- 1.2.10. Contractor shall provide the City with a phone number for residents to call for private property pick ups.
- 1.3. Contractor's Personnel
  - 1.3.1. Personnel must carry identification and present it to City staff upon request.
  - 1.3.2. Personnel must wear uniforms, be well groomed and present a professional appearance.
  - 1.3.3. Personnel must not have been convicted of any crime.
  - 1.3.4. Personnel may not carry firearms or have them in their vehicles.
  - 1.3.5. Personnel shall conduct themselves in a respectable and courteous manner.

- 1.3.6. Personnel are not permitted to play loud music, make unnecessary loud noise, or use inappropriate language.
  - 1.3.7. Personnel may use tobacco products only in designated smoking areas.
  - 1.3.8. Personnel must adhere to the City's Drug and Alcohol Policy.
  - 1.3.9. If there is a reasonable doubt regarding Contractor's personnel, the City Representative may request a security/background check, which Contractor must respond to within 24 hours. The cost of any such check is done so at the City's expense.
  - 1.3.10. It is the sole responsibility of Contractor's personnel to safeguard all equipment, tools and supplies. The City will not assume any responsibility for vandalism.
- 1.4. Holidays: The following is a list of holidays, please indicate your holiday rate in Exhibit A:
- 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 25
- When a holiday named herein falls on Sunday, it shall be observed on the following Monday, and when a holiday named herein falls on Saturday.
- 1.5. Invoicing
- In addition to City's Standard Terms and Conditions, effective as of March 16, 2020, 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](mailto:jlin@avondaleaz.gov) or Victoria Cicero or by email [vcicero@avondaleaz.gov](mailto:vcicero@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  
DEAD ANIMAL COLLECTION  
PW 20-046

[Contractor's Quotation]

(See following page(s).)

PRICE SHEET  
DEAD ANIMAL COLLECTION SERVICES  
**PW 20-046**

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.

Line Item No.	Description, hours are listed in sections 1.2.1 and 1.4		Qty.	Unit of Measure	Extended Price
1	Regular Hour	Retrieve and dispose of small animals up to 150 pounds	1	EA	\$
2		Retrieve and dispose of large animals greater than 150 pounds to 250 pounds	1	EA	\$
3	Non Regular Hour	Retrieve and dispose of small animals up to 150 pounds	1	EA	\$
4		Retrieve and dispose of large animals greater than 150 pounds to 250 pounds	1	EA	\$
5	City Holiday	Retrieve and dispose of small animals up to 150 pounds	1	EA	\$
6		Retrieve and dispose of large animals greater than 150 pounds to 250 pounds	1	EA	\$
7	Emergency	Retrieve and dispose of small animals up to 150 pounds	1	EA	\$
8		Retrieve and dispose of large animals greater than 150 pounds to 250 pounds	1	EA	\$
9	Regular Hour	Animals over 251 pounds and larger.	1	EA	\$
10	Non Regular	Animals over 251 pounds and larger.	1	EA	\$
11	City Holiday	Animals over 251 pounds and larger.	1	EA	\$
12	Emergency	Animals over 251 pounds and larger.	1	EA	\$
Plase explain how you will notify the City when the collection is completed.:					
Phoene numbers for collection, please include phone number for regular, afterhours and emergency:					