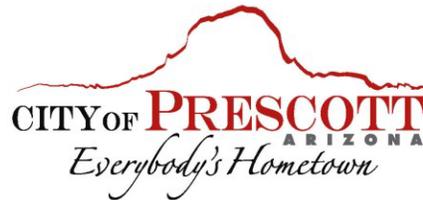


City of Prescott

Request for Quotes Reach-In Cooler with Remote Condensor



Quote OPENING: May 30, 2013 at 2:00 PM
City of Prescott – Council Chambers
201 South Cortez Street
Prescott, Arizona 86303

PREPARED BY: Prescott Police Department
222 South Marina Street
Prescott, Arizona 86303

May 3, 2013

City of Prescott
Prescott Police Department
222 S Marina Street
Prescott, AZ 86303-3929

**Request for Quotes
Reach-In Cooler**

Sealed quotes [one (1) original and two (2) copies] shall be opened on May 30, 2013, at the time and place indicated in Section 2.2.

1.0 Solicitation Specifications/Scope of Work

The expected result of this Request for Quotes is the acquisition, installation, configuration and implementation of a THREE DOOR Reach-In Cooler with remote condensor which will provide the Prescott Police Department the ability to easily store evidence requiring refrigeration for its preservation.

1.1 Installation

- 1) The Contractor will install the cooler and condensor.
- 2) The Contractor will provide the cooler and condenser along with all necessary electrical lines, linesets, and appurtenant items and devices.
- 4) The Contractor must furnish other incidental materials or items needed to complete the new cooler and condensor installation.
- 5) The Contractor will be responsible to coordinate the installation at a time that is convenient for the customer.

1.2 Only those Quotes made by Contractors who have made a site visit will be considered.

1.3 Each Contractor will provide a proposed schedule of completion with its quote, recognizing that time is of the essence to the City. **Installation is expected to be completed by June 30, 2013.**

1.4 The Contractor shall provide a 24-hour 7-day per week phone number for City staff to contact the Contractor during the installation.

1.5 All installation, repair work and parts furnished by the Contractor shall be warranted against defects for a minimum of (one) 1 year and Contractor shall respond to warranty issues within twenty-four (24) hours of notification.

1.6 Contractors must enclose with their quote forms data sheets, specifications, catalogs or literature completely describing the equipment, product or service to be furnished.

1.7 Successful Contractor must deliver with the product two (2) copies each of operation, shop and parts manual; instructions and schematics pertaining to the equipment or product to be furnished to the Buyer.

2.0 Solicitation Process Requirements

2.1 Communications with the City: All communications regarding this solicitation must be directed in writing to the **Chief of Police**. Unless authorized by the **Chief of Police**, no other City official or employee is empowered to speak for the City with respect to this solicitation. Contractors are advised that the City shall not be bound by information, clarifications, or interpretations from other City officials or employees. Contractors are cautioned against contacting any City official or employee other than the **Chief of Police** (hereinafter **Buyer**) for this solicitation Failure to observe

this requirement may be grounds for rejection of the Contractor's proposal. The City's Buyer for this solicitation is:

Chief Monahan
Prescott Police Department
928.777.1988
Fax: 928-778.3739
E-mail: Jerald.monahan@prescott-az.gov

2.2 Schedule

- 2.2.1 Solicitation Advertisement
May 12, 2013
- 2.2.2 Deadline for Questions and Requests for Addenda
May 27, 2013
- 2.2.3 Deadline for Issuance of Addenda via fax or e-mail
May 28, 2013
- 2.2.4 Quotes Due [one (1) original and two (2) copies]
May 30, 2013

City of Prescott
201 S. Cortez St
Prescott AZ 86303
- 2.2.5 Quote Opening
May 30, 2013

City of Prescott
201 S. Cortez St
Prescott AZ 86303

2.3 Questions and Requests for Addenda

Contractors who have questions about or suggestions for changes to this solicitation may direct them to the City's Buyer in writing by fax or email. Questions and requests for addenda must be received by the Chief of Police no later than the date and time listed in Section 2.2. Questions received after this time will not be considered or answered. Failure by a Contractor to request clarification of any inadequacy, omission or conflict shall not relieve the Contractor of the responsibility of being in compliance with the solicitation.

2.4 City Answers and Addenda

Changes to this solicitation will be made only by addenda issued by the Buyer and posted to the City website at www.cityofprescott.net. It is the contractor's responsibility to check the website for any addenda prior to submitting a quote. All addenda issued by the City shall become a part of the specifications of this solicitation, and will be made part of the resulting agreement.

2.5 Delivery of Quotes

Sealed Quotes [one (1) original and two (2) copies] must be received at the Office of the Chief of Police no later than the date and time listed in Section 2.2. The quotes will be opened and read publicly the Multi-Purpose Training Room at that time.

Quotes should be delivered to:

City Clerk – Cooler
City of Prescott
201 S Cortez Street
Prescott AZ 86303

Contractor shall enclose quote [one (1) original and two (2) copies] in a sealed envelope. The envelope should identify the Contractor's name, mailing address, and state Do Not Open Until 2:00 pm on May 30, 2013, time and date of opening). The City shall not consider late quotes, telegraphic (fax) or telephone quotes. Contractor is solely responsible for ensuring that quotes are delivered on time. Delays caused by any delivery service, including the U.S. Postal Service,

will not be grounds for an extension of the deadline for receipt of quotes. Quotes received after the deadline will be returned unopened.

2.6 Cost of Quotes

The City shall be not be liable for any costs incurred by Contractor in the preparation and submittal of a quote(s) in response to the solicitation or in the participation of any part of the acquisition process.

2.7 Withdrawal of Quotes

A quote may be withdrawn by written request of the Contractor prior to the quote due date and time listed in Section 2.2. No quote may be withdrawn for a period of 120 calendar days after the quote due date and time.

2.8 Rejection of Quotes

The City reserves the right to reject any and all quotes and to waive any immaterial defects and irregularities in quotes.

2.9 Disposition of Quotes

All materials submitted in response to the solicitation, including samples, shall become the property of the City upon delivery to the City.

2.10 Incorporation of Solicitation and Response in Agreement

This solicitation, including all attachments and addenda, and all promises, warranties, commitments and representations in the successful quote shall be binding and shall become obligations of the agreement.

2.11 Protests

Any protest of a notice that a contractor is non-responsive must be filed by 5:00 p.m. on the third business day after such notification. All such protests shall be in writing, contain a complete statement of the grounds for protest, and be filed with the Chief of Police, 222 S. Marina St, Prescott, AZ 86303, FAX 928-778-3739. Protesting parties must demonstrate as part of their protest that they made every reasonable effort within the schedule and procedures of this solicitation to resolve the basis of their protest during the solicitation process, including asking questions, seeking clarifications, requesting addenda, and otherwise alerting the City to perceived problems so that corrective action could be taken prior to the selection of the Apparent Successful Contractor(s). The City will not consider any protest based on items which could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the City from executing an agreement with any other Contractor.

2.12 Quote Submittal

Quote [one (1) original and two (2) copies] must be sealed and the envelope must clearly indicate the information as described in Section 2.5. Contractor must fully complete and submit the following documents:

- Quote Form A – Contractor Response Cover Sheet
- Quote Form B – Price Sheet / Installation Schedule / Data sheets/specifications
- Quote Form C – Quote Certification
- Quote Form D – Non-Collusion Certificate
- Quote Form E – Contractor Questionnaire
- Quote Form F – Certificate of Ownership
- Quote Form G – Contractor Qualifications, Representations and Warranties

**City of Prescott
Response to
Request for Quote: Reach-In Cooler with Remote Condenser**

Form A – Quote Cover Sheet

Description: Acquisition, installation, configuration & implementation of a THREE DOOR REACH-IN COOLER WITH REMOTE CONDENSER

Please note all that apply:

- Total Price \$ _____
- Optional Service Agreement \$ _____ per year over three years
- Addenda Number(s) Received (if any) _____
- Original Forms A through G plus two (2) photocopies

Business Name: _____

Business Address: _____

Business Phone: (_____) _____

Business Contact: _____

Contractor Comments: _____

On _____, 2013, Contractor's Representative _____ conducted a site visit at the Prescott Police Department.

Dated this _____ day of _____ 2013

Signature

Title

Form B – Price Sheet

<u>Item</u>	<u>Quantity</u>	<u>Price</u>
Acquisition, installation, configuration and implementation of a THREE DOOR REACH-IN COOLER WITH REMOTE CONDENSER		

Total cost, including taxes \$ _____

Contractor Comments: _____

Form B-1 – Schedule

Contract Award: _____, 2013

Begin Installation at Prescott Police Department _____, 2013

Complete Installation at Prescott Police Department _____, 2013

Contractor Comments: _____

Form B-2 – Data Sheets / Specifications

Immediately following this page, Contractor shall attach specifications for equipment to be installed .

Contractor shall attach detailed information regarding a proposed service agreement.

Contractor Comments: _____

Dated this _____ day of _____ 2013

Signature

Title

Form C – Quote Certification

Contractor Name: _____

The undersigned Contractor hereby certifies as follows:

C.1 That he/she has read The City of Prescott's solicitation documents, its appendices and attachments, and the following Addenda, and to the best of his/her knowledge, has complied with the mandatory requirements stated therein.

Addendum	Issue Date
_____	_____
_____	_____

C.2 That he/she has had opportunity to ask questions regarding the solicitation, and that such questions having been asked, have been answered by the City.

C.3 That the Contractor's quote consists of the following:

1. Form A – Solicitation response package cover sheet
2. Form B – Price Sheet / Installation Schedule / Specifications
3. Form C – Quote Certification
4. Form D – Non-Collusion Certificate
5. Form E – Contractor Questionnaire
6. Form F – Certificate of Ownership
7. Form G – Contractor Qualifications, Representations and Warranties; Contractor to provide attachment: Attachment – Subcontractor's List

C.4 That the Contractor's quote is valid for 120 days.

Dated this _____ day of _____ 2013

Signature

Title

Form D – Non-Collusion Certificate

Contractor Name: _____

The undersigned Contractor hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership or corporation herein, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in the preparation and submission of a quote to The City of Prescott for consideration in the award of this solicitation.

Dated this _____ day of _____ 2013

Signature

Title

Form E – Contractor Questionnaire

Yes - No

- 1. Has the City of Prescott or other governmental entity incurred costs as a result of contested change order(s) from the undersigned company?
- 2. Has the City of Prescott or other governmental entity been involved in litigation relative to contract performance with the undersigned company?
- 3. Has the undersigned company failed to meet quote specifications or time limits on other contracts?
- 4. Has the undersigned company abandoned a contract or refused to perform without legal cause after submitting a quote?
- 5. Has the undersigned company had errors or omissions in two or more quote submissions within a thirty-six month period?
- 6. Has the undersigned company failed to perform or performed unsatisfactory on two or more contracts within a thirty-six month period.
- 7. Does the undersigned company have adequate equipment, personnel and expertise to complete the proposed contract?
- 8. Does the undersigned company have a record of safety violations in two or more contracts within a thirty-six month period?
- 9. Does the undersigned have a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such a contract or subcontract within a ten-year period?
- 10. Has the undersigned company been convicted of a criminal offense within a ten-year period of embezzlement, theft, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which might affect responsibility as a municipal contractor?
- 11. Has the undersigned company been convicted of state or federal antitrust statues within a ten-year period arising out of submission of quotes or proposals?
- 12. Has the undersigned company been disbarred or had a similar proceeding by another governmental entity?

If you answered "yes" to Items 1-6 or 8-12 or answered "no" to Item 7, please attach a full explanation to this questionnaire.

Company: _____

Address: _____

Name: _____ Title: _____
(please print) (please print)

Signature: _____ Date: _____

Form F – Certificate of Ownership

Contractor Name: _____

The undersigned Contractor hereby certifies as follows:

To the best of his/her knowledge, the person, firm, association, partnership or corporation herein, are the only person, firms, corporations, partnerships, or other associations having any direct or indirect financial interest in the Contractor's business as legal or equitable owner, creditor (except current bills for operating expenses), or holder of any security or other evidence of indebtedness.

Dated this ____ day of _____ 2013

Signature

Title

Form G – Contractor Qualifications, Representations and Warranties

Contractor Name: _____

The undersigned Contractor hereby certifies as follows:

- G1 Taxes and Liens – Contractor has no unsatisfied tax or judgment lien on record.
- G2 Subcontractors – Contractor submits as Attachment to this Quote Form A, a list of all subcontractors it will use in performing the requirements of the agreement resulting from this solicitation. A subcontractor is any separate legal entity used to perform requirements of the proposed agreement. The list shall include the firm’s name, contact person and title, mailing address, telephone number, fax number and a description of the service(s) to be subcontracted. Contractor shall also attach a copy of the letter from the subcontractor stating its commitment to perform the services(s) subcontracted.
- G3 References – The City will enter into an agreement only with a Contractor(s) having a reputation of satisfactory performance. The Contractor’s ability to provide timely service; knowledgeable, conscientious, and courteous staff; reasonable care and skill; invoicing consistent with contract pricing, etc., are important to the City. Contractor provides information for three clients, other than the City of Prescott, that presently contract with Contractor for similar goods or services:

Reference #1

Firm Name: _____
 Address: _____
 Contact Person: _____
 Phone Number: _____

Reference #2

Firm Name: _____
 Address: _____
 Contact Person: _____
 Phone Number: _____

Reference #3

Firm Name: _____
 Address: _____
 Contact Person: _____
 Phone Number: _____

Note: The quote evaluators may contact the customer references, as well as any other customers or customer employees including The City of Prescott. A Contractor with unsatisfactory references may have its quote rejected.

- G4 Contractor’s Examination – Contractor has made its own examination, investigation and research regarding the requirements of the solicitation including but not limited to the work to be done, services to be performed, any conditions affecting the work and services, the type and quantity of labor, equipment and facilities necessary to perform. Contractor fully understands the character of the work and services, the manner in which payment is to be made, the terms and conditions of the draft agreement (see Appendix C), and the solicitation. Contractor acknowledges and agrees that it has satisfied itself by its own examination, investigation and research, and that it will make no claim against the City because of erroneous estimates, statements, or interpretations made by City. Contractor hereby proposes to furnish all materials, equipment, and facilities, and to perform all labor which may be required to do the work within the time required and upon the terms and conditions provided in the draft agreement and the solicitation, and at the prices as quote.

Dated this ____ day of _____ 2013

Signature

Title