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06/02/2016



CITY OF GLENDALE

MATERIALS MANAGEMENT

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION NO.: 16-51

DESCRIPTION: SALE AND REMOVAL OF TWO LANDFILL TRUCK SCALES

DUE DATE: MAY 16, 2016 AT 5:00 PM LOCAL TIME

Quotations must be in the actual possession of Materials Management on or prior to the time and date, and at the location indicated. Materials Management is located on the third (3rd) floor of the Glendale Municipal Office Complex (City Hall) behind the Engineering Department. Quotations are accepted from the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, unless otherwise indicated for a holiday.

Mailing Address: City of Glendale
Attn: Materials Management
5850 West Glendale Avenue, Suite 317
Glendale, AZ 85301

Quotations shall be submitted in a sealed envelope with the Supplier's name and Quotation Description clearly indicated on the envelope. Mailed quotations must have this information on the external envelope for proper identification. See Section 2.3 for additional instructions.

BIDDERS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION CAREFULLY.

For questions regarding this solicitation, contact:

Elmer Garcia, CPPB
Contract Analyst
623-930-2866
egarcia1@glendaleaz.com



**City of Glendale
Materials Management
REQUEST FOR QUOTATION
SALE AND REMOVAL OF THREE TRUCK
SCALES**

**CITY OF GLENDALE
Materials Management
5850 West Glendale
Avenue, Suite 317
Glendale, Arizona 85301**

1.0

SPECIFICATIONS

1.1 INTRODUCTION

1.1.1 As part of the planned upgrade of the City's Landfill facility, the City of Glendale, Arizona, offers two Landfill Truck Scales for sale. The Truck Scales are located at the City of Glendale Landfill, 11480 West Glendale Avenue, Glendale, Arizona.

1.1.2 The Truck Scales are offered for sale "As Is and Where Is".

1.2 GENERAL REQUIREMENTS

1.2.1 The work shall include furnishing of all materials, tools, supplies, labor and equipment necessary to disassemble and transport the scales from the Landfill site.

1.2.2 Bidder shall submit a PRICE OFFER which shall include the purchase price, all moving costs, materials, tools, supplies, labor, equipment and any associated direct or indirect costs necessary to perform the contract.

1.2.3 Bidders must meet the City's required minimum bid amount in order to qualify (see Price Sheet, Section 3.0). All sales are final. No refunds or adjustments will be made by the City.

1.2.4 Payment is due within 15 calendar days from the date of contract award. Payment shall be made in the form of a Cashier's check, Money Order, Certified check, Business check or certified fund wire transfer made payable to the City of Glendale.

1.2.5 The City of Glendale reserves the right to withdraw any property for sale or to reject any and/or all bids considered when deemed to be in its best interest.

1.2.6 The City of Glendale makes no warranty, guarantee or representation of any kind, expressed or implied, as to the merchantability, quality, or fitness for any use or purpose of the Truck Scales. Truck Scale manuals and maintenance records are available for inspection at the Landfill Administration office.

1.2.7 The truck scale dimensions are as follows. See attached Exhibits for additional description.



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- 1.2.7.1 Truck Scale No. 1 (Far East Right Front scale) Manufacturer: Cardinal. Model#: D-13570PRC-12-C. 70' long x 12' wide. Maximum Capacity: 135 tons; currently set up for 60 tons. Concrete platform.
- 1.2.7.2 Truck Scale No. 2: Manufacturer: Cardinal. Model#: D-13570PRC-1-C. 70" long x 11' wide. Maximum Capacity: 135 tons; currently setup for 60 tons. Concrete platform.
- 1.2.8** Bidders are invited to inspect the truck scales prior to submitting bids. Bidders may contact Ernie Ruiz (623) 930-4722 at the City of Glendale Landfill for an inspection. The truck scales are available for inspection during Glendale Landfill office hours: Monday to Friday, 7:30 AM to 4:00 PM; Saturdays from 7:00 AM to 3:00 PM. The Landfill office is closed on Sundays and holidays. In no case shall failure to inspect the property constitute grounds for withdrawal of a bid.
- 1.2.9** The truck scales shall be removed offsite within **15** calendar days of contract award or notification to proceed from the City. The City of Glendale Landfill staff will be responsible for clearing and cleaning the site of debris.
- 1.2.10** The Truck Scales are tentatively scheduled to be removed by June 2016. In the event of delays in the Landfill construction project, the City of Glendale reserves the right to delay the removal of the truck scales until a suitable time as determined by the Landfill Superintendent.
- 1.2.11** The truck scales shall be removed by appointment with the City of Glendale Landfill only. Scales left onsite after the removal date will be subject to a \$25.00 per unit per day storage fee.
- 1.2.12** The awarded Contractor shall be responsible for obtaining all permits and licenses required to ensure compliance with all applicable federal, state, county and local regulations or utility company at no additional cost to the City.
- 1.2.13** Awarded Contractor shall perform all the work and submit to all conditions as represented, intended or implied in this solicitation. All truck scales shall be removed at Contractor's risk. Under no circumstances shall the City of Glendale assume responsibility for loading or moving the truck scales.
- 1.2.14** Contractor shall be fully responsible and shall take all precautions for safety with relation to the removal and transport of the truck scales.
- 1.2.15** Any damage caused by the Contractor to City property shall be the Contractor's responsibility to make repairs within 20 days. If repairs are not completed, the



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City has the right to make the repairs and bill the Contractor who shall be responsible for reimbursing the City.



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2.0

SPECIAL TERMS AND CONDITIONS

- 2.1 INCORPORATION BY REFERENCE.** All responses shall incorporate by reference the Scope/Specifications, Standard Terms and Conditions, Special Terms and Conditions, and any attachments. The Standard Terms and Conditions applicable to this solicitation are posted on the Internet. They are available for review and download at the City's Materials Management Internet page, www.glendaleaz.com/purchasing. Bidders are advised to review all provisions of the Standard Terms and Conditions for this solicitation.
- 2.2 BID ERRORS OMISSIONS AND CORRECTIONS.** The City will not be responsible for any bidder errors or omissions. All prices and notations shall be written in ink or typed. Changes or corrections made on the bid form must be initialed in ink by the individual signing the bid. No corrections will be permitted after the offers have been opened.
- 2.3 RETURN OF QUOTATION.** Bidders shall return quotations as specified on the front page. The Bidder shall complete all sections of the solicitation in the format given (Offer Sheet, Price Sheet and any submission requirements must be returned). If additional space is needed than what is given, enter "See Attachment for detail."
- 2.4 PREPARATION OF BID PACKAGE.** The following items shall be completed and returned by the due date and time. Failure to include all the items may result in a bid being rejected. Bid packages should be submitted in the following order:
- 2.4.1 Offer Sheet**
 - 2.4.2 Price Sheet**
- 2.5 ESTIMATED QUANTITIES.** Quantities listed are the City's best estimate and do not obligate the City to order or accept more than City's actual requirements during the period of this agreement as determined by actual needs and availability of appropriated funds.
- 2.6 PRICE.** All prices offered shall be firm and fixed for the specified contract period. Purchase price shall include all moving costs, labor, materials, tools, equipment and any associated direct or indirect costs necessary to remove three truck scales.
- 2.7 EVALUATION CRITERIA.** Award shall be made to the bidder who meets solicitation requirements and who offers the highest price for the City property.
- 2.8 TYPE OF AWARD** The City reserves the right to make multiple awards or to award by group of line items, or to make an aggregate award, whichever is deemed most advantageous to the City. If the City determines that an aggregate award to one bidder is not in the City's best interest, "all or none" offers shall be rejected.



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2.9 PERMITS AND LICENSES. The bidder shall be responsible for determining and securing, at his/her expense, any and all licenses and permits that are required by any statute, ordinance, rule or regulation of any regulatory body having jurisdiction in any manner related to the performance of the agreement. Such fees shall be included in and are part of the total purchase price.

2.10 INSPECTION. All services performed are subject to final inspection and acceptance by the City. Services failing to conform to the specifications of this contract will be held at Contractor's risk and may be rejected by the City. If rejected, all costs are the responsibility of the Supplier. The City may elect to do any or all:

- 2.10.1** Waive the non-conformance;
- 2.10.2** Stop the work immediately;
- 2.10.3** Bring service into compliance.

This shall be accomplished by a written determination by the City.

2.11 PROOF OF INSURANCE. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than **\$1,000,000** per occurrence, **\$2,000,000** aggregate.
2. **Automobile Liability:** covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of Arizona, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

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If the contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the contractor.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL and Auto policies with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.

Primary Coverage

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

2.12 CANCELLATION. The City reserves the right to cancel the whole or any part of the contract due to failure of the Contractor to carry out any term, promise, or condition of the contract. The City will issue a written ten (10) day notice of default to the Contractor for acting or failing to act as in any of the following:

- 2.12.1 The Contractor provides personnel that do not meet the requirements of the contract.
- 2.12.2 The Contractor fails to perform the services required in the contract adequately.
- 2.12.3 The Contractor attempts to impose on the City personnel which are of an unacceptable quality.
- 2.12.4 The Contractor fails to furnish or finish the required product and/or service within the time stipulated in the contract.
- 2.12.5 The Contractor fails to make progress in the performance of the requirements of the contract and/or gives the City a positive indication that the Contractor will not or cannot perform to the requirements of the contract.

If the Contractor does not correct the above problem(s) within ten (10) days after receiving the notice of default, the City may resort to any single or combination of the following remedies:

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- a. Cancel the contract;
- b. Reserve all rights or claims to damage for breach of any covenants of the contract;
- c. Perform any test or analysis on materials or quality standards for compliance with the specifications of the contract. If the results of any test or analysis find a material non-compliant with the specifications, the actual expense of testing shall be borne by the Contractor;
- d. In case of default, the City reserves the right to purchase materials or to complete the required work in accordance with the City Procurement Code. The City may recover any actual excess costs from the contractor by:
 1. Deduction from an unpaid balance;
 2. Any combination of the above or any other remedies as provided by law.

2.13 CERTIFICATION. By signature on the Offer/Bid page, solicitation Amendment(s), or cover letter accompanying the submittal documents, Contractor certifies:

The submission of the offer did not involve collusion, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition or other anti-competitive practices. The Contractor shall not discriminate against any employee or applicant for employment in violation of Federal or State law. The Contractor has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, meal or service to a public servant in connection with the submitted offer. The Contractor hereby certifies that the individual signing the submittal is an authorized agent for the Contractor and has the authority to bind the Contractor to the Contract.

 <p>GLENDALÉ</p>	<p align="center"> City of Glendale Materials Management REQUEST FOR QUOTATION SALE AND REMOVAL OF THREE TRUCK SCALES </p>	<p align="right"> CITY OF GLENDALE Materials Management 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301 </p>
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3.0

PRICE OFFER

All prices offered to the City shall be firm and fixed for the specified contract period. Bidder shall submit a PRICE OFFER which shall include the purchase price, all moving costs, materials, tools, supplies, labor, equipment and any associated direct or indirect costs necessary to perform the contract.

Item No.	Project Description	Amount
3.1	Price offered to purchase Truck Scale No. 1 Minimum Bid Amount required by the City: \$1000	<u>\$ 1500.00</u>
3.2	Price offered to purchase Truck Scale No. 2 Minimum Bid Amount required by the City: \$1000	<u>\$ 1750.00</u>
Total Price Offered to the City		<u>\$ 3250.00</u>



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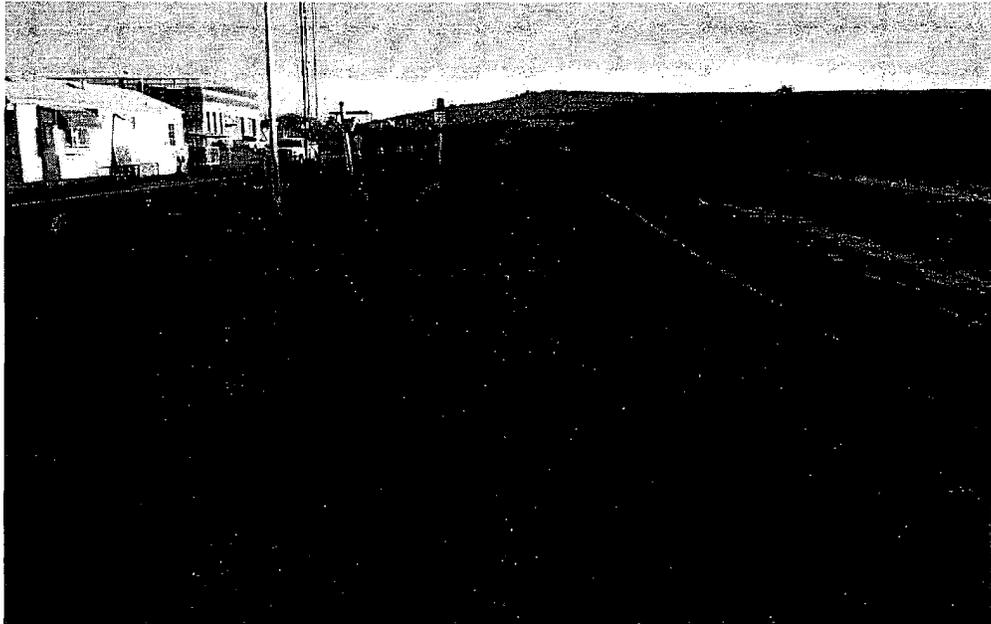
EXHIBIT I
TRUCK SCALE NO. 1





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**EXHIBIT II
TRUCK SCALE NO. 2**





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