



CITY OF GLENDALE
MATERIALS MANAGEMENT
REQUEST FOR QUOTATION

REQUEST FOR QUOTATION NO. 16-17
DESCRIPTION: SALE AND REMOVAL OF LANDFILL
STEEL CANOPY STRUCTURE
PRE-OFFER CONFERENCE: DECEMBER 15, 2015 AT 10:00 AM LOCAL
TIME

A pre-offer conference and onsite inspection will be held at the City of Glendale Landfill facility
11480 West Glendale Avenue, Glendale, Arizona.

DUE DATE: JANUARY 7, 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
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CANOPY STRUCTURE**

CITY OF GLENDALE
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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 a steel clear span canopy structure for sale. The steel canopy structure is located at the City of Glendale Landfill, 11480 West Glendale Avenue, Glendale, Arizona.

1.1.2 The steel canopy structure is offered for sale "As Is and Where Is".

1.2 GENERAL REQUIREMENTS

1.2.1 The work shall include furnishing all materials, tools, supplies, labor and equipment necessary to disassemble and transport the steel canopy structure off the area and subsequent cleanup of the 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 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 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 steel canopy structure. No manuals and maintenance records are available for inspection.

1.2.7 The steel canopy structure dimensions: 40' long x 40' wide x 23' tall.
Attached sub-canopy dimensions: 40' long x 7' wide x 8' tall.



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Nine (9) 400 watt high pressure lights are included in the sale. See attached Exhibits for additional description.

- 1.2.8** Bidders are invited to inspect the property prior to submitting bids. The steel canopy structure is available for inspection during the scheduled pre-offer conference and onsite inspection. In no case shall failure to inspect the property constitute grounds for withdrawal of a bid.
- 1.2.9** If a prospective bidder is unable to attend the scheduled pre-offer conference/onsite inspection, the bidder may contact Ernie Ruiz (623) 930-4722 at the City of Glendale Landfill for an inspection. Landfill office hours are 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.
- 1.2.10** The steel canopy structure shall be removed offsite within 20 calendar days of contract award or notification to proceed from the City. The steel canopy structure is tentatively scheduled to be removed in early 2016. The City of Glendale Landfill staff will be responsible for clearing and cleaning the site of debris.
- 1.2.11** The steel canopy structure shall be removed by appointment with the City of Glendale Landfill only. Property 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. The steel canopy structure shall be removed at Contractor's risk. Under no circumstances shall the City of Glendale assume responsibility for loading or moving the steel structure.
- 1.2.14** Contractor shall be fully responsible and shall take all precautions for safety with relation to the removal and transport of the steel structure.
- 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 City has the right to make the repairs and bill the Contractor who shall be responsible for reimbursing the City.

	<p>City of Glendale Materials Management REQUEST FOR QUOTATION SALE AND REMOVAL LANDFILL STEEL CANOPY STRUCTURE</p>	<p>CITY OF GLENDALE Materials Management 5850 West Glendale Avenue, Suite 317 Glendale, Arizona 85301</p>
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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 the steel canopy structure.
- 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:



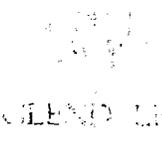
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- a. Cancel the contract;
- b. Reserve all rights or claims to damage for breach of any covenants of the contract;
- c. Perform any test or analysis on materials or quality standards for compliance with the specifications of the contract. If the results 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.

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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 the steel canopy structure Minimum Bid Amount required by the City: \$3000.00	\$ <u>3001.00</u>
Total Price Offered to the City		\$ <u>3001.00</u>

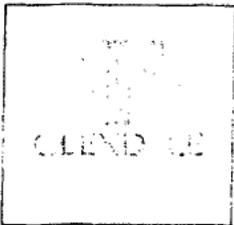


PRICE EVALUATION SHEET
RFQ 16-17
SALE & REMOVAL OF LANDFILL STEEL CANOPY STRUCTURE

				MATERIAL RECOVERY INC.	
ITEM NO.	Estimated QTY (A)	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE (B)	EXTENDED AMOUNT (A X B)
3.1	1	EA	Price offered to purchase the steel canopy structure. Minimum Bid Amount Required: \$3,000	\$3,001.00	\$3,001.00
GRAND TOTAL (Item No. 3.1)					\$3,001.00

AWARD DETERMINATION
<p>Award is recommended to: MATERIAL RECOVERY, INC.</p> <p>MATERIAL RECOVERY, INC. is deemed the Bidder who meets solicitation requirements and who offers the highest price for the City property.</p>

Prepared By: Elmer Garcia, CPPB
Materials Management



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OFFER SHEET

OFFER

The bidder certifies that they have read, understand, and will fully and faithfully comply with this request for quotation, its attachments and any referenced documents. Bidder also certifies that the prices offered were independently developed without consultation with any of the other Bidders or potential Bidders.

[Signature]
Authorized Signature

Material Delivery Inc.
Company's Legal Name

Michael Denny
Printed Name Address

P.O. Box 71359

President
Title

Phoenix Az 85020
City, State & Zip Code

602-569-8722
Telephone Number

602-569-9240
FAX Number

MikeD@Mdirock.com
Email Address

1-4-2016
Date

For questions regarding this offer: (If different from above)

Mike Denny
Contact Name

602-569-8722 *602-569-9240*
Phone Number Fax Number

Email Address *MikeD@Mdirock.com*

FEDERAL TAXPAYER ID NUMBER: *860732974*

Arizona Sales Tax No. [Redacted] Tax Rate *8.3*
Bidder certifies it is a: Proprietorship Partnership Corporation
Minority or woman owned business: Yes No

(FOR CITY OF GLENDALE USE ONLY)

ACCEPTANCE OF OFFER

This Offer is hereby accepted. The Supplier is now bound to purchase the materials or services specified in the Agreement, including all terms and conditions, specifications, amendments, etc., and the Supplier's Offer as accepted by the City. Supplier is cautioned not to provide any material or commence any work under this agreement until Supplier receives a purchase order, contract release document or written notice to proceed.

City of Glendale City Manager or Designee Signature: *[Signature]*

Printed Name and Title: *Thomas V. Duenring, Assistant City Manager*

Date: *2-5-16*

Approved as to form

[Signature]
City Attorney

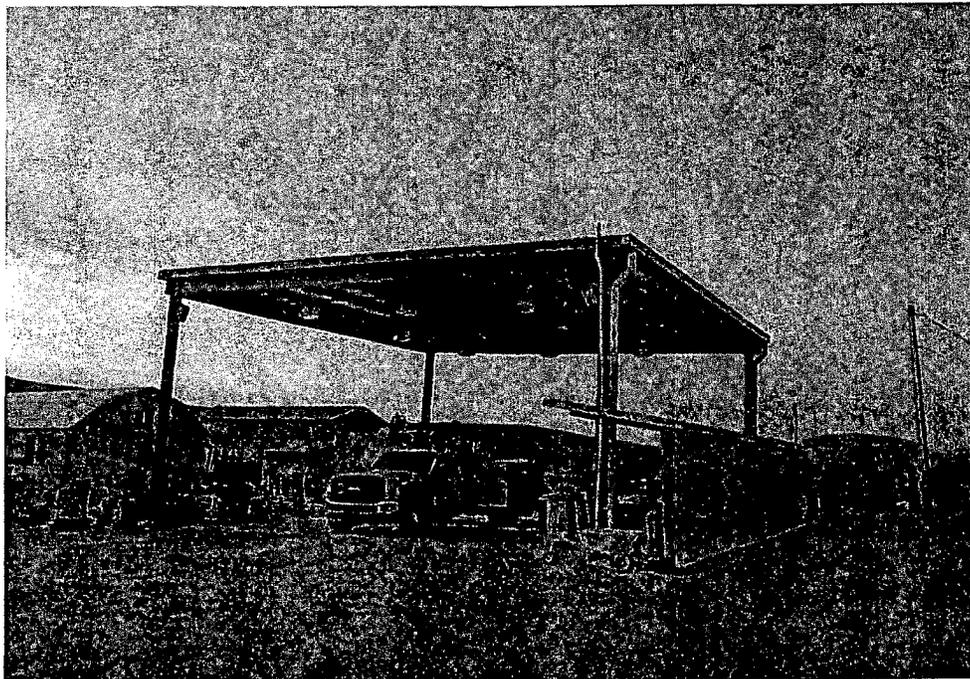
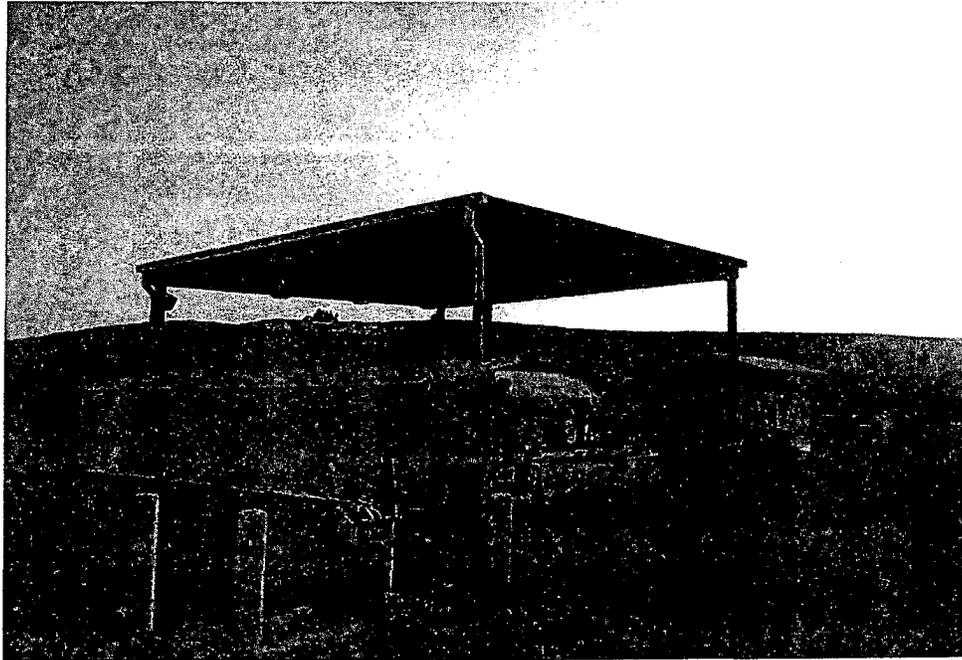
ATTEST
[Signature]
City Clerk



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**EXHIBITS
STEEL CANOPY STRUCTURE PICTURES**





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Notice of Intent to Award

January 21, 2016

RFQ Number: 16-17, Sale & Removal of Landfill Steel Canopy Structure

Thank you for participating and submitting an offer on the above solicitation. We appreciate your interest in doing business with the City of Glendale and trust that there will be opportunities in the future for your continued participation.

The City has completed the evaluation process of the offers received. The recommended award for this solicitation is to Material Delivery, Inc. who was deemed the bidder who met solicitation requirements and who offered the highest price for the City property.

If you have any questions, or would like further information about the award, please contact me.

Elmer Garcia, CPPB
Contract Analyst
egarcia1@glendaleaz.com