



**Purchasing Division**

**REQUEST FOR QUOTE**

**RFQ-4904-21-KH**

**PET PICKUP TYPE MITTS**

**Responses Due:**

April 21, 2021 prior to 2:00pm

[kassyh@gjcity.org](mailto:kassyh@gjcity.org)

**\*\*\*Submittal by EMAIL is required for this quote\*\*\***

**Purchasing Representative:**

Kassy Hackett, Buyer

City of Grand Junction

Phone (970) 244-1546

[kassyh@gjcity.org](mailto:kassyh@gjcity.org)

1. SCOPE

1.1 The City of Grand Junction is soliciting competitive quotes from qualified and interested companies to provide pet pickup type mitts to be used for the Parks Division.

1.2 **The Owner:** The Owner is the City of Grand Junction, Colorado and is referred to throughout this Solicitation. The term Owner means the Owner or his authorized representative.

**1.3 Tentative Time Schedule:**

RFQ Available on or about	April 5, 2021
Last Day for Questions, prior to 5:00 PM	April 12, 2021
Addenda Issued (if required)	April 13, 2021
Quotes Due prior to 2:00 PM	April 21, 2021

2. REQUIREMENTS/SPECIFICATIONS

2.1 General Requirements & Specifications

2.1.1 **Delivery of Quotes:** Offerors shall submit their quote via email to the Purchasing Representative prior to the date, and time as stated on cover page of this RFQ. Late quotes will not be considered.

2.1.2 **Brand Names or Equal:** Whenever in this quote invitation any particular materials, process, mechanism, and/or equipment are indicated, described or specified by patent, proprietary, or brand name, or by name of manufacturer, such wording will be deemed to be used for the purpose of facilitating minimum acceptable requirements and will be deemed to be followed by the words, "or equal". Proof satisfactory to the City must be provided by Supplier to show that the alternative product/equipment/vehicle is in fact, equal to specification requirements.

The City of Grand Junction has determined that the brand name, model name/numbers on the Vendor's Quote Form Specification Sheet, meets the specifications as stated in the solicitation documents. These manufacturer's references are not intended to be restrictive but descriptive of the type and quality the City of Grand Junction desires to purchase. Quotes for similar manufactured items of like quality will be considered if the quote is fully noted with the manufacturer's brand name and model. The City of Grand Junction reserves the right to determine products of equal value. Vendors will not be allowed to make unauthorized substitutions after award is made.

2.1.3 **Product Delivery Location:** Stores Warehouse, 333 West Avenue, Building C, Grand Junction, CO 81501.

2.1.4 **Specifications:** See attached Price Bid Form Specification spreadsheet.

- 2.1.5 **Estimated Quantities:** The quantities indicated in this Request for Quote are estimates. Variation of quantities may increase or decrease. The estimates are intended to be for a single order amount, unless otherwise stated. The City of Grand Junction makes no guarantees about single order quantities or total aggregate order quantities.
- 2.1.6 **Rejection of Materials:** The City of Grand Junction reserves the right to return partially used cases due to flaws and/or batch imperfections. Judgment of defects will be at the discretion of the City of Grand Junction purchasing representative.
- 2.1.7 **Dispensers & Wickets:** The city currently utilizes the Pet Pick-Ups Brand dispensers. Therefore, it is desired that the wickets mounting specifications be equal to that of the Pet Pick-Ups Brand (with or without cardboard mounting) and without any requires medication to the dispenser.

However, should a vendor desire to propose wickets that do not conform to the City's existing dispensers, the vendor may do so and therefore agrees to provide the required replacement dispensers, free of charge. *See additional information below.*

Also, vendor must provide their replacement and return policy for defective and/or vandalized dispensers. Vendor must also provide their policy for their dispensers, should a different provider be selected in the future.

The City's current dispenser count is estimated at 79.

- 2.1.8 **Recycled Content and/or Biodegradable Products:** Supplier may choose to submit products with **OR** *without* recycled content materials and/or biodegradable products. Supplier shall state whether the products submitted contain recycled and/or biodegradable content materials and if so, the percentage of recycled content and/or biodegradability (if applicable).
- 2.1.9 **Shelf Life:** All products quoted must have a minimum shelf life of at least 2 years.
- 2.1.10 It is the Owner's intention to make an all or none award. However, the Owner reserves the right to split the award, should the Owner find in necessary to do so.
- 2.1.11 Award(s) shall be based upon the lowest responsive and responsible Offeror that meets the required specifications and demonstrated capabilities.
- 2.1.12 All prices submitted by Offeror on the attached response form shall include: shipping (FOB Destination, Freight Pre-Paid and Allowed), installation, and training charges.

2.1.13 Payment terms listed on the quote form, receipt, inspection and acceptance of materials and/or services are described in the quote specifications.

For City of Grand Junction Purchases, invoices shall be submitted to:

City of Grand Junction

Stores Warehouse

333 West Avenue, Building C

Grand Junction, CO 81501

and shall reference: the Purchase Order number, the name of the agency and the date.

NOTE: *Payment may be delayed if the above information is omitted from any submitted invoice.*

The attached form must be used for your response. Failure to comply may result in your disqualification for this procurement.

## Quote Response Form

**RFQ-49904-21-KH  
Pet Pickup Type Mitts**

Item	Unit	Estimated Quantity	Description	Unit Price	Extended Price
1.	Case	480	<b>Mitt Size 9 ¼” x 13 ½”</b> , <b>Pet Pick-Ups Brand or Equal to 000050-Wicket-6</b> , 2000 mitts per case		

**Total Written Extended Price:**

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The undersigned Bidder agrees to provide services and products in accordance with the terms and conditions contained in this Request for Quote and as described in the Bidder’s quote attached hereto; as accepted by the City.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the City are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-903544. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- Prompt payment discount of \_\_\_\_\_ percent of the net dollar will be offered to the City if the invoice is paid within \_\_\_\_\_ days after the receipt of the invoice. The Owner reserves the right to take into account any such discounts when determining the bid award.

RECEIPT OF ADDENDA: the undersigned Contractor acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received:\_\_\_\_\_.

It is the responsibility of the Bidder to ensure all Addenda have been received and acknowledged.

By signing below, the Undersigned agree to comply with all terms and conditions contained herein.

\_\_\_\_\_  
(Company Name – Typed or Printed)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Authorized Dealer Agent – Typed or Printed)

\_\_\_\_\_  
(City, State, and Zip Code)

\_\_\_\_\_  
(Authorized Agent Signature)

\_\_\_\_\_  
(Email Address of Agent or Sales Contact)

\_\_\_\_\_  
(Date)

Additional specification information for the wickets mounting header for pet pickup type mitts: Header is 9 1/4" wide with 3 mounting holes measuring outward on either side from the center (or middle) hole 3 11/16". Measurements are from the very middle of the center hole to the middle of the outside holes on either side. See picture example.

