



PURCHASING DIVISION

REQUEST FOR QUOTE

RFQ-4411-17-DH

Pet Pickup Type Mitts

Responses Due:

August 30, 2017
prior to 5:00pm

Electronic Responses
via E-Mail only

Purchasing Representative:

Duane Hoff Jr., Senior Buyer
Phone (970) 244-1545, Fax (970) 244-1427
duaneh@jcity.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.

2. REQUIREMENTS/SPECIFICATIONS

2.1 General Requirements & Specifications

2.1.1 **DELIVERY OF QUOTES:** Suppliers shall submit their quote electronically via e-mail only duaneh@gjcity.org. 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 **PRICE:** Contract prices shall be as stated for the items specifically

named on the quote page. All prices shall be "F.O.B. Destination Freight Pre-Paid and Allowed" to 333 West Avenue, Building C, Grand Junction, CO 81501, Attn: Stores Warehouse. The city shall not pay nor be liable for any other additional costs including but not limited to: taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

2.1.7 **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.

2.1.8 **PAYMENT/INVOICE:** Payment terms listed on quote form, receipt, inspection and acceptance of materials and/or services are described in the quote specifications.

Invoices shall be submitted to the 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.

2.1.9 **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 required modification 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 79.

2.1.10 **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).

2.1.11 **SHELF LIFE:** All products quoted must have a minimum shelf life of at least 2 years.

2.1.12 **PACKING SLIPS OR DELIVERY TICKETS:** All shipments or deliveries shall be accompanied by Packing Slips or Delivery Tickets, and shall contain the following information for each item delivered:

- The purchase order number
- The name of the article and stock number
- The quantity ordered
- The quantity shipped
- The quantity back ordered
- The name of the vendor(s)

The attached form must be used for your response. Failure to comply shall result in your disqualification as a contender for this purchase.

Vendor's Bid Form

Bid Date: _____

Project: RFQ-4411-17-DH "Pet Pickup Type Mitts"

Bidding Company: _____

Name of Authorized Agent: _____

Email _____

Telephone _____ **Address** _____

City _____ **State** _____ **Zip** _____

The undersigned Bidder, in compliance with the Invitation for Bids, having examined the Instruction to Bidders, General Contract Conditions, Statement of Work, Specifications, and any and all Addenda thereto, having investigated the location of, and conditions affecting the proposed work, hereby proposes to furnish all labor, materials and supplies, and to perform all work for the Project in accordance with Contract Documents, within the time set forth and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this Contractor's Bid Form is a part.

The undersigned Contractor does hereby declare and stipulate that this offer is made in good faith without collusion or connection to any person(s) providing an offer for the same work, and that it is made in pursuance of, and subject to, all terms and conditions of the Instructions to Bidders, the Specifications, and all other Solicitation Documents, all of which have been examined by the undersigned.

The Contractor also agrees that if awarded the Contract, to provide insurance certificates within ten (10) working days of the date of Notification of Award. Submittal of this offer will be taken by the Owner as a binding covenant that the Contractor will be prepared to complete the project in its entirety.

The Owner reserves the right to make the award on the basis of the offer deemed most favorable, to waive any formalities or technicalities and to reject any or all offers. It is further agreed that this offer may not be withdrawn for a period of sixty (60) calendar days after closing time. Submission of clarifications and revised offers automatically establish a new thirty day (30) period.

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.

PRICE BID FORM: RFQ-4411-17-DH Pet Pickup Type Mitts

Item	Unit	Estimated Quantity	Description	Unit Price	Extended Price
1.	Case	318	Mitt Size 9 ¼" x 13 ½", Pet Pick-Ups Brand or Equal to 000050-Wicket-6 , 1500 mitts per case		

Total Written Extended Price: _____

- The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.

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

Company: _____

Authorized Signature: _____

Title: _____

Additional specification information for the wickets mounting header for pet pickup type mitts: Header is 9 ¼” 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.

