



**CITY OF GLENDALE
MATERIALS MANAGEMENT
REQUEST FOR QUOTATION**

QUOTATION NUMBER: 07-60
DESCRIPTION: HYDRAULIC PUMP & CYLINDER REPAIR
DUE DATE: SEPTEMBER 26, 2007 AT 2:00 P.M. LOCAL TIME

Offers for the materials or services specified will be received by the City of Glendale, Materials Management until the time and date cited.

Offers shall be submitted to the email address for the individual indicated below as the contact for questions regarding General Terms and Conditions. FAX offers are not acceptable.

OFFERORS ARE STRONGLY ENCOURAGED TO READ CAREFULLY THE ENTIRE QUOTATION.

For questions regarding
General Terms and Conditions contact:
Ray Nader, CPPB
Contract Analyst
(623) 930-2866
rnader@glendaleaz.com

For questions regarding
Scope or Specifications contact:
William G. Keen
Materials Recovery Facility Supervisor
(623) 930-4726



This Request for Quotation awarded on October 12, 2007, between Arizona Hard Chrome and the City of Glendale is made pursuant to the terms, conditions and specifications in Request for Quotation # 07-60, and in conformance with the City of Glendale Procurement Code.

The term of this Agreement shall be for an 18-month initial period with the option to extend, by agreement between the City and Contractor, for four more one-year periods thereafter for a maximum term of five and one-half years.

This Agreement does not constitute a commitment to purchase on the part of the City of Glendale.

Pricing structure to be as follows:

- Labor rate at \$65 per hour
- Material markup for contractor's cost is limited to 15%

This Agreement, including any exhibits and subordinate documents attached to or referenced in this Agreement, shall constitute the entire Agreement between the City of Glendale and Contractor with respect to the subject matter.

Insurance Certificates, if applicable, shall be returned with this signed Agreement. Please refer to pages 7-8 for insurance requirements. It is recommended that you forward those pages to your insurance company to ensure compliance with the City's requirements.

No provision of this Agreement shall be deemed waived, amended or modified by any party hereto, unless such waiver, amendment or modification is in writing and signed by an authorized representative of each of the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized representatives.

CITY OF GLENDALE

Contractor: Arizona Hard Chrome

By: *Raymond Nader*
Signature

By: *Ronald Trainor*
Signature

Raymond Nader
Print

RONALD TRAINOR
Print

Contract Analyst
Title

OWNER / MGR.
Title

October 12, 2007
Date

10-15-07
Date

**SECTION ONE
SPECIFICATIONS**

CITY OF GLENDALE
Materials Management

**Solicitation Number: 07-60
Hydraulic Pump & Cylinder Repair**

1.1 INTRODUCTION

- 1.1.1 The City of Glendale requests quotations from qualified firms or individuals for hydraulic pump and cylinder repairs on an "as required" basis.
- 1.1.2 The resulting agreement shall require the contractor to furnish all labor, materials, equipment, tools, supplies, supervisors, and transportation necessary to provide welding services in accordance to the specifications.

1.2 GENERAL SPECIFICATIONS

- 1.2.1 All materials used in replacement parts shall be "first use," free of wear, breaks, crack, corrosion, and all other defects.
- 1.2.2 Contractor shall submit prices for labor rate per hour for general repairs and machine work.
- 1.2.3 Repair for hydraulic components shall be labor per hour plus parts.
- 1.2.4 Repair of cylinders shall be labor per hour plus parts.
- 1.2.5 All parts shall be free pick-up and delivery.
- 1.2.6 Estimates shall be available at no charge upon request, as well as any type of pricing.

1.3 PROCEDURES FOR INITIATING REPAIRS

- 1.3.1 Each hydraulic cylinder, motor, pump, etc. shall be completely disassembled and stripped down to basic components.
- 1.3.2 Contractor shall determine the extent of damage incurred and the feasibility to repair.
- 1.3.3 Before any work is initiated, the Contractor shall contact the City Contract Administrator with:
- A cost quotation for the repair
 - A determination of whether hard parts are required
 - An anticipated completion date of the repair
- 1.3.4 The quotation shall include a list of all parts to be replaced.

SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-60
Hydraulic Pump & Cylinder Repair

1.3.5 All non-repairable components shall be returned to the City.

1.4 HYDRAULIC CYLINDERS SCOPE OF WORK

1.4.1 Upon being authorized by the City Contract Administrator, the Contractor shall disassemble and strip down each hydraulic cylinder to its basic components and clean, thoroughly inspect, and rebuild hydraulic cylinders' components as follows:

- Hone tube
- Re-surface cylinder rod (buff and smooth)
- Reassemble hydraulic cylinder per manufacturer's instructions
- Reassemble hydraulic cylinder with new heavy-duty snap rings or retainers

- Install all components of an O.E.M. seal kit. Seal kit components to include, but not limited to:
 - New seals
 - New O-rings
 - New wear rings
 - New wipers and seals
 - New packings

- Affix durable identification tags indicating the following:
 - Date cylinder was repaired or rebuilt
 - Contractor's business name for identification purposes

- Test and cycle to manufacturer's specifications
- Paint

1.4.2 Rebuilt hydraulic cylinders shall be returned to the City in like new condition. Hydraulic cylinders with defects that do not meet this like new condition are to be held by the City for inspection. The City shall inspect these hydraulic cylinders and advise the Contractor of the course of action. If rebuilt hydraulic cylinders are determined not to be in like new condition, they will be returned as warranty items and repaired at no additional costs to the City.

1.4.3 The Contractor may be required to furnish parts or components that are not specifically listed within the contract, but whose purpose is in keeping with the intent of these specifications.

**SECTION ONE
SPECIFICATIONS**

CITY OF GLENDALE
Materials Management

**Solicitation Number: 07-60
Hydraulic Pump & Cylinder Repair**

1.5 PICKUP CALLS

- 1.5.1 Pickup calls made by the City before noon on any business day shall result in the Contractor picking up the hydraulic cylinders, motors, pumps, etc. before 3:00 p.m. the next business day. Pickup and delivery shall be the Contractor's responsibility and, as such, shall be performed at no additional cost to the City.
- 1.5.2 All hydraulic cylinders, motors, pumps, etc. shall be returned to the City no later than five (5) business days after pickup, except large repair orders. Large repair orders shall be returned no later than ten (10) working days after pickup.

1.6 WARRANTY

- 1.6.1 Rebuilt and new hydraulic cylinders, motors, pumps, etc. purchased under the contract shall be unconditionally guaranteed for six (6) months from the date they are placed in service by the City as determined by City records. Any component failing during this period shall be replaced at no cost to the City.
- 1.6.2 This warranty shall be the responsibility of the Contractor.
- 1.6.3 The warranty shall not apply to hydraulic cylinders, motors, pumps, etc. that have been subjected to road hazards or accident damage, or where the Contractor can prove upon on-site inspection that these items have been improperly installed by City personnel.

1.7 ELIGIBLE CONTRACTORS

- 1.7.1 The Contractor shall have a minimum of three (3) years experience in providing prompt trouble shooting and repair of defective hydraulic cylinders, motors, pumps, etc. without subletting any part thereof.
- 1.7.2 The Contractor's service facility shall be within a fifty (50) mile radius of the City Materials Recovery Facility, 11480 W. Glendale Avenue, Glendale, Arizona.
- 1.7.3 Contractor's shall provide at least three references in which Contractor has provided supplies/service as requested in this RFQ.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-60
HYDRAULIC PUMP & CYLINDER REPAIR

2.1 INCORPORATION BY REFERENCE All responses shall incorporate by reference the Scope/Specifications, terms and conditions, general instructions 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 of Glendale Materials Management Internet home page, www.glendaleaz.com/purchasing. Offerors are advised to review all provisions of the General Instructions and Conditions for this solicitation.

2.2 RETURN OF OFFER Email responses only. No paper or fax documents will be accepted. Response to the solicitation shall be in MS Word, Excel, PowerPoint and/or PDF format. Offers submitted in a format (paper or electronic) different from specified herein, may be rejected at the discretion of the City. If the offeror does not have this capability, companies such as Kinkos or Alphagraphics can provide this service at a nominal charge.

The offeror shall complete all sections of the solicitation in the format given (ie Offer Sheet, Price Sheet, Questionnaires) in the space provided. If additional space is needed than what is provided, enter "See Attachment for detail".

Submittal of the offeror, via email, in response to this solicitation shall be construed as the offeror's intent to be bound by any resultant contract.

2.3 PREPARATION OF OFFER PACKAGE Only the following items shall be completed and returned. Failure to include all the items may result in a offer being rejected. Offer packages shall be submitted in the following order:

2.3.1 OFFER SHEET, Section Three

2.3.2 PRICE SHEET, Section Four

2.3.4 QUESTIONNAIRE, Information requested in Section Five

2.3.3 ADDENDUM, Return all addenda

2.4 ALTERNATE OFFERS/EXCEPTIONS Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature, suitable for evaluation, must be submitted with the bid. If no exceptions are taken, City will expect and require complete compliance with the specifications and all Conditions of Purchase.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-60
HYDRAULIC PUMP & CYLINDER REPAIR

- 2.5 EVALUATION CRITERIA** The criteria is listed in order of relative importance.
- 2.5.1 COST – 40%**
(Reference Section 4.1)
 - 2.5.2 CAPABILITIES OF FIRM AND STAFF – 30%**
(Reference Section 5.1)
 - 2.5.3 ABILITY TO PROVIDE PARTS AND SERVICE – 30%**
(Reference Section 5.2)
- 2.6 EVALUATION PANEL** Submittals will be evaluated by an evaluation panel. Award shall be made to the responsive, responsible offeror whose proposal is determined to be the most advantageous to the City.
- 2.7 PANEL CONTACT** Proposer shall have no exclusive meetings, conversations or communications with an individual evaluation panel member on any aspect of the RFP, after submittal.
- 2.8 TERM OF AGREEMENT** The term of agreement for this Bid shall be for an 18-month initial period.
- 2.9 OPTION TO EXTEND** The City may, at its option and with the approval of the contractor, extend the term of this agreement an additional four (4) year(s), renewable on an annual basis. Contractor shall be notified in writing by the City Materials Manager of the City's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period. Price adjustments will only be reviewed during contract renewal.
- 2.10 PRICE** All prices quoted shall be firm and fixed for the specified contract period.
- 2.11 FOB POINT** Prices quoted shall be FOB destination to: City of Glendale, AZ.
- 2.12 AWARD** Award will be made on an "all or none" basis. Prices must be shown for each item listed. Quotes submitted without individual item prices listed will be considered as non-responsive and rejected.

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-60
HYDRAULIC PUMP & CYLINDER REPAIR

2.13 INSURANCE Contractor, performing as an independent contractor hereunder, shall be fully responsible for providing Works' Compensation, or other applicable insurance coverage for itself and its employees and the City shall have no responsibility of liability for such insurance coverage.

Contractor shall provide to the City of Glendale a copy of the policy or a certification by the insurance carrier, showing the contractor to have in effect during the term of this contract, a General Liability Insurance policy, which shall be the primary coverage for Contractor activities under this contract. The coverage limits of such insurance shall not be less than those listed below.

The insurance company issuing the policy required above shall have a "BB" financial rating, or better, in the current edition of Standard & Poors Insurance Guide and be authorized by the State of Arizona, Department of Insurance to transact business within the State. **The certificate and policy shall name the City of Glendale as an additional insured and shall be primary coverage for the activity of the contractor.**

The City reserves the right to terminate any contractor agreement if the contractor fails to maintain such insurance coverage.

Contractor must provide certification of insurance compliance within 10 calendar days after notification of award. Certification must include: name and address of insurance company; policy number; liability coverage amounts; a statement the policy will not be canceled or failed to be renewed without thirty (30) days written notice to the City.

Certification to be submitted to: Materials Management, 6829 North 58th Drive, Suite 202, Glendale, Arizona 85301-2599.

<u>Type of Insurance</u> <u>(Minimum)</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Contractor(s) Protective Bodily Injury	\$1,000,000 each occurrence
Contractor(s) Protective Property damage	\$500,000 each accident
Contractual Bodily Injury	\$500,000 aggregate
Contractual property damage	\$1,000,000 each occurrence
Contractual property damage	\$500,000 each accident
Contractual property damage	\$500,000 aggregate
Automobile bodily injury & property damage	\$1,000,000 each occurrence

SECTION TWO
TERMS AND CONDITIONS

CITY OF GLENDALE
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HYDRAULIC PUMP & CYLINDER REPAIR

2.14 WORKER'S COMPENSATION Contractor shall be in full compliance with the provisions of the Arizona Worker's Compensation Law (Title 23, Chapter 6, Arizona Revised Statutes) as amended, and all rules and regulations of the Industrial Commission of Arizona made in pursuance thereof. Contractor shall secure payment of compensation to employees by insuring the payment of such compensation with the State Compensation Fund or any insurance company authorized by the Insurance Department of Arizona to transact business in the State of Arizona.

Contractor further agrees that he shall require any and all sub-contractors performing work under the agreement to comply with said Worker's Compensation Law. It is expressly understood and agreed that all persons employed directly or indirectly by the Contractor, or any of his sub-contractors, shall be considered the employees of such Contractor, or his sub-contractor(s), and not the employees of the City of Glendale.

2.15 PROCUREMENT CARD ORDERING CAPABILITY It is the intent of the City of Glendale to utilize the City's Procurement Card (i.e. MasterCard/Visa/American Express), to place and make payment for orders under this Contract. Proposers without this capability may be considered non-responsive and not eligible for award consideration.

**SECTION THREE
OFFER SHEET**

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-60
HYDRAULIC PUMP & CYLINDER REPAIR

3.1 OFFER Bidder certifies that they have read, understand, and will fully and faithfully comply with this solicitation, 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.

Printed Name of Authorized Signature

Title

Company's Legal Name

Company Email Address

Address

City, State & Zip code

Telephone Number

Fax Number

Authorized Signature Email Address

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

Contact Name

Phone Number

Fax Number

Contact Email Address

FEDERAL TAXPAYER ID NUMBER: _____

Arizona Sales Tax No. _____

Tax Rate _____

Bidder certifies it is a: Proprietorship

Partnership

Corporation

Minority or woman-owned business:

Yes

No

**SECTION FOUR
PRICE SHEET**

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-60
HYDRAULIC PUMP & CYLINDER REPAIR

4.1 PRICE

Labor Rate \$ _____ per hour

Material markup for contractor's cost _____ %

4.2 PROCUREMENT CARD ORDERING CAPABILITY See Section 2. Please check appropriate box.

YES, I will accept payment under this contract with the Procurement Card.

NO, I will not accept payment under this contract with the Procurement Card.

4.4 DISCOUNT/PAYMENT TERMS _____

SECTION FIVE
QUESTIONNAIRE

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-60
HYDRAULIC PUMP & CYLINDER REPAIR

Firm Name: _____

The following questions are asked to enable the evaluation panel to assess the qualifications of offerors under consideration for final award. This information may or may not be a determining factor in award of this solicitation.

5.1 BUSINESS CAPABILITIES

Total number of employees

Total number of mechanics

Total number of service trucks

Typical equipment on the service truck

Total number of current clients

Number of years in this business

Describe your company's ability to meet the specifications requirements:

**SECTION FIVE
QUESTIONNAIRE**

CITY OF GLENDALE
Materials Management

**Solicitation Number: 07-60
HYDRAULIC PUMP & CYLINDER REPAIR**

Firm Name: _____

5.2 ABILITY TO PROVIDE PARTS/SERVICE

Describe your firm's ability to provide parts and service.

5.3 REFERENCES:

List three Arizona customer for whom you have provided service of a similar scope as this solicitation during the past eighteen months. Include the length of any contracts listed.

Customer Name 1:
Contact Name:
Telephone #:

Customer Name 2:
Contact Name:
Telephone #:

Customer Name 3:
Contact Name:
Telephone #:

**SECTION THREE
OFFER SHEET**

CITY OF GLENDALE
Materials Management

**Solicitation Number: 07-60
HYDRAULIC PUMP & CYLINDER REPAIR**

3.1 OFFER Bidder certifies that they have read, understand, and will fully and faithfully comply with this solicitation, 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.

Ronald Trainor
Printed Name of Authorized Signature

Owner/Manager
Title

Trainor & Trainor, Inc. DBA ARIZONA
HARD CHROME
Company's Legal Name

azhardchrome@cs.com
Company Email Address

2609 W. Cypress Street
Address

Phoenix, AZ 85009
City, State & Zip code

602-278-8671
Telephone Number

602-278-6322
Fax Number

azhardchrome@cs.com
Authorized Signature Email Address

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

<hr/> Contact Name	<hr/> Phone Number	<hr/> Fax Number
---------------------------	---------------------------	-------------------------

azhardchrome@cs.com
Contact Email Address

FEDERAL TAXPAYER ID NUMBER: [REDACTED]

Arizona Sales Tax No. N/A Tax Rate N/A

Bidder certifies it is a: Proprietorship Partnership Corporation

Minority or woman-owned business: Yes No

SECTION FIVE
QUESTIONNAIRE

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-60
HYDRAULIC PUMP & CYLINDER REPAIR

Firm Name: Trainor & Trainor, Inc. DBA ARIZONA HARD CHROME

The following questions are asked to enable the evaluation panel to assess the qualifications of offerors under consideration for final award. This information may or may not be a determining factor in award of this solicitation.

5.1 BUSINESS CAPABILITIES

Total number of employees	12
Total number of mechanics	2
Total number of service trucks	1
Typical equipment on the service truck	N/A
Total number of current clients	175 Plus
Number of years in this business	61 years

Describe your company's ability to meet the specifications requirements:

Arizona Hard Chrome is a third generation family-owned business, founded in 1946. We have been in the same westside location since 1955. We are a machine shop whose primary business is repairing damaged cylinder rods, hydraulic parts, pump shafts and other machine parts. We repair cylinder rods with a thicker, more precision, layer of industrial hard chrome. The rods we repair last longer and are better than new, at usually half the price. Because of this savings to our customers and our dedication to quality workmanship, we know, and have been doing business with, every hydraulic shop in the southwest. Please visit our web-site at www.azhardchrome.com for further information about our company, our services and the benefits of hard chrome.

Hydraulic repair has many facets. Each job is different and may require different specialties. The tear-down and assembly is one, the trouble-shooting is two, honing of cylinders is another and the supplying of parts is another. And then the repair of the hard parts, such as thread repair, welding, straightening, chroming, precision grinding, polishing and buffing is another - which is what we do.

If necessary, we also build new rods and cylinders from scratch that are sometimes not available or not reasonable in delivery time or price. Because of our long established time in business we are familiar with the specialties, capabilities and personnel of each shop. This gives us a unique insight to the hydraulic industry. Over the years we have been frustrated by seeing customers

SECTION FIVE
QUESTIONNAIRE

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dissatisfied, and sometimes down-right cheated, by simply going to the wrong hydraulic shop with a job that may not be suited for that particular shop or to a shop that is just over zealous with pricing. For many years we would just make recommendations to our customers for special jobs. But, after many requests from our customers for us to just handle the entire job, from pick-up to delivery, we have for the last five or six years been successful in serving our customers, saving them time, money, and headaches. Because of our expertise in the hydraulic field we have been able to offer them the best price and product by delegating the specialty work to the right people, and still offer an unconditional warranty from us. Over time we have been able to develop and maintain a large base of satisfied customers.

SECTION FIVE
QUESTIONNAIRE

CITY OF GLENDALE
Materials Management

Solicitation Number: 07-60
HYDRAULIC PUMP & CYLINDER REPAIR

Firm Name: Trainor & Trainor, Inc. DBA ARIZONA HARD CHROME

5.2 ABILITY TO PROVIDE PARTS/SERVICE

Describe your firm's ability to provide parts and service.

By determining the most appropriate repair for each particular operation, we are micro-managing to assure that the repairs are done in the most economical manner at the highest quality. We have a very sound parts network and we do business with all the major O.E.M. equipment dealers. It will be our warranty on all parts and labor.

We know that our system is not exactly what your Quotation calls for, but with your wide variety of hydraulic needs, and through our many years of experience, we feel it is not in your best interest to take the approach of "one shop fits all".

5.3 REFERENCES:

List three Arizona customer for whom you have provided service of a similar scope as this solicitation during the past eighteen months. Include the length of any contracts listed.

Customer Name 1:	H & E Equipment	Customer Name 2:	United Road Towing
Contact Name:	Rick Cain	Contact Name:	Clark Brewer
Telephone #:	(602)232-0600	Telephone #:	(602)523-3300
Customer Name 3:	Toyota Lift		
Contact Name:	Jim Reasoner		
Telephone #:	(602)278-2371		