

Staff Summary Report

Council Meeting Date: 10-16-2008

Agenda Item Number: _____

SUBJECT: Request to award a three-year contract with two, one-year renewal options to Phoenix Fence Company for fencing repair, installation and rental.

DOCUMENT NAME: 20081016fsta12 **PURCHASES (1004-01)**

SUPPORTING DOCS: Yes

COMMENTS: (RFP09-040) Total cost for this contract shall not exceed \$500,000 during the initial contract period.

PREPARED BY: Tony Allen, Procurement Officer, 480-350-8548

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Glenn Kephart, Public Works Manager, 480-350-8205
Tom Lopez, Facility Services Director, 480-350-8687
Mark Richwine, Parks & Recreation Manager, 480-350-5325
Sam Thompson, Deputy Parks & Recreation Manager, 480-350-5234
Chris Salomone, Community Development Manager, 480-350-8294
Nancy Ryan, Rio Salado Manager, 480-350-8096
Edith Ross, Administrative Project Coordinator, 480-350-2952
Roger Hallsted, Rio Salado Financial Analyst, 480-350-2782

**LEGAL REVIEW AS
TO CONTRACT FORM
ONLY:** N/A

FISCAL NOTE: Sufficient funds have been appropriated in various cost centers for the anticipated expenditures in fiscal year 2008/09.

RECOMMENDATION: Award the contract.

ADDITIONAL INFO: The City of Tempe issued a Request for Proposal to establish a contract for fence installation and maintenance. Four responses were received. A committee comprised of Public Works, Parks and Recreation, Community Development and Procurement staff reviewed the submitted proposals. It is the recommendation of the committee to award a contract to Phoenix Fence Company, the overall high scorer.

Vendor's Proposal Offer

It is REQUIRED that Proposal Offeror COMPLETE, SIGN and SUBMIT the original of this form to the City Procurement Office with the proposal response offer. An unsigned "Vendor's Proposal Offer", late proposal response and/or a materially incomplete response will be considered non-responsive and rejected.

Proposal offeror is to type or legibly write in ink all information required below.

Proposal Offeror's Company Name	<u>PHOENIX FENCE COMPANY</u>
Company Mailing Address	<u>P.O. BOX 21183 PHOENIX, AZ 85036-1183</u>
Company Street Address	<u>3626 S. 16TH ST. PHOENIX, AZ 85040</u>
Proposal Offeror Contact	<u>DOUG MASTIN</u> Title <u>PRESIDENT</u>
Contact's Phone No.	<u>602-276-4283</u> E-mail Address <u>dmastin@phoenixfence.com</u>
Proposal Offeror's Company Tax Information:	
Arizona Transaction Privilege (Sales) Tax No.	<u>07-280259-A</u> or
Arizona Use Tax No.	_____
Federal I.D. No.	<u>86-0466917</u>
City & State Where Sales Tax is Paid	<u>TEMPE</u> , <u>AZ</u>

THIS PROPOSAL IS OFFERED BY

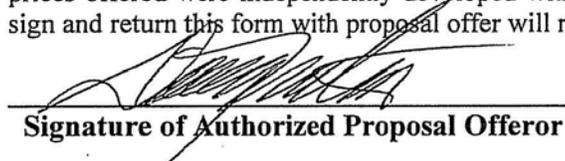
Authorized Proposal Offeror (Type or Print in ink) DOUG MASTIN

Proposal Offeror's Title (Type of Print in ink) PRESIDENT

Date SEPT. 16, 2008

REQUIRED SIGNATURE OF AUTHORIZED PROPOSAL OFFEROR (Must Sign in Ink)

By signing this Proposal Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other offeror or potential offeror. Failure to sign and return this form with proposal offer will result in a non-responsive proposal.


Signature of Authorized Proposal Offeror

SEPT. 16, 2008
Date

Form 201-B (RFP)
(H:/RFP 3-2002)

PRICE SHEET

All quoted prices must include all delivery charge to sites within the City of Tempe.

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE
1.	Labor and materials to construct typical 100' fence, chain link (9 ga) 6' tall with rails, posts, concrete and 1 each 3' x 6' gate.	1	Lot	\$ <u>1,173.00</u>
2.	Typical repair of 10' section of damaged 8' chain link (9 ga) fence to repair, stretch and replace damaged section	1	Lot	\$ <u>209.00</u>
3.	Gate, Chain Link (9 ga) 3' x 6'	1	Ea	\$ <u>64.00</u>
4.	Fence fabric per specifications, 6 ga, 8' high	1	Linear foot	\$ <u>8.09</u>
5.	Fence fabric per specifications, 9 ga, 6' high	1	Linear foot	\$ <u>3.50</u>
6.	Fence fabric per specifications, 9 ga, 8' high	1	Linear foot	\$ <u>4.66</u>
7.	Fence fabric per specifications, 9 ga, 10' high	1	Linear foot	\$ <u>5.83</u>
8.	Tennis Court Fencing, PVC Coated, per specifications, 14' high	1	Linear foot	\$ <u>12.50</u>
9.	Terminal post, per specifications, 2-7/8" od x 0.160 wall	1	Foot	\$ <u>4.08</u>
10.	Line post, per specifications, 2-3/8" od x 0.160 wall	1	Foot	\$ <u>2.70</u>
11.	Line post, per specifications, 2-3/8" od x 0.130 wall	1	Foot	\$ <u>2.70</u>
12.	Rails, per specifications, 1-5/8" od x 0.110 wall	1	Foot	\$ <u>1.69</u>
13.	Labor Rate per hour for fencing repairs or installation (items 1 thru 12)	1	Hour	\$ <u>39.90</u>
14.	Rental of an 4' x 12' section of portable fencing including all required hardware and panel stands (feet) for one month	1	Section	\$ <u>3.00</u>

PRICE SHEET

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE
15.	Rental of an 6' x 12' section of portable fencing including all required hardware and panel stands (feet) for one month	1	Section	\$ <u>3.00</u>
16.	Rental of an 8' x 12' section of portable fencing including all required hardware and panel stands (feet) for one month	1	Section	\$ <u>3.60</u>
17.	Labor Rate per hour for setup of portable fencing	1	Hour	\$ <u>39.90</u>
18.	Installation and materials to construct 100' of temporary fencing (9 ga), 6' tall with all necessary posts, hardware, etc.	1	Lot	\$ <u>900.00</u>
19.	Installation and materials to construct 100' of temporary fencing (9 ga), 8' tall with all necessary posts, hardware, etc.	1	Lot	\$ <u>1,250.00</u>
20.	Typical installation and materials for a 20' wrought iron 1/2" square vertical tube fence with 1' rails (top and bottom), posts, and concert footings complete.	1	Section	\$ <u>226.00</u>
21.	Typical 20' section materials and installation for 2" pipe rail stair railing. Includes pipe handrail, uprights, concrete footing and hardware. Handrails and up rights to be galvanized materials.	1	Section	\$ <u>110.00</u>
22.	Labor rate for repair and maintenance of automatic gate operators and gates	1	Hour	\$ <u>44.00</u>

Below, list name of Manufacturer of parts offered

Manufacturer Offered	% Discount
N/A	

PRICE SHEET

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE
List additional services offered and pricing				

Service	Cost
ELECTROSTATIC PAINTING	SUBCONTRACTOR
CORE DRILLING	QUOTE + 10%
SAW CUTTING	
UTILITY LOCATING	
MASONRY	

* Applicable Tax 5.27%

* **State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form CS-P201 (B) included in this Invitation for Bid document.**

Less prompt payments discount terms of ___ % ___ days/ or Net 30 days. (To apply after receipt and acceptance of an itemized monthly statement.) For bid evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than 30 days from receipt of statement.

Ordering and Invoice Instructions

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three - (3) and six - (6) ordering departments. At the time an order is placed, the contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.

Invoices shall include:

1. Listing Of All Delivery/Pickup Receipt Numbers Being Invoiced.
2. Total Cost Per Item.
3. Applicable Tax.
4. Payment Terms.
5. Blanket Purchase Order Number.

Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to bill contracted vendor for researching invoices that have been paid, but not properly applied by vendor account receivables office.

