

## Staff Summary Report

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**Council Meeting Date:** 2/19/2009

**Agenda Item Number:** \_\_\_\_\_

**SUBJECT:** Request approval to award a two-year contract with three, one-year renewal options to West Coast Equipment for street sweeper brooms.

**DOCUMENT NAME:** 20090219fsta02

**PURCHASES (1004-01)**

**SUPPORTING DOCS:** Yes

**COMMENTS:** (IFB 09-074) Total value of this contract will not exceed \$200,000 during the initial two-year 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  
John Osgood, Field Operations Manager, 480-350-8949  
Denise Brewer, Street Maintenance Superintendent, 480-350-8409

**LEGAL REVIEW AS  
TO CONTRACT FORM**

**ONLY:** N/A

**FISCAL NOTE:** Sufficient funds have been appropriated in 3264-6420 & 3813-6420 for the anticipated expenditures in the current fiscal year.

**RECOMMENDATION:** Award the contract.

**ADDITIONAL INFO:** The City of Tempe issued an Invitation for Bid to establish a contract for the purchase of street sweeper brooms. To secure better pricing, this solicitation was cooperatively bid with the City of Chandler. Three firms responded to the solicitation – United Rotary Brush, West Coast Equipment and Old Dominion Brush. A committee composed of Public Works and Procurement Staff reviewed the submissions. It is the recommendation of the committee that the contract be issued to West Coast Equipment, the lowest bidder for products that meet all specifications.

## Vendor's Offer

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

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

Company Name: <u>WEST COAST EQUIPMENT, INC.</u>	
Company Mailing Address: <u>5310 WEST MISSOURI AVENUE</u>	
City: <u>GLENDALE</u>	State: <u>AZ</u> Zip: <u>85301</u>
Contact Person: <u>SUZANNE PROHOROFF</u> Title: <u>VICE PRESIDENT</u>	
Phone #: <u>623-842-0978</u> FAX #: <u>623-842-2008</u> E-mail: <u>SUE@westcoastincusa.com</u>	
<u>Company Tax Information:</u>	
Arizona Transaction Privilege (Sales) Tax No.: <u>07-620129-Z</u> or	
Arizona Use Tax No.: <u>N/A</u>	
Federal I.D. No.: <u>86-1001647</u>	
City & State Where Sales Tax Is Paid: <u>CITY OF GLENDALE, ARIZONA</u>	
If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.: <u>N/A</u>	

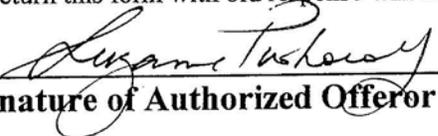
### THIS BID IS OFFERED BY

Name of Authorized Individual (Type or Print in Ink) SUZANNE PROHOROFF

Title of Authorized Individual (Type of Print in Ink) VICE PRESIDENT

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

By signing this offer, Bidder acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other bidder or potential bidder. In accordance with A.R.S. 35-397, the offeror hereby certifies that it does not have scrutinized business operations in Iran or Sudan. Failure to sign and return this form with bid response will be considered nonresponsive and rejected.

  
Signature of Authorized Offeror

01-06-09  
Date

## Bid Questionnaire

1. State location of local warehousing facility that will be used to supply these product groups.

5310 WEST MISSOURI AVENUE GLENDALE AZ 85301

(\*) PLEASE NOTE: - This is our local Corporate Office, Manufacturing +  
Warehousing Facility. We would welcome City Staff for inspection.

2. Local sales office location

AS ABOVE

Contact

SUZANNE PROHOROFF

Phone

623-842-0978

3. Do you agree to the Terms and Conditions of this IFB?

Yes  No

If No, explain below

N/A

4. Will you provide "Speed Plates" where requested at no charge?

Yes  No

5. Product delivery time after placement of each order:

City of Tempe

City of Chandler

Item 1:   /   Days

Item 7:   /   Days

Item 2:   /   Days

Item 8:   /   Days

Item 3:   /   Days

Item 9:   /   Days

Item 4:   /   Days

Item 5:   /   Days

Item 6:   /   Days

6. Please list warranties:

City of Tempe

Item 1: PER COVER LETTER ATTACHED.

Item 2: \_\_\_\_\_ " \_\_\_\_\_

Item 3: \_\_\_\_\_ " \_\_\_\_\_

Item 4: \_\_\_\_\_ " \_\_\_\_\_

Item 5: \_\_\_\_\_ " \_\_\_\_\_

Item 6: \_\_\_\_\_ " \_\_\_\_\_

City of Chandler

Item 7: PER COVER LETTER ATTACHED.

Item 8: \_\_\_\_\_ " \_\_\_\_\_

Item 9: \_\_\_\_\_ " \_\_\_\_\_

7. Please list three (3) references (government or large corporation preferred) to which you have provided similar products. Include company name, contact person and telephone number.

Company	Contact	Phone
<u>CITY OF GOODYEAR</u>	<u>RICHARD SWEEPE</u>	<u>623-882-7195</u>
<u>CITY OF TOLLESON</u>	<u>BERNIE YORGENSEN</u>	<u>623-936-7141</u>
<u>CITY OF AVONDALE</u>	<u>ROGER DUDLEY</u>	<u>623-333-4720</u>

Company Name WEST COAST EQUIPMENT, INC.

**Price Sheet**

All quantities are estimates – actual ordered quantities may vary

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1.	Disposable gutter brooms – Broom Bear sweepers, one per box Mfg & Part # <u>WEST COAST EQUIPMENT, INC. PART # 026-1412</u>	900	Boxes	\$ <u>86.90</u>	\$ <u>78,210.00</u>
2.	Cable wrapped main broom – Broom Bear sweepers, one per box Mfg & Part # <u>WEST COAST EQUIPMENT, INC. PART # 026-1051</u>	50	Boxes	\$ <u>290.00</u>	\$ <u>14,500.00</u>
	Cost to replace lost or destroyed core – Item 2	1	Each	\$ <u>500.00</u>	\$ <u>500.00</u>
3.	Cable wrapped main broom – Tennant Model 830 sweeper Mfg & Part # <u>WEST COAST EQUIPMENT, INC. PART # 026-1060</u>	10	Each	\$ <u>190.00</u>	\$ <u>1,900.00</u>
4.	Disposable Butter Broom for Tennant Model 830 sweeper Mfg & Part # <u>WEST COAST EQUIPMENT, INC. PART # 026-1035</u>	15	Each	\$ <u>50.00</u>	\$ <u>750.00</u>
5.	Main Broom – Tennant Model 7200 sweeper Mfg & Part # <u>LIBERTY BRUSH PART # 026-1136</u>	5	Each	\$ <u>75.00</u>	\$ <u>375.00</u>
6.	HD 21 Strip Broom – Broom Bear sweeper Mfg & Part # <u>WEST COAST EQUIPMENT, INC. PART # 026-1761</u>	10	Each	\$ <u>290.00</u>	\$ <u>2,900.00</u>
	Sub Total				\$ <u>99,135.00</u>

Company Name WEST COAST EQUIPMENT, INC.

**Price Sheet**

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
<b>City of Chandler</b>					
7.	Pick-up brooms for Broom Bear and Schwarze sweepers <i>WEST COAST EQUIPMENT, INC.</i> Mfg & Part # <u>PART # 057-1051</u>	65	Each	\$ <u>290.00</u>	\$ <u>18,850.00</u>
8.	Gutter Broom for Broom Bear and Schwarze sweepers <i>WEST COAST EQUIPMENT, INC.</i> Mfg & Part # <u>PART # 057-1012</u>	750	Each	\$ <u>86.90</u>	\$ <u>65,175.00</u>
9.	Gutter Broom - Tymco sweeper <i>WEST COAST EQUIPMENT, INC.</i> Mfg & Part # <u>PART # 057-1016</u>	144	Each	\$ <u>84.00</u>	\$ <u>12,096.00</u>
Sub Total					\$ <u>96,121.00</u>

