

Town of Tusayan
PO Box 709
845 Mustang Drive
Tusayan, Arizona 86023
Phone: 928-638-9909

REQUEST FOR QUOTATIONS
FOR
LANDSCAPING SERVICES
2020-01

All quotes due by October 19, 5:00 P.M., Local Time, Tusayan, Arizona.

The Town of Tusayan (the "Town") is seeking a licensed and qualified Vendor to provide all material and labor required as described below ("Services") on an as-needed basis for a period of one year, with up to four one-year renewals.

Section I – Project Information

Vendor will perform landscaping services on Town-owned property including rights of way and bus stops, maintenance of Town-owned signage and outdoor sprinkler systems, and the seasonal installation and removal of holiday light displays or decorations as more particularly described in the Scope of Work attached as Exhibit A.

The term of the initial contract term will be one year. After the expiration of the initial term, the Town may renew the contract for up to four successive one-year terms, unless the Vendor notifies the Town in writing of its desire to terminate the contract. Renewal terms will be granted at the sole discretion of the Town, subject to appropriation and availability of funds.

Any contract resulting from this RFQ will be for an indefinite quantity of Services subject to the needs of the Town. The Town does not guarantee that any minimum or maximum number of Services will be requested. Services will only be requested when the Town chooses to move forward with a pending project and proper authorization and documentation have been approved. However, the maximum amount of the contract shall not exceed \$49,999.99.

Section II – Instructions and Conditions

1. Please attach your Quotation behind the Exhibit B cover sheet and submit this document to the address above.
2. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer, or employee. Quotations must also include a short statement explaining why the firm is especially qualified to provide Services to the Town and an explanation of any relevant experience the firm feels would be beneficial in providing the Services.
3. All quotations must include a price estimate for all Services sought in the Scope of Work set forth in Exhibit A, or an indication that the Vendor does not provide a certain service.

4. The Town may reject any proposal not prepared and submitted in accordance with this RFQ, or any proposal lacking sufficient information to enable the Town to make a reasonable determination of compliance to the minimum qualifications.
5. Interested Vendors must submit one original and four copies (five total submittals) of the proposal. In addition, interested parties must submit one original copy of the Proposal on a CD-ROM (or electronic media approved by the Town) in printable Adobe or Microsoft Word format (or another format approved by the Town).
6. At any time prior to the specified Proposal Due Date and Time, a Vendor (or designated representative) may amend or withdraw its Proposal.
7. The Town does not reimburse the cost of developing, presenting, or providing any response to this solicitation.
8. All Proposals shall become the property of the Town and shall become a matter of public record available for review, subsequent to the award notification, in accordance with the Town's Procurement Procedures.
9. Prior to the award of the contract, the successful Vendor must be registered with the Arizona Corporation Commission and authorized to do business in Arizona. Corporations and partnerships must be able to provide a Certificate of Good Standing from the Arizona Corporation Commission. A Town of Tusayan business license is also required upon award of the agreement.
10. A Proposal is an offer to contract with the Town based upon the terms, conditions and specifications contained in this RFP and the Vendor's responsive Proposal, unless modified by a written addendum. Provided, however, that no contractual relationship shall be established until the Vendor has signed, and the Town has approved, a professional services agreement between the Town and the Vendor in the form acceptable to the Town Attorney.

Section III – Awards

11. The contract will be awarded to the responsible and responsive Vendor whose proposal is determined to be the most advantageous to the Town and best meets the overall needs of the Town.
12. Unless the proposal states otherwise, or unless otherwise provided within this RFP, the Town reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the Town.
13. The Town, at its sole discretion, may elect to enter into contracts with multiple Vendors who are qualified to provide the Services. The final terms and conditions of the proposed contract will be negotiated by the Town with the selected vendors.

If you need additional information or have questions, please contact

Town Manager, Charlie Hendrix : 928-637-4297, email: tusayantownmanager@tusayan-az.gov.

Signature: _____ Date: _____
 Printed Name: _____ Title: _____
 Company Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email Address: _____ Telephone No. _____

The total contract amount, including all renewal terms, may not exceed \$49,999.99. Contracts for \$50,000 or more will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For Town of Tusayan Use Only)

The Vendor's Offer is hereby accepted. The Vendor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

Town of Tusayan, an Arizona municipal corporation

_____ Date: _____
Charlie Hendrix, Town Manager

EXHIBIT A
TO
REQUEST FOR QUOTATIONS
FOR
LANDSCAPING SERVICES

[Scope of Work]

EXHIBIT B
TO
REQUEST FOR QUOTATIONS
FOR
LANDSCAPING SERVICES

[Firm's Quotation]