Town of Fountain Hills
16705 East Avenue of the Fountains
Fountain Hills, Arizona 85268
Phone: 480-816-5100
Fax: 480-837-3145

REQUEST FOR QUOTATION
FOR
Irrigation Controller Repairs and Service

2018-~~016~~ 086

All quotes due by Thursday, February 6, 2018, 3:00 P.M., Local Time, Phoenix, Arizona.

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

Section I – Project Information

Provide Maxicom Irrigation Controller repairs and service at Fountain Park.

The Contract created by this request and the resulting quotation will automatically renew for up to four successive one-year terms, unless the Vendor notifies the Town in writing of its desire to terminate the Contract. If extended, the then-current prices shall be applicable during the subsequent renewal year unless the Vendor notifies the Town in writing of any rate increase and the Town approves the increase with an authorized signature, prior to the end of the then-current term.

Section II – Instructions and Conditions

1. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the Town chooses to move forward with a pending project and proper authorization and documentation have been approved. The Town does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.
2. Vendors must state the manufacturer of each product quoted on in conformity with the specifications.
3. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
4. Award will be made to the Vendor whose quotation is the most advantageous to the Town.
5. Please attach your Quotation behind the Exhibit A cover sheet and submit this document to the address above.

If you need additional information or have questions please contact Kevin Snipes by email at ksnipes@fh.az.gov.

Section III – Pricing

The Quotation shall be attached hereto as Exhibit A and shall contain pricing unless a separate price sheet is required, in which case the Price Sheet shall be submitted in the form attached hereto as Exhibit B and incorporated herein by reference. **[If Departments need a separate price sheet, they may use the sample price sheet or develop and submit their own.]**

Note: Prices offered shall include applicable state and local taxes.

Section IV – Execution and Submission

By executing this document and submitting a quotation to the Town of Fountain Hills, the authorized agent agrees (i) he/she has read the Town's Standard Terms and Conditions, dated April 14, 2016, as set forth on the Town of Fountain Hills website (http://www.fh.az.gov/po-terms), which are incorporated into and become a part of the company's quotation offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated April 14, 2016. By signing below the company is offering to provide the services set forth in Exhibit A and upon written acceptance of the company's offer by the Town, it will have entered into a binding agreement. The offer shall be considered held open for 60 days from the quotes due date set forth above.

Signature: Maggie Mundle Date: 2/20/18

Printed Name: Maggie Mundle Title: Regional Manager AZ East

Company Name: Horizon Distribution

Address: 201 W. Juanita Ave

City: Mesa State: AZ Zip: 85210

Email Address: maggie.mundle@horizononline.com Telephone No. 520-867-5414

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 Fountain Hills 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 Fountain Hills, an Arizona municipal corporation

Grady E. Miller Date: 2/20/18

Grady E. Miller, Town Manager

Town Attorney Approval: 61662

OR

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SOLE SOURCE JUSTIFICATION FORM (FHPP11.1B)

This form must be provided with all sole source procurement requests. Please provide detailed information on all questions.

Product or service requested: Repairs and service on the Maxicom Irrigation Controller at Fountain Park.

Vendor: Horizon

1. How was it determined that this commodity or service is a sole source? Provide all documentation relevant to method for sole source determination.

   - No Responsive Proposals to: ___
     - Competitive Solicitation Process ___
     - Advertisement of Town Need in the Town Newspaper of Record ___
     - Formal Request for Information ___
   - Other (Please provide information below describing the method used) X

     Horizon is the only factory trained and authorized servicer in Phoenix for Maxicom Irrigation Controllers and the only company from which parts can be ordered.

     _____
     _____
     _____

2. Why is no other commodity or service suitable to meet your requirements?

   - Not compatible with existing equipment. Please provide additional details.

     There is no other factory trained and authorized servicer in Phoenix for this product.

     _____
     _____
     _____
     _____

   - Request is for testing purposes. Please describe the basis for the tests and benefit to the Town expected. (Sole source requests for testing purposes do not substantiate a sole source for additional requirements.)

     Using a factory authorized and trained service technician will ensure the controller will be working to factory specifications.

     _____
     _____
     _____
     _____

   - Unique knowledge or skills. Please provide specific information that describes why this knowledge or skill is considered unique.

     Factory training is required to program, service and repair Maxicom controllers and no other service technicians exist for Maxicom Systems.

- To prevent voiding a warranty or guarantee. What is the duration of the warranty or guarantee and what terms require approval of this sole source request?

3. Does this request represent a mandate from the state or federal government?
   Yes: __ No: X

   If yes, please describe the mandate.

4. What are the consequences of not approving the sole source request?

   The controller will not be serviced or repaired. If the system were to need repair then the irrigation system will not work and the turf would die.

5. What negative consequences will result by formally bidding this requirement?

   Bidding would be a fruitless effort since there are no other local factory authorized service providers and repairs would be delayed.

6. What is the estimated cost of this request? Maximum of $9,000 per year.

7. How was the cost determined to be fair and reasonable?

   The cost of repairs is comparable with other service technicians for computer diagnostics and repairs.

8. Is this request a one-time requirement or is the requirement ongoing into future years?
   One Time: ___ Ongoing: X

If ongoing, are there a definite number of ongoing years? As long as we are using a Maxicom Controller.

9. What other costs will be incurred with this request? Please take into consideration annual maintenance, upgrades in future years, and other request-specific factors.

   Parts and future repairs, service and upgrades are included in the cost.

10. Was this request budgeted for in the current or next fiscal year's budget?
    Current: X Next ____

11. Will approval of this request increase future budget requests from your department?
    Yes: ____ No: X

    If yes, what is the estimated amount of the increase? _____

What other methods of fulfilling this requirement have been explored?

Internet searches and contacting the company to see who the authorized servicers are in the area.

Requesting Employee _____ Date: 1/22/19

Department Head Approval _____ Date: 1/22/18

Finance Department Approval Craig Rudolphy Date: 1/22/18

Town Manager Approval _____ Date: 1/23/2018