



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
Mechanical Repairs of Motorized Equipment**

2019-053

All quotes due by Tuesday, December 4, 2018 at 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.

Section I – Project Information

Vendor will provide mechanical repairs and maintenance on the Town's motorized equipment that include but are not limited to: 30 gas/ battery powered hand tools, 4 gas powered utility vehicles and 1 field maintenance three wheeler.

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. However, this Agreement will not exceed \$3,500.00.
2. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
3. Award will be made to the Vendor whose quotation is the most advantageous to the Town.
4. 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.

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.fountainhillsaz.gov/pst/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:  Date: 12/13/2018
Printed Name: JEFF CHAPMAN Title: GM
Company Name: KELLY'S KAWASAKI
Address: 817 S COUNTRY CLUB DR
City: MEGA State: AZ Zip: 85210
Email Address: JEFF@KELLYSKAWASAKI.COM Telephone No. 480-962-9610

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

CR
12/3/18

 Date: 12/3/2018
Grady E. Miller, Town Manager

Town Attorney Approval:



Kelly's Kawasaki
 817 S. Country Club Dr.
 Mesa, AZ 85210.
 Phone: (480) 969-9610

Repair Order

Due: \$2,918.63

Doc Number: 942468174
 Service Writer: Dave Hillman
 Date Printed: 11/13/2018
 Date Promised: 11/05/2018

TOWN OF FOUNTAIN HILLS
 16705 E AVE OF THE FOUNTAINS
 FOUNTAIN HILLS, AZ 85268

Customer Information

Home Phone: 602-721-6441
 Cell Phone: 602-721-3908
 Email: K.Snipes@fh.az.gov

Unit: 0 Kawasaki KAF400A7F Color: GREEN Keyboard: Out: 0
 VIN/Serial: JK1A FEA1X7B522957 Plate: Odom/Hrs: 0

Diagnosis-water damage

Description: Unit was fully under water in floods, 3 weeks ago for approx 2 hours, unit has not been touched since then-need inspection and estimate created to repair and restore unit to full functionality.

Resolution: Contact Kevin Snipes @ 602-721-3908
 K.SNIPES@FH.AZ.GOV
 Inspected motor, oil leak good
 Pulled carb and cleaned water out
 Drained fuel tank and vacuumed all water out
 Pulled and inspected spark plug
 Pulled converter cover
 Powerwashed unit on two sperate occasions to get everything cleaned out of unit
 Pulled airbox and cleaned tubes and box
 Pulled converter tubes and cleaned
 Pulled right front headlight and cleaned, working now replaced fuel filter and air filter
 Unit starts and sounds fine, test drove and clutches are sticking
 There is a chance this unit will need more work down the road due to the water, unfortunately there is no way to predict these issues at this time. Everything works lights, flasher, hour meter
 The few extra maintenance steps recommended below should help prevent a few of those issues.

Recommend: Recommend Clutch and belt R&R
 Recommend Seat R&R
 Recommend change out all oils and spark plug

Part #	Qty	Description	Price	Discount	Total
11029-1004	1.00	ELEMENT-ASSY-AIR FIL	\$34.47	\$0.00	\$34.47
11013-1263	1.00	ELEMENT-AIR FILTER	\$17.74	\$0.00	\$17.74
49019-0032	1.00	FILTER-FUEL	\$20.40	\$0.00	\$20.40
Parts Subtotal					\$72.61

Description	Technician	Hour	Total
Diagnosis/inspection	Bruce Jackson	6	\$594.00
Labor Subtotal			\$594.00
Job Subtotal			\$666.61

Clutch and belt R&R

Description: Recommended

EXHIBIT A
TO
REQUEST FOR QUOTATION
FOR

[Vendor's Quotation]

Part #	Qty	Description	Price	Discount	Total
49093-0021	1.00	CONVERTER-ASSY-DRIVE	\$499.34	\$0.00	\$499.34
49094-0040	1.00	CONVERTER-ASSY-DRIVE	\$402.42	\$0.00	\$402.42
59011-0011	1.00	BELT	\$120.10	\$0.00	\$120.10
Parts Subtotal					\$1,021.86

Description	Technician	Hour	Total
Clutch and belt R&R		3	\$297.00
Labor Subtotal			\$297.00
Job Subtotal			\$1,318.86

Install new seat

Description: Recommended

Part #	Qty	Description	Price	Discount	Total
53066-0269-12H	1.00	SEAT-ASSY CUSHION.GRA	\$344.92	\$0.00	\$344.92
Parts Subtotal					\$344.92

Description	Technician	Hour	Total
Install new seat		1	\$99.00
Labor Subtotal			\$99.00
Job Subtotal			\$443.92

Oil change and sparkplug R&R

Description: Recommended

Part #	Qty	Description	Price	Discount	Total
BPR5ES	1.00	SPARK PLUG BPR5	\$3.65	\$0.00	\$3.65
49065-7010	1.00	FILTER-OIL	\$12.50	\$0.00	\$12.50
K61021-304	1.00	10W40 ATV/UTV OIL GAL	\$22.95	\$0.00	\$22.95
K61030-007A	3.00	GEAR OIL LT SLP QT	\$8.40	\$0.00	\$25.20
Parts Subtotal					\$64.30

Description	Technician	Hour	Total
Oil change and spark plug		2	\$198.00
Labor Subtotal			\$198.00
Job Subtotal			\$262.30

All Jobs Subtotal:	\$2,691.69
Shop Supplies:	\$98.00
Tax:	\$128.94
Total:	\$2,918.63
Less Deposits:	\$0.00
Total Due:	\$2,918.63

Thank you for your business! Tires are very slick when new and caution should be used for the first 100 miles on new tires. Disclaimer of Warranties - Any warranties on the products sold under this order are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either expressed or implied, including any warranty of merchantability or fitness for a particular purpose and the seller neither assumes nor authorizes any other person to assume for any liability in the connection of said products. This disclaimer by the seller in no way affects the terms of the manufacturer's warranty. Estimate good for 14 days. Not responsible for damage caused by theft, fire, acts of nature, or any other cause beyond our control. I hereby authorize the above repairs including sublet work, along with the necessary materials. You and your employees may operate my vehicle for the purpose of inspection and delivery at my risk. An expressed mechanics lien is acknowledged on the above vehicle to secure the amount of repairs hereto. If I cancel the repairs prior to their expressed completion for any reason, a tear-down and reassembly fee of \$ 99.00 per hour will be applied.

Signed _____ Date: _____

Signature: _____

EXHIBIT B
TO
REQUEST FOR QUOTATION
FOR

[Price Sheet]

PRICE SHEET
FOR

Labor Rate(s) at Vendor Facility		
	Days and Hours of Operation	Hourly Rate
Regular Business Hours	M-F 9am - 6pm	\$ 99.00
Weekends	SAT 9am - 5pm, SUN - Closed	\$ 99.00
Holiday	Closed	
After Hours	Closed N/A	
Emergency	N/A	
Distance from Worksite (Town of Fountain Hills use only.)		
Flat Rate Pricing Offered?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Pickup/Deliver Provided	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Charge: \$

Parts	
Firm fixed discount percentage off replacement parts catalog/price list	0 %
Catalog/Price List Name:	KAWASAKI
Catalog/Price List Number:	
Catalog/Price List Date:	

FOB POINT

Town of Fountain Hills (Address)
Fountain Hills, AZ 85268

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. ARIZONA KAWASAKI INC		
	2 Business name/disregarded entity name, if different from above KELLYS KAWASAKI		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 817 S COUNTRY CLUB DR	Requester's name and address (optional)	
	6 City, state, and ZIP code MESA, AZ 85210		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										
8	6		-	0	3	7	9	9	0	2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.