



City of Cottonwood Request for Quotation

The City of Cottonwood (City) is soliciting quotations to provide Security Services at the Cottonwood Tilted Earth Festival and Thunder Valley Rally events. This solicitation is for quotations only and is not a sealed bid process. The City will select a vendor based on the lowest, responsible quotation for the following services:

PROCUREMENT CRITERIA

The City of Cottonwood's Parks and Recreation Department is soliciting quotations to provide Security Services at the Cottonwood Tilted Earth Festival and Thunder Valley Rally events. The City would like quotes based on the general criteria and specifications as described below:

General Criteria:

Tilted Earth Festival—June 16th-18th 2016. (<http://tiltedearthfestival.com/>)

- Security Staffing for two days/nights

Thunder Valley Rally—September 16th-17th 2016. (<http://cottonwoodaz.gov/thundervalleyrally/>)

- Security Staffing for two days/nights

Scope of Work:

Please see included "Quote Section" for complete requirements. Questions regarding this quote should be directed to Hezekiah Allen at hallen@cottonwoodaz.gov. Quotes should include costs for: security services, per diem, and all other applicable costs.

IMPORTANT INFORMATION

Quotations will be accepted until 10:00 a.m. (local Arizona time) on April 22nd, 2016 and must be submitted to the Purchasing Agent via email or fax at:

Email: jcook@cottonwoodaz.gov Fax: 928-634-3727

The Contractor shall complete, sign and submit the Acceptance of Terms and Conditions Affidavit, Quote Section, Certificate of Insurability, Contractor Immigration Warranty, and Indemnification Statement with its quote to the City.

THE SELECTED CONTRACTOR SHALL WITHOUT EXCEPTION BE RESPONSIBLE FOR THE FOLLOWING:

1. Prior to the start of the project, the selected contractor must provide the following documentation:
 - Proof of Insurance: The Contractor shall agree to carry all insurance which may be required by Federal and State laws, County and City ordinances, regulations and codes in the amounts specified below and shall keep such insurance coverage in force throughout the life of the project.

	Minimum Requirements
Worker's Compensation	Statutory Requirements
General Liability	\$2,000,000 Aggregate
	\$1,000,000 per Occurrence
Products/Completed Operations	\$1,000,000 per Occurrence
Automobile Liability	\$1,000,000 per Occurrence

Liability policy shall include coverage for:

- A. Liability assumed in agreements in effect in connection with insurer's operations.
- B. All owned, hired, or non-owned automotive and truck equipment used in connection with the insured operation.

Contractor must furnish to the City a Certificate of Insurance with written evidence of the types and amounts of insurance coverage required by the City, including endorsements naming the City as additional insured, and waiving subrogation against the City.

The Contractor's insurance is primary and non-contributory as to any claims resulting from the contract.

These policies shall not expire within the term of this project. Neither the Contractor nor any subcontractor shall commence work under the project until the City has approved the insurance. The entire project covered shall be at the Contractor's risk until final acceptance by the City.

2. The City and the selected Contractor will determine the dates for which all services shall be provided. Work must be provided within those dates in an efficient manner.
3. The selected Contractor shall be held responsible for any and all incidental damage occurring as a result of the services performed by the Contractor.
4. No additional charges or other costs incurred by the selected Contractor shall be allowed without prior authorization from the City.
5. The selected Contractor shall comply with all applicable OSHA safety regulations.
6. The selected Contractor shall supply all required equipment, personnel, vehicles, and materials required to complete the job.
7. **Site Security:** The selected contractor is without exception entirely responsible for site security during this project. Failure to properly secure this site at all times will result in immediate cancellation of this contract.

ACCEPTANCE OF TERMS AND CONDITIONS AFFIDAVIT

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

DATE: _____

QUOTE SECTION

1. Vendor Information:

Firm Name: _____

Contact Name: _____

Principal Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Local Address: _____

Type of Organization: _____

Tax ID #: _____ License #: _____

2. Prices:

Tilted Earth Festival – June 16th-18th 2016

Staff Required	Estimated Hours Needed	Hourly Rate	Cost Per Shift	Shifts Required	STAFFING COST
1 EA – Overnight (1:00 a.m. – 10:00 a.m.)	9	\$	\$	2	\$
1 EA – Overnight (1:00 a.m. – 10:00 a.m.)	9	\$	\$	2	\$
1 EA—Front Gate (3:00 p.m.-12:00 a.m.)	9	\$	\$	2	\$
1 EA—Front Gate (3:00 p.m.-12:00 a.m.)	9	\$	\$	2	\$
1 EA—Stage (7:00 p.m.-12:00 a.m.)	5	\$	\$	2	\$
1 EA—Moving Perimeter (4:00 p.m.-12:00 a.m.)	8	\$	\$	2	\$
1 EA—Moving Perimeter (4:00 p.m.-12:00 a.m.)	8	\$	\$	2	\$
1 EA—Backstage (4:00 p.m.-12:00 a.m.)	8	\$	\$	2	\$
1 EA—V.I.P. (4:00 p.m.-12:00 a.m.)	8	\$	\$	2	\$
			TOTAL EVENT SECURITY COST		\$

			PER DIEM COST FOR EVENT	\$
			OTHER APPLICABLE COSTS	\$
			GRAND TOTAL FOR TILTED EARTH	\$

Thunder Valley Rally Event—September 16th-17th 2016

Staff Required	Estimated Hours Needed	Hourly Rate	Cost Per Shift	Shifts Required	STAFFING COST
1 EA – Tavern Parking Lot (10:00 p.m. – 12:00 a.m.)	2	\$	\$	2	\$
1 EA – Tavern Parking Lot (10:00 p.m. – 12:00 a.m.)	2	\$	\$	2	\$
1 EA—Main Stage (5:00 p.m.-12:00 a.m.)	7	\$	\$	2	\$
1 EA—Main Stage (5:00 p.m.-12:00 a.m.)	7	\$	\$	2	\$
1 EA—Backstage (10:00 p.m.-12:00 a.m.)	2	\$	\$	2	\$
1 EA—Backstage (10:00 p.m.-12:00 a.m.)	2	\$	\$	2	\$
1 EA—Old Town Jail (10:00 p.m.-12:00 a.m.)	2	\$	\$	2	\$
1 EA—Old Town Jail (10:00 p.m.-12:00 a.m.)	2	\$	\$	2	\$
1 EA—BOCCE (10:00 p.m.-12:00 a.m.)	2	\$	\$	2	\$
1 EA—BOCCE (10:00 p.m.-12:00 a.m.)	2	\$	\$	2	\$
1 EA—Overnight (1:00 a.m.-10 a.m.)	9	\$	\$	2	\$
1 EA—Overnight (1:00 a.m.-10 a.m.)	9	\$	\$	2	\$
1 EA—Roamer (12:00 p.m.-12:00 a.m.)	12	\$	\$	2	\$
1 EA—Roamer (12:00 p.m.-12:00 a.m.)	12	\$	\$	2	\$
			TOTAL EVENT SECURITY COST		\$
			PER DIEM COST FOR EVENT		\$

			OTHER APPLICABLE COSTS	\$
			GRAND TOTAL FOR TVR	\$

GRAND TOTAL FOR TILTED EARTH + GRAND TOTAL FOR TVR (This amount will be used for purposes of comparing quotes)	\$
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3. References (must be provided)

Provide names, addresses and telephone numbers of government agencies/businesses to which you have provided similar goods or services.

A. Entity: _____

Address: _____

Contact: _____

Phone: _____

Goods or services supplied and when provided: _____

B. Entity: _____

Address: _____

Contact: _____

Phone: _____

Goods or services supplied and when provided: _____

C. Entity: _____

Address: _____

Contact: _____

Phone: _____

Goods or services supplied and when provided: _____

4. Intent to be Bound by Quote: _____

(Signature of Individual Authorized to Sign Quote)

(Printed Name of Individual Authorized to Sign Quote)

CONTRACTOR IMMIGRATION WARRANTY

A.R.S. § 41-4401 (Government procurement, E-verify requirement, definitions) requires as a condition of your Contract, verification of compliance by the Contractor and subcontractors with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of its employees.

By completing and signing this form the Contractor shall attest that it and all subcontractors performing work under the cited contract meet all conditions contained herein.

Contract Number:		
Name (as listed in the contract):		
Street Name and Number:		
City:	State:	Zip Code:

I hereby attest that:

1. The Contractor complies with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of those employees performing work under this Contract;
2. The Contractor shall verify, through the U.S. Department of Homeland Security's E-Verify program, the employment eligibility of each employee who provides services or labor in Arizona for wages or other remuneration, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to Contractor.
3. All subcontractors performing work under this Contract comply with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of their employees.
4. The Contractor acknowledges that a breach of this warranty by the Contractor or by any subcontractor or sub-subcontractor under this Contract shall be deemed a material breach of this Contract, and is grounds for penalties, including termination of this Contract, by Owner.
5. Owner retains the legal right to inspect the papers of Contractor, and any subcontractor and sub-subcontractor employee who performs work under this Contract, and to conduct random verification of the employment records of Contractor and each subcontractor and sub-subcontractor who works on this Contract, to ensure that Contractor and each subcontractor and sub-subcontractor is complying with the warranties set forth above.

Signature of Contractor (Employer) or Authorized Designee:

Printed Name: _____

Title: _____

Date (month/day/year): _____

INDEMNIFICATION STATEMENT

The Contractor assumes and agrees to hold harmless, indemnify and defend the City, its officers, agents and representatives from and against all losses, claims, demands, payments, suits, actions for recovery, judgments and all liability of every kind, nature, and description for injury to persons including wrongful death, or damage to property or both occurring during or in consequence of the performance by the Contractor where such injury or damage is due to any defect in services delivered hereunder, or to the action or negligence of the Contractor, its employees, subcontractors, or agents. The City assumes no liability, obligation, or responsibility of any nature, whatsoever, in connection with this contract except for payment of price or consideration as stated or referred to herein or allowed by law. The Contractor's obligation under this section shall not extend to any liability caused by the sole negligence of the City or its employees.

ACCEPTANCE OF TERMS AND CONDITIONS:

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____