

ALL AREAS MUST BE FILLED IN

ITB-RQ TABULATION FORM
FOR PURCHASES NOT TO EXCEED \$50,000 TOTAL

THIS IS NOT AN ORDER

Requisition Number: \_\_\_\_\_ Date 9/10/2024 Purchase Order No. \_\_\_\_\_

[ ] Verbal Quotes \$5,001 to \$10,000 [X] Written Quotes \$10,001 to \$50,000 [ ] Formal Procurement >\$50,000

[X] One Time Purchase OR [ ] Requirements Contract (Term Agreement) Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

INSURANCE REQUIREMENTS: [X] Required [ ] Not Required [ ] Insurance Certificate Forward to CID-Procurement/Contr Date: \_\_\_\_\_

[ ] Workers' Compensation Liability: [ ] \$1,000,000
[ ] Contractor's Pollution Liability: [ ] \$1,000,000 insurance each claim, incident, or occurrence, with an annual aggregate limit of [ ] \$1,000,000
[ ] Commercial Automotive Liability [ ] \$1,000,000 [ ] \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of [ ] \$1,000,000 [ ] \$2,000,000
[ ] Commercial General Liability: [ ] \$1,000,000 [ ] \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of [ ] \$1,000,000 [ ] \$2,000,000
[ ] Professional Liability [ ] \$1,000,000 [ ] \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of [ ] \$1,000,000 [ ] \$2,000,000
[ ] Performance Bond and Amount \_\_\_\_\_ [ ] Payment Bond and Amount \_\_\_\_\_

Bid/Quote Title: Removal, Inspection, Repair & Install HSP #12 @ WTP Bid/Quote Number: QT25-33 Bid/Quote Due Date: \_\_\_\_\_

AWARDED CONTRACT TO: [X] Vendor #1 [ ] Vendor #2 [ ] Vendor #3 [ ] Vendor #4 [ ] Vendor #5 [ ] Vendor #6 [ ] Vendor #7 [ ] Vendor #8 [ ] Vendor #9

Table with 3 columns for Vendor #1, Vendor #2, and Vendor #3. Columns include Vendor Name, Address, Phone No., Fax No., Contact, Date Contacted, LHC FOB, Terms, How Contacted, Call Returned, Bid Received, Declined to Bid, Contractor Lic #, and Comments.

Comments/Specifications: (Attach docs as needed)

Dept/Division/Section: Public Works/Water Prepared By: Krystal Maples Phone No.: 928-855-2618 Date: \_\_\_\_\_

ATTACH VENDOR QUOTES THAT ARE GREATER THAN \$5,000 AND LESS THAN OR EQUAL TO \$50,000. REQUISITION MUST MATCH ITB - RQ TABULATION FORM. KEEP ORIGINAL PROCUREMENT DOCUMENTS ON FILE FOR SIX (6) YEARS PAST EXPIRATION OR COMPLETION OF CONTRACT, WHICHEVER IS LONGER

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**IF PROCUREMENT IS OVER \$50,000, PROCUREMENT MUST GO THE FORMAL SOLICITATION PROCESS AND BEFORE CITY COUNCIL FOR APPROVAL.**

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ITEM #	CATEGORY	DESCRIPTION	QTY	U/M	VENDOR 1 UNIT PRICE	VENDOR 1 TOTAL PRICE	VENDOR 2 UNIT PRICE	VENDOR 2 TOTAL PRICE	VENDOR 3 UNIT PRICE	VENDOR 3 TOTAL PRICE
1		Removal, Inspection, Repair, Install	1	ea	\$ 41,317.90	41,317.90	\$ 44,957.00	44,957.00	\$ 75,796.00	75,796.00
2					\$ -	-		-		-
3					\$ -	-		-	\$ -	-
4						-		-		-
5						-		-		-
6						-		-		-
7						-		-		-
8										-
9										-
10						-		-		-
11						-		-		-
12						-		-		-
		SUBTOTAL (AWARD FACTOR):				41,317.90		44,957.00		75,796.00
		<b>TAXES.</b> Price quotes shall exclude Federal Excise Tax. City is not exempt from the applicable Arizona Sales Tax; Arizona Sales Tax shall be marked as a separate line item after the total combined quote price (subtotal). Tax SHALL NOT be included in above line item unit pricing. The applicable tax of any political subdivision shall not be a factor in determining the award of procurement				-		-		-
		GRAND TOTAL (REQUISITION/PURCHASE ORDER):				\$ 41,317.90		\$ 44,957.00		\$ 75,796.00

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[ ] One Time Purchase OR [ ] Requirements Contract (Term Agreement) Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

INSURANCE REQUIREMENTS: [ ] Required [ ] Not Required [ ] Insurance Certificate Forward to Risk Management Date: \_\_\_\_\_

[ ] Workers' Compensation Liability: [ ] \$1,000,000

[ ] Contractor's Pollution Liability: [ ] \$1,000,000 insurance each claim, incident, or occurrence, with an annual aggregate limit of [ ] \$1,000,000

[ ] Commercial Automotive Liability [ ] \$1,000,000 [ ] \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of [ ] \$1,000,000 [ ] \$2,000,000

[ ] Commercial General Liability: [ ] \$1,000,000 [ ] \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of [ ] \$1,000,000 [ ] \$2,000,000

[ ] Professional Liability [ ] \$1,000,000 [ ] \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of [ ] \$1,000,000 [ ] \$2,000,000

[ ] Payment Bond and Amount \_\_\_\_\_ [ ] Payment Bond and Amount \_\_\_\_\_

Bid/Quote Title: \_\_\_\_\_ Bid/Quote Number: \_\_\_\_\_ Bid/Quote Due Date: \_\_\_\_\_

AWARDED CONTRACT TO: [ ] Vendor #1 [ ] Vendor #2 [ ] Vendor #3 [ ] Vendor #4 [ ] Vendor #5 [ ] Vendor #6 [ ] Vendor #7 [ ] Vendor #8 [ ] Vendor #9

Table with 4 columns for Vendor #4, Vendor #5, Vendor #6, and Vendor #9. Rows include: Vendor #, Address, Phone No., Fax No., Contact, Date Contacted, LHC FOB: Destination, Terms, How Contacted (Fax, Mail, Ph, email), Call Returned (Yes/No), Bid Received (Yes/No), Declined to Bid (Yes/No), Contractor Lic #, and Comments.

Comments/Specifications: \_\_\_\_\_

Dept/Division/Section: \_\_\_\_\_ Prepared By: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Date: \_\_\_\_\_

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IF PROCUREMENT IS OVER \$50,000, PROCUREMENT MUST GO THROUGH FORMAL SOLICATION PROCESS AND BEFORE CITY COUNCIL FOR APPROVAL.

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ITEM #	CATEGORY	DESCRIPTION	QTY	U/M	VENDOR 4 UNIT PRICE	VENDOR 4 TOTAL PRICE	VENDOR 5 UNIT PRICE	VENDOR 5 TOTAL PRICE	VENDOR 6 UNIT PRICE	VENDOR 6 TOTAL PRICE
1						-		-		-
2						-		-		-
3						-		-		-
4						-		-		-
5						-		-		-
6						-		-		-
7						-		-		-
8						-		-		-
9						-		-		-
10						-		-		-
11						-		-		-
12						-		-		-
SUBTOTAL (AWARD FACTOR):						-		-		-
<p><b>TAXES.</b> Price quotes shall exclude Federal Excise Tax. City is not exempt from the applicable Arizona Sales Tax; Arizona Sales Tax shall be marked as a separate line item after the total combined quote price (subtotal). Tax SHALL NOT be included in above line item unit pricing. The applicable tax of any political subdivision shall not be a factor in determining the award of procurement</p>						-		-		-
GRAND TOTAL (REQUISITION/PURCHASE ORDER):						\$ -		\$ -		\$ -
<p align="center"><b>ATTACH VENDOR QUOTES THAT ARE GREATER THAN \$5,000 AND LESS THAN OR EQUAL TO \$50,000. REQUISITION MUST MATCH ITB - RQ TABULATION FORM. KEEP ORIGINAL PROCUREMENT DOCUMENTS ON FILE FOR SIX (6) YEARS PAST EXPIRATION OR COMPLETION OF CONTRACT, WHICHEVER IS LONGER</b></p> <p align="center"><b>IF PROCUREMENT IS OVER \$50,000, PROCUREMENT MUST GO THE FORMAL SOLICITATION PROCESS AND BEFORE CITY COUNCIL FOR APPROVAL.</b></p> <p align="center"><b>IF PROCUREMENT IS OVER \$50,000, PROCUREMENT MUST GO BEFORE CITY COUNCIL FOR APPROVAL.</b></p>										

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Bid/Quote Title: \_\_\_\_\_ Bid/Quote Number: \_\_\_\_\_ Bid/Quote Due Date: \_\_\_\_\_

AWARDED CONTRACT TO: [ ] Vendor #1 [ ] Vendor #2 [ ] Vendor #3 [ ] Vendor #4 [ ] Vendor #5 [ ] Vendor #6 [ ] Vendor #7 [ ] Vendor #8 [ ] Vendor #9

Table with 4 columns: Vendor #7, Vendor #8, Vendor #9, and an unlabeled column. Rows include Address, Phone No., Fax No., Contact, Date Contacted, LHC FOB, Terms, How Contacted, Call Returned, Bid Received, Declined to Bid, Contractor Lic #, and Comments.

Comments/Specifications: \_\_\_\_\_

Dept/Division/Section: \_\_\_\_\_ Prepared By: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Date: \_\_\_\_\_

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ITEM #	CATEGORY	DESCRIPTION	QTY	U/M	VENDOR 7 UNIT PRICE	VENDOR 7 TOTAL PRICE	VENDOR 8 UNIT PRICE	VENDOR 8 TOTAL PRICE	VENDOR 9 UNIT PRICE	VENDOR 9 TOTAL PRICE
1						-		-		-
2						-		-		-
3						-		-		-
4						-		-		-
5						-		-		-
6						-		-		-
7						-		-		-
8						-		-		-
9						-		-		-
10						-		-		-
11						-		-		-
12						-		-		-
SUBTOTAL (AWARD FACTOR):						-		-		-
<b>TAXES.</b> Price quotes shall exclude Federal Excise Tax. City is not exempt from the applicable Arizona Sales Tax; Arizona Sales Tax shall be marked as a separate line item after the total combined quote price (subtotal). Tax SHALL NOT be included in above line item unit pricing. The applicable tax of any political subdivision shall not be a factor in determining the award of procurement						-		-		-
GRAND TOTAL (REQUISITION/PURCHASE ORDER):						\$ -		\$ -		\$ -

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