

**UNIFIED FIRE AUTHORITY
Goods and/or Services Form**

*if any discount could apply to items, please include that in your quote.

RFQ #2019-3

DESCRIPTION OF SERVICE

Landscape Upgrades

Station 121 – 4146 West 12600 South, Riverton, UT 84065

Landscape upgrades to include the following:

1: Sunken area in grass along 12600 South, extending past monument sign on east side of flag poles

- Cut and remove existing grass
- Fill sunken area with proper fill material
- Replace grass

2: Monument Sign Improvements

- Cut and dispose grass
- Provide and install Concrete edge to match other curbing around property
- Provide and install weed fabric
- Provide and install 4" stone as in attached pictures.

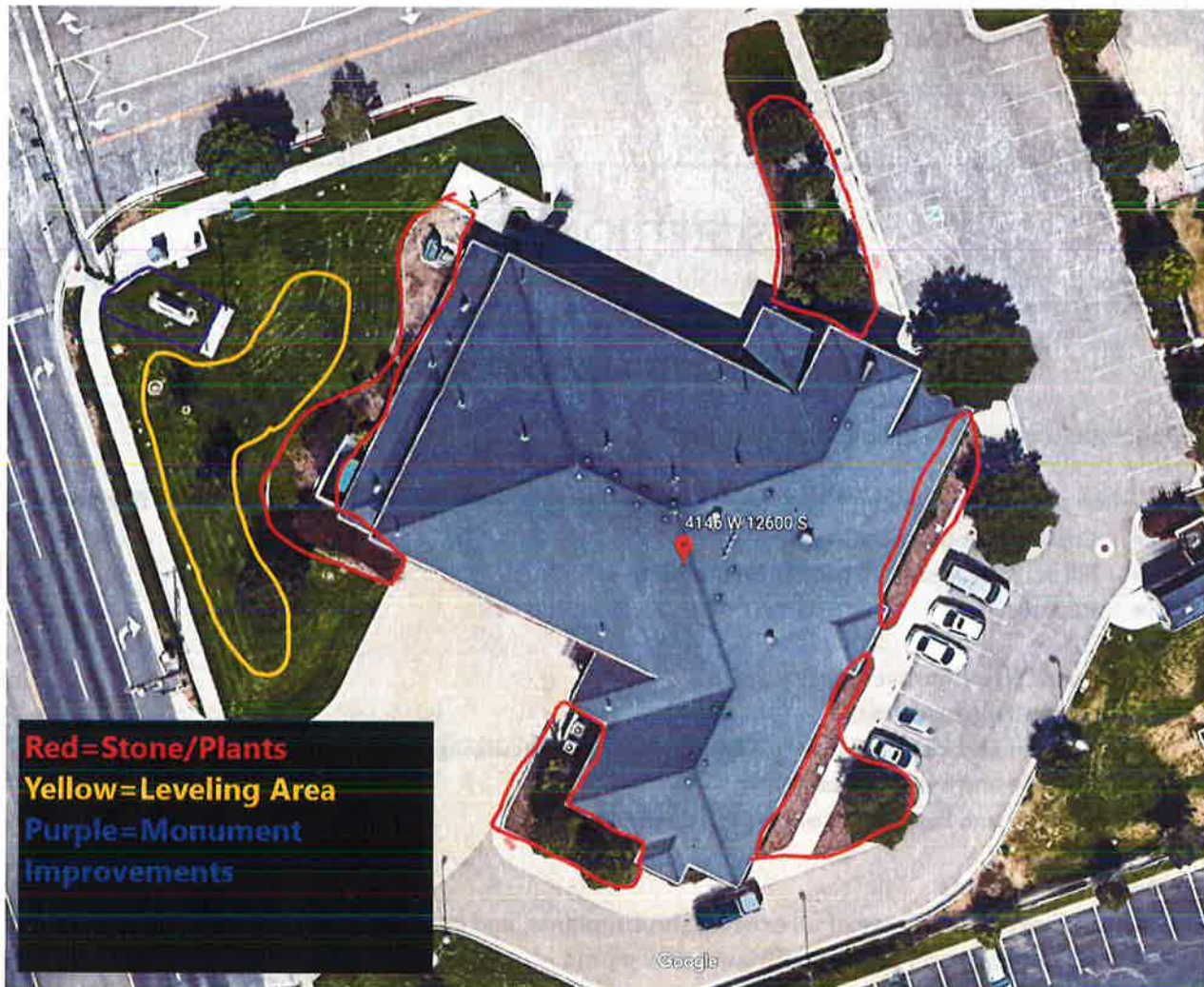
3: Bed Improvements

- Remove and dispose of all existing shrubs, plants, and bark
- Adjust irrigation system to irrigate new plants
- Provide and install weed fabric
- Provide and install new plants. Grasses and modern design elements. Approximately 40 plants estimated to be needed.
- Provide and install stone in beds

See attached map for clarification on areas to be completed.

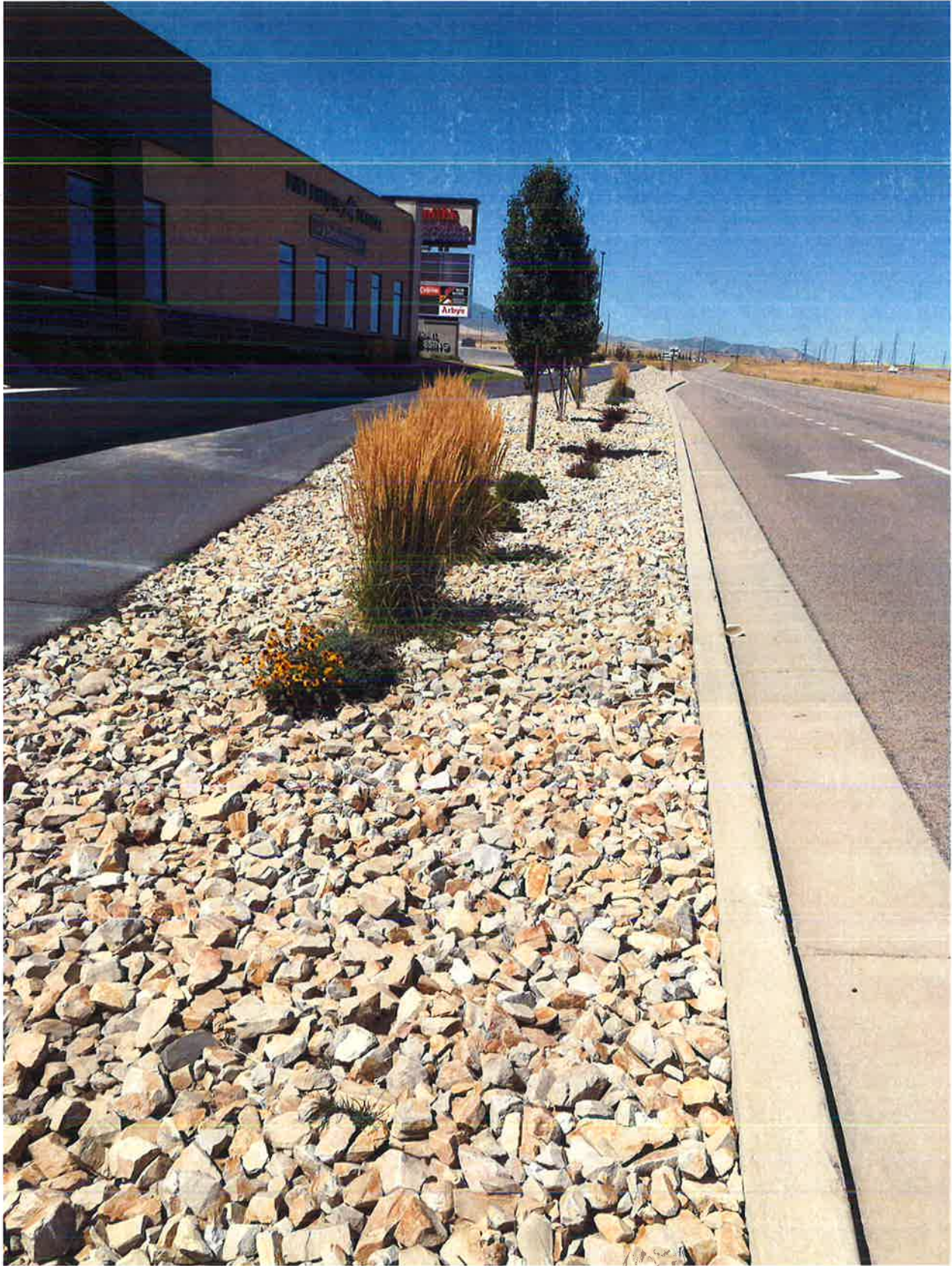
See attached pictures for examples of stone and plant design elements. Low maintenance grasses and plants similar to those shown in the pictures to be used.

Please contact Larson Wood @ lwood@unifiedfire.org or (801) 390-4035 to schedule a property walk as needed.



Red=Stone/Plants
Yellow=Leveling Area
Purple=Monument Improvements







Request for Quotation

3380 South 900 West, Salt Lake City, UT 84119

Due Date: September 26, 2019 @ 3:00 pm (MST) ✓ Review attached instructions & RFQ form ✓ Quote Must be signed to be accepted ✓ This request for Quotation implies no obligation on the part of Unified Fire Authority ✓ If performing a service on site at UFA the following five documents need to be provided and must be current, active, and in good standing <ul style="list-style-type: none"> • Applicable Municipal Business License(s) • DOPL License (if applicable) • CGL Certificate of Insurance • Evidence of Workers Compensation Coverage • W-9 		Questions concerning this quote should be directed to: Erica Langenfass, Purchasing Agent Email: elangenfass@unifiedfire.org	
Legal Company Name (include DBA if applicable)		Federal Tax Identification Number (Please include current W-9)	
Ordering Address		City	State Zip Code
Remittance Address (if different from ordering address)		City	State Zip Code
Company Contact Person		Company's Web Address:	
Telephone	Fax Number	Email Address	
Discount Terms (for quotation purposes, quotation discounts less than 30 days will not be considered)		Days Required for Delivery After Receipt of Order (see attached for any required minimums)	
Minimum Order Required: Yes <input type="checkbox"/> No <input type="checkbox"/> Amount \$ _____	Payment Types Accepted: <input type="checkbox"/> Credit Card* <input type="checkbox"/> Check <input type="checkbox"/> ACH *if processing fee please note % or amount _____	Price Guarantee Period: 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input type="checkbox"/>	
Type or Print Name		Position or Title	
Offeror's Authorized Representative's Signature		Date	

REQUEST FOR QUOTATION - INSTRUCTIONS AND GENERAL PROVISIONS

1. **ADMINISTRATIVE AUTHORITY:** The administration of this purchasing process is conducted by Unified Fire Authority. No Unified Fire Authority Board Member or employee should be contacted in regards to this solicitation other than those listed herein. Such contact may result in the disqualification of your quotation.
2. **SUBMITTING THE QUOTATION:** (a) The Unified Fire Authority (hereafter referred to as UFA) allows for quotations be submitted electronically. Electronic quotations may be submitted through a secure mailbox at SciQuest, <http://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah> until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their quotation reaches SciQuest before the closing date and time. There is no cost to the supplier to submit Unified Fire Authority electronic quotations via SciQuest. Here is a link to the Division of Purchasing's website where it provides training materials for vendors on the SciQuest platform - <http://purchasing.utah.gov/for-vendors/> (b) Electronic quotations may require the uploading of electronic attachments. The submission of attachments containing embedded documents is prohibited. All documents should be attached as separate files.
3. **QUOTATION PREPARATION:** (a) Delivery time is critical and must be adhered to as specified. (b) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by UFA. If the supplier lists a trade name and/or catalog number in the bid, UFA will assume the item meets the specifications unless the quote clearly states it is an alternate, and describes specifically how it differs from the item specified. All quotes must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (c) By submitting the quotation the supplier certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (d) This quote may not be withdrawn for a period of 60 days from quote due date. (e) Incomplete quotes may be rejected. (f) Unless specifically provided for elsewhere in this quotation, multiple or alternate quotations will not be accepted. (g) Provide information on local availability of parts and service for all items quotation and service literature to allow for in-house maintenance and repairs. (h) Quotations will not be accepted from vendors who require assignment of payment to another agent. Note: Unified Fire Authority will only pay the vendor named on the Purchase Order. Unified Fire Authority will not deal with a factory or make payment to such.
4. **FREIGHT COST:** (a) Where "Freight Cost" is listed as a separate line item, suppliers are to provide product line item pricing FOB Origin Less Freight. On the line item for "Freight Cost" suppliers are to indicate the total freight cost FOB Destination Freight Prepaid, and complete the "Freight Information" document. UFA will analyze freight charges separately from the item cost and determine how the shipment will be routed (either by the supplier, or by UFA's carrier). (b) Where there is not a line item for "Freight Cost", suppliers are to provide line item pricing FOB Destination Freight Prepaid. Unless otherwise indicated on the contract/purchase order, shipping terms will be FOB Destination Freight Prepaid.
5. **SOLICITATION AMENDMENTS:** Any changes to this solicitation will be made through written addendum only. Answers to questions submitted through SciQuest shall be considered addenda to the solicitation documents. Suppliers/Contractors are cautioned not to consider verbal modifications.
6. **PROTECTED INFORMATION:** Suppliers are required to mark any specific information contained in their quotation which they are claiming as protected and not to be disclosed to the public or used for purposes other than the evaluation of the quotation. Each request for non-disclosure must be made by completing the "Confidentiality Claim Form" with a specific justification explaining why the information is to be protected. Pricing and service elements of any quotation will not be considered proprietary. All material becomes the property of UFA and may be returned only at UFA's option. Quotations submitted may to be reviewed and evaluated by any persons at the discretion of UFA.
7. **SAMPLES:** Samples of item(s) specified in this quotation, when required by UFA, must to be furnished

free of charge to UFA. Any item not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the bidder's expense.

8. **AWARD OF CONTRACT:** (a) This is an informal quotation which will not be read at a public opening; However, the information may be publicly reviewed after award. To obtain a copy of the tabulation and award information please go to www.unifiedfire.org and complete an official records request. (b) The contract will be awarded with reasonable promptness, by written notice to the lowest responsible supplier that meets the specifications. Consideration will be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this request for quotation. (c) The UFA may accept any item or group of items, or overall low quotation. UFA has the right to cancel this invitation to quotation at any time prior to the award of contract. (d) UFA can reject any or all quotations, and it can waive any informality, or technicality in any quotation received, if UFA believes it would serve the best interest of the Unified Fire Authority. (e) Before, or after, the award of a contract UFA has the right to inspect the bidder's premises and all business records to determine the holder's ability to meet contract requirements. (f) UFA does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) Utah has a reciprocal preference law which will be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63G-6a-1002 and 63G-6a-1003, Utah Code Annotated. (h) Multiple contracts may be awarded if UFA determines it would be in its best interest. (i) The Board reserves the right to purchase such brands as it desires, irrespective of price if, after analysis, it determines that the selected product best suits the needs of the UFA.
9. **UFA APPROVAL:** Purchase orders placed, or contracts written, with Unified Fire Authority, as a result of this quotation, will not be legally binding without the written approval of the Chief Legal Officer.
10. **UFA:** The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by UFA.
11. **ENERGY CONSERVATION AND RECYCLED PRODUCTS:** The contractor is encouraged to offer Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. Unified Fire Authority also encourages contractors to offer products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.
12. **SHERMAN ANTITRUST ACT (Restraint of free trade):** Supplier or contractor certifies compliance with all provisions of the federal Sherman Act including "independent price determination".
13. **FEDERAL W-9 FORM:** A current W-9 form is to be submitted by all bidders. The form is to be filled out completely, signed, scanned, and attached with your bidding documents titled "Federal W-9 Form".

