

REQUEST FOR QUOTE NUMBER:	20RFQ-100119-CDF	
WILL BE RECEIVED UNTIL	OPEN SOLICITATION	
	3:00 p.m. EST	
DESCRIPTION: BASKETBALL OFFICIALS	Site Visit: N/A	
<b>EMAIL RESPONSES to:</b> <a href="mailto:Debbie.Felix@SierraVistaAZ.gov">Debbie.Felix@SierraVistaAZ.gov</a> <b>Mail to:</b> Debbie Felix, Buyer City of Sierra Vista – Procurement Division 1011 North Coronado Drive, Sierra Vista, Arizona 85635		
ANY QUESTIONS REGARDING PROCUREMENT PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PROCUREMENT PERSON LISTED BELOW. RESPONDENTS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE. <b>OPEN SOLICITATION FOR HIRE WITH NO END DATE</b>		
<b>CONTACT NAME:</b> Debbie Felix	<b>E-Mail Address :</b> Debbie.Felix@Sierra VistaAZ.gov	<b>Telephone Number:</b> (520) 458-3315
All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by City of Sierra Vista to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.		
Company Name:		
Company Address:		
City	State	Zip Code
Telephone Number:	Fax Number:	E-Mail Address:
RESPONSES MUST BE DELIVERED/EMAILED TO THE PROCUREMENT OFFICE.		
Person submitting QUOTE: (Please Print)		Date
Title		
*Signature of the person submitting QUOTE:		
*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidders shall comply with all City of Sierra Vista purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.		

NO BID:

REASON: \_\_\_\_\_

## **BASKETBALL OFFICIALS LEISURE & LIBRARY SERVICES**

### **1. DESCRIPTION**

The City of Sierra Vista Procurement Division is soliciting all qualified Contractors to provide all necessary tools, accessories, material, equipment, apparatuses and services to be basketball officials - contractors for the Leisure & Library Services.

### **2. CONTACT PERSON**

Please contact Debbie Felix, Buyer, by e-mail at [Debbie.Felix@SierraVistaAZ.gov](mailto:Debbie.Felix@SierraVistaAZ.gov) or fax me at (520) 452-7025 only, with any procedural or technical questions. All questions should be submitted in writing to the Procurement contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all respondents by addendum. No verbal responses shall be authoritative.

**PRE-BID CONFERENCE** [N/A](#)

### **3. TERM OF AGREEMENT**

This procurement is for the calendar year 2020 ending on December 31, 2020.

### **4. PRODUCT/SERVICE SPECIFICATIONS**

Basketball Officials

Location: 1011 North Coronado Drive, Sierra Vista, Arizona 85635

The City of Sierra Vista Procurement Division – is soliciting qualified Contractors to provide all necessary material, apparatuses, equipment and services to provide to the Leisure & Library Services.

The successful Contractor must provide the following services:

#### **SCOPE OF WORK FOR BASKETBALL OFFICIALS**

**Times and Locations:** Times and locations for the games will be provided by the CITY. Officials will be independent contractors and are able to reject games, however once game is accepted it is expected that the official will be present for the game.

**Game Equipment:** Score clock, score book, game ball, and all other game equipment will be provided by the City.

**Ages:** All officials must be eighteen (18) years of age or older.

**Official Uniforms:** Officials shall wear clothing suitable for providing officiating services. All basketball officials shall wear black slacks or shorts, black and white striped shirt, black socks, black shoes, and bring a whistle. Such clothing shall be kept neat and clean at all times and be consistent with National Federation of High School (NFHS) standards.

**Setup of the Game:** Officials will coordinate with CITY staff to make sure that the gym is game ready. Home and Visitor teams will each provide one (1) volunteer to work the clock and do the official scorebook.

**Enforce National Federation of High School Rules (NFHS):** Warnings, technical fouls, and player ejections that are required by high school rules are good guidelines as to what must be called in this league. Failure to take these actions when necessary will be viewed as dangerous to the safety of players and referees, and could be grounds for cancellation of contract.

**Referees must enforce league policies;** for example all uniforms must be in compliance with League bylaws. Players must not wear any hard objects, such as earrings, watches, necklaces, bracelets, casts or rings or anything else that could cause a bodily injury.

**Arrival Time:** Officials should arrive at least fifteen (15) minutes prior to scheduled tip-off.

**Pre Game Meeting:** All officials will conduct a meeting with both managers five (5) minutes prior to the scheduled time of each game, at which time City and governing rules will be specifically reviewed.

**Game Play:** Games will be played according to the NFHS rule book with modifications noted in the League bylaws.

**Forfeited Games:** Officials will receive payment for games that are forfeited on site. Games that are cancelled within four (4) hours of tip off will be treated like on onsite forfeit and officials will be paid for the game. Any game cancelled or rescheduled longer than four (4) hours from tipoff will not be paid. At no time will an official call a forfeited game.

**Flagrant Incidents:** In the event of a flagrant incident and/or a player, coach, spectator is ejected from a game; the official must file a written report by the conclusion of the scheduled assignment with the City staff on site. An official ejection form will be provided by the City.

**Site Safety:** The CITY will endeavor to provide a safe, suitable playing court free of obstructions, hazards or barriers that prevent safe play. Upon verbal or written notification from the official of an unsafe court condition, or potential hazard to the CITY, the CITY will address and correct the identified occurrence prior to the continuation of league play or identify a suitable alternative agreed upon by both parties within a specified time period.

**Trainer Officials:** Trainer Officials are classified as High School level certified officials that are willing to train new officials. Trainer Officials will call Bantam games with Trainee Officials. City of Sierra Vista reserves the right to classify officials as Trainer/Trainee. Trainer Officials, when not working in the capacity of a Trainer, will be paid prevailing rates for games.

**5. PRICING SHEETS**

Payment for Services

<u>Bantam Games (9 &amp; 10 year old)</u>	<u>\$16.00 per game</u>
<u>Junior Games (11 &amp; 12 year old)</u>	<u>\$18.00 per game</u>
<u>Senior Games (13-15 year old)</u>	<u>\$20.00 per game</u>
<u>Trainee Official:</u>	<u>\$12.00 per game</u>
<u>Trainer Official:</u>	<u>\$20.00 per game</u>
<u>Adult Games:</u>	<u>\$24.00 per game</u>

\_\_\_\_\_  
Company Name \_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative \_\_\_\_\_  
Authorized Representative's Signature

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