

**SERIAL 08051 IGA FASTENERS [NUTS, BOLTS, SCREWS, ETC.]**

**DATE OF LAST REVISION: May 01, 2008**

**CONTRACT END DATE: March 31, 2011**

**CONTRACT PERIOD BEGINNING APRIL 15, 2008  
ENDING MARCH 31, 2011**

**TO: All Departments**

**FROM: Department of Materials Management**

**SUBJECT: Contract for FASTENERS [NUTS, BOLTS, SCREWS, ETC.]**

Attached to this letter is a listing of vendors available to Maricopa County Agencies utilizing the City of Phoenix Contract IFB 08-074. The using agency and other interested parties may access an electronic version of this contract from the Materials Management Web site at:

[http://www.maricopa.gov/materials/Awarded\\_Contracts/search.asp](http://www.maricopa.gov/materials/Awarded_Contracts/search.asp).

**Please note: Price Agreement Purchase Orders (PG documents) may be generated using the information from this list. Use NIGP CODES: 3202001, 3204201.**

All purchases of product(s) listed on the attached pages of this letter are to be obtained from the listed contractor(s).

CITY OF PHOENIX  
PURCHASING DIVISION  
SUPPLIES CONTRACT SUMMARY

IFB NO. 08-074  
AWARDED: 4/02/08

**TITLE: FASTENERS**

CONTRACT PERIOD: April 15, 2008, through March 31, 2011

COGNIZANT BUYER: Michelle Honea, Contract Specialist II, (602) 495-5792

ACTIVITY APPROVED TO PARTICIPATE: Citywide

METHOD OF ORDERING – (EQUIPMENT MANAGEMENT, AUTO STORES): Individuals specifically authorized by the Deputy Finance Director, Purchasing Division, will place verbal orders directly to the Contractor with an Auto Stores Purchase Requisition (APR) number. A copy of the Auto Stores Purchase Requisition (APR) will not be mailed to the Contractor. Contractors packing slips/delivery tickets shall identify each item with a part number, description and be individually priced. Each packing slip or delivery ticket shall also include the Auto Stores Purchase Requisition (APR) number and be signed.

METHOD OF ORDERING (All Others): Individuals specifically authorized by the Deputy Finance Director, Purchasing Division, will place verbal orders direct to Contractor without a purchase order number but must provide a contract order release (COR) number to the Contractor at the time of verbal order placement. Contract order releases will not be mailed to the Contractor. Vendor invoices, packing slips, and delivery tickets must contain the City COR number. A written purchase order will not be issued.

Any single order that will exceed \$5,000 must be approved by the Purchasing Division prior to completion of the order. The Contractor is required to obtain this approval by contacting the buyer listed in the IFB/contract. The City will not be obligated to pay for any orders completed by the Contractor that do not comply with this ordering provision.

METHOD OF PAYMENT (EQUIPMENT MANAGEMENT, AUTO STORES): Payment to be made from Contractor's invoice submitted to cover items received and accepted. Two (2) copies of each invoice are required. All invoices shall include the Auto Store Purchase Requisition (APR) number and be mailed to Equipment Management, Auto Stores, 2441 S. 22<sup>nd</sup> Ave., Phoenix, AZ 85009. Inquiries regarding invoices should be directed to the Auto Stores Inventory Control Specialist, 602-262-6068.

METHOD OF PAYMENT (All Others): Payment to be made from Vendor's invoice, and a copy of the signed delivery invoices, submitted to cover items received and accepted against the contract release. Invoices must contain the CR number. The invoice shall be included with each delivery or promptly mailed directly to the ordering department.

FOB POINT: Destination and delivered, as required, to various City of Phoenix locations. Some locations require delivery and placement in bins

PRICES: All prices submitted shall be firm and fixed for the initial contract period. Price adjustments will be considered annually provided the adjustments are submitted in writing with thirty (30) calendar days advanced notice. Requests shall be accompanied with written documentation from the manufacturer confirming the price increase. The City of Phoenix will be the sole judge in determining the allowable increase amount. Price adjustment requests shall be sent to Michelle Honea, 251 W. Washington St., Phoenix, AZ 85003. Price increases agreed to by any staff other than Deputy Finance Director are invalid. The contractor acknowledges and agrees that it will repay all monies paid a requested price increase unless price increase was specifically approved, in writing by the Deputy Finance Director.

OPTION TO EXTEND: Two additional years, in one (1) year increments

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**BIN STOCKING SERVICE:** Contractor shall provide personnel to maintain the City owned fastener stocking bins at the locations outlined below. Maintaining sufficient quantities at each location to ensure an adequate supply at all times.

- A. Requirements
- Bins must be kept in an orderly fashion, separated by size and thread.
  - Service must be provided on a bi-weekly basis or as designated by the facility representative.
  - Overstocking will not be allowed. When an overstocking condition is determined by a City representative the Contractor shall remove the overstock and issue a written credit.
  - Delivery ticket must be verified and signed by an authorized City of Phoenix employee prior to product being stocked in bins at any location.
  - Bins must be stocked by Contractor's personnel within 48 hours after delivery at service locations.
- B. Locations requiring bin stocking service
1. Auto Stores Parts Room, North Truck Shop, South Shop, Make Ready Shop.  
2441 S. 22<sup>nd</sup> Ave, (four locations)
  2. Equipment Mgmt., Fire Operations Center, 2625 S 19<sup>th</sup> Avenue.
  3. Okemah Service Center, 3828 East Anne Street.
  4. Glenrosa Service Center, 4019 West Glenrosa.
  5. Union Hills Service Center, 202 East Union Hills Drive.
  6. Fire Department, Apparatus Shop, 2625 S. 19<sup>th</sup> Avenue.
  7. Aviation Fleet Maintenance, 2515 East Buckeye Road

The City reserves the right to add or delete bin stocking service locations at no additional costs to the City.

**WILL CALL & WALK-IN SERVICE:** Will call and walk in service shall be provided during normal business hours. All City of Phoenix employees shall be required to show a valid identification badge when making will call pickups and walk-in purchases. Employees shall also provide a *legible signature* and order number at the time of pickup. It shall be the contractor's responsibility to insure the following information is included on all invoices/packing slips to insure prompt payment. Some petty cash purchases will also be made.

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VENDOR: Copper State Bolt & Nut Co.  
3602 N. 35<sup>th</sup> Avenue  
Phoenix, AZ 85017

Yates Hudson, President  
Phone (602) 272-2384  
Fax (602) 233-9182  
E-mail: yhudson@copperstate.com

VENDOR NO. 3016693  
AGREEMENT NO. P-A8675-11  
TAX CODE: 11  
TERMS: 1% 10 Days (10)  
DELIVERY: Stock to 2 Days ARO  
FOB POINT: D (Dest.) or S (Pick-up)

**MATERIAL GROUP: 32000**

For the supply of miscellaneous fasteners, bolts, nuts, screws, washers, inserts, clamps, rivets, and associated items.

PRICE LIST           Copper State  
DATE OF ISSUE       11/16/06 (or most current)  
DISCOUNT           Net

NOTE: For most items, the unit of measure is 1000 units (noted as per C)

ESTIMATED **ANNUAL** CONTRACT AMOUNT: \$100,000.00

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