



INVITATION FOR BID

IFB 23-024

MAINTENANCE OF ENVIRONMENTAL UNITS AT PUEBLO GRANDE  
MUSEUM

City of Phoenix  
251 W. Washington St., 8th Floor  
Phoenix, AZ 85003

RELEASE DATE: September 21, 2022

DEADLINE FOR QUESTIONS: October 7, 2022

RESPONSE DEADLINE: October 14, 2022, 2:00 pm

City of Phoenix  
INVITATION FOR BID

Maintenance of Environmental Units at Pueblo Grande Museum

1. INTRODUCTION.....	3
2. INSTRUCTIONS .....	5
3. SCOPE OF WORK .....	14
4. STANDARD TERMS AND CONDITIONS .....	26
5. SPECIAL TERMS AND CONDITIONS .....	38
6. SECURITY/BACKGROUND SCREENING/ACCESS CONTROL.....	43
7. DEFENSE AND INDEMNIFICATION .....	48
8. INSURANCE REQUIREMENTS .....	49
9. SUBMITTALS.....	52
10. PRICING PROPOSAL.....	53
11. VENDOR QUESTIONNAIRE .....	55

Attachments:

M - Submittals - Costs and Payments

O - Submittals - Pre-Award Qualifications

P - Submittals - 24h Emergency Contact

Q - Submittals - Contractor Licensing Requirements

R - Submittals - References

U - Submittals - Debarment & Exclusion

V - Submittals - Warranty

W - Submittals - Offer Page

X - Submittals - Conflict of Interest

## 1. INTRODUCTION

### 1.1. Summary

The City of Phoenix Parks and Recreation Department requires preventative maintenance and repair services for environmental units at Pueblo Grande Museum. Preventative maintenance and repair services include all labor, supplies, materials, equipment/hardware, administration, and supervision, at the Pueblo Grande Museum on an "as-needed" basis and as specified herein.

### 1.2. Contact Information

**Ben Arballo**

Contract Specialist II

251 W Washington St

Phoenix, AZ 85003

Email: [benjamin.arballo@phoenix.gov](mailto:benjamin.arballo@phoenix.gov)

Phone: [\(602\) 262-4857](tel:(602)262-4857)

**Department:**

Finance Central Procurement

### 1.3. Timeline

**Schedule of Events**

<b>Solicitation Issue Date</b>	September 21, 2022
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<p><b>Pre-Offer Conference (Non-Mandatory)</b></p>	<p>September 28, 2022, 10:00 am,</p> <p>Click here to Join WebEx Meeting: <a href="#">IFB 23-024 Pre Offer Conf.</a></p> <p><b>More ways to join:</b></p> <p><b>Join by meeting number</b> Meeting number (access code): 2458 439 0140 Meeting password: amGtna3FT72</p> <p><b>Tap to join from a mobile device (attendees only)</b> <a href="#">+1-415-655-0001,,24584390140##</a> US Toll</p> <p><b>Join by phone</b> +1-415-655-0001 US Toll <a href="#">Global call-in numbers [cityofphoenix.webex.com]</a></p> <p><b>Join from a video system or application</b> Dial <a href="#">24584390140@cityofphoenix.webex.com</a> You can also dial 173.243.2.68 and enter your meeting number.</p>
<p><b>Site Visit (Non-Mandatory)</b></p>	<p>September 29, 2022, 10:00 am Phoenix Time</p> <p>Pueblo Grande Museum Archaeological Park 4619 E Washington St Phoenix, AZ 85034</p> <p>Please limit your party to 1-2 people.</p> <p>As a courtesy, please RSVP with Ben Arballo at <a href="mailto:benjamin.arballo@phoenix.gov">benjamin.arballo@phoenix.gov</a>.</p>
<p><b>Written Inquiries Due Date</b></p>	<p>October 7, 2022, 2:00 pm</p>
<p><b>Offer Due Date</b></p>	<p>October 14, 2022, 2:00 pm</p>

## 2. INSTRUCTIONS

### 2.1. DESCRIPTION – STATEMENT OF NEED:

The City of Phoenix invites sealed offers for maintenance of environmental units at Pueblo Grande Museum for a two (2) year contract with three (3) option years to extend commencing on or about December 15, 2022, in accordance with the specifications and provisions contained herein or the “Effective Date” which is upon award by City Council, conditioned upon signature and recording by the City Clerk’s department, as required by the Phoenix City Code, whichever is later.

This solicitation is available through Arizona Relay Service 7-1-1. Please call TTY 800-367-8939 for assistance.

Notwithstanding the foregoing, this Agreement will terminate upon the earliest occurrence: by reaching the end of the term including any extensions exercised, or termination pursuant to the provisions of this Agreement.

### 2.2. CITY’S VENDOR SELF-REGISTRATION AND NOTIFICATION:

Vendors must be registered in the City’s procurePHX Self-Registration System at <https://www.phoenix.gov/procure> to respond to solicitations and access procurement information. The City may, at its sole discretion, reject any offer from an Offeror who has not registered.

### 2.3. PREPARATION OF OFFER:

All forms provided in Submittal Section must be completed and submitted with the offer. The signed and completed Solicitation Disclosure form must be included or your offer may be deemed non-responsive.

It is permissible to copy Submittal forms if necessary. Erasures, interlineations, or other modifications of the offer must be initialed in original ink by the authorized person signing the offer. No offer will be altered, amended or withdrawn after the specified offer due date and time. The City is not responsible for Offeror’s errors or omissions.

All time periods stated as a number of days will be calendar days.

It is the responsibility of all Offerors to examine the entire solicitation and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting an offer. Negligence in preparing an offer confers no right of withdrawal after due date and time. Offerors are strongly encouraged to:

- A. Consider applicable laws and/or economic conditions that may affect cost, progress, performance, or furnishing of the products or services.
- B. Study and carefully correlate Offeror’s knowledge and observations with the solicitation and other related data.
- C. Promptly notify the City of all conflicts, errors, ambiguities, or discrepancies that Offeror has discovered in or between the solicitation and other related documents.

- D. The City does not reimburse the cost of developing, presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The Offeror is responsible for all costs incurred in responding to this solicitation. All materials and documents submitted in response to this solicitation become the property of the City and will not be returned.
- E. Offerors are reminded that the specifications stated in the solicitation are the minimum level required and that offers submitted must be for products or services that meet or exceed the minimum level of all features specifically listed in this solicitation. Offers offering less than any minimum specifications or criteria specified are not responsive and should not be submitted.
- F. Offer responses submitted for products considered by the seller to be acceptable alternates to the brand names or manufacturer's catalog references specified herein must be submitted with technical literature and/or detailed product brochures for the City's use to evaluate the products offered. Offers submitted without this product information may be considered as non-responsive and rejected. The City will be the sole judge as to the acceptability of alternate products offered.
- G. Prices will be submitted on a per unit basis by line item, when applicable. In the event of a disparity between the unit price and extended price, the unit price will prevail unless obviously in error.

#### 2.4. FIXED OFFER PRICE PERIOD:

All offers shall be firm and fixed for a period of 180 calendar days from the solicitation opening date.

#### 2.5. OBTAINING A COPY OF THE SOLICITATION AND ADDENDA:

Interested Offerors may download the complete solicitation and addenda from <https://solicitations.phoenix.gov/> Any interested offerors without internet access may obtain this solicitation by calling the Procurement Officer or picking up a copy during regular business hours at the City of Phoenix, Finance Department, Central Procurement Division, 251 W Washington Street, Phoenix, AZ. It is the Offeror's responsibility to check the website, read the entire solicitation, and verify all required information is submitted with their offer.

#### 2.6. EXCEPTIONS:

Offeror must not take any exceptions to any terms, conditions or material requirements of this solicitation. Offers submitted with exceptions may be deemed non-responsive and disqualified from further consideration in the City's sole discretion. Offerors must conform to all the requirements specified in the solicitation. The City encourages Offerors to send inquiries to the procurement officer rather than including exceptions in their Offer.

## 2.7. INQUIRIES:

All questions that arise relating to this solicitation should be directed via email to the Procurement Officer and must be received by the due date indicated in the Schedule of Events. The City will not consider questions received after the deadline.

No informal contact initiated by Offerors on the proposed service will be allowed with members of City's staff from date of distribution of this solicitation until after city council awards the contract. All questions concerning or issues related to this solicitation must be presented in writing.

The Procurement Officer will answer written inquiries in an addendum and publish any addendums on the Procurement Website.

## 2.8. ADDENDA:

The City of Phoenix will not be responsible for any oral instructions made by any employees or officers of the City of Phoenix regarding this solicitation. Any changes will be in the form of an addendum. The Offeror must acknowledge receipt of any/all addenda by signing and returning the document with the offer submittal.

## 2.9. BUSINESS IN ARIZONA:

The City will not enter contracts with Offerors (or any company(ies)) not granted authority to transact business, or not in good standing, in the state of Arizona by the Arizona Corporation Commission, unless the offeror asserts a statutory exception prior to entering a contract with the City.

## 2.10. LICENSES:

If required by law for the operation of the business or work related to this Offer, Offeror must possess all valid certifications and/or licenses as required by federal, state or local laws at the time of submittal.

## 2.11. CERTIFICATION:

By signature in the offer section of the Offer and Acceptance page(s), Offeror certifies:

- The submission of the offer did not involve collusion or other anti-competitive practices.
- The Offeror must not discriminate against any employee, or applicant for employment in violation of Federal or State Law.
- The Offeror has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

## 2.12. SUBMISSION OF OFFER:

Offers must be in possession of the Department on or prior to the exact time and date indicated in the Schedule of Events. Late offers will not be considered. The prevailing clock will be the City Department's clock.

- A. Submitted in a sealed envelope and the following information should be noted on the outside of the envelope:
  - 1. Offeror's Name
  - 2. Offeror's Address (as shown on the Certification Page)
  - 3. Solicitation Number
  - 4. Solicitation Title
  - 5. Offer Opening Date
  - 6. All offers must be completed in ink or typewritten. Include the number of copies that are required as indicated in the Submittal section  
Such offers must be completed in ink or typewritten. Include the number of copies that are required as indicated in the Submittal section.
  
- B. Submitted electronically by email to email [procurement@phoenix.gov](mailto:procurement@phoenix.gov) and the following information should be noted in the email:
  - 1. Offeror's Name
  - 2. Offeror's Address (as shown on the Certification Page)
  - 3. Solicitation Number
  - 4. Solicitation Title
  - 5. Offer Opening Date

Due to file size limitations for electronic transmission (for sending or receiving), offers sent by email may need to be sent in parts with multiple emails. It is the responsibility of the Offeror to ensure that the offer (including all parts if sent in multiple emails) is timely and to confirm that there are no technical reasons that any offer submitted electronically may be delayed. The date and time on the email(s) as received/stamped by the City's inbox will provide proof of submission and verification whether the offer was received on or prior to the exact time and date indicated in the Schedule of Events.

Any original documents (such as bonds, guaranties, powers of attorney), if required by the solicitation, must be separately delivered to and received by the City on or prior to the exact time and date indicated in the Schedule of Events, with a clear indication of the offer for which it is attributed.

- A. If available for this solicitation, submitted electronically by file transfer site. For instructions to upload a digital offer, Offeror must first indicate its intent to apply (and submit a completed "intent to apply" form, if provided in the solicitation) by email to email [procurement@phoenix.gov](mailto:procurement@phoenix.gov) and the following information should be noted in the email:
  - 1. Offeror's Name
  - 2. Offeror's Address (as shown on the Certification Page)



3. Solicitation Number
4. Solicitation Title
5. Offer Opening Date

It is the responsibility of the Offeror to ensure that the offer is timely and to confirm that there are no technical reasons that any offer submitted electronically may be delayed. The date and time on the upload as received/stamped by the City's file transfer site will provide proof of submission and verification whether the offer was received on or prior to the exact time and date indicated in the Schedule of Events.

Any original documents (such as bonds, guaranties, powers of attorney), if required by the solicitation, must be separately delivered to and received by the City on or prior to the exact time and date indicated in the Schedule of Events, with a clear indication of the offer for which it is attributed.

### 2.13. WITHDRAWAL OF OFFER:

At any time prior to the solicitation due date and time, an Offeror (or designated representative) may withdraw the offer by submitting a request in writing and signed by a duly authorized representative.

### 2.14. OFFER RESULTS:

Offers will be opened on the offer due date, time and location indicated in the Schedule of Events, at which time the name of each Offeror, and the prices may be read. Offers and other information received in response to the solicitation will be shown only to authorized City personnel having a legitimate interest in them or persons assisting the City in the evaluation. Offers are not available for public inspection until after the City has posted the award recommendation on the City's website.

The City will post a preliminary offer tabulation on the City's website, <https://solicitations.phoenix.gov/Awards> within five calendar days of the offer opening. The City will post the information on the preliminary tabulation as it was read during the offer opening. The City makes no guarantee as to the accuracy of any information on the preliminary tabulation. Once the City has evaluated the offers, the City will post an award recommendation on the website. By signing and submitting its offer, each Offeror agrees that this posting of the award recommendation to the City's website effectively serves as the Offeror's receipt of that notice of award recommendation. The City has no obligation to provide any further notification to unsuccessful Offerors.

### 2.15. PRE-AWARD QUALIFICATIONS:

Offeror must have been in operation a minimum of five years. The Offeror's normal business activity during the past five years will have been for providing the goods or services in this solicitation.

Equipment. Offeror will own or have assured access to (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items or equipment in full working order, and must demonstrate that, based on known commitment, they will be available for use in the proposed contract.

## 2.16. AWARD OF CONTRACT:

Unless otherwise indicated, award(s) will be made to the most responsive, responsible Offeror(s) who are regularly established in the service, or providing the goods, contained in this solicitation and who have demonstrated the ability to perform in an acceptable manner.

- A. Factors that may be considered by the City include:
  - 1. Technical capability of the Offeror to accomplish the scope of work required in the Solicitation. This may include performance history on past and current government or industrial contracts; and,
  - 2. Demonstrated availability of the necessary manpower (both supervisory and operational personnel) and necessary equipment to accomplish the scope of work in the Solicitation; and,
  - 3. Safety record; and,
  - 4. Vendor history of complaints and termination for convenience or cause.
- B. Notwithstanding any other provision of this solicitation, the City reserves the right to: (1) waive any immaterial defect or informality; or (2) reject any or all offers or portions thereof; or (3) reissue a solicitation.
- C. A response to a solicitation is an offer to contract with the City based upon the terms, conditions, and specifications contained in the City's solicitation. Offers do not become contracts until they are executed by the Chief Procurement Officer or Department Director. A contract has its inception in the award, eliminating a formal signing of a separate contract. For that reason, all of the terms, conditions and specifications of the procurement contract are contained in the solicitation, and in any addendum or contract amendment.

## 2.17. CITY'S RIGHT TO DISQUALIFY FOR CONFLICT OF INTEREST:

The City reserves the right to disqualify any Offeror based on any real or apparent conflict of interest that is disclosed by the offer submitted or any other data available to the City. This disqualification is at the sole discretion of the City. Any Offeror submitting an offer herein waives any right to object now or at any future time, before any agency or body, including but not limited to, the City Council of the City of Phoenix or any court.

## 2.18. SOLICITATION TRANSPARENCY POLICY:

Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated procurement officer) at a public meeting, posted under Arizona Statutes, until the resulting contract(s) are awarded to all offers or responses are rejected and the solicitation is cancelled

without any announcement by the Procurement Officer of the City's intent to reissue the same or similar solicitation.

As long as the solicitation is not discussed, Offerors may continue to conduct business with the City and discuss business that is unrelated to the solicitation with the City staff. Offerors may not discuss the solicitation with any City employees or evaluation panel members.

Offerors may discuss their proposal or the solicitation with the Mayor or one or more members of the Phoenix City Council, provided such meetings are scheduled through the Procurement Officer, and are posted as open meetings with the City Clerk at least 24 hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

With respect to the selection of the successful Offerors, the City Manager and/or City Manager's Office will continue the past practice of exerting no undue influence on the process. In all solicitations of bids and proposals, any direction on the selection from the City Manager and/or City Manager's Office and Department Head (or representative) to the proposal review panel or selecting authority must be provided in writing to all prospective Offerors.

This policy is intended to create a level playing field for all Offerors, assure that contracts are awarded in public, and protect the integrity of the selection process. OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED. After official Notice is received by the City for disqualification, the Offeror may follow the Protest process, unless the Solicitation is cancelled without notice of intent to re-issue.

"To discuss" means any contact by the Offeror, regardless of whether the City responds to the contact. Offerors that violate this policy will be disqualified until the resulting contract(s) are awarded, or all offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or a similar solicitation. The City interprets the policy as continuing through a cancellation of a solicitation until Council award of the contract, as long as the City cancels with a statement that the City will rebid the solicitation.

## 2.19. PROTEST PROCESS:

Offeror may protest the contents of a solicitation no later than seven days before the solicitation deadline when the protest is based on an apparent alleged mistake, impropriety or defect in the solicitation. Protests filed regarding the solicitation may be addressed by an amendment to the solicitation or denied by the City. If denied, the opening and award will proceed unless the City determines that it is in the City's best interests to set new deadlines, amend the solicitation, cancel or re-bid.

Therefore, unless otherwise notified by a formal amendment, the Protester must adhere to all solicitation dates and deadlines, including timely filing of an offer, regardless of filing a protest.

Offeror may protest an adverse determination issued by the City regarding responsibility and responsiveness, within seven days of the date the Offeror was notified of the adverse determination.

Offeror may protest an award recommendation if the Offeror can establish that it had a substantial chance of being awarded the contract and will be harmed by the recommended award. The City will post recommendations on the City's website to award the contract(s) to an Offeror(s). Offeror must

submit award protests within seven days after the posting of the award recommendation, with exceptions only for good cause shown, within the City's full and final discretion.

All protests will be in writing, filed with the Procurement Officer identified in the solicitation and include the following:

- Identification of the solicitation number;
- The name, address and telephone number of the protester;
- A detailed statement describing the legal and factual grounds for the protest, including copies of relevant documents;
- The form of relief requested; and
- The signature of the protester or its authorized representative.

The Procurement Officer will render a written decision within a reasonable period after the protest is filed. The City will not request City Council authorization to award the contract until the protest process is complete. All protests and appeals must be submitted in accordance with the City's Procurement Code, (Phoenix City Code, Ch. 43) and any protests or appeals not submitted within the time requirements will not be considered. Protests must be filed with the Procurement Officer.

## 2.20. PUBLIC RECORD:

All Offers submitted in response to this solicitation will become the property of the City and become a matter of public record available for review pursuant to Arizona State law. If an Offeror believes that a specific section of its Offer response is confidential, the Offeror will isolate the pages marked confidential in a specific and clearly labeled section of its Offer response. An Offeror may request specific information contained within its Offer is treated by the Procurement Officer as confidential provided the Offeror clearly labels the information "confidential." To the extent necessary for the evaluation process, information marked as "confidential" will not be treated as confidential. Once the procurement file becomes available for public inspection, the Procurement Officer will not make any information identified by the Offerors as "confidential" available to the public unless necessary to support the evaluation process or if specifically requested in accordance with applicable public records law. When a public records request for such information is received, the Procurement Officer will notify the Offeror in writing of any request to view any portion of its Offer marked "confidential." The Offeror will have the time set forth in the notice to obtain a court order enjoining such disclosure. If the Offeror does not provide the Procurement Officer with a court order enjoining release of the information during the designated time, the Procurement Officer will make the information requested available for inspection.

## 2.21. LATE OFFERS:

Late Offers must be rejected, except for good cause. If a late Offer is submitted, the Department will document the date and time of the submittal of the late Offer, keep the Offer and notify the Offeror that its Offer was disqualified for being late.

## 2.22. RIGHT TO DISQUALIFY:

The City reserves the right to disqualify any Offeror who fails to provide information or data requested or who provides materially inaccurate or misleading information or data. The City further reserves the right to disqualify any Offeror on the basis of any real or apparent conflict of interest that is disclosed by the Offeror submitted or any other data or information available to the City. This disqualification is at the sole discretion of the City. By submission of a solicitation response, the Offeror waives any right to object now or at any future time, before any agency or body including, but not limited to, the City Council of the City or any court as to the exercise by the City of such right to disqualify or as to any disqualification by reason of real or apparent conflict of interest determined by the City. The City reserves the right to replace the disqualified Offeror.

## 2.23. SITE INSPECTION:

A one-time walk-through site inspection tour will be conducted at the date and time indicated in the Schedule of Events. Submission of an offer will be prima facie evidence that the Offeror did, in fact, make a site inspection and is aware of all conditions affecting performance and offer prices.

## 2.24. CONTRACT AWARD:

The City reserves the right to award a contract by individual line items, by group, all or none, or any other combination most advantageous to the City. The City reserves the right to multiple award.

## 2.25. DETERMINING RESPONSIVENESS AND RESPONSIBILITY:

Offers will be reviewed for documentation of any required qualifications, and completeness and compliance with the solicitation requirements. The City reserves sole discretion to determine responsiveness and responsibility.

Responsiveness: Nonresponsive Offers will not be considered in the evaluation process. The solicitation states criteria that determine responsiveness, and the solicitation includes terms and conditions that if included or excluded from Offers will render an Offer nonresponsive.

Responsibility: To obtain true economy, the City must conduct solicitations to minimize the possibility of a subsequent default by the Offeror, late deliveries, or other unsatisfactory performance that may result in additional administrative costs. It is important that the Offeror be a responsible Offeror.

Responsibility includes the Offeror's integrity, skill, capacity, experience, and facilities for conducting the work to be performed.

## 2.26. EQUAL LOW OFFER:

Contract award will be made by putting the names of the tied vendors in a cup for a blind drawing limited to those bidders with tied offers. If time permits, the offerors involved will be given an opportunity to attend the drawing. The drawing will be witnessed by at least three persons, and the contract file will contain the names and addresses of the witnesses.

### 3. SCOPE OF WORK

#### 3.1. BACKGROUND:

The City of Phoenix Parks and Recreation Department's Pueblo Grande Museum (PGM) is the designated repository for collections from archaeological projects sponsored by the City. PGM curates collections including prehistoric and historic artifacts (pottery, stone tools, etc.), as well as archival documentation, maps and photographs.

Collections are best preserved when the museum environment is kept within professional best practices and standards. PGM strives to keep the target temperature for its storage rooms between 65–70°F with a maximum fluctuation of 2°F within a 24-hour period. The target relative humidity for these rooms is between 35–40% with a maximum fluctuation of 2% within a 24-hour period. Preventative maintenance services for the environmental units are crucial to maintaining the artifacts curated by the Pueblo Grade Museum.

#### 3.2. OBJECTIVE

The contractor shall provide the Parks & Recreation Department with preventative maintenance and repairs for their Environmental Units at the PGM through a contract for a two (2) year period with three (3) one-year option years. Preventative maintenance and repairs include all labor, supplies, materials, equipment/hardware, administration, and supervision, at Pueblo Grande Museum on an "as needed" basis and as specified herein.

#### 3.3. FACTORY TRAINED CERTIFICATION

Liebert factory trained certifications is required of all employees who will provide service to the City's sites in accordance with this agreement. Copies of the factory trained certifications and /or other credentials for each technician should be submitted as an attachment in Submittals and acceptable as valid by the City.

#### 3.4. PREVENTATIVE MAINTENANCE STANDARDS

3.4.1 Perform preventive maintenance quarterly (four times per year), semiannually (two times per year), or annually on each piece of equipment as specified in the Preventative Maintenance Schedule and in accordance with the manufacturer's maintenance guidelines.

3.4.2 Ensure preventative maintenance (PM) is inclusive of, but not be limited to, labor, supplies, material, equipment, administration, supervision, inspection, lubrication, and adjustments necessary to maintain the specialized environmental units at fully functional operation, and according to the noted service frequency.

3.4.3 Contractor shall fulfill the following:

A. Duct Cleaning

1. Inspect the air duct system and advise the City of when duct cleaning will be necessary to be performed by other City contractors.

**B. Filters**

1. Provide and replace four-inch (4") pleated, final filters at the required frequency stated in the Preventative Maintenance Schedule to assure that the total fan-coil pressure drop is maintained within factory limits.
2. Replacement (pleated) filters must have a minimum of 52% efficiency rating as measured.
3. Measure and record the total fan-coil pressure drop monthly.

**C. Fan/Drives**

1. Inspect and adjust fan motors, drives, and fans as required.
2. Furnish, inspect, and replace belts as required.
3. Belts shall be included in maintenance service.
4. Ensure that bearings are lubricated and/or replaced.
5. Check sheave alignments as required.

**D. Compressors**

1. Measure and record compressor operating pressures will be measured and recorded quarterly.
2. Measure current compressor draw, take electrical readings, and report quarterly.
3. Check and fill oil level as required.
4. Inspect and maintain oil pump as required.
5. Inspect refrigerant level and add refrigerant as required.
  - a. Refrigerant recharges and/or repairs must be approved by Museum Curator.
  - b. No full system refill of lost refrigerant will be allowed until the reason for loss has been found and repair has been made.
6. Moisture level in compressed air will be determined and appropriate corrective action taken in accordance to manufacturer's maintenance guidelines.
7. Check compressors for short-cycling, and modify controls as required.
8. Include normal refrigerant replacement (due to system leaks, testing, etc.) in the pricing proposal.

**E. Condensers**

1. Visually inspect condensers and the temperature-drop across them measured and recorded quarterly.

2. All valves will be serviced as required per the Preventative Maintenance Schedule and in accordance with the manufacturer's guidelines.
  3. Clean condenser coils semi-annually.
- F. Thermostatic Expansion Valves
1. Inspect thermostatic expansion valves quarterly and adjusted as required to the manufacturer's specified level.
- G. Evaporator Coils
1. Inspect and clean evaporator coils quarterly to maintain pressure drops within factory specifications.
  2. Clean evaporator coils semi-annually.
- H. Re-Heat Coils
1. Inspect re-heat coils will quarterly and clean as required.
- I. Humidifiers
1. Inspect and clean humidifiers and replace non-operational parts monthly and as necessary for optimal operation.
  2. Ensure that parts which suggest a reasonable expectation of failing before the next maintenance visit will be pre-emptively replaced in order to minimize the possibility of failure.
  3. Humidifiers will be maintained operational at all times.
- J. Low Ambient Controls
1. Inspect condenser low-ambient temperature control will be inspected quarterly and adjusted as required.
- K. Cabinets
1. Inspect and clean cabinets and all vent grills regularly.
  2. Maintain fully operational doors and panel hinges, latches, and associated hardware.
- L. Records/Reports
1. Provide a written report of the findings from the preventative maintenance and submit to the Museum Curator.
  2. Work with Museum Curator and other pertinent staff to ensure all units are working properly.
  3. Produce a "Service Report" at the conclusion of each service visit to include:



- a. A record of all inspections, tests, and adjustment activities.
- b. Any abnormal conditions and when and how the Contractor expects to remedy those conditions.
- c. All activities performed, date, and signature of the service representative.

### 3.5. PREVENTATIVE MAINTENANCE SCHEDULE

<b>DRYOMATIC DEHUMIDIFIER (MODEL AFD -850)</b>		
<b>LOCATION ON PUEBLO GRANDE MUSEUM CAMPUS – BUILDING 3</b>		
<b>AREA /SERVICE</b>	<b>FREQUENCY</b>	<b>DETAIL/DESCRIPTION</b>
Air Filter	Monthly	Replace intake air filter, check air filters and assemblies; Clean reusable return air filter as needed
Blower Belt	Monthly	Check blower belt tension
Rotor	Monthly	Check dehumidifier desiccant rotor drive
Belts, Bearings, Lines, Pumps, & Sensors	Monthly	Check belts, bearings, connections, lines, pumps, sensors
Wiring	Monthly	Check unit wiring to ensure correct amp draw; inspect all contacts
Alarm	Monthly	Check operations of alarm and safety controls
Cabinet	Monthly	Clean cabinet inside of unit
Blower Wheel	Monthly	Check blower wheel screws for tightness
Operation & Programming	Monthly	Check operation and programming of remote sensing controls including Novar controller
Bypass	Monthly	Check hot-gas bypass operation and controls
<b>Quarterly Services (Will include all Monthly Services in addition to the services described below)</b>		

Evaporative & Condenser Coils	Quarterly	Clean evaporative and condenser coils
Duct & Roof	Quarterly	Check duct and roof seals
Bearings	Quarterly	Lubricate bearings
Pressure & Discharge	Quarterly	Check pressure on suction and discharge elements
Heating	Quarterly	Check heating elements
<b>Annual Services (Will include all Monthly &amp; Quarterly Services in addition to the services described below)</b>		
Rotor, Wheel, & Seals	Annual	Check desiccant rotor shaft collars, wheel pressure drop and inspect seals
Rotor	Annual	Lubricate seals for desiccant rotor seal assembly
Dehumidifier, motors, & blower	Annual	Check dehumidifier and electric motors and blower for unusual wear

<b>HE-I DRY 195 DEHUMIDIFIERS</b>		
<b>LOCATION ON PUEBLO GRANDE MUSEUM CAMPUS BUILDING 3</b>		
<b>AREA /SERVICE</b>	<b>FREQUENCY</b>	<b>DETAIL/DESCRIPTION</b>
Filters	Quarterly	Check air filters and assemblies; vacuum filter as needed
Compressor	Quarterly	Verify condition of compressor
Coils	Quarterly	Verify condition of cooling coils
Drip pan	Quarterly	Check drip pans, drains, and tubing
<b>Semi-Annual Services (Will include all Quarterly Services in addition to the services described below)</b>		
Wiring	Semi-Annual	Check unit wiring; inspect all contacts
Air intake Screens	Semi-Annual	Check air intake screens; clear of debris

<b>TRANE AC UNITS (MODELS MCCB006UA0C0UB &amp; MCCB006UA0C0UA)</b>		
<b>LOCATION ON PUBELO GRANDE MUSEUM CAMPUS -BUILDING 3</b>		
<b>AREA /SERVICE</b>	<b>FREQUENCY</b>	<b>DETAIL/DESCRIPTION</b>
Filter	Monthly	Replace Filter
Cabinet	Monthly	Clean cabinet inside of units
Fan belts	Monthly	Adjust fan belts; replace belts as needed
Alignment & Couplings	Monthly	Check drive alignment and couplings
Charge & temperature	Monthly	Check refrigerant charge; check temperature drops across driers and strainers
Oil	Monthly	Check oil pressure, low and high pressure cutout (if applicable)
Compressor	Monthly	Check sequence lead-lag compressor; Check compressor mounting springs
Shaft	Monthly	Check shaft seal for signs of leaking
Valves	Monthly	Check solenoid valves
Tubing	Monthly	Check all tubing for vibrations and chafing
Coils	Monthly	Verify condition of cooling coils
Alarms	Monthly	Check operation of all alarms and safety controls
Operation & Programming	Monthly	Check operation and programming of remote sensing controls including Novar controller
<b>Quarterly Services (Will include all Monthly Services in addition to the services described below)</b>		
Suction & Pressure	Quarterly	Record suction and discharge
Fan & Motor	Quarterly	Lubricate fan and motor bearings
Coils	Quarterly	Clean evaporator coils

Piping	Quarterly	Check condensate piping for obstructions
Pans & Drains	Quarterly	Check drip pans and drains
Intake Screens	Quarterly	Check air intake screens; clear of debris
Wiring	Quarterly	Check unit wiring to ensure correct amp draw; inspect all contacts
Duct & Roof	Quarterly	Check duct and roof seals; check duct work for air leaks
Gaskets & Insulation	Quarterly	Check condition of gaskets and insulation around unit, door, and dampers
<b>Semi-Annual Services (Will include all Monthly &amp; Quarterly Services in addition to the services described below)</b>		
Condenser	Semi-Annual	Clean condenser coils; check for condenser leaks

<b>AIRFLOW ENVIRONMENTAL UNIT (MODEL CCT5A2-UD)</b>		
<b>LOCATION ON PGM CAMPUS – 1995 BUILDING</b>		
<b>AREA /SERVICE</b>	<b>FREQUENCY</b>	<b>DETAIL/DESCRIPTION</b>
Air Filter	Monthly	Change air filter
Cabinet	Monthly	Clean cabinet inside of units
Operation & Condition	Monthly	Check general operation and condition; note any unusual noises/vibrations
Alarms	Monthly	Check operation of all alarms and safety controls
Alignment & Couplings	Monthly	Check drive alignment and couplings
Fan belts & Coupling	Monthly	Adjust fan belts or coupling; replace belts as needed
Oil	Monthly	Check oil pressure, low and high pressure cutout (if applicable)
Refrigerant	Monthly	Check refrigerant charge

Temperature	Monthly	Check temperature drops across driers and strainers
Shaft Seal	Monthly	Check shaft seal for signs of leaking
Valves	Monthly	Check solenoid valves
Compressor	Monthly	Check compressor mounting springs
Tubing	Monthly	Check all tubing for vibrations and chafing
Coils	Monthly	Verify condition of cooling coils
<b>Quarterly Services (Will include all Monthly Services in addition to the services described below)</b>		
Pump	Quarterly	Drain and physically clean pump
Condenser	Quarterly	Check condenser shell, tube, and coil heat transfer
Condensate Pump	Quarterly	Check condensate water pump, pressure gauges, packing glands, and mechanical seals
Compressors	Quarterly	Sequence of lead-lag compressors
Microprocessor	Quarterly	Check microprocessor operation and power supply voltage
Sensor	Quarterly	Check accuracy of humidity sensor; Calibrate all sensors
Temperature	Quarterly	Check humidity and temperature board connections
Water Flow	Quarterly	Check water flow and drain operation
Pan & Canister	Quarterly	Clean humidifier pan, flush canister of contaminants
Suction & Pressure	Quarterly	Record suction and discharge pressure
Lubricate	Quarterly	Lubricate fan, motor bearing, water pump bearings, and check line strainer
Condensate Piping	Quarterly	Check condensate piping for obstructions
Pans & Drains	Quarterly	Check drip pans and drains

Air Intake Screens	Quarterly	Check air intake screens; clear of debris
Wiring	Quarterly	Check unit wiring to ensure correct amp draw; inspect all contacts
Duct & Roof	Quarterly	Check duct and roof seals
Gaskets & Insulation	Quarterly	Check condition of gaskets and insulation around unit, door, and dampers
<b>Semi-Annual Services (Will include all Monthly &amp; Quarterly Services in addition to the services described below)</b>		
Coils	Semi-Annual	Clean condenser and evaporator coils; check condenser for leaks

<b>LIEBERT CHALLENGER 3000 UNITS</b>		
<b>LOCATION ON PGM CAMPUS – 1995 BUILDING</b>		
<b>AREA /SERVICE</b>	<b>FREQUENCY</b>	<b>DETAIL/DESCRIPTION</b>
Filter	Monthly	Change filter
Air Flow & Filter Switch	Monthly	Check restricted air flow and filter switch, wipe section clean
Impellers	Monthly	Verify that impellers are free of debris and move freely
Belt	Monthly	Check belt tension and conditions
Blower Bearings	Monthly	Check that blower bearings are in good condition
Compressor	Monthly	Check compressor for leaks (including oil)
Coil, Motor, & Bearings	Monthly	Check air cooled condenser coil – clean, motor mounts tight, bearings in good condition
Refrigerant	Monthly	Verify that refrigerant lines are properly supported and check for moisture; Check refrigerant level

Reheat Element	Monthly	Check reheat element operation, inspect elements for cleanliness
Humidifier Canister	Monthly	Check humidifier canister for deposits
Hoses & Valve	Monthly	Check condition of hoses and water makeup valve for leaks
Lamp & Pan	Monthly	Check humidifier lamps; check drip pan for deposits
Suction & Pressure	Monthly	Check suction pressure, head pressure, and discharge pressure
Bypass Valve	Monthly	Check hot gas bypass valve
Thermostatic Valve	Monthly	Check thermostatic exp. valve
Grille free	Monthly	Check restriction in grille free area
<b>Quarterly Services (Will include all Monthly Services in addition to the services described below)</b>		
Electrical Connections	Quarterly	Inspect and tighten all electrical connections
Condenser Motor & Bearings	Quarterly	Verify condenser motor mounts are tight and bearings are in good condition
Drip Pan	Quarterly	Check humidifier drip pan is free of clogs
Fuses	Quarterly	Check Fuses
Operations	Quarterly	Check operation sequence and contactor operations
Reheat Elements	Quarterly	Check reheat element operation; inspect reheat element for cleanliness
<b>Semi-Annual (Will include all Monthly &amp; Quarterly Services in addition to the services described below)</b>		
Coils	Semi-Annual	Clean condenser and evaporator coils; check condenser for leaks

<b>DRYOMATIC DEHUMIDIFIER (MODEL PDD-500)</b>		
<b>LOCATION ON PUEBLO GRANDE MUSEUM CAMPUS – 1995 BUILDING</b>		
<b>AREA /SERVICE</b>	<b>FREQUENCY</b>	<b>DETAIL/DESCRIPTION</b>
Filter	Monthly	Check air filters and assemblies; replace filters as needed
Dehumidifier, rotor, Belt, & tensioner	Monthly	Check dehumidifier, desiccant rotor drive, belt and tensioner
Wiring	Monthly	Check unit wiring to ensure correct amp draw; inspect all contacts
Belts, Bearings, Pumps, & Sensors	Monthly	Check belts, bearings, connections, lines, pumps, sensors
Alarms	Monthly	Check operations of alarms and safety controls
Cabinet	Monthly	Clean cabinet and inside of unit
Blower Wheel	Monthly	Check blower wheel screws for tightness
<b>Quarterly Services (Will include all Monthly Services in addition to the services described below)</b>		
Duct and Roof	Quarterly	Check duct and roof seals
Fan Bearings	Quarterly	Lubricate fan bearings
Pressure & Discharge	Quarterly	Check and record pressure on suction and discharge elements
Heating Elements	Quarterly	Check heating elements
Drip Pans & Drains	Quarterly	Check drip pans and drains
Lead box, Starters, & Voltage	Quarterly	Verify connections at motor lead box, magnetic starters, and record voltage
<b>Semi-Annual Services (Will include all Monthly &amp; Quarterly Services in addition to the services described below)</b>		
Rotor Shaft	Semi-Annual	Check desiccant rotor shaft collars, wheel pressure drop and inspect seals



Lubricate	Semi-Annual	Lubricate seals for desiccant rotor seal assembly
Dehumidifier, Motors, & Blower	Semi-Annual	Check dehumidifier and electric motors and blower for unusual wear
Evaporative & Coils	Semi-Annual	Clean evaporative and condenser coils

### 3.6. HOURS OF SERVICE

- A. Regular work hours shall be 8:00 am to 4:00 pm, Monday through Friday.
- B. Premium work hours shall be after 4:00 pm and before 7:59 am Monday through Friday and on weekends.
- C. Contractor will schedule all services with Museum Curator, prior to arrival at Pueblo Grande Museum.

### 3.7. RESPONSE TIMES

Contractor shall arrange all services with the Museum Curator. Contractor must perform the following:

- A. MAINTENANCE & INSPECTIONS: Contractor must notify the City of any schedule change at least two weeks in advance of the scheduled Preventative Maintenance.
- B. NON-EMERGENCY: Repairs found during the preventative maintenance are to be completed in one month.
- C. CRITICAL REQUESTS: Contractor shall provide on-site response within 12 hours.

### 3.8. REPAIRS

Repairs found during the preventative maintenance visits are allowed with prior approval from the Museum Curator in charge. Repair fees are not applicable to PM services or replacements/installations. The cost of part(s) for repairs will be reimbursed. Receipt/documentation must be provided to substantiate actual cost of part(s). The City reserves the right to provide part(s) for repairs.

### 3.9. LOCATION AND CONTRACT

Pueblo Grande Museum  
 4619 E Washington St  
 Phoenix, AZ 85034

Museum business hours are 8 a.m. to 5 p.m

Office, 602-495-0901  
 Museum Curator, 602-534-1572

## 4. STANDARD TERMS AND CONDITIONS

### 4.1. DEFINITION OF KEY WORDS USED IN THE SOLICITATION:

**Shall, Will, Must:** Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of Offer as non-responsive.

**Should:** Indicates something that is recommended but not mandatory. If the Contractor fails to provide recommended information, the City may, at its sole option, ask the Contractor to provide the information or evaluate the offer without the information.

**May:** Indicates something that is not mandatory but permissible.

For purposes of this solicitation, the following definitions will apply:

"A.R.S." Arizona Revised Statute

"Buyer" or "Procurement Officer" City of Phoenix staff person responsible for the solicitation. The City employee or employees who have specifically been designated to act as a contact person or persons to the Contractor, and responsible for monitoring and overseeing the Contractor's performance under this contract.

"City" The City of Phoenix

"Contractor" The individual, partnership, or corporation who, as a result of the competitive process, is awarded a contract by the City of Phoenix.

"Contract" or "Agreement" The legal agreement executed between the City of Phoenix, AZ and the Contractor.

"Days" Means calendar days unless otherwise specified.

"Chief Procurement Officer" The contracting authority for the City of Phoenix, AZ, authorized to sign contracts and amendments thereto on behalf of the City of Phoenix, AZ.

"Employer" Any individual or type of organization that transacts business in this state, that has a license issued by an agency in this state and employs one or more employees in this state. Employer includes this state, any political subdivision of this state and self-employed persons. In the case of an independent contractor, employer means the independent contractor and does not mean the person or organization that uses contract labor. (A.R.S. 23-211).

"Offer" Means a response from a supplier, contractor or service provider to a solicitation request that, if awarded, binds the supplier, contractor or service provider to perform in accordance with the contract. Same as bid, proposal, quotation or tender.

"Offeror" Any Vendor, Seller or Supplier submitting a competitive offer in response to a solicitation from the City. Same as Bidder or Proposer.

"Solicitation" Means an Invitation for Bid (IFB), Request for Proposal (RFP), Request for Quotations (RFQ), Request for Qualifications (RFQu) and request for sealed bids, or any other type of formal procurement which the City makes public through advertising, mailings, or some other method of

communication. It is the process by which the City seeks information, proposals, bids or quotes from suppliers.

“Suppliers” Firms, entities or individuals furnishing goods or services to the City.

“Vendor or Seller” A seller of goods or services.

#### 4.2. CONTRACT INTERPRETATION:

- A. **APPLICABLE LAW:** This Contract will be governed by the law of the State of Arizona, and suits pertaining to this Contract will be brought only in Federal or State courts in Maricopa County, State of Arizona.
- B. **CONTRACT ORDER OF PRECEDENCE:** In the event of a conflict in the provisions of the Contract, as accepted by the City and as they may be amended, the following will prevail in the order set forth below:
  - 1. Federal terms and conditions, if any
  - 2. Special terms and conditions
  - 3. Standard terms and conditions
  - 4. Amendments
  - 5. Statement or scope of work
  - 6. Specifications
  - 7. Attachments
  - 8. Exhibits
  - 9. Instructions to Contractors
  - 10. Other documents referenced or included in the Solicitation
- C. **ORGANIZATION – EMPLOYMENT DISCLAIMER:** The Agreement resulting hereunder is not intended to constitute, create, give rise to or otherwise recognize a joint venture agreement or relationship, partnership or formal business organization of any kind, and the rights and obligations of the parties will be only those expressly set forth in the agreement. The parties agree that no persons supplied by the Contractor in the performance of Contractor’s obligations under the agreement are considered to be City’s employees and that no rights of City civil service, retirement or personnel rules accrue to such persons. The Contractor will have total responsibility for all salaries, wage bonuses, retirement, withholdings, workmen’s compensation, occupational disease compensation, unemployment compensation, other employee benefits and all taxes and premiums appurtenant thereto concerning such persons, and will save and hold the City harmless with respect thereto.

- D. **SEVERABILITY:** The provisions of this Contract are severable to the extent that any provision or application held to be invalid will not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.
- E. **NON-WAIVER OF LIABILITY:** The City of Phoenix as a public entity supported by tax monies, in execution of its public trust, cannot agree to waive any lawful or legitimate right to recover monies lawfully due it. Therefore, any Contractor agrees that it will not insist upon or demand any statement whereby the City agrees to limit in advance or waive any right the City might have to recover actual lawful damages in any court of law under applicable Arizona law.
- F. **PAROL EVIDENCE:** This Agreement is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of this agreement. No course of prior dealings between the parties and no usage in the trade will be relevant to supplement or explain any term used in this Contract. Acceptance or acquiescence in a course of performance rendered under this contract will not be relevant to determine the meaning of this Contract even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity to object.

#### 4.3. CONTRACT ADMINISTRATION AND OPERATION:

- A. **RECORDS:** All books, accounts, reports, files and other records relating to the contract will be subject at all reasonable times to inspection and audit by the City for five years after completion of the contract. Such records will be produced at a City of Phoenix office as designated by the City. Confidentiality will be maintained, and City will not violate any proprietary or other confidentiality agreements vendor has in place.
- B. **DISCRIMINATION PROHIBITED:** Contractor agrees to abide by the provisions of the Phoenix City Code Chapter 18, Article V as amended. Any contractor, in performing under this contract, will not discriminate against any worker, employee or applicant, or any member of the public, because of race, color, religion, sex, national origin, age or disability nor otherwise commit an unfair employment practice. The supplier and/or lessee will take action to ensure that applicants are employed, and employees are dealt with during employment without regard to their race, color, religion, sex, or national origin, age or disability and adhere to a policy to pay equal compensation to men and women who perform jobs that require substantially equal skill, effort and responsibility, and that are performed within the same establishment under similar working conditions. Such action will include but not be limited to the following: Employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. The supplier further agrees that this clause will be incorporated in all subcontracts with all labor organizations furnishing skilled, unskilled and union labor, or who may perform any such labor or services in connection with this contract. Contractor further agrees that this clause will be incorporated in all subcontracts, job-contractor agreements or subleases of this agreement entered into by supplier/lessee.

- C. **EQUAL EMPLOYMENT OPPORTUNITY AND PAY:** In order to do business with the City, Contractor must comply with Phoenix City Code, 1969, Chapter 18, Article V, as amended, Equal Employment Opportunity Requirements. Contractor will direct any questions in regard to these requirements to the Equal Opportunity Department, (602) 262-6790.
1. **For a Contractor with 35 employees or fewer:** Contractor in performing under this Agreement shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, color, religion, sex, national origin, age, or disability, nor otherwise commit an unfair employment practice. The Contractor will ensure that applicants are employed, and employees are dealt with during employment without regard to their race, color, religion, sex, national origin, age, or disability. Such action shall include but not be limited to the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. The Contractor further agrees that this clause will be incorporated in all subcontracts related to this Agreement that involve furnishing skilled, unskilled and union labor, or who may perform any such labor or services in connection with this Agreement. Contractor further agrees that this clause will be incorporated in all subcontracts, Contractor agreements or subleases of this agreement entered into by supplier/lessee.
  2. **For a Contractor with more than 35 employees:** Contractor in performing under this Agreement shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, color, religion, sex, national origin, age, or disability, nor otherwise commit an unfair employment practice. The Contractor will ensure that applicants are employed, and employees are dealt with during employment without regard to their race, color, religion, sex, national origin, age, or disability, and shall adhere to a policy to pay equal compensation to men and women who perform jobs that require substantially equal skill, effort, and responsibility, and that are performed within the same establishment under similar working conditions. Such action shall include but not be limited to the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. The Contractor further agrees that this clause will be incorporated in all subcontracts with all labor organizations furnishing skilled, unskilled and union labor, or who may perform any such labor or services in connection with this contract. Contractor further agrees that this clause will be incorporated in all subcontracts, job-Contractor agreements or subleases of this Agreement entered into by supplier/lessee. The Contractor further agrees not to discriminate against any worker, employee or applicant, or any member of the public, because of sexual orientation or gender identity or expression and shall ensure that applicants are employed, and employees are dealt with during employment without regard to their sexual orientation or gender identity or expression.

3. **Documentation:** Suppliers and lessees may be required to provide additional documentation to the Equal Opportunity Department affirming that a nondiscriminatory policy is being utilized.
  4. **Monitoring:** The Equal Opportunity Department shall monitor the employment policies and practices of suppliers and lessees subject to this article as deemed necessary. The Equal Opportunity Department is authorized to conduct on-site compliance reviews of selected firms, which may include an audit of personnel and payroll records, if necessary
- D. **LEGAL WORKER REQUIREMENTS:** The City of Phoenix is prohibited by A.R.S. § 41-4401 from awarding a contract to any Contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). Therefore, Contractor agrees that:
1. Contractor and each subcontractor it uses warrants their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 23-214, subsection A.
  2. A breach of a warranty under paragraph 1 will be deemed a material breach of the contract that is subject to penalties up to and including termination of the contract.
  3. The City of Phoenix retains the legal right to inspect the papers of any Contractor or subcontractor employee who works on the contract to ensure that the Contractor or subcontractor is complying with the warranty under paragraph 1
- E. **HEALTH, ENVIRONMENTAL AND SAFETY REQUIREMENTS:** The Contractor's products, services and facilities will be in full compliance with all applicable Federal, State and local health, environmental and safety laws, regulations, standards, codes and ordinances, regardless of whether or not they are referred to by the City. At the request of City representatives, the Contractor will provide the City:
1. Environmental, safety and health regulatory compliance documents (written safety programs, training records, permits, etc.) applicable to services provided by the Contractor in this contract
  2. A list of all federal, state, or local (EPA, OSHA, Maricopa County, etc.) citations or notice of violations issued against their firm or their subcontractors including dates, reasons, dispositions and resolutions.
  3. The City will have the right, but not the obligation to inspect the facilities, transportation vehicles or vessels, containers and disposal facilities provided by the Contractor or subcontractor. The City will also have the right to inspect operations conducted by the Contractor or subcontractor in the performance of this agreement. The City further reserves the right to make unannounced inspections of the Contractor's facilities (during normal business hours).

- F. **COMPLIANCE WITH LAWS:** Contractor agrees to fully observe and comply with all applicable Federal, State and local laws, regulations, standards, codes and ordinances when performing under this Contract regardless of whether they are being referred to by the City. Contractor agrees to permit City inspection of Contractor's business records, including personnel records to verify any such compliance. Because the contractor will be acting as an independent contractor, the City assumes no responsibility for the Contractor's acts
- G. **LAWFUL PRESENCE REQUIREMENT:** Pursuant to A.R.S. §§ 1-501 and -502, the City of Phoenix is prohibited from awarding a contract to any natural person who cannot establish that he or she is lawfully present in the United States. In order to establish lawful presence, this person must produce qualifying identification and sign a City-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. In the event the prevailing responder is unable to satisfy this requirement, the City will offer the award to the next-highest scoring responder. The law does not apply to fictitious entities such as corporations, partnerships and limited liability companies.
- H. **CONTINUATION DURING DISPUTES:** Contractor agrees that notwithstanding the existence of any dispute between the parties, insofar as is possible, under the terms of the contract, the Contractor will continue to perform the obligations required of Contractor during the continuation of any such dispute unless enjoined or prohibited by an Arizona Court of competent jurisdiction.
- I. **EMERGENCY PURCHASES:** The City reserves the right to purchase from other sources those items which are required on an emergency basis and cannot be supplied immediately from stock by the Contractor.

#### 4.4. COSTS AND PAYMENTS:

- A. **GENERAL:** Any prompt payment terms offered must be clearly noted by the Contractor on all invoices submitted to the City for the payment of goods or services received. The City will make every effort to process payment for the purchase of material or services within thirty to forty-five calendar days after receipt of a correct invoice, unless a good faith dispute exists to any obligation to pay all or a portion of the account. Payment terms are specified in the Offer.
- B. **PAYMENT DEDUCTION OFFSET PROVISION:** Contractor acknowledges that the City Charter requires that no payment be made to any Contractor as long as there is an outstanding obligation due to the City. Contractor agrees that any obligation it owes to the City will be offset against any payment due to the Contractor from the City.
- C. **LATE SUBMISSION OF CLAIM BY CONTRACTOR:** The City will not honor any invoices or claims which are tendered one year after the last item of the account accrued.

- D. **DISCOUNTS:** Payment discounts will be computed from the date of receiving acceptable products, materials and/or services or correct invoice, whichever is later to the date payment is mailed.
- E. **NO ADVANCE PAYMENTS:** Advance payments are not authorized. Payment will be made only for actual services or commodities that have been received, unless addressed specifically in the Scope of work for subscription services.
- F. **FUND APPROPRIATION CONTINGENCY:** The Vendor recognizes that any agreement entered into will commence upon the day first provided and continue in full force and effect until termination in accordance with its provisions. The Vendor and the City herein recognize that the continuation of any contract after the close of any given fiscal year of the City, which ends on June 30th of each year, will be subject to the approval of the budget of the City providing for or covering such contract item as an expenditure therein. The City does not represent that said budget item will be actually adopted, said determination being the determination of the City Council at the time of the adoption of the budget.
- G. **MAXIMUM PRICES:** The City will not be invoiced at prices higher than those stated in any contract resulting from this Offer. Contractor certifies, by signing this Offer that the prices offered are no higher than the lowest price the Contractor charges other buyers for similar quantities under similar conditions, as applicable and shown by quotes for like services and goods. Contractor further agrees that any reductions in the price of the goods or services covered by this Offer and occurring after award will apply to the undelivered balance. The Contractor will promptly notify the City of such price reductions.
- H. **F.O.B. POINT:** All prices are to be quoted F.O.B. destination, unless specified elsewhere in this solicitation.

#### 4.5. CONTRACT CHANGES:

- A. **CONTRACT AMENDMENTS:** Contracts will be modified only by a written contract amendment signed by persons duly authorized to enter into contracts on behalf of the Contractor. No verbal agreement or conversation with any officer, agent, or employee of the City either before or after execution of the contract, will affect or modify any of the terms or obligations contained or to be contained in the contract. Any such verbal agreements or conversation shall be considered as unofficial information and in no way binding upon the City or the Contractor. All agreements shall be in writing and contract changes shall be by written amendment signed by both parties.
- B. **ASSIGNMENT - DELEGATION:** No right or interest in this contract nor monies due hereunder will be assigned in whole or in part without written permission of the City, and no delegation of any duty of Contractor will be made without prior written permission of the City, which may be withheld for good cause. Any assignment or delegation made in violation of this section will be void.



- C. **NON-EXCLUSIVE CONTRACT:** Any contract resulting from this solicitation will be awarded with the understanding and agreement that it is for the sole convenience of the City. The City reserves the right to obtain like goods or services from another source when necessary.

#### 4.6. RISK OF LOSS AND LIABILITY:

- A. **TITLE AND RISK OF LOSS:** The title and risk of loss of material or service will not pass to the City until the City actually receives the material or service at the point of delivery; and such loss, injury, or destruction will not release seller from any obligation hereunder.
- B. **ACCEPTANCE:** All material or service is subject to final inspection and acceptance by the City. Material or service failing to conform to the specifications of this contract will be held at Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. Noncompliance will conform to the cancellation clause set forth in this document.
- C. **FORCE MAJEURE:** Except for payment of sums due, neither party will be liable to the other nor deemed in default under this contract if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure will not include late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition. If either party is delayed at any time in the progress of the work by force majeure, the delayed party will notify the other party in writing of such delay, as soon as is practical, of the commencement thereof and will specify the causes of such delay in such notice. Such notice will be hand-delivered or mailed certified-return receipt and will make a specific reference to this provision, thereby invoking its provisions. The delayed party will cause such delay to cease as soon as practicable and will notify the other party in writing when it has done so. The time of completion will be extended by contract modification for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this contract.
- D. **LOSS OF MATERIALS:** The City does not assume any responsibility, at any time, for the protection of or for loss of materials, from the time that the contract operations have commenced until the final acceptance of the work by the City.
- E. **CONTRACT PERFORMANCE:** Contractor will furnish all necessary labor, tools, equipment, and supplies to perform the required services at the City facilities designated, unless otherwise specifically addressed in the scope, or elsewhere in this Agreement. The City's authorized representative will decide all questions which may arise as to the quality and acceptability of any work performed under the contract. If, in the opinion of the City's authorized representative, performance becomes unsatisfactory, the City will notify the Contractor. The Contractor will have 30 days from that time to correct any specific instances of unsatisfactory

performance, unless a different amount of time is specified in the agreement. In the event the unsatisfactory performance is not corrected within the time specified, the City will have the immediate right to complete the work to its satisfaction and will deduct the cost to cover from any balances due or to become due the Contractor. Repeated incidences of unsatisfactory performance may result in cancellation of the agreement for default.

- F. **DAMAGE TO CITY PROPERTY:** Contractor will perform all work so that no damage to the building or grounds results. Contractor will repair any damage caused to the satisfaction of the City at no cost to the City. Contractor will take care to avoid damage to adjacent finished materials that are to remain. If finished materials are damaged, Contractor will repair and finish to match existing material as approved by the City at Contractor's expense.

#### 4.7. CITY'S CONTRACTUAL RIGHTS:

Whenever one party to this contract in good faith has reason to question the other party's intent to perform, the former party may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five days, the demanding party may treat this failure as an anticipatory repudiation of this contract.

- A. **NON-EXCLUSIVE REMEDIES:** The rights and remedies of the City under this Contract are non-exclusive.
- B. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE BREACH:** Each installment or lot of the agreement is dependent on every other installment or lot and a delivery of non-conforming goods or a default of any nature under one installment or lot will impair the value of the whole agreement and constitutes a total breach of the agreement as a whole.
- C. **ON TIME DELIVERY:** Because the City is providing services which involve health, safety and welfare of the general public, delivery time is of the essence. Delivery must be made in accordance with the delivery schedule promised by the Contractor.
- D. **DEFAULT:** In case of default by the Contractor, the City may, by written notice, cancel this contract and repurchase from another source and may recover the excess costs by (1) deduction from an unpaid balance due; (2) collection against the bid and/or performance bond, or (3) a combination of the aforementioned remedies or other remedies as provided by law.
- E. **COVENANT AGAINST CONTINGENT FEES:** Seller warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employers or bona fide established commercial or selling agencies maintained by the seller for the purpose of securing business. For breach or violation of this warranty, the City will have the right to annul the contract without liability or in its discretion to deduct from the contract price a consideration, or otherwise recover the full amount of such commission, brokerage or contingent fee.

- F. **COST JUSTIFICATION:** In the event only one response is received, the City may require that the Contractor submit a cost proposal in sufficient detail for the City to perform a cost/price analysis to determine if the Offer price is fair and reasonable.
- G. **WORK PRODUCT, EQUIPMENT AND MATERIALS:** All work product, equipment, or materials created or purchased under this contract belongs to the City and must be delivered to the City at City's request upon termination of this contract. Contractor agrees to assign to City all rights and interests Contractor may have in materials prepared under this contract that are "works for hire" within the meaning of the copyright laws of the United States, including any right to derivative use of the material.

#### 4.8. CONTRACT TERMINATION:

- A. **GRATUITIES:** The City may, by written notice to the Contractor, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the City making any determinations with respect to the performing of such contract. In the event this contract is canceled by the City pursuant to this provision, the City will be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity.
- B. **CONDITIONS AND CAUSES FOR TERMINATION:**
  - 1. This contract may be terminated at any time by mutual written consent, or by the City, with or without cause, upon giving thirty-day written notice to Contractor. The City at its convenience, by written notice, may terminate this contract, in whole or in part. If this contract is terminated, the City will be liable only for payment under the payment provisions of this contract for services rendered and accepted material received by the City before the effective date of termination. Title to all materials, work-in-process and completed but undeliverable goods, will pass to the City after costs are claimed and allowed. The Seller will submit detailed cost claims in an acceptable manner and will permit the City to examine such books and records as may be necessary in order to verify the reasonableness of any claims.
  - 2. The City reserves the right to cancel the whole or any part of this contract due to failure of Contractor to carry out any term, promise, or condition of the contract. The City will issue a written notice of default to Contractor for acting or failing to act as in any of the following:
    - a. In the opinion of the City, Contractor provides personnel who do not meet the requirements of the contract;
    - b. In the opinion of the City, Contractor fails to perform adequately the stipulations, conditions or services/specifications required in this contract;

- c. In the opinion of the City, Contractor attempts to impose on the City personnel or materials, products or workmanship, which is of an unacceptable quality.
  - d. Contractor fails to furnish the required service and/or product within the time stipulated in the contract;
  - e. In the opinion of the City, Contractor fails to make progress in the performance of the requirements of the contract and/or give the City a positive indication that Contractor will not or cannot perform to the requirements of the contract.
- C. CONTRACT CANCELLATION: All parties acknowledge that this contract is subject to cancellation by the City of Phoenix pursuant to the provision of Section 38-511, Arizona Revised Statutes.

#### 4.9. STATE AND LOCAL TRANSACTION PRIVILEGE TAXES:

In accordance with applicable state and local law, transaction privilege taxes may be applicable to this transaction. The state and local transaction privilege (sales) tax burden and legal liability to remit taxes are on the vendor that is conducting business in Arizona and the City of Phoenix. Any failure by the Contractor to collect applicable taxes from the City will not relieve the Contractor from its obligation to remit taxes. It is the responsibility of the prospective bidder to determine any applicable taxes. The City will look at the price or offer submitted and will not deduct, add or alter pricing based on speculation or application of any taxes, nor will the City provide advice or guidance. If you have questions regarding your tax liability, please seek advice from a tax professional prior to submitting your offer. You may also find information at <https://www.phoenix.gov/finance/plt> or <https://www.azdor.gov/Business.aspx>. Once your offer is submitted, the Offer is valid for the time specified in this Solicitation, regardless of mistake or omission of tax liability. If the City finds over payment of a project due to tax consideration that was not due, the Contractor will be liable to the City for that amount, and by contracting with the City, the Contractor agrees to remit any overpayments back to the City for miscalculations on taxes included in a offer price.

#### 4.10. TAX INDEMNIFICATION:

Contractor will pay all federal, state and local taxes applicable to its operation and any persons employed by the Contractor, and require the same of all subcontractors. Contractor will hold the City harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation, and require the same of all subcontractors.

#### 4.11. TAX RESPONSIBILITY QUALIFICATION:

Contractor may be required to establish, to the satisfaction of City, that any and all fees and taxes due to the City or the State of Arizona for any License or Transaction Privilege taxes, Use Taxes or similar excise taxes, are currently paid (except for matters under legal protest). Contractor agrees to a waiver of the confidentiality provisions contained in the City Finance Code and any similar confidentiality provisions contained in Arizona statutes relative to State Transaction Privilege Taxes or Use Taxes. Contractor agrees to provide written authorization to the City Finance Department and to the Arizona State

Department of Revenue to release tax information relative to Arizona Transaction Privilege Taxes or Arizona Use Taxes in order to assist the Department in evaluating Contractor's qualifications for and compliance with contract for duration of the term of contract.

#### 4.12. NO ISRAEL BOYCOTT:

If this Contract is valued at \$100,000 or more and requires Contractor (a company engaging in for-profit activity and having ten or more full-time employees) to acquire or dispose of services, supplies, information technology, or construction, then Contractor must certify and agree that it does not and will not boycott goods or services from Israel, pursuant to Title 35, Chapter 2, Article 9 of the Arizona Revised Statutes. Provided that these statutory requirements are applicable, Contractor by entering this Contract now certifies that it is not currently engaged in, and agrees for the duration of the Contract to not engage in, a boycott of goods or services from Israel.

## 5. SPECIAL TERMS AND CONDITIONS

### 5.1. PRICE:

All prices submitted shall be firm and fixed for the initial one years of the contract. Thereafter, price increases will be considered annually provided the adjustments are submitted in writing with 60 days' notice to the Procurement Officer. Price increase requests shall be accompanied with written documentation to support the increase, such as a letter from the manufacturer, published price index, applicable change in law, etc. Price decrease requests do not require supporting documentation and are allowed at any time during the contract term.

The City will be the sole judge in determining the allowable increase amount. Price increases agreed to by any staff other than the Chief Procurement Officer are invalid. The Contractor acknowledges and agrees to repay all monies paid because of a requested price increase unless the increase was specifically approved, in writing, by the Chief Procurement Officer.

### 5.2. METHOD OF ORDERING:

Contractor shall deliver items and/or services only upon receipt of a written purchase order. All Contractor invoices and packing/delivery tickets must include the City of Phoenix purchase order number.

### 5.3. METHOD OF INVOICING:

Invoice must be emailed in .pdf format to [invoices@phoenix.gov](mailto:invoices@phoenix.gov) and must include the following:

- City purchase order number or shopping cart number
- Items listed individually by the written description and part number.
- Unit price, extended and totaled.
- Quantity ordered, back ordered, and shipped.
- Applicable tax
- Invoice number and date.
- Delivery address.
- Payment terms.
- FOB terms.
- Remit to address

### 5.4. METHOD OF PAYMENT:

Payment to be made from Contractor's invoice and a copy of the signed delivery/service ticket submitted to cover items received and accepted during the billing period.

## 5.5. SUPPLIER PROFILE CHANGES:

It is the responsibility of the Contractor to promptly update their profile in procurePHX at <https://www.phoenix.gov/procure>. If Contractor's legal identify has changed, the Procurement Officer must be notified immediately. Failure to do so may result in non-payment of invoices and contract termination.

## 5.6. ESTIMATED QUANTITIES OR DOLLAR AMOUNTS (REQUIREMENTS CONTRACTS ONLY):

Quantities and dollar amounts listed are the City's best estimate and do not obligate the City to order or accept more than City's actual requirements during the period of this agreement, as determined by actual needs and availability or appropriated funds. It is expressly understood and agreed that the resulting contract is to supply the City with its complete actual requirement for the contract period.

## 5.7. AUTHORIZED CHANGES:

The City reserves the right at any time to make changes in any one or more of the following: (a) specifications; (b) methods of shipment or packing; (c) place of delivery; (d) time of delivery; and/or (e) quantities. If the change causes an increase or decrease in the cost of or the time required for performance, an equitable adjustment may be made in the price or delivery schedule, or both. Any claim for adjustment will be deemed waived unless asserted in writing within thirty days from the receipt of the change. Price increases or extensions of delivery time will not be binding on the City unless evidenced in writing and approved by the Chief Procurement Officer prior to the institution of the change.

## 5.8. SUSPENSIONS OF WORK:

The City reserves the right to suspend work wholly or in part if deemed necessary for the best interest of the City. This suspension will be without compensation to the Contractor, other than to adjust the contract completion/delivery requirements.

## 5.9. HOURS OF WORK:

All work under this contract shall be coordinated with the City's authorized Department representative. Any changes to the established schedule must have prior written approval by the City's authorized Department representative.

## 5.10. POST AWARD CONFERENCE:

A post-award conference will be held prior to commencement of any work on the project. The purpose of this conference is to discuss critical elements of the work schedule and operational problems and procedures.

## 5.11. PERFORMANCE INTERFERENCE:

Contractor shall notify the City's authorized Department representative immediately of any occurrence and/or condition that interferes with the full performance of the contract and confirm it in writing within 24 hours.

### 5.12. COOPERATIVE AGREEMENT:

In addition to the City and with approval of the Contractor, this contract may be extended for use by other municipalities and government agencies in the State of Arizona.

### 5.13. ADVERTISING:

Contractor will not advertise or publish news releases concerning this contract without the prior written consent of the Chief Procurement Officer, and the City will not unreasonably withhold permission.

### 5.14. EXCLUSIVE POSSESSION:

All services, information, computer program elements, reports, and other deliverables which may be created under this contract are the sole property of the City of Phoenix and will not be used by the Contractor or any other person except with prior written permission by the City.

### 5.15. STRICT PERFORMANCE:

Failure of either party to insist upon the strict performance of any item or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract, or by law, will not be deemed a waiver of any right of either party to insist upon the strict performance of the contract.

### 5.16. LICENSES AND PERMITS:

Contractor will keep current Federal, State, and local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this contract.

### 5.17. MISCELLANEOUS FEES:

Additional charges for fuel surcharges, delivery charges, dealer prep, environmental fees, waste disposal, shop supplies, set-up, freight and/or shipping and handling, etc. will not be paid. These costs must be incorporated in the pricing provided in the bid price schedule.

Labor rates (Shop and On-site) shall be charged as a flat hourly rate and are allowed only in performance of services under this agreement. Travel hours and other incidental fees will not be permitted under this agreement. Labor hours will be from "check-in" to "check-out" at the worksite.

### 5.18. WARRANTY:

All equipment supplied under this contract shall be fully guaranteed by the contractor for a minimum period of one (1) year from the date of acceptance by the City. Any defects of design, workmanship, or materials that would result in non-compliance with the contract specifications shall be fully corrected by the contractor (including parts and labor) without cost to the City.

### 5.19. COMMUNICATION IN ENGLISH:

It is mandatory that the Contractor's lead person assigned to any City facility can speak, read, and write in English to effectively communicate with City staff.



## 5.20. CONTRACTOR ASSIGNMENTS:

The Contractor hereby agrees that any of its employees who may be assigned to a City site to satisfy obligations under this contract shall be used exclusively for that purpose during the hours when they are working in areas covered by this contract and shall perform no work at other City facilities. If other services, in addition to or separate from, the services specified herein, may be deemed necessary by the Chief Procurement Officer or his authorized representative, the Contractor may be requested to perform the additional or special service.

## 5.21. FINAL INSPECTION AND APPROVAL:

The Contractor will request the City's authorized Department representative to conduct a site inspection after the project is complete. City's authorized Department representative will prepare a "punch-list" during the inspection and will forward a copy to the Contractor.

After the "punch-list" items have been corrected, the Contractor will request a final inspection with the authorized Department representative. Final project approval is contingent upon the City authorized Department representative's final inspection and written approval.

## 5.22. SPECIFICATIONS:

The specifications and/or drawings associated with this project are intended to generally describe a complete installation. Any additional materials or labor required for the complete project as intended shall be provided by the Contractor, even if it has not been detailed in this document.

## 5.23. TYPES OF WORK SUPERVISION:

The Contractor shall provide onsite supervision and appropriate training to assure competent performance of the work. Contractor or authorized agent will make sufficient daily routine inspections to ensure the work is performed as required by this contract.

## 5.24. EQUIPMENT/SAFETY:

The Contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape, and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment and vehicles. The flow of vehicular traffic shall not be impeded at any time during this project. The safety of the Contractor's employees and the public is of prime concern to the City and the Contractor must take all necessary steps to assure proper safety during the performance of the Contractor.

## 5.25. HAZARDOUS MATERIALS REQUIREMENT SDS:

Contractor shall provide a copy of the current Safety Data Sheet (SDS) for the product(s) offered. The SDS must include all chemical compounds present in concentrations greater than 0.1% for each product offered by CAS number; no "trade secret" or otherwise defined ingredients shall be accepted by the City. The Contractor shall provide required safety and health training for City employees on each product offered and for proper use, storage, and disposal, when requested by the City. The Contractor further agrees to accept returned empty containers for disposal purposes, if and when requested by the City. The cost for any requested training and disposal of used containers shall be included in the offered

price for the product. The Contractor shall also accept returned product that was purchased as a result of this solicitation and for which the City no longer needs the product. Returned product will be in its original container(s), unopened, and must be returned to the Contractor at least 45 calendar days after the end of the project. All products must be labeled per 29CFR 1910.1200.

## 6. SECURITY/BACKGROUND SCREENING/ACCESS CONTROL

### 6.1. BACKGROUND SCREENING:

Contractor agrees that all Contractor and subcontractors' workers (collectively "Contract Worker(s)") pursuant to this Agreement will be subject to background and security checks and screening (collectively "Background Screening") at Contractor's sole cost and expense, unless otherwise provided for in the scope of work. Contractor's background screening will comply with all applicable laws, rules and regulations. Contractor further agrees that the background screening is necessary to preserve and protect the public health, safety and welfare. The City requires a completed Contract Worker Badge/Key/Intrusion Detection Responsibilities Agreement for each Contract Worker who requires a badge or key.

### 6.2. Background Screening Risk Level:

The City has established two levels of risk: Standard and Maximum risk. If the scope of work changes, the City may amend the level of risk, which could require the Contractor to incur additional contract costs to obtain background screens or badges.

### 6.3. Terms of This Section Applicable to all Contractor's Contracts and Subcontracts:

Contractor will include Contract Worker background screening in all contracts and subcontracts for services furnished under this agreement.

### 6.4. Materiality of Background Screening Requirements; Indemnity:

The background screening requirements are material to City's entry into this agreement and any breach of these provisions will be deemed a material breach of this contract. In addition to the indemnity provisions set forth in this agreement, Contractor will defend, indemnify and hold harmless the City for all claims arising out of this background screening section including, but not limited to, the disqualifications of a Contract Worker by Contractor. The background screening requirements are the minimum requirements for the Agreement. The City in no way warrants that these minimum requirements are sufficient to protect Contractor from any liabilities that may arise out of the Contractor's services under this Agreement or Contractor's failure to comply with this section. Therefore, Contractor and its Contract Workers will take any reasonable, prudent and necessary measures to preserve and protect public health, safety and welfare when providing services under this Agreement.

### 6.5. Continuing Duty; Audit:

Contractor's obligations and requirements will continue throughout the entire term of this Agreement. Contractor will maintain all records and documents related to all background screenings and the City reserves the right to audit Contractor's records.

### 6.6. Variances and Exemptions:

Contract Workers who fall under the following areas may be considered exempt from this policy:

- Federal Homeland Defense Bureau.
- Transportation Security Administration.
- Federal Aviation Administration.
- Department of Public Safety (DPS) Administration – presenting a current Level One Department of Public Safety fingerprint card.
- Arizona or other State Bars.
- Other background checks performed within the last three to five years may be approved if they fit all required criteria herein, at the City’s discretion.

### 6.7. Contractor’s Default; Liquidated Damages; Reservation of Remedies for Material Breach:

If Contractor is required to access any City facilities without an escort, City badging is required.

Contractor’s default under this section will include, but is not limited to, the following:

- Contract Worker gains access to a City facility(s) without the proper badge or key;
- Contract Worker uses a badge or key of another to gain access to a City facility;
- Contract Worker commences services under this agreement without the proper badge, key or background screening;
- Contract Worker or Contractor submits false information or negligently submits wrong information to the City to obtain a badge, key or applicable background screening; or
- Contractor fails to collect and timely return Contract Worker’s badge or key upon termination of Contract Worker’s employment, reassignment of Contract Worker to another City facility or upon the expiration, cancellation or termination of this Agreement.
- Contractor acknowledges and agrees that the access control, badge and key requirements in this section are necessary to preserve and protect the public health, safety and welfare. Accordingly, Contractor agrees to properly cure any default under this section within three business days (excluding weekends and City holidays) from the date notice of default is sent by the City. The parties agree that Contractor’s failure to properly cure any default under this section will constitute a breach of this section. In addition to any other remedy available to the City at law or in equity, the Contractor will be liable for and pay to the City the sum of \$1,000.00 for each breach by Contractor in this section. The parties further agree that the sum fixed above is reasonable and approximates the actual or anticipated loss to the City at the time and making of this agreement if Contractor breaches this section. Further, the parties expressly acknowledge and agree to the fixed sum set forth above because of the difficulty of proving the City’s actual damages if Contractor breaches this section. The parties further agree that three breaches by Contractor in this section arising out of any default within a consecutive period of three months

or three breaches by Contractor in this section arising out of the same default within a period of 12 consecutive months will constitute a material breach of this agreement by Contractor and the City expressly reserves all of its rights, remedies and interests under this agreement, at law and in equity including, but not limited to, termination of this agreement.

### 6.8. Employee Identification and Access:

Contract Workers are forbidden access to designated restricted areas. Access to each building will be as directed by the authorized Phoenix authorized representative. Contract Workers are not authorized access other than during scheduled hours. Access to the building will be directed by the City's authorized representative.

Only authorized Contract Workers are allowed on the premises of the City facilities/buildings. Contract Workers are not to be accompanied in the work area by acquaintances, family members, assistants or any other person unless said person is an authorized Contract Worker.

Unless otherwise provided for in the scope of work:

- Contract Workers must always have city issued badges and some form of verifiable company identification (badge, uniform, employee id).
- Contractor will supply a list of the names and titles of all employees requiring access to the buildings. It is the Contractor's responsibility to provide updates and changes of personnel as necessary.

### 6.9. Key Access Procedures:

If the Contractor Worker's services require keyed access to enter a City facility(ies), a separate key issue/return form must be completed and submitted by the Contractor for each key issued. Contractor must submit the completed key issue/return form to the appropriate badging office.

### 6.10. Stolen or Lost Badges or Keys:

Contractor must immediately report lost or stolen badges or keys to the City's appropriate badging office. If the badge/key was stolen, Contract Worker's must report the theft to their local police department. Prior to issuance of a new badge or key, a new badge application or key issue form must be completed, submittal of a police department report for stolen badges, and applicable payment of the fee(s) listed herein.

### 6.11. Return of Badge or Key:

All badges and keys are the property of the City and must be returned to the City at the badging office within one business day (excluding weekends and City holidays) of when the Contract Worker's access to a City facility is no longer required to furnish the services under this agreement. Contractor will collect a Contract Worker's badge and key(s) upon the termination of the Contract Worker's employment; when the Contractor Worker's services are no longer required at a City facility(s); or upon termination, cancellation or expiration of this agreement.

## 6.12. Badge and Key Fees:

The following constitute the badge and key fees under this agreement. The City reserves the right to amend these fees upon a 30-day prior written notice to Contractor.

Application Fee: \$55.00 per application

Replacement Badge Fee: \$55.00 per badge

Lost/Stolen Badge Fee: \$55.00 per badge

Replacement Key Fee: \$55.00 per key

Replacement Locks: \$55.00 per lock

## 6.13. BACKGROUND SCREENING – STANDARD RISK:

- A. Determined Risk Level: The current risk level and background screening required is STANDARD RISK LEVEL
- B. Standard Risk Level: A standard risk background screening will be performed when the Contract Worker's work assignment will:
  - 1. require a badge or key for access to City facilities; or
  - 2. allow any access to sensitive, confidential records, personal identifying information or restricted City information; or
  - 3. allow unescorted access to City facilities during normal and non-business hours.
- C. Requirements: The background screening for this standard risk level will include a background check for real identity/legal name and will include felony and misdemeanor records from any county in the United States, the state of Arizona, plus any other jurisdiction where the Contractor worker has lived at any time in the preceding seven years from the Contract Worker's proposed date of hire.
- D. Contractor Certification; City Approval of Background Screening: Unless otherwise provided for in the Scope, Contractor will be responsible for:
  - 1. determining whether Contract Worker(s) are disqualified from performing work for the City for standard risk level background checks; and,
  - 2. for reviewing the results of the background check every five years; and,
  - 3. to engage in whatever due diligence is necessary to make the decision on whether to disqualify a Contract Worker; and,
  - 4. Submitting the list of qualified Contract Workers to the contracting department.

5. For sole proprietors, the Contractor must comply with the background check for himself and any business partners, or members or employees who will assist on the contract and for whom the requirements of the Agreement apply.
6. By executing this agreement, Contractor certifies and warrants that Contractor has read the background screening requirements and criteria in this section, and that all background screening information furnished to the City is accurate and current. Also, by executing this agreement, Contractor further certifies and warrants that Contractor has satisfied all background screening requirements for the standard risk background screening, and verified legal worker status, as required.

## 7. DEFENSE AND INDEMNIFICATION

### 7.1. Standard General Defense and Indemnification

Contractor (“Indemnitor”) must defend, indemnify, and hold harmless the City of Phoenix and its officers, officials (elected or appointed), agents, and employees (“Indemnitee”) from and against any and all claims, actions, liabilities, damages, losses or expenses (including but not limited to court costs, attorney fees, expert fees, and costs of claim processing, investigation and litigation) of any nature or kind whatsoever (“Losses”) caused, or alleged to be caused, in whole or in part, by the wrongful, negligent or willful acts, or errors or omissions of Indemnitor or any of its owners, officers, directors, members, managers, agents, employees or subcontractors (“Indemnitor’s Agents”) arising out of or in connection with this Contract. This defense and indemnity obligation includes holding Indemnitee harmless for any Losses arising out of or recovered under any state’s Workers’ Compensation Law or arising out of the failure of Indemnitor or Indemnitor’s Agents to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. Indemnitor’s duty to defend Indemnitee accrues immediately at the time a claim is threatened or a claim is made against Indemnitee, whichever is first. Indemnitor’s duty to defend exists regardless of whether Indemnitor is ultimately found liable. Indemnitor must indemnify Indemnitee from and against any and all Losses, except where it is proven that those Losses are solely a result of Indemnitee’s own negligent or willful acts or omissions. Indemnitor will be responsible for primary loss investigation, defense and judgment costs where this indemnification applies. In consideration of the award of this Contract, Indemnitor waives all rights of subrogation against Indemnitee for losses arising from the work performed by Indemnitor or Indemnitor’s Agents for the City of Phoenix. The obligations of Indemnitor under this provision survive the termination or expiration of this Contract.



## 8. INSURANCE REQUIREMENTS

### 8.1. CONTRACTOR’S INSURANCE:

Contractor and subcontractors must procure insurance against claims that may arise from or relate to performance of the work hereunder by Contractor and its agents, representatives, employees and subcontractors. Contractor and subcontractors must maintain that insurance until all their obligations have been discharged, including any warranty periods under this Contract.

The City in no way warrants that the limits stated in this section are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, its agents, representatives, employees or subcontractors and Contractor may purchase additional insurance as they determine necessary.

### 8.2. SCOPE AND LIMITS OF INSURANCE:

Contractor must provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the liability limits provided that (1) the coverage is written on a “following form” basis, and (2) all terms under each line of coverage below are met.

### 8.3. Commercial General Liability – Occurrence Form

General Aggregate \$2,000,000  
Products – Completed Operations Aggregate \$1,000,000  
Personal and Advertising Injury \$1,000,000  
Each Occurrence \$1,000,000

- The policy must name the City of Phoenix as an additional insured with respect to liability for bodily injury, property damage and personal and advertising injury with respect to premises, ongoing operations, products and completed operations and liability assumed under an insured contract arising out of the activities performed by, or on behalf of the Contractor related to this Contract.
- There shall be no endorsement or modification which limits the scope of coverage or the policy limits available to the City of Phoenix as an additional insured.
- City of Phoenix is an additional insured to the full limits of liability purchased by the Contractor.
- The Contractor’s insurance coverage must be primary and non-contributory with respect to any insurance or self-insurance carried by the City.

### 8.4. Automobile Liability

Bodily Injury and Property Damage coverage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

- The policy must be endorsed to include the City of Phoenix as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, relating to this Contract.
- City of Phoenix is an additional insured to the full limits of liability purchased by the Contractor.
- The Contractor's insurance coverage must be primary and non-contributory with respect to any insurance or self-insurance carried by the City.

## 8.5. Worker's Compensation and Employers' Liability

Workers' Compensation Statutory

Employers' Liability:

Each Accident \$100,000

Disease – Each Employee \$100,000

Disease – Policy Limit \$500,000

- Policy must contain a waiver of subrogation against the City of Phoenix.
- This requirement does not apply when a contractor or subcontractor is exempt under A.R.S. §23-902(E), **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

## 8.6. NOTICE OF CANCELLATION:

For each insurance policy required by the insurance provisions of this Contract, the Contractor must provide to the City, within 5 business days of receipt, a notice if a policy is suspended, voided or cancelled for any reason. Such notice must be mailed, emailed, or hand delivered to City of Phoenix Finance Department, Procurement Division, 251 W Washington Street, Phoenix, AZ 85003 OR [procurement@phoenix.gov](mailto:procurement@phoenix.gov).

## 8.7. ACCEPTABILITY OF INSURERS:

Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

## 8.8. VERIFICATION OF COVERAGE:

Contractor must furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract must be sent directly to City of Phoenix Finance Department, Procurement Division, 251 W Washington Street, Phoenix, AZ 85003 OR [procurement@phoenix.gov](mailto:procurement@phoenix.gov). The City project/contract number and project description must be noted on the certificate of insurance. The City reserves the right to review complete copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE CITY'S RISK MANAGEMENT DIVISION.**

#### 8.9. SUBCONTRACTORS:

Contractor's certificates shall include all subcontractors as additional insureds under its policies **OR** Contractor shall be responsible for ensuring and verifying that all subcontractors have valid and collectable insurance. At any time throughout the life of the contract, the City of Phoenix reserves the right to require proof from the Contractor that its subcontractors have insurance coverage. All subcontractors providing services included under this Contract's Scope of Services are subject to the insurance coverages identified above and must include the City of Phoenix as an additional insured. In certain circumstances, the Contractor may, on behalf of its subcontractors, waive a specific type of coverage or limit of liability where appropriate to the type of work being performed under the subcontract. Contractor assumes liability for all subcontractors with respect to this Contract.

#### 8.10. APPROVAL:

Any modification or variation from the insurance coverages and conditions in this Contract must be documented by an executed contract amendment.

## 9. SUBMITTALS

### 9.1. COPIES:

Please submit one electronic copy to [procurement@phoenix.gov](mailto:procurement@phoenix.gov) or, if in hard copy, one original and one electronic copy (portable drive or CD), of the Submittal Section and all other required documentation. Please do not lock the electronic copy with password protection so that the City may digitally incorporate the successful offer into the awarded contract.

**Please submit only the Submittal Section, do not submit a copy of the entire solicitation document.**

This offer will remain in effect for a period of 180 calendar days from the opening date, and is irrevocable unless it is in the City's best interest to release offer(s).

### 9.2. OFFER SUBMITTAL FORMAT:

The written offer should be:

- Typewritten for ease of evaluation;
- Signed by an authorized representative of the Offeror;
- Submitted with contact information for the individual(s) authorized to negotiate with the City;
- Submitted with a table of contents and tabbed per the following major sections:

Tab 1 Submittals Section

Tab 2 Pricing Proposal

Tab 3 Signed Addenda (if any)

### 9.3. ADDITIONAL QUANTITIES:

#### **OPTION FOR ADDITIONAL QUANTITIES:**

By signing and submitting this solicitation, Offeror agrees that the City may purchase additional quantities up to and including 100 percent of the quantities specified at these solicitation prices and conforming to solicitation specifications.

## 10. PRICING PROPOSAL

### PREVENTATIVE MAINTENANCE PRICING – ALL OR NONE

Please note:

Quarterly services will include all Monthly Services in addition to Quarterly Services described per tables in Section 3 Scope of Work, Paragraph 3.5 Preventative Maintenance Schedule.

Annual Services will include all Monthly & Quarterly Services described per tables in Section 3 Scope of Work, Paragraph 3.5 Preventative Maintenance Schedule.

Semi-Annual services will include all Monthly & Quarterly Services described per tables in Section 3 Scope of Work, Paragraph 3.5 Preventative Maintenance Schedule.

Line Item	Description	Estimated Annual Quantity	Unit of Measure	Unit Cost	Total
1a	Dryomatic Dehumidifier (Model AFD-850) - <b>Monthly</b> Preventative Maintenance	12	Each		
1b	Dryomatic Dehumidifier (Model AFD-850) - <b>Quarterly</b> Preventative Maintenance	4	Each		
1c	Dryomatic Dehumidifier (Model AFD-850) - <b>Annual</b> Preventative Maintenance	1	Each		
2a	HE-I Dry 195 Dehumidifiers - <b>Quarterly</b>	8	Each		
2b	HE-I Dry 195 Dehumidifiers - <b>Semi-Annual</b>	4	Each		
3a	Trane AC Units (Models MCCB006UA0C0UB & MCCB006UA0C0UA) - <b>Monthly</b>	24	Each		
3b	Trane AC Units (Models MCCB006UA0C0UB & MCCB006UA0C0UA) - <b>Quarterly</b>	8	Each		
3c	Trane AC Units (Models MCCB006UA0C0UB & MCCB006UA0C0UA) - <b>Semi-Annual</b>	4	Each		
4a	Airflow Environmental Unit (MODEL CCT5A2-UD) - <b>Monthly</b>	12	Each		

Line Item	Description	Estimated Annual Quantity	Unit of Measure	Unit Cost	Total
4b	Airflow Environmental Unit (MODEL CCT5A2-UD) - <b>Quarterly</b>	4	Each		
4c	Airflow Environmental Unit (MODEL CCT5A2-UD) - <b>Semi-Annual</b>	2	Each		
5a	Liebert Challenger 3000 - <b>Monthly</b>	24	Each		
5b	Liebert Challenger 3000 - <b>Quarterly</b>	8	Each		
5c	Liebert Challenger 3000 - <b>Semi-Annual</b>	4	Each		
6a	Dryomatic Dehumidifier (MODEL PDD-500) - <b>Monthly</b>	12	Each		
6b	Dryomatic Dehumidifier (MODEL PDD-500) - <b>Quarterly</b>	4	Each		
6c	Dryomatic Dehumidifier (MODEL PDD-500) - <b>Semi-Annual</b>	2	Each		
<b>GRAND TOTAL – ALL OR NONE</b>					

Labor Rate for Repairs as Needed			
1.	On-Site Labor Rate	Regular	\$ _____/Hour
		Premium	\$ _____/Hour

## 11. VENDOR QUESTIONNAIRE

### 11.1. SOLICITATION RESPONSE CHECK LIST

Check off each of the following as the necessary action is completed.

#### 11.1.1. *Forms*

All forms have been completed and signed, including Solicitation Disclosure form.

Please confirm

#### 11.1.2. *Submittals*

All Submittals are included.

Please confirm

#### 11.1.3. *Prices*

Reviewed and verified prices offered.

Please confirm

#### 11.1.4. *Insurance*

Reviewed the insurance requirements, if any, to assure compliance

Please confirm

#### 11.1.5. *Addenda*

Included signed addenda, if any

Please confirm

#### 11.1.6. *Submitted Timely Response*

Mailed the response in time – City must receive offers no later than the date and time indicated in the Schedule of Events or addenda.

Please confirm



## City of Phoenix

FINANCE DEPARTMENT ♦ PROCUREMENT DIVISION

### SUBMITTALS

#### **COSTS AND PAYMENTS**

**PAYMENT TERMS & OPTIONS:** Vendors must choose an option, if a box is not checked, the City will default to **0% - net 45 days**:

Contractor offers a prompt payment discount of either \_\_\_\_\_% - 30 days or 0% – 45 days - to apply after receipt of invoice or final acceptance of the products (invoice approval), whichever date is later, starts the 30 days. If no prompt payment discount is offered, the default is 0%, net 45 days; effective after receipt of invoice or final acceptance of the products, whichever is later. **Payment terms offering a discount will not be considered in the price evaluation of your offer.**

Contractor may be paid immediately upon invoice approval, if enrollment is made to the Single Use Account (SUA) Program, administered by the City's servicing bank ("Bank"). By checking this box, the vendor accepts transaction costs charged by their merchant bank and agrees not to transfer to the City those extra charges. The City will not pay an increase in our services for the SUA charges; if an audit uncovers an upcharge for the SUA charges the vendor will owe the City all costs. The vendor may opt-out of the SUA program once, but then may not rejoin during the same contract term. **For more information about the SUA program or to enroll, send email to [mailbox.sua@phoenix.gov](mailto:mailbox.sua@phoenix.gov).**





## City of Phoenix

FINANCE DEPARTMENT ♦ PROCUREMENT DIVISION

### **SUBMITTALS**

#### **PRE-AWARD QUALIFICATIONS**

Offeror must have been in operation a minimum of \_\_\_\_\_ years. The Offeror's normal business activity during the past \_\_\_\_\_ years will have been for providing the goods or services in this solicitation. (This information must be provided in The Submittal section, Years in Business and Customer Reference Listing of this solicitation.)

Upon notification of an award the Offeror will have 10 calendar days to submit a complete certificate of insurance in the minimum amounts and the coverages as required in the Insurance Requirements of this solicitation. Insurance requirements are non-negotiable.



**City of Phoenix**

FINANCE DEPARTMENT ♦ PROCUREMENT DIVISION

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**SUBMITTALS**

**EMERGENCY 24-HOUR SERVICE CONTACT**

Contact Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Alternate Contact \_\_\_\_\_

Telephone Number \_\_\_\_\_



**City of Phoenix**

FINANCE DEPARTMENT ♦ PROCUREMENT DIVISION

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**SUBMITTALS**

**CONTRACTOR LICENSING REQUIREMENTS**

Offeror shall comply with all statutes and rules of the State of Arizona and the Registrar of Contractors. In accordance with A.R.S. § 32-1151, and unless otherwise exempted by A.R.S. § 32-1121, Offeror shall have the correct class of license as required by the Registrar of Contractors for the work specified, at the time of offer submission.

Offeror certifies possession of the following license:

Licensed Contractor's Name \_\_\_\_\_

Class \_\_\_\_\_

License Number \_\_\_\_\_

Expiration Date \_\_\_\_\_



City of Phoenix

FINANCE DEPARTMENT ♦ PROCUREMENT DIVISION

SUBMITTALS

**YEARS IN BUSINESS AND REFERENCES**

Contractor certifies that they have provided \_\_\_\_\_  
listed in this solicitation for a period of \_\_\_\_\_ years.

Contractor shall furnish the names, addresses, and telephone numbers of a minimum of three firms  
or government organizations for which the Contractor is currently furnishing or has furnished,  
completed service for \_\_\_\_\_.

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Reference \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email address \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Reference \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email address \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Reference \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email address \_\_\_\_\_



**City of Phoenix**

FINANCE DEPARTMENT ♦ PROCUREMENT DIVISION

**SUBMITTALS**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The prospective participant (Contractor for a federally funded project) certifies, by submission of this solicitation and certification, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. Where the prospective participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this solicitation.

THE PARTICIPANT (Contractor for a federally funded project), CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. 3801 ET SEQ. ARE APPLICABLE THERETO.

\_\_\_\_\_  
Authorized Official Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date



**City of Phoenix**

FINANCE DEPARTMENT ♦ PROCUREMENT DIVISION

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**SUBMITTALS**

**WARRANTY**

Specify the Contractor or dealership / manufacturer where warranty work will be done:

Contractor \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_



City of Phoenix

FINANCE DEPARTMENT ♦ PROCUREMENT DIVISION

SUBMITTALS

OFFER

TO THE CITY OF PHOENIX - The Undersigned hereby offers and agrees to furnish the material and or service(s) in compliance with all terms, conditions, specifications, and addenda issued as a result of a solicitation.

Arizona Sales Tax No. \_\_\_\_\_
Use Tax No. for Out-of State Suppliers \_\_\_\_\_
City of Phoenix Sales Tax No. \_\_\_\_\_
Arizona Corporation Commission File No. \_\_\_\_\_

Taxpayer's Federal Identification No.: If recommended for contract award, Bidder agrees to provide its federal taxpayer identification number or as applicable its social security number to the City of Phoenix for the purposes of reporting to appropriate taxing authorities, monies paid by the City of Phoenix under the awarded contract. If the Bidder provides its social security number, the City will only share this number with appropriate state and federal officials. This submission is mandatory under 26 U.S.C. § 6041A.

Enter City's Registration System ID Number
Located at City's eProcurement website (see SECTION I - INSTRUCTIONS - CITY'S REGISTRATION)

Offeror has read, understands, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Offeror certifies that the prices offered were independently developed without consultation with any other Offeror or potential Offerors.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title (President, Manager, Member) \_\_\_\_\_ Offeror Legal Name and Company Type (LLC, Inc, Sole Proprietor) \_\_\_\_\_

Address \_\_\_\_\_
City, State and Zip Code \_\_\_\_\_
Telephone Number \_\_\_\_\_
Email Address \_\_\_\_\_



**City of Phoenix**

FINANCE DEPARTMENT ♦ PROCUREMENT DIVISION

**SUBMITTALS**

**CONFLICT OF INTEREST AND TRANSPARENCY FORM**

This form must be signed and submitted to the City and all questions must be answered (or N/A) or your Offer may be considered non-responsive.

1. Name of person submitting this disclosure form:
2. Solicitation / Contract Name and Number
3. Name of individual(s) or entity(ies) seeking a contract with the City (i.e. parties to the Contract)
4. List any individuals(s) or entity(ies) that are owners, partners, parent, sublessees, joint venture, or subsidiaries of the individual or entity listed in Question 3. Please include all Board members, executive committee members and officers for each entry. If not applicable, indicate N/A.
5. List any individuals or entities that will be subcontractors on this contract or indicate N/A.
Subcontractors may be retained, but not known as of the time of this submission. List of subcontracts, including the name of the owner(s) and business name:
6. List any attorney, lobbyist, or consultant retained by any individuals listed in Questions 3, 4 or 5 assist in the proposal or seeking the resulting contract. If none, indicate N/A.



## 7. Disclosure of Conflict of Interest

### A. City Code Section 43-34

Are you aware of any fact(s) with regard to this solicitation or resulting contract that would raise a “conflict of interest” issue under City Code Section 43-34?

“An elected City official or a City employee shall not represent any person or business for compensation before the City regarding any part of a procurement, including any resulting contract, if during the time the elected official is or was in office or the employee is or was employed by the City such elected official or employee played a material or significant role in the development of the solicitation, any other part of the procurement, or the contract award.”

I am not aware of any conflict(s) of interest under City Code Section 43-34.

I am aware of the following potential or actual conflict(s) of interest:

B. Arizona Revised Statutes (A.R.S.) Sections 38-501 et. Seq. & City Charter Chapter 11

State law and the Phoenix City Charter and Code prohibit public officers or employees, their close relatives, and any businesses they, or their relatives, own from (1) representing before the City any person or business for compensation, (2) doing business with the City by any means other than through a formal procurement, and (3) doing business with the City without disclosing that the person has an interest in the contract. This prohibition extends to subcontracts on City contracts and also applies to parent, subsidiary, or partner businesses owned by a public officer or employee. See A.R.S. Sections 38-501 through 38-511, for more information (City Charter, Chapter 11, applies the state conflict-of-interest law to City employees).

Please note that any contract in place at the time a person becomes a public officer or employee may remain in effect. But the contract may not be amended, extended, modified, or changed in any manner during the officer's or employee's city service without following city administrative regulations.

Are you aware of any fact(s) with regard to this contract that would raise a "conflict of interest" issue under A.R.S. Sections 38-501 through 38-511 (See A.R.S. of interest at [www.azleg.gov](http://www.azleg.gov)).

I am not aware of any conflict(s) of interest under A.R.S. Sections 38-501 through 38-511.

I am aware of the following conflict(s) of interest:

**8. Acknowledgments**

**A. Solicitation Transparency Policy – No Contact with City Officials or Staff During Evaluation**

I understand that a person or entity who seeks or applies for a city contract, or any other person acting on behalf of that person or entity, is prohibited from contacting city officials and employees regarding the contract after a solicitation has been posted.

This “no-contact” provision only concludes when the contract is awarded at a City Council meeting. If contact is required with City official or employees, the contact will take place in accordance with procedures by the City. Violation of this prohibited contacts provision, set out in City Code Sections 2-190.4 and 43-36, by respondents, or their agents, will lead to **disqualification**.

**B. Fraud Prevention and Reporting Policy**

I acknowledge that the City has a fraud prevention and reporting policy and takes fraud seriously. I will report fraud, suspicion of fraud, or any other inappropriate action to telephone no. 602-261-8999 or 602-534-5500 (TDD); or via email to [aud.integrity.line@phoenix.gov](mailto:aud.integrity.line@phoenix.gov).

The purpose of the fraud policy is to maintain the City's high ethical standards. The policy includes a way for our business partners to report wrongdoing or bad behavior. Suspected fraud should be reported immediately to the Phoenix Integrity Line. The City has adopted a zero-tolerance policy regarding fraud.

**OATH**

I affirm that the statements contained in this form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

Should any of the answers to the above questions change during the course of the contract, particularly as it relates to any changes in ownership, applicant agrees to update this form with the new information within thirty (30) days of such changes. Failure to do so may be deemed a breach of contract.

Company (Corporation, LLC) Name and DBA (if applicable)

Print Name Title

Signature Date