

OFFER

(please complete, sign, and return with the submittal)

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, Offeror 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 Offeror 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.

<p>Enter City's Registration System ID Number Located at City's eProcurement website (see SECTION 2 – INSTRUCTIONS - CITY'S REGISTRATION)</p>	
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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

 Print Name and Title _____
(President, Manager, Member) *Offeror Legal Name and Company Type*
(LLC, Inc., Sole Proprietor)

Street Address: _____
 City, State, Zip Code: _____
 Telephone Number: _____
 Email Address: _____

COSTS AND PAYMENTS

(please complete and return with the submittal)

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.**

CONFLICT OF INTEREST AND TRANSPARENCY FORM

(please complete, sign, and return with the submittal)

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.

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First	MI	Last	Suffix
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2. Contract Information

Solicitation # or Name:

3. Name of individual(s) or entity(ies) seeking a contract with the City (i.e. parties to the Contract)

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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.

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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:

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6. List any attorney, lobbyist, or consultant retained by any individuals listed in Questions 3, 4, or 5 to assist in the proposal or seeking the resulting contract. If none, indicate N/A.

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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. ARS 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 Arizona Revised Statutes regarding conflict of interest at www.azleg.gov).

- I am not aware of any conflict(s) of interest under Arizona Revised Statutes Sections 38-501 through 38-511.
- I am aware of the following conflict(s) of interest:

8. Acknowledgements

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 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 30 days of such changes. Failure to do so may be deemed a breach of contract.

PRINT NAME

TITLE

SIGNATURE

DATE

COMPANY (CORPORATION, LLC, ETC.) NAME and DBA

YEARS IN BUSINESS AND REFERENCES

(please complete and return with the submittal)

Contractor certifies that they have provided _____
listed in this solicitation for a period of ____ year(s).

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, the goods or services.

Name of Company: _____

Name of Contact: _____

Email Address: _____

Phone Number: _____

Name of Company: _____

Name of Contact: _____

Email Address: _____

Phone Number: _____

Name of Company: _____

Name of Contact: _____

Email Address: _____

Phone Number: _____

PLACE OF BUSINESS

(please complete and return with the submittal)

Bidder's place of business will be an award factor in order to minimize the City's transportation and handling costs. Enter below each bidder's landfill locations, type of waste accepted, and hours of operations:

Physical Address and Cross Streets	Type of Waste Accepted	Hours of Operation



EMERGENCY 24-HOUR SERVICE CONTACT

(please complete and return with the submittal)

Contact Name: _____

Telephone Number: _____

Alternate Contact: _____

Telephone Number: _____



Submittal
Minimum Qualifications Questionnaire
Solicitation No. IFB 25-0496
Non-Municipal Solid Waste Landfill Disposal
Services

City of Phoenix
Procurement Division
258 W. Washington St.
Phoenix, AZ 85003

Submittal: Minimum Qualifications Questionnaire

Submittal:

All forms provided in the submittal section must be completed and submitted with the Offer. The Minimum Qualifications Questionnaire is one such required form and shall be completed, signed, and submitted with the offer as a requirement to be determined responsive.

Reasonable susceptibility is established based on the evaluation criteria set forth in the Invitation for Bid. Conformance to the Minimum Qualifications established within the Invitation for Bid is required to ensure that experienced, capable offers with operational and financial capacity are providing solutions that meet the requirements specified in the Scope of Work.

In accordance with Standard Terms and Conditions regarding *Determining Responsiveness and Responsibility*, Offers determined nonresponsive or nonresponsible will not be considered for further evaluation.

Minimum Qualifications Questionnaire:

Please complete the questionnaire below. By completing the questionnaire, the offeror is attesting to the truthfulness of the responses and acknowledges that the offeror understands the assurance of response and completion is subject to the City's authority and sole discretion to determine responsiveness.

If answering YES to any of the four (4) questions, attach the requested support documentation to this form. The YES response will require support documentation. Check the *Attached* box indicating that the support documentation has been attached. The support documentation attachments shall be organized in the order in which the questions are listed and must clearly reference each associated question number.



Submittal
Minimum Qualifications Questionnaire
Solicitation No. IFB 25-0496
Non-Municipal Solid Waste Landfill Disposal Services

City of Phoenix
 Procurement Division
 258 W. Washington St.
 Phoenix, AZ 85003

Minimum Qualifications Questions:		YES	NO
1.	Does the Offeror have a minimum (3) landfill locations in the Phoenix metropolitan area?	<input type="checkbox"/>	<input type="checkbox"/>
	If answered YES, the Offeror shall provide a map identifying the landfill locations. See Exhibit B – City of Phoenix map.	Attached <input type="checkbox"/>	
2.	Has the Offeror had significant safety and environment protocol violations in the past three (3) years?	<input type="checkbox"/>	<input type="checkbox"/>
	If answered YES, the Offeror shall provide a copy of the violations.	Attached <input type="checkbox"/>	
3.	Has the offeror been in operation for a minimum of three (3) years?	<input type="checkbox"/>	<input type="checkbox"/>
	If YES, the Offeror shall provide supplemental information or documentation.	Attached <input type="checkbox"/>	
4.	Does the offeror have at least three (3) non-municipal waste landfill locations in the Phoenix metro area with an operational lifespan or landfill capacity threshold of a minimum of five (5) years?	<input type="checkbox"/>	<input type="checkbox"/>
	If YES, the Offeror shall provide supplemental information or documentation.	Attached <input type="checkbox"/>	



Submittal
Minimum Qualifications Questionnaire
Solicitation No. IFB 25-0496
Non-Municipal Solid Waste Landfill Disposal
Services

City of Phoenix
Procurement Division
258 W. Washington St.
Phoenix, AZ 85003

The Offeror acknowledges the responses to the questionnaire to be current and true at the time of the submittal. The signature of the duly authorized representative of the Offer shall be applied in order for the submittal to be deemed complete.

Offeror/Company Name: _____

Title of Authorized Official: _____

Signature: _____ Date: _____