

EXHIBIT A – REQUIRED SUBMITTAL DOCUMENTS

BID PRICE SCHEDULE

(Please complete and return with Offer submittal.)

A. HOURLY LABOR RATES

Item No.	Description	Estimated Hours	Hourly Rate	Extended Total Price
1	Labor Rate - Routine/Scheduled - 24/7/365	1,000	\$	\$
2	Labor Rate - Urgent Call Out (for non-scheduled, 2hr on-site response) - 24/7/365	20	\$	\$
Total				\$

B. GLASS PRODUCTS

Item No.	Description	Unit of Measure	Estimated Annual Quantities	Unit Price (each)	Total Price
1	1/4" Bronze/Gray Annealed	SF	180	\$	\$
2	1/4" Bronze/Gray Tempered	SF	180	\$	\$
3	1/4" Solar Cool Bronze/Gray Annealed	SF	180	\$	\$
4	1/4" Solar Cool Bronze/Gray Tempered	SF	180	\$	\$
5	1/8" Bronze/Gray Annealed	SF	120	\$	\$
6	1/8" Bronze/Gray Tempered	SF	120	\$	\$
7	3/16" Bronze/Gray Annealed	SF	120	\$	\$
8	3/16" Bronze Gray Tempered	SF	120	\$	\$
9	Insulated Bronze/Gray 7/16"-1/2" Annealed	SF	20	\$	\$
10	Insulated Bronze/Gray 7/16"-1/2" Tempered	SF	20	\$	\$
11	Insulated Bronze/Gray 9/16"-5/8" Annealed	SF	20	\$	\$
12	Insulated Bronze/Gray 9/16"-5/8" Tempered	SF	20	\$	\$
13	Insulated Bronze/Gray 3/4"-1" Annealed	SF	40	\$	\$
14	Insulated Bronze/Gray 3/4"-1" Tempered	SF	40	\$	\$

Item No.	Description	Unit of Measure	Estimated Annual Quantities	Unit Price (each)	Total Price
15	Insulated Bronze/Gray Over Low E 7/16"-1/2" Annealed	SF	40	\$	\$
16	Insulated Bronze/Gray Over Low E 7/16"-1/2" Tempered	SF	40	\$	\$
17	Insulated Bronze/Gray Over Low E 9/16"-5/8" Annealed	SF	40	\$	\$
18	Insulated Bronze/Gray Over Low E 9/16"-5/8" Tempered	SF	40	\$	\$
19	Insulated Bronze/Gray Over Low E 3/4"-1" Annealed	SF	40	\$	\$
20	Insulated Bronze/Gray Over Low E 3/4"-1" Tempered	SF	40	\$	\$
21	Insulated Solar Cool Bronze/Gray 3/4"-1" Annealed	SF	60	\$	\$
22	Insulated Solar Cool Bronze/Gray 3/4"-1" Tempered	SF	60	\$	\$
23	1/4" Clear Tempered	SF	40	\$	\$
24	1/4" Clear Laminated	SF	60	\$	\$
25	1/4" Bronze/Gray Laminated	SF	60	\$	\$
26	Clear Mirror	SF	60	\$	\$
TOTAL (Items 1-26)					\$

C. GRAND TOTAL (TOTAL OF above TABLES A AND B)

Item No.	Description	TOTAL
1	Total from Table A – Hourly Labor Rate	\$
2	Total from Table B – Glass Products	\$
GRAND TOTAL		\$

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COSTS AND PAYMENTS

(Please complete and return with Offer 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.**

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EMERGENCY 24-HOUR SERVICE CONTACT

(Please complete and return with Offer submittal.)

Contact Name: _____

Telephone Number: _____

Alternate Contact: _____

Telephone Number: _____

EXHIBIT A – REQUIRED SUBMITTAL DOCUMENTS

MINIMUM QUALIFICATIONS CERTIFICATION

(Please complete and return with Offer submittal.)

Minimum Qualifications Requirements

Offerors must meet minimum qualifications to be considered for this Solicitation. Offerors must certify that they meet each of the minimum requirements and give written examples of meeting the minimum qualifications. **Offerors not completing and/or not meeting the Minimum Qualifications as specified below will be deemed non-responsive and will not be considered for award.**

A. Experience: Offeror must have been in operation a minimum of four (4) consecutive years within the last seven (7) years immediately preceding issuance of this IFB, providing glass repair, replacement, and maintenance services in a facility(ies) and/or environment(s) **that operate 24/7, 365 days per year.** Please provide details of this experience below, including current contracts/customers where the Contractor provides **24/7 service**, as well as duration of time providing these services.

B. 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 and has included a copy with their submittal:

Licensed Contractor's Name	_____
Class	_____
License Number	_____
Expiration Date	_____

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MINIMUM QUALIFICATIONS CERTIFICATION
(Please complete and return with Offer submittal.)

C. Assigned Service Representative

The Offeror must assign a service representative who will be the City's primary contact under the resultant contract with the following qualifications:

The offeror's assigned service representative must possess at least three (3) years of experience providing glass repair, replacement, and maintenance in a facility(ies) and/or environment that operates 24/7, 365 days per year.

1. Please provide the name of the Assigned Service Representative who will be the main point of contact for this contract. _____
2. Offeror must list experience information for the Assigned Service Representative below to demonstrate they meet the minimum qualifications:

EXHIBIT A – REQUIRED SUBMITTAL DOCUMENTS

YEARS IN BUSINESS AND REFERENCES

(Please complete and return with Offer submittal.)

Contractor certifies that they have provided glass repair services as 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, glass repair 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: _____

EXHIBIT A – REQUIRED SUBMITTAL DOCUMENTS

OFFER

(Please complete and return with Offer 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</p> <p>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)

Company Address: _____

Phone Number: _____

Email Address: _____

ACCEPTANCE OF OFFER

(To be completed by the City at time of Contract award.)

The Offer is hereby accepted.

The Contractor is now bound to sell the material(s) or service(s) listed by the attached Contract and based upon the Solicitation, including all terms, conditions, specifications, amendments, etc. and the Contractor’s Offer as accepted by the City.

This Contract shall henceforth be referred to as Contract No._____. The Contractor has been cautioned not to commence any billable work or provide any material or service under this Contract until Contractor receives purchase order, or Contract documentation.

CITY OF PHOENIX

A Municipal Corporation
Jeffrey Barton, City Manager

Michael D. Hughes
Deputy Aviation Director

Attest:

_____ this _____ day of _____ 2025.

City Clerk

Approved as to form this 19th day of January 2017. This document has been approved as to form by the City Attorney and is on file with the City Clerk. It need not be submitted to the City Attorney for approval unless the form document is altered.

EXHIBIT A – REQUIRED SUBMITTAL DOCUMENTS

CONFLICT OF INTEREST AND TRANSPARENCY FORM

(Please complete and return with Offer 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.			
First	MI	Last	Suffix
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)			
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 subcontractors, 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 to assist in the proposal or seeking the resulting contract. If none, indicate N/A.			

EXHIBIT A – REQUIRED SUBMITTAL DOCUMENTS
CONFLICT OF INTEREST AND TRANSPARENCY FORM CONT'D

(Please complete and return with Offer submittal.)

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:

EXHIBIT A – REQUIRED SUBMITTAL DOCUMENTS

CONFLICT OF INTEREST AND TRANSPARENCY FORM CONT'D

(Please complete and return with Offer submittal.)

8. Acknowledgements	
A. Solicitation Transparency Policy – No Contact with City Officials or Staff During Evaluation	
<input type="checkbox"/>	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.
<input type="checkbox"/>	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	
<input type="checkbox"/>	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 .
<p>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.</p>	
OATH	
<p>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.</p> <p>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.</p>	
PRINT NAME	TITLE
SIGNATURE	DATE
COMPANY (CORPORATION, LLC, ETC.) NAME and DBA	