
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.**



PRICING PROPOSAL
RFP-24-0432; Street Right-of-Way Landscape Maintenance

Instructions:

1. Offerors must include pricing for at least one location for "Routine Landscape Service". Offerors may submit prices for all locations, but must submit prices for each location they propose to provide service.
2. All offers must include pricing for "Non-Routine Services". Proposals missing this area will be deemed non-responsive.
3. Offeror will not be considered for locations with blank prices on any line in the "Routine Landscape Service".
4. Offers may submit the Pricing Proposal as an Excel sheet separately.
5. Unit Prices where the Unit of Measure is "Sq Foot" may only be entered to the 6th decimal place (\$0.123456, or the 1/10,000 of a cent).

| ROUTINE LANDSCAPE MAINTENANCE SERVICE | | | | | |
|---------------------------------------|-------------------|---|------------|-----------------|---|
| ITEM NO. | APROX SQ. FOOTAGE | LOCATION | UNIT PRICE | UNIT OF MEASURE | SERVICE FREQUENCY |
| 1 | 17.1 M | Freeway Landscape North Zone | | Sq Foot | Monthly |
| 2 | 5.6 M | Freeway Landscape South Zone | | Sq Foot | Monthly |
| 3 | 6.2 M | Street Landscape North Zone | | Sq Foot | Monthly |
| 4 | 8.3 M | Street Landscape North Central | | Sq Foot | Monthly |
| 5 | 7.5 M | Street Landscape South Central | | Sq Foot | Monthly |
| 6 | 6.3 M | Street Landscape South Zone | | Sq Foot | Monthly |
| 7 | varies | Water Conveyance Channels | | Hour | Location: Water Conveyance Channels Seven person crew- Includes required hand tools, vehicles, small power equipment, and any necessary traffic control. As needed, annual Regular Service. |
| 8 | varies | Mutiuse Pathways and Trails (includes weekly litter collection) | | Month | Monthly |
| 9 | varies | Retention Basins (5 separate locations) | | Month | Monthly |
| 10 | varies | Dams and Levees | | Hour | Varies |

| NON-ROUTINE SERVICES (ADDITIONAL/ANCILLARY/AD HOC SERVICES) | | | | |
|--|---|------------|---------------------------------|-------------------|
| Items 11 - 34 Pricing includes all necessary tools, vehicles, equipment, irrigation restoration, barricading, soil amendments, plants, and any necessary traffic control | | | | |
| ITEM NO. | DESCRIPTION | UNIT PRICE | UNIT OF MEASURE | Additional Notes: |
| 11 | General Labor (Routine Hours) | | Hour | |
| 12 | General Labor (Premium Hours) | | Hour | |
| 13 | Irrigation Repair | | Hour | |
| 14 | Graffiti Removal | | Hour | |
| 15 | Backflow Prevention - Testing includes test gauges required. | | Each | |
| 16 | Backflow Prevention - Repair | | Hour | |
| 17 | Tree Pruning (non-palm tree): Includes chipper/shredders, power equipment, tree and ground crews. | | Hour | |
| 18 | Pruning and/or cutting back shrubs, vines, ground cover type plants | | Hour | |
| 19 | Palm Tree Pruning- Frond pruning | | Each Tree | |
| 20 | Palm Tree Pruning- Trunk skinning | | Linear Foot | |
| 21 | Planting: 1 GALLON SIZE PLANT CONTAINER | | Each | |
| 22 | Planting: 5 GALLON SIZE PLANT CONTAINER | | Each | |
| 23 | Planting: 15 GALLON SIZE PLANT CONTAINER | | Each | |
| 24 | Planting: 24 INCH BOX SIZE PLANT CONTAINER | | Each | |
| 25 | Planting: 36 INCH BOX SIZE PLANT CONTAINER | | Each | |
| 26 | Tree Removal: LESS THAN 4 INCH Diameter Base Height (DBH) | | Each | |
| 27 | Tree Removal: 4 INCH – 8 INCH DBH | | Each | |
| 28 | Tree Removal: GREATER THAN 8" DBH | | Each | |
| 29 | Stump Grinding | | Linear foot (of stump diameter) | |

| | | | | |
|----|--|--|-------------|--|
| 30 | Palm Tree Removal | | Each | |
| 31 | Weed Control: Pre-emergent | | Square yard | |
| 32 | Weed Control: Post-emergent | | Square yard | |
| 33 | Loader tractor including operator | | Hour | |
| 34 | Trencher including operator | | Hour | |



EMERGENCY 24-HOUR SERVICE CONTACT

(please complete and return with the submittal)

Contact Name: _____

Telephone Number: _____

Alternate Contact: _____

Telephone Number: _____

CONTRACTOR LICENSING REQUIREMENTS

(please complete and return with the submittal)

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 _____

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: _____



**SUBMITTALS –
FINANCIAL RESPONSIBILITY QUESTIONNAIRE**

CITY OF PHOENIX

Finance Department,
Procurement Division,
251 W. Washington St., 8th Floor,
Phoenix, Arizona 85003
procurement@phoenix.gov

This questionnaire must be submitted with Proposal documents. Failure to provide the completed questionnaire may cause rejection of the Proposal. All references and information must be current and traceable. If the Offeror is a Joint Venture, a separate form shall be prepared by each Joint Venture Partner.

Name of Offeror: _____

Principal Business Address: _____

Contact/Title: _____

Phone: _____ Email: _____

Website: _____ DUNS No. _____

How long has your organization been in business under present name? _____ years.

Describe your company's ability to meet the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

Have you or your organization, or any officer or partner thereof, failed to complete a Contract?

No Yes. If yes, give details: _____

Is any litigation pending against your organization?

No Yes. If yes, give details: _____



**SUBMITTALS –
FINANCIAL RESPONSIBILITY QUESTIONNAIRE**

CITY OF PHOENIX

Finance Department,
Procurement Division,
251 W. Washington St., 8th Floor,
Phoenix, Arizona 85003
procurement@phoenix.gov

Identify your principal financial institution for financial responsibility reference:

Name of Bank: _____

Street Address: _____

City and State: _____

Telephone: _____ E-Mail: _____

Officer Familiar with Offeror's Account: _____

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.

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

| | | | |
|-------|----|------|--------|
| 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.

| |
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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:

| |
|--|
| |
|--|

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.

| |
|--|
| |
|--|

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

