



**ATTACHMENT A – COSTS AND
PAYMENTS**

**CITY OF PHOENIX
200 W. Washington St.,
9th Floor
Phoenix, AZ 85003**

1. COSTS AND PAYMENTS:

1.1 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.**



**ATTACHMENT B – YEARS IN BUSINESS
AND REFERENCES**

**CITY OF PHOENIX
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1. **YEARS IN BUSINESS AND REFERENCES:** The Offeror certifies that they have been in operation a minimum of five years and the Offeror’s normal business activity during the past five years has been for the provision of services described in Section V – Scope of Work. The Offeror shall furnish the names, addresses, and telephone numbers of a minimum of three companies or government organizations for which the Offeror is currently furnishing or has furnished, completed services that are similar to the solicited services. Do not list City of Phoenix employees or officials as references.

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____



**ATTACHMENT C – EMERGENCY
CONTACT INFORMATION**

**CITY OF PHOENIX
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1. EMERGENCY 24-HOUR SERVICE CONTACT:

Primary Contact Name _____

Telephone Number _____

Email Address _____

Alternate Contact Name _____

Telephone Number _____

Email Address _____



ATTACHMENT D – OFFER FORM

**CITY OF PHOENIX
200 W. Washington St.,
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Phoenix, AZ 85003**

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 solicitation and any written exceptions in the offer.

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)	
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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

Verify Name and type of company
(LLC, Inc., Sole Proprietor)

Printed Name and Title
(Member, Manager, President)

Address _____
City, State and Zip Code _____
Telephone Number _____
Company’s Fax Number _____
Company’s Toll Free # _____
Email Address _____



**ATTACHMENT E – SOLICITATION
TRANSPARENCY FORM**

**CITY OF PHOENIX
200 W. Washington St.,
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Phoenix, AZ 85003**

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
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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)

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 to assist in the proposal or seeking the resulting contract. If none, indicate N/A.



**ATTACHMENT E – SOLICITATION
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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).



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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



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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



ATTACHMENT F – PRICE PROPOSAL

**CITY OF PHOENIX
200 W. Washington St.,
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1. INSTRUCTIONS FOR THE ROUTINE SERVICES TABLES:

- Routine services are defined in Section V – Scope of Work, Clause 5.2.
- For at least one group below, input the cost per visit for each line item. Line items with missing costs may cause the proposer to be deemed as non-responsive. Input the total annual cost for each line item, which shall be based on the cost per visit multiplied by the estimated number of visits per year.
- Proposers may input pricing for one group or multiple groups. Evaluations will be conducted for each site group separately.
- In addition to submitting routine service pricing for at least one site group, Proposers must complete the additional/ancillary services table on page 4 of this attachment.
- Prices offered shall not include applicable state and local taxes. The city will pay all applicable taxes. For the purposes of determining the lowest cost, the city will not take tax into consideration. Taxes must be listed as a separate item on all invoices.

2. 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.



ATTACHMENT F – PRICE PROPOSAL

CITY OF PHOENIX
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Routine Services - Group 1

Line Item No.	Site Description	Maintenance Level (ML)	Estimated No. of Visits Per Year	Cost per Visit	Total Annual Cost
1.	24th St Administrative Office Area	High	52		
2.	24th St Water Treatment Plant	High	52		
3.	Cave Creek Service Center	High	52		
4.	Cave Creek Water Reclamation Plant	High	52		
5.	Deer Valley Water Treatment Plant	High	52		
6.	Union Hills Water Treatment Plant	High	52		
7.	Val Vista Water Treatment Plant	High	52		
Group 1 Total					

Routine Services - Group 2

Line Item No.	Site Description	Maintenance Level (ML)	Estimated No. of Visits Per Year	Cost per Visit	Total Annual Cost
1.	52nd St Reservoir East Yard & Remote Site South 2A-B9	High	52		
2.	Customer Service Area 1	Medium	30		
3.	Customer Service Area 4	Medium	30		
4.	Remote Facilities 1-ES1	Medium	12		
5.	Remote Facilities 1-ES3	Medium	12		
Group 2 Total					



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Routine Services - Group 3

Line Item No.	Site Description	Maintenance Level (ML)	Estimated No. of Visits Per Year	Cost per Visit	Total Annual Cost
1.	23rd Ave Wastewater Treatment Plant	High	52		
2.	91st Ave Wastewater Treatment Plant	High	52		
Group 3 Total					



ATTACHMENT F – PRICE PROPOSAL

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3. INSTRUCTIONS FOR THE ADDITIONAL/ANCILLARY SERVICES TABLE:

- Additional/ancillary services are defined in Section V – Scope of Work, Clause 5.15.
- Input unit pricing for all of the line items in the below table.
- Any missing prices for the additional/ancillary services table may cause the Proposer to be deemed as non-responsive.

Additional/Ancillary Services

Description	Unit of Measure	Unit Price
GENERAL LABOR WORK RATE FOR ADDITIONAL SERVICES AS REQUESTED BY WSD (INCLUDES REMOVAL/REPLACEMENT/INSTALLATION OF PLANTS/SHRUBS/TREES, CLEAN-UP FROM STORMS/VANDALISM/ACCIDENTS, TRASH CLEAN-UP, PALM PEELING/SHAVING/SCALING, PLANT PRUNING, ETC.):		
General Labor Work Rate	Hour	
IRRIGATION SYSTEMS MAINTENANCE AND REPAIR:		
Irrigation Systems Labor Work Rate	Hour	
SUPPLY AND INSTALLATION/REMOVAL OF DECOMPOSED GRANITE (3/4" MINUS) VARIOUS COLORS:		
1-10 Tons	Ton	
11-25 Tons	Ton	
26-50 Tons	Ton	
ADDITIONAL MATERIALS AS REQUIRED BY WSD (NEW/REPLACEMENT PLANTS/TREES/SHRUBS, IRRIGATION PIPING, ETC.; EXCLUDES DECOMPOSED GRANITE):		
*Pass-Through Cost Only	N/A	N/A

*All additional materials shall be charged to WSD as a pass-through cost, and shall be itemized on the invoice(s). Receipt(s) of the additional materials shall be included with the invoice(s).