



CITY OF PHOENIX

**PUBLIC WORKS DEPARTMENT
Amanda Cook
Procurement Officer
200 W. Washington Ave, 7th Floor
Phoenix, AZ 85003
(602) 256-5634
Amanda.Cook@phoenix.gov**

**INVITATION FOR BID
IFB 21-FSD-037 (AC)**

FORKLIFTS - REQUIREMENTS CONTRACT



TABLE OF CONTENTS

SOLICITATION RESPONSE CHECK LIST 3

1. DESCRIPTION – STATEMENT OF NEED - TERM: 4

2. CITY’S VENDOR SELF-REGISTRATION AND NOTIFICATION: 4

3. SCHEDULE OF EVENTS: 4

ACTIVITY (ALL TIMES ARE LOCAL PHOENIX TIME) 4

DATE 4

LOCATION 4

4. PREPARATION OF OFFER: 5

5. OBTAINING A COPY OF THE SOLICITATION AND ADDENDA: 6

6. EXCEPTIONS: 6

7. INQUIRIES: 6

8. ADDENDA: 6

9. BUSINESS IN ARIZONA: 6

10. LICENSES: 7

11. CERTIFICATION: 7

12. SUBMISSION OF OFFER: 7

13. WITHDRAWAL OF OFFER: 7

14. OFFER RESULTS: 7

15. PRE-AWARD QUALIFICATIONS: 8

16. AWARD OF CONTRACT: 8

17. CITY’S RIGHT TO DISQUALIFY FOR CONFLICT OF INTEREST: 9

18. SOLICITATION TRANSPARENCY POLICY: 9

19. PROTEST PROCESS 10

20. PUBLIC RECORD 11

21. LATE OFFERS 11

22. RIGHT TO DISQUALIFY 11

23. SITE 12

28. CONTRACT AWARD: 12

29. DETERMINING RESPONSIVENESS AND RESPONSIBILITY 12

30. EQUAL LOW OFFER: 12

SECTION II – STANDARD TERMS AND CONDITIONS 13



TABLE OF CONTENTS

CITY OF PHOENIX

SECTION III – SPECIAL TERMS & CONDITIONS..... 26
SECTION IV – INSURANCE AND INDEMNIFICATION 35
SECTION V – SCOPE 39
SECTION VI – SUBMITTALS 44



SECTION I - INSTRUCTIONS

CITY OF PHOENIX

Please read before continuing to the offer document. This list may not include every requirement; the purpose is to assist vendors, but vendors are expected to read and comply with the entire solicitation.

SOLICITATION RESPONSE CHECK LIST

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

- All forms have been completed and signed, including Solicitation Disclosure form.
- All Submittals are included.
- Reviewed and verified prices offered.
- Checked price extensions and totals.
- Included any required drawings or descriptive literature.
- If required, checked and included the amount of the offer surety.
- Reviewed the insurance requirements, if any, to assure compliance.
- Included the specified number of copies of the offer as indicated in Submittal section.
- Included signed addenda, if any.
- Addressed the mailing envelope to the Procurement Officer on the solicitation front page, at the address listed.
- The mailing envelope clearly shows your company name and address, the solicitation number, solicitation title and the offer opening date.

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



SECTION I - INSTRUCTIONS

CITY OF PHOENIX

1. DESCRIPTION – STATEMENT OF NEED - TERM:

- 1.1. The City of Phoenix invites sealed offers for **forklifts**.
- 1.2. Purchase of forklifts for the City of Phoenix.
- 1.3. This solicitation is available through Arizona Relay Service 7-1-1. Please call TTY 800-367-8939 for assistance.
- 1.4. 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. 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.

3. SCHEDULE OF EVENTS:

ACTIVITY (All times are local Phoenix time)	DATE	LOCATION
Solicitation Issue Date	January 28, 2021	https://solicitations.phoenix.gov/
Pre-Offer Conference	9 a.m., February 3, 2021	Join by phone +1-415-655-0001 US Toll Access code: 146 922 7063
Written Inquiries Due Date	11 a.m., February 5, 2021	Amanda.Cook@phoenix.gov
Offer Due Date	1 p.m., February 24, 2021	City of Phoenix, City Hall 200 W. Washington St. 1st Floor, Atrium* Phoenix, AZ 85003 The public will be able to call the WebEx phone number noted below and listen to the Bid Opening meeting live: Join by phone +1-415-655-0001 US Toll Access code: 146 126 2717

The City reserves the right to change dates and/or locations as necessary, and the City does not always hold a Pre-Offer Conference or Site visit.

***Atrium just beyond security checkpoint in bid box marked for Public Works Department.**



4. PREPARATION OF OFFER:

- 4.1. 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.
- 4.2. 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.
- 4.3. All time periods stated as a number of days will be calendar days.
- 4.4. 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:
 - 4.4.1. Consider applicable laws and/or economic conditions that may affect cost, progress, performance, or furnishing of the products or services.
 - 4.4.2. Study and carefully correlate Offeror's knowledge and observations with the solicitation and other related data.
 - 4.4.3. Promptly notify the City of all conflicts, errors, ambiguities, or discrepancies that Offeror has discovered in or between the solicitation and other related documents.
 - 4.4.4. 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.
 - 4.4.5. 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.
 - 4.4.6. 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.

- 4.4.7. 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.

5. OBTAINING A COPY OF THE SOLICITATION AND ADDENDA:

Interested Offerors may download the complete solicitation and addenda from <https://solicitations.phoenix.gov/>. Internet access is available at all public libraries. 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 **Public Works Department, Contract Services, 200 W. Washington Ave, 7th Floor**, 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.

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. See Inquiries and Schedule of Events.

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.

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.

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.

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.

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.

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.

Offers must be submitted in a sealed envelope and the following information should be noted on the outside of the envelope:

- 12.1.** Offeror's Name
- 12.2.** Offeror's Address (as shown on the Certification Page)
- 12.3.** Solicitation Number
- 12.4.** Solicitation Title
- 12.5.** Offer Opening Date

All offers must be completed in ink or typewritten. Include the number of copies that are required as indicated in the Submittal section.

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.

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 reviewed the offers, the City will post an award recommendation on the website. The City will not provide any further notification to unsuccessful Offerors.

15. PRE-AWARD QUALIFICATIONS:

15.1 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.

16. AWARD OF CONTRACT:

16.1 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.

16.2 Factors that may be considered by the City include:

16.3 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,

16.4 Demonstrated availability of the necessary manpower (both supervisory and operational personnel) and necessary equipment to accomplish the scope of work in the Solicitation; and,

16.5 Safety record, including complaints or investigations; and,

16.6 Offeror history of complaints, and termination for convenience or cause, litigation or lawsuits.

16.7 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.

16.8 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 Deputy Finance Director 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.

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.

18. SOLICITATION TRANSPARENCY POLICY:

18.1. 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

18.2. 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.

18.3. 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.

18.4. 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.

18.5. 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.

- 18.6.** “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.

19. PROTEST PROCESS:

- 19.1.** 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.
- 19.2.** 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.
- 19.3.** 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.
- 19.4.** 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.
- 19.5.** All protests will be in writing, filed with the Procurement Officer identified in the solicitation and include the following:

- 19.5.1. Identification of the solicitation number;



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

19.6. 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.

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.

21. LATE OFFERS:

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.

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.

23. SITE INSPECTION:

Offeror agrees that submission of an offer indicates that the Offeror either 1. made a site inspection and is aware of all conditions that may affect performance and offer prices; or 2. Did not make a site inspection, but regardless is either aware of all conditions that may affect performance and offer prices, or accepts the risk and understands the scope of its binding Offer.

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.

25. DETERMINING RESPONSIVENESS AND RESPONSIBILITY:

25.1. 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.

25.2. 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.

25.3. 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.

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.



SECTION II – STANDARD TERMS AND CONDITIONS

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.
- “Deputy Finance Director” 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



SECTION II – STANDARD TERMS AND CONDITIONS

CITY OF PHOENIX

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.

2. CONTRACT INTERPRETATION:

- 2.1. 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.
- 2.2. 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:
 - 2.2.1. Special terms and conditions
 - 2.2.2. Standard terms and conditions
 - 2.2.3. Amendments
 - 2.2.4. Statement or scope of work
 - 2.2.5. Specifications
 - 2.2.6. Attachments
 - 2.2.7. Exhibits
 - 2.2.8. Instructions to Contractors
 - 2.2.9. Other documents referenced or included in the Solicitation



- 2.3. 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.
- 2.4. 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.
- 2.5. 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.
- 2.6. 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.
- 3. CONTRACT ADMINISTRATION AND OPERATION:**
- 3.1. 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.
- 3.2. DISCRIMINATION PROHIBITED:** Contractor agrees to abide by the provisions of the Phoenix City Code Chapter 18, Article V as amended.



SECTION II – STANDARD TERMS AND CONDITIONS

CITY OF PHOENIX

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.

- 3.3. 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.

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.

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.

3.4.3 Documentation: Suppliers and lessees may be required to provide additional documentation to the Equal Opportunity Department affirming that a nondiscriminatory policy is being utilized.

3.4.4 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.

3.4. 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:

1.4.1. 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.

1.4.2. 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.

1.4.3. 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.

3.5. HEALTH, ENVIRONMENTAL AND SAFETY REQUIREMENTS: The Contractor's products, services and facilities will be in full compliance with all applicable



SECTION II – STANDARD TERMS AND CONDITIONS

CITY OF PHOENIX

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:

- 1.5.1. Environmental, safety and health regulatory compliance documents (written safety programs, training records, permits, etc.) applicable to services provided by the Contractor in this contract
- 1.5.2. 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.

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).

- 3.6. 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.

- 3.7. 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

- 3.8. 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.



SECTION II – STANDARD TERMS AND CONDITIONS

CITY OF PHOENIX

3.9. 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. COSTS AND PAYMENTS:

4.1. 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.

4.2. 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.

4.3. 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.

4.4. 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.

4.5. 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.

4.6. 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.

4.7. 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



SECTION II – STANDARD TERMS AND CONDITIONS

CITY OF PHOENIX

occurring after award will apply to the undelivered balance. The Contractor will promptly notify the City of such price reductions.

- 4.8. **F.O.B. POINT:** All prices are to be quoted F.O.B. delivered, unless specified elsewhere in this solicitation.

5. **CONTRACT CHANGES:**

5.1. **CONTRACT AMENDMENTS:** Contracts will be modified only by a written contract amendment signed 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.

5.2. **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.

5.3. **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.

6. **RISK OF LOSS AND LIABILITY:**

6.1. **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.

6.2. **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.

6.3. **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.

- 6.4. 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 project manager.
- 6.5. 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.

- 6.6. 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.

7. CITY'S CONTRACTUAL RIGHTS:

- 7.1.** 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.



SECTION II – STANDARD TERMS AND CONDITIONS

CITY OF PHOENIX

- 7.2. NON-EXCLUSIVE REMEDIES:** The rights and remedies of the City under this Contract are non-exclusive.
- 7.3. 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.
- 7.4. 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.
- 7.5. 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.
- 7.6. 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.
- 7.7. 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.
- 7.8. 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.
- 8. CONTRACT TERMINATION:**
- 8.1. 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.

8.2. CONDITIONS AND CAUSES FOR TERMINATION:

8.2.1 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.

8.2.2 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:

- In the opinion of the City, Contractor provides personnel who do not meet the requirements of the contract;
- In the opinion of the City, Contractor fails to perform adequately the stipulations, conditions or services/specifications required in this contract;
- 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.
- Contractor fails to furnish the required service and/or product within the time stipulated in the contract;
- 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.

8.3. 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.



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.

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.

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.

12. NO ISRAEL BOYCOTT:

By entering into this contract, the Contractor certifies that they are not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of goods or services from Israel.



SECTION III – SPECIAL TERMS AND CONDITIONS

CITY OF PHOENIX

1. **FREE ON BOARD (FOB):** Prices quoted shall be FOB destination and delivered, as required, to the following point(s): 2441 S. 22nd Ave, Phoenix, AZ.
If shipping/freight is required, include that in the bid price of the equipment.
2. **PRICE:** All prices offered shall be firm and fixed for the entire term of the contract.
3. **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.
4. **METHOD OF INVOICING:** Invoice must be emailed in .pdf format to 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. **METHOD OF PAYMENT:** Payment to be made from Contractor's invoice and a copy of the signed delivery/service ~~invoices~~ ticket submitted to cover items received and accepted during the billing period.
6. **PARTIAL PAYMENTS:** Partial payments are not authorized on individual purchase orders. Payment will be made upon final delivery and acceptance of all goods and services on the purchase order.
7. **SUPPLIER PROFILE CHANGES:** It is the responsibility of the Contractor to promptly update their profile in procurePHX at 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.
8. **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,
9. **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



SECTION III – SPECIAL TERMS AND CONDITIONS

CITY OF PHOENIX

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 Deputy Finance Director or Department Director prior to the institution of the change.

- 10. 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.

A current listing of eligible entities may be found at www.mesaaz.gov/business/purchasing/save. Any such usage by other entities must be in accordance with the ordinance, charter and/or procurement rules and regulations of the respective entity. Orders placed by other agencies and payment thereof will be the sole responsibility of that entity. The City shall not be responsible for any disputes arising out of transactions made by other entities who utilize this solicitation.

- 11. ADVERTISING:** Contractor will not advertise or publish news releases concerning this contract without the prior written consent of the Deputy Finance Director or Department Director, and the City will not unreasonably withhold permission.
- 12. 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.
- 13. 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.
- 14. DELIVERY:** All deliveries shall be made between the hours of 8 a.m. and 2 p.m., local time, Monday through Friday, excluding City holidays.
- 15. DELIVERY/SERVICE TICKET:** Contractor shall provide a packing list or service ticket for items delivered to the City or services provided to the City. Tickets should include the following and a legible copy shall be provided to the City:
- Date
 - City purchase order number
 - Written description of services which were provided
 - Itemized list of materials which were delivered, including quantity
 - A unique identification number and Contractor name
 - Signature of City employee who accepted for the materials/services



SECTION III – SPECIAL TERMS AND CONDITIONS

CITY OF PHOENIX

16. **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.

17. **DEMONSTRATION:** The City may, in its discretion, require a demonstration of the products or services offered as part of the evaluation process. The demonstration shall be provided by the Contractor at no cost to the City for the period deemed sufficient to properly evaluate the product or service. The exact time, conditions, and terms of the evaluation shall be established at the time a demonstration is requested.
18. **SINGLE SOURCE FOR WARRANTY WORK:** Contractor shall be fully responsible for all warranty work. In addition, Contractor shall have or establish a single local Phoenix source that will accomplish or coordinate any necessary warranty work. Contractor shall respond to requests for repairs within 1 hour after a verbal request by the City.
19. **WARRANTY:** All equipment supplied under this contract shall be fully guaranteed by the contractor for a minimum period of 1 year from the date of notice of in service 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.

Warranty work requirements shall be performed by a technician on-site with a guaranteed response time of 1 hour, seven days a week, 24 hours per day. City acceptance will be determined by the date of actual installation and start-up. Since some of the items will be inventoried for emergency purposes, the City will notify the Contractor of actual start-up date which will be within one year of item receipt.

20. **EVALUATION LITERATURE:** Bids submitted for products considered by the Contractor to be equal or better than the products specified herein must be submitted with technical literature and/or product brochures for the City’s use to evaluate the offered products. Complete specifications, literature, illustrations, blueprints, photos etc. describing the offered product shall be included with the Offer. Contractor shall indicate any variation between the product offered and the literature submitted.
21. **INDUSTRY STANDARDS:** It is intended that the manufacturer in the selection of components will use material and design practices that are the best available in the industry for the type of operating conditions to which the item will be subjected. Component parts shall be selected to give maximum performance, service life and safety and not merely meet the minimum requirements of this specification. All parts, equipment



SECTION III – SPECIAL TERMS AND CONDITIONS

CITY OF PHOENIX

and accessories shall conform in strength, quality of material and workmanship to recognized industry standards.

The term “heavy duty” if used in these specifications shall mean that the item to which the term is applied shall exceed the usual quantity, quality, or capacity supplied with standard production items and it shall be able to withstand unusual straining, exposure, temperature, wear and use.

The City reserves the right to waive minor variations if, in the opinion of the Public Works Department, Fleet Services Division, the basic unit meets the general intent of these specifications.

The product offered shall not include a major component that is of a prototype nature or has not been in production for a sufficient length of time to demonstrate reliability.

If the specifications stated herein for component items do not comply with legal requirements, the Contractor shall so notify the City prior to the Offer due date.

22. **INSPECTION AND ACCEPTANCE:** Each product delivered shall be subject to complete inspection by the City prior to acceptance. Inspection criteria shall include, but not be limited to, conformity to the specifications, mechanical integrity, quality, workmanship and materials. Ten business days will be allowed for this process. If delivered items are unacceptable and returned to the Contractor prior to acceptance, an additional five business days will be allowed for inspection when subsequent delivery occurs. It shall be the Contractor’s responsibility to pick up unacceptable products, correct the deficiencies, and return the product following the corrections.
23. **MANUALS:** All complete operating manuals and parts manuals are to be furnished upon delivery at no additional cost to the City. Manuals and other materials shall show all equipment specifications and mechanical troubleshooting in paper and electronic media.
24. **NEW EQUIPMENT:** All items offered shall be new equipment supplied from the manufacturer. Offers for remanufactured/refurbished equipment will be considered as non-responsive and rejected.
25. **PRODUCT DISCONTINUANCE:** The City may award contracts for products and/or models of equipment because of this solicitation. If a product or model is discontinued by the manufacturer, the City, in its sole discretion, may allow the Contractor to provide a substitute for the discontinued item. Contractor shall request permission to substitute a new product or model and will provide the following:
 - A formal announcement from the manufacturer that the product or model has been discontinued.
 - Documentation from the manufacturer that names the replacement product or model.
 - Documentation that provides clear and convincing evidence that the replacement meets or exceeds all specifications required by the original solicitation
 - Documentation that provides clear and convincing evidence that the replacement



SECTION III – SPECIAL TERMS AND CONDITIONS

CITY OF PHOENIX

- will be compatible with all functions or uses of the discontinued product or model.
 - Documentation from the manufacturer confirming that the price for the replacement item will be the same as the discontinued item.
 - The Deputy Finance Director or Department Director will be the sole judge in determining the allowable substitute, new product or model change for discontinued item.
26. **PRE-DELIVERY INSPECTION:** Onsite inspection of the first unit may be required before delivery. The City reserves the right to inspect the first unit at the factory. This pre-delivery inspection does not constitute final acceptance of the product.
27. **START-UP SUPPLIES:** All necessary supplies for initial operation shall be provided with the equipment at the time of installation by the Contractor at no additional cost to the City.
28. **SUBSTITUTION OF SPECIFIED ITEMS:** Whenever in the specifications any item or process is requested or identified by manufacturer name, proprietary name, or patent such specifications shall be used to facilitate descriptions of the item or process and shall be followed by the words “or equal”. The Contractor may offer any item or process that is equal in every respect. However, if the item or process delivered is not, in the opinion of the City of Phoenix, equal in every respect to the specifications, then the Contractor must furnish the item or material ~~with one~~ that is equal, in the opinion of the City. ~~is equal.~~
29. **TRAINING:** Contractor shall include a total of 4 hours of onsite training for a minimum of 4 Operator City personnel, and 4 hours of onsite training for a minimum of 10 Technician personnel, to assure proper operation and utilization of the equipment. Costs for all training shall be included in the price of the equipment. All manuals and other materials necessary for the required training shall be furnished by the Contractor at no additional cost to the City.
56. **ADMINISTRATION POLICY FOR WARRANTY POLICY:** The City will provide the appropriate documentation to the contractor for warranty processing including work orders and original invoice copies. If there are any additional requirements or documents the contractor requires they will be supplied to the City after award of the Offer. The documentation will be delivered along with the warranty part(s) to the contractor for processing. The contractor has a period of 90 days from the date of submittal to determine the outcome of the claim and to reimburse the City.
57. **DECALS:** Decals or markings of any type pertaining to advertisement other than the manufacturer’s name and model designation normally installed by the manufacturer shall not be attached to any vehicle or equipment.
58. **EMISSION REQUIREMENTS:** Engines, model, accessories and options offered, main and auxiliary (if required), must meet or exceed the Federal Emissions Standards in place at the time the purchase order is issued. Vehicles offered must be the current model in production at the time the purchase order is issued. If the model year offered is a future production model, the Federal Emissions Standard in place at the time of production is required.



SECTION III – SPECIAL TERMS AND CONDITIONS

CITY OF PHOENIX

59. MANUFACTURER SPONSORED FLEET WARRANTY ADMINISTRATION: The manufacturer and/or Contractor will authorize and reimburse for warrantable repairs on City owned vehicles/equipment by the manufacturer(s) subsidiaries and sold to City by Contractor. City will notify the manufacturer and/or Contractor of any problems that are found before repairs are started. A maximum of two hours of troubleshooting will be allowed. The Contractor will order parts as needed and have them drop shipped to the City location. If required, all damaged parts will be returned to Contractor within 20 days. Contractor will provide all documentation via electronic or printed for warranty reimbursement within 30 days. Upon expiration of this agreement, City and Contractor will determine if any warranty coverage exists for the equipment/vehicles by the manufacturer's subsidiaries and sold to the City by Contractor. Contractor and City may, upon mutual agreement, enter into a new five-year agreement to cover the fully negotiated warranty periods. Vehicles covered by this agreement are exclusive manufacturers and include all vehicles/equipment delivered on or after December 14, 2005.

60. OPTIONS, UPGRADES AND ACCESSORIES: As part of any response hereto, Contractor is expected to supply an Electronic price list, provided via website or jump drive --complete listing of vehicle and/or related equipment, model upgrades, model downgrades, options, replacement parts, services, and accessories with offer. The listing may be provided or in such clearly indicated for ease of evaluation and clarity. Failure to submit those required items may result in offer being considered non-compliant. Additional non-manufacturer accessories, options or upgrades may be purchased anytime and must be priced at the documented dealer's cost with no additional profit.

Rebates, specials, core charges, returns or discounts are to be applied when they are directly attributable to the delivery and/or service of the vehicle. The City reserves the right to audit applicable records to ensure proper administration. Contractor must guarantee an established, reliable, responsive supply chain for the procurement of both major and minor items, components for all items installed, maintained and repaired. A repeated failure to obtain major and minor items and components in the timely manner required completing acquisition; maintenance and repairs to the City's satisfaction would be sufficient cause to terminate any contract. Any options, upgrades or accessories not listed must be approved in advance with actual documented costs to Finance. The Deputy Finance Director or Department Director will be the sole judge in determining the allowable options, upgrades and accessories.

61. TRAINING: The successful contractor shall provide training as outlined below. Training will be provided in a three-phased approach, with an Operator level training class, a Maintenance Orientation class and an In-Depth Maintenance training class provided. The timing of these classes and specific subject matter is detailed below.

GENERAL TRAINING REQUIREMENTS: Training will be conducted at the City of Phoenix Fleet Services Division Facility, 2441 South 22nd Avenue, Phoenix, Arizona, unless otherwise designated by same. The contractor will provide all necessary audiovisual materials and instructors for this purpose. The contractor shall allow videotaping of the training session(s) by City personnel and all tapes shall remain the sole property of the City of Phoenix. Additionally, the contractor shall provide any available CD/DVD's or access to



SECTION III – SPECIAL TERMS AND CONDITIONS

CITY OF PHOENIX

online resources, on the repair, maintenance, operation and safety of the units or components, at no additional cost. Where available video tapes are copyrighted, it is the contractor's responsibility to secure written approval for duplication of these tapes for the sole use of the City of Phoenix training process.

Where the contractor does not have appropriate knowledge or materials for providing this training, it will be the contractor's responsibility to coordinate and secure, at no additional cost, subcontractors to meet the requirement of this specification.

The contractor shall allow 21 days scheduling time for Fleet Services to notify appropriate employees of training.

The awarded vendor shall supply an outline of all training classes to the training coordinator before the first unit is delivered. The contractor will coordinate all training through Fleet Services Training Coordinator.

MAINTENANCE ORIENTATION TRAINING: There will be an initial four-hour orientation training on the maintenance and operation of the vehicle within two weeks of delivery of the first current model unit to the City. The awarded vendor shall supply an outline to the training coordinator upon delivery of the first unit and be available to provide this orientation up to three times during an agreed-upon one-week period, with one class each held during 1st, 2nd, and 3rd shifts (i.e., there will be a day shift class, a swing shift class, and a grave shift class—held during those shifts' work hours). Orientation training shall be provided according to the following outline:

TECHNICAL MANUALS (Service and Parts)

Format

Use

VEHICLE FAMILIARIZATION

Description of systems and components

Maintenance services and lubrication

Vehicle operation

Warranty specifications and requirements

Safety

ENGINE

Operation

Maintenance services and lubrication

Tune up

Emissions controls, DPF, DEF System

Engine controls (manual, electronic, if equipped, shut down, computer controls, if equipped and troubleshooting)

Cooling system (integrated sub system with pump for aux. cooling, coolant recovery system)

Oil filtration system

Ignition system (diagnosis, repair, troubleshooting)

Fuel system (diagnosis, repair, and troubleshooting)



SECTION III – SPECIAL TERMS AND CONDITIONS

CITY OF PHOENIX

EFI/PFI, if equipped

TRANSMISSION AND DRIVETRAIN

Description of systems and components

Operation

Maintenance services and lubrication

Service requirements (proper methods and intervals)

Controls (manual, electronic, if equipped)

Integrated emergency warning system

PTO (operation, maintenance services, repair and troubleshooting), if equipped repair and lubrication)

Split shaft PTO operation if equipped

Retarder, if equipped

Tag axle and controls, if equipped

BRAKES AND AIR SUPPLY SYSEM

Description of systems and components

Operation

Maintenance services, repair and lubrication of components

Repair and component replacement (brakes and air systems) Warning devices and troubleshooting

Anti lock system if equipped

BODY AND COMPONENTS

Lubrication and service requirements

Adjustments (compartment doors, lids and covers)

HYDRAULIC SYSTEMS

Description of systems and components

Operational controls (manual, electronic, proportional and automatic sequencing)

Maintenance services, repair and lubrication

Troubleshooting

System diagnosis

ELECTRICAL COMPONENT

Troubleshooting and repair

PACKER AND LIFT OPERATION HYDRAULICS

Description of systems and components

Maintenance services, repair and lubrication

Troubleshooting

System diagnosis

62. VEHICLE DOCUMENTS AND CERTIFICATES: The following documents and certificates are required for each vehicle and shall be provided at the time of delivery:

- Chassis Manufacturer MSO
- Manufacturer's Bill of Materials



SECTION III – SPECIAL TERMS AND CONDITIONS

CITY OF PHOENIX

- Certificate of vehicle completion
- Odometer Disclosure Statement Form
- Level one inspection by Arizona Motor Vehicle Division
- Fleet Services Division, Warranty checklist (form provided)
- Fleet Services Division, Pre-Delivery checklist (form provided)
- Monroney label (window sticker)
- Proof of Delivery (must obtain Authorized City Representative signature and date at time of delivery)

Vehicle delivery will not be considered complete until all required documents are provided, any or all of which, if required to obtain tax exempt license, shall be furnished to the consignee at the time of delivery.

- 63. VEHICLE IN-SERVICE NOTIFICATION:** Vehicles not placed in service immediately upon receipt shall be warranted from the date the vehicle is placed in service. The Fleet Services Division shall notify the vendor in writing of the actual in-service date. The in-service date shall not be more than six months after delivery of acceptable vehicles. Delayed warranty forms shall be provided by the Contractor with all vehicles.
- 64. WARRANTY – FLEET SERVICES:** At a minimum all vehicles supplied shall be fully warranted by the manufacturer against mechanical and electrical defects for minimum of 1 year factory warranty from the delayed warranty in-service date and meter reading. This warranty shall at a minimum cover items such as, but not all inclusive of, actual repair labor, travel time and mileage parts, transportation charges to and from the nearest repair service facility or other designated repair depot. Any defects of design, workmanship or material, shall be fully corrected by the Contractor and/or manufacturer with no cost to the City. Written warranty shall be included with the delivered vehicles.
- 65. WARRANTY POLICY:** All warranties are to cover parts, labor and taxes. The City reserves the right to perform in house warranty repairs with the ability to be reimbursed for parts, labor and taxes. The City does not intend to be the sole warranty provider and may elect to send certain warranty repairs to the contractor.

The current labor reimbursement rate for is \$___ per hour, or industry standard if left blank. However, the labor reimbursement rate will not exceed the manufacturer's current established warranty reimbursement rate. The warranty period will begin from the delayed in-service date reported by the City.

The contractor must establish a 24 hour a day, seven days a week pre-approval authorization process for warranty repairs if pre-authorization is required. The contractor will honor all parts purchased through them or their designated parts supplier as warrantable parts. Whole unit and component warranty terms must be specified when the Offer is submitted. Any Offer submitted without these terms will be deemed as non-responsive.

One electronic copy if available or one hard copy of the labor guide for warranty repairs must be supplied with the delivery of each vehicle model or one master copy per



SECTION III – SPECIAL TERMS AND CONDITIONS

CITY OF PHOENIX

manufacturer. It is the Contractor's responsibility to make sure all the above conditions are met.



1. DEFENSE AND INDEMNIFICATION CLAUSE:

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.

2. VENDOR’S INSURANCE:

Vendor must procure insurance against claims that may arise from or relate to performance of the work hereunder by Vendor and its agents, representatives, employees and subcontractors. Vendor 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 Vendor from liabilities that might arise out of the performance of the work under this Contract by the Vendor, its agents, representatives, employees or subcontractors and Vendor may purchase additional insurance as they determine necessary.

2.1. SCOPE AND LIMITS OF INSURANCE: Vendor 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.

2.1.1. Commercial General Liability – Occurrence Form

General Aggregate	\$2,000,000
Products – Completed Operations Aggregate	\$1,000,000



SECTION IV – INSURANCE AND INDEMNIFICATION

CITY OF PHOENIX

Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

· The Vendor’s insurance coverage must be primary and non-contributory with respect to any insurance or self-insurance carried by the City.

2.1.2. 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
-----------------------------	-------------

2.1.3. 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 Vendor is exempt under A.R.S. §23-902(E), AND when such Vendor executes the appropriate sole proprietor waiver form.

2.2. NOTICE OF CANCELLATION: For each insurance policy required by the insurance provisions of this Contract, the Vendor 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 Department Representative’s Name & Address & Fax Number).

2.3. 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 Vendor from potential insurer insolvency.

2.4. VERIFICATION OF COVERAGE: Vendor 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.



SECTION IV – INSURANCE AND INDEMNIFICATION

CITY OF PHOENIX

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 Department Representative's Name and Address). 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.**

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



SECTION V – SCOPE OF WORK

CITY OF PHOENIX

BID ITEM ONE

1. For the supply of propane sit-down counterbalanced lift trucks and electric pallet trucks of various lift capacities. Lift capacities of 4,000 lbs., 5,000 lbs., 6,000 lbs., 7,000 lbs., 10,000 lbs. and 12,000lbs. Venders providing bids must have local parts and service support.
2. **ENGINE**
 - a. Liquid Petroleum Gas (LPG): 2.4 liter or higher (4,000 lbs. to 7,000 lbs. capacity)
3.5 liter or higher (10,000 lbs. and 12,000 lbs. capacity)
(Depending on manufacturer's recommended power needs for lifting)
 - b. Oil filter: Spin-on type.
 - c. Engine emergency shut down warning system: High temperature/low oil pressure.
 - d. Operator presence switch shuts engine down when operator leaves the seat.
3. **COOLING SYSTEM**
 - a. High capacity radiator.
 - b. Pressurized sealed cooling system.
 - c. Coolant recovery tank for visual checks of coolant levels. Spin-on type coolant filter.
 - d. Heavy duty fan with shroud.
 - e. Hoses: Silicone with compatible clamps.
4. **ELECTRICAL SYSTEM**
 - a. 12-volt system, electrical start.
 - b. Battery: Heavy duty, low maintenance.
5. **TRANSMISSION**
 - a. Forward and Reverse.
 - b. Transmission servicing to be accomplished in truck.
6. **DRIVE AXLE**
 - a. One-piece housing.
 - b. Full floating heavy-duty axle shafts.
 - c. Ring gear and pinion differential assembly or equal.
7. **BRAKES**
 - a. Hydraulic brakes, self-adjusting.
 - b. Drums are separate from wheels.
 - c. Brakes to be shielded against dirt and water.
 - d. Independent emergency parking brake with audible or visual "brake on" warning signal.
8. **HYDRAULIC SYSTEM**
 - a. High capacity direct drive gear pump, pilot operated relief valve to protect system from overload.



SECTION V – SCOPE OF WORK

CITY OF PHOENIX

- b. Filter: Suction line, 25 microns minimum. Must be easily accessible for service. Filter to be a spin-on type.
9. STEERING
 - a. Hydrostatic power steering, tilt wheel.
 - b. Steering axle to articulate to provide four-wheel contact on uneven surfaces.
10. INSTRUMENTATION
 - a. Fuel gauge electrically operated.
 - b. Oil pressure gauge.
 - c. Water temperature gauge.
 - d. Ammeter or voltmeter.
 - e. Engine hour meter.
 - f. Electric discharge and high engine temperature warning lights.
11. LIFT SPECIFICATIONS
 - a. Capacity: Maximum capacity at 24" center to 5' above ground, (minimum).
 - b. Lifting height: Approximately 187".
 - c. Mast: Three stage upright.
 - d. Forks: 42" long, reinforced at heel section, pallet type.
 - e. Maximum overall lowered height not to exceed height of roll cage, or 87" on forklifts up to 7,000 lbs. capacity.
 - f. Full Free Lift
 - g. Tilt: 6° forward, 5° backward, minimum.
 - h. Load backrest
12. TIRES
 - a. Standard pneumatic type, 2 front and 2 rear.
13. SAFETY
 - a. Overhead guard (Roll Over Protection System) that meets all required safety regulations, standards, and guidelines.
 - b. Back-up alarm.
 - c. Beacon: Amber strobe/beacon light.
 - d. Rear view mirror(s).
14. SIDE SHIFT
 - a. Hydraulic side shift to align forks, with load, from driver's compartment.
15. SEAT
 - a. Adjustable, forward and back.
16. LIGHTS
 - a. Work lights, two (2) front and two (2) rear, independently switched front and rear.
17. WARRANTY

Unit shall have a minimum 12-month bumper-to-bumper warranty.



SECTION V – SCOPE OF WORK

CITY OF PHOENIX

18. CERTIFICATION

This truck shall comply with the design specifications of Part II ANSI B56.1 - 1969 as required by OSHA Section, Section 1910.178 a (2) and with Part II ANSI B56.1 - 1975. Compliance to appear on name plate and affixed to the truck at the factory.

BID ITEM TWO

1. For the supply of 24-volt, electric pallet trucks with 2,000 to 6,000 lbs. lift capacity.
2. POWER
 - a. 24-volt electric system
 - b. 24-volt battery with matching single-phase charger.
3. OPERATION
 - a. Stand-up, End Control Rider
 - b. Shall have a cushioned platform/floor mat.
 - c. Controls for travel, steering, lift and lower, and horn will be located on operator's handle.
 - d. Operator's handle shall allow operation from both the left and right side.
 - e. Hour meter and battery discharge indicator display.
 - f. Power steering
4. LIFT SPECIFICATIONS
 - a. Forks: 42"- 60" long
 - b. Load backrest
5. WARRANTY
Unit shall have a minimum 12-month bumper-to-bumper warranty.

BID ITEM THREE

1. For the supply of narrow aisle articulating forklift pallet trucks of various lift capacities ranging from 3,500 lbs. to 5500 lbs. such as manufactured Aisle-Master, Bendi Narrow Aisle, Flexi Narrow Aisle or similar articulating forklift. Venders providing bids must have local parts and service support.
2. ENGINE
 - a. Liquid Petroleum Gas (LPG), Gasoline, Diesel, Electric options.
 - b. Engine emergency shut down warning system: High temperature/low oil pressure.
 - c. Operator presence switch shuts engine down when operator leaves the seat.
3. COOLING SYSTEM
 - a. High capacity radiator.
 - b. Pressurized sealed cooling system.
 - c. Coolant recovery tank for visual checks of coolant levels. Spin-on type coolant filter.



SECTION V – SCOPE OF WORK

CITY OF PHOENIX

- d. Heavy duty fan with shroud.
- e. Hoses: Silicone with compatible clamps.
4. ELECTRICAL SYSTEM
 - a. 12-volt system, electrical start.
 - b. Battery: Heavy duty, low maintenance.
5. TRANSMISSION
 - a. Forward and Reverse.
 - b. Transmission servicing to be accomplished in truck.
6. DRIVE AXLE
 - a. Two-piece housing.
 - b. Full floating heavy-duty axle shafts.
 - c. Ring gear and pinion differential assembly or equal.
7. BRAKES
 - a. Hydraulic brakes, self-adjusting.
 - b. Drums are separate from wheels.
 - c. Brakes to be shielded against dirt and water.
 - d. Independent emergency parking brake with audible or visual "brake on" warning signal.
8. HYDRAULIC SYSTEM
 - a. High capacity direct drive gear pump, pilot operated relief valve to protect system from overload.
 - b. Must be easily accessible for service. Filter to be a spin-on type.
9. STEERING
 - a. Power steering , tilt wheel.
 - b. Steering axle to articulate to provide four-wheel contact on uneven surfaces.
10. INSTRUMENTATION
 - a. Fuel gauge electrically operated.
 - b. Oil pressure gauge.
 - c. Water temperature gauge.
 - d. Ammeter or voltmeter.
 - e. Engine hour meter.
 - f. Electric discharge and high engine temperature warning lights.
11. LIFT SPECIFICATIONS
 - a. Lift Height minimum 187"
 - b. Full Free Lift minimum 61"
 - c. Closed height 94"
 - d. Extended Height: 221 to 312"
 - e. Mast Range: 169" to 488"
 - d. Forks: 42" - 60" long, reinforced at heel section, pallet type.
 - e. Lift capacity 4000 lbs. - 6,500 lbs.



SECTION V – SCOPE OF WORK

CITY OF PHOENIX

11. TIRES TYPES
 - a. Pneumatic; 2 front tires, 2 back
 - b. Solid; 2 front tires, 2 back

BID ITEM FOUR

1. For the supply of walkie reach lift pallet jack of various lift capacities ranging from 2,500 lbs. to 4,500 lbs. such as manufactured Toyota Walkie Reach, Hayworth Walkie Reach, Hyster or similar walkie reach lift. Venders providing bids must have local parts and service support.
 - a. Electric System
 - b. 15ft Lift Height
 - c. Tilt Indicator
 - d. Display Forklift Height
 - e. Forklift Tilt Indicator



SECTION VII – SUBMITTALS

CITY OF PHOENIX

1. COPIES:

Please submit one original, 1 copy, and one electronic copy (portable thumb drive) of the Submittal Section and all other required documentation.

1.1. **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).

2. COSTS AND PAYMENTS:

2.1 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.**

4. OFFER:

All offers shall be firm and fixed for a period of 180 calendar days from the solicitation opening date. Pass-through offer adjustments will be accepted after that date provided said adjustment(s) are submitted in writing with thirty days' advance notice and are accompanied by written documentation of a manufacturer's offer increase. Offer adjustment requests shall be sent to: Amanda.Cook@phoenix.gov



SECTION VII – SUBMITTALS

CITY OF PHOENIX

5. BID PRICE SCHEDULE:

BID ITEM ONE

- 1. 4,000 lbs. Capacity: \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model
- 2. 5,000 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model
- 3. 6,000 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model
- 4. 7,000 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model
- 5. 10,000 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model
- 6. 12,000 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model

BID ITEM TWO

- 1. 2,000 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model
- 2. 4,000 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model
- 3. 6,000 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model

BID ITEM THREE

- 1. 3,500 lbs. Capacity: \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model
- 2. 4,500 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO



SECTION VII – SUBMITTALS

CITY OF PHOENIX

- _____ Make and Model
- 3. 5,500 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model

BID ITEM FOUR

- 1. 2,500 lbs. Capacity: \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model
- 2. 3,500 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model
- 3. 4,500 lbs. Capacity \$ _____ Unit Price Excluding Taxes
 _____ Delivery in Calendar Days ARO
 _____ Make and Model

BID OPTIONS

1. OPTIONAL ITEM 1 – DIESEL ENGINE

Option to add a diesel engine to Bid Item One counterbalanced lift trucks.

- 4,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____
- 5,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____
- 6,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____
- 7,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____
- 10,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____
- 12,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____

2. OPTIONAL ITEM 2 – CUSHION TIRE FORKLIFT

Option for cushion/warehouse tire model forklift. All other specifications are as noted in Bid Item One.

- 4,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____
- Make and Model: _____
- 5,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____
- Make and Model: _____
- 6,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____
- Make and Model: _____
- 7,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____
- Make and Model: _____



SECTION VII – SUBMITTALS

CITY OF PHOENIX

10,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____

Make and Model: _____

12,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____

Make and Model: _____

3. OPTIONAL ITEM 3 – FORK POSITIONER

Option to add a fork positioner for the hydraulic spread of forks

4,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____

5,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____

6,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____

7,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____

10,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____

12,000 lbs. Capacity \$ _____ Add(+) _____ or Deduct(-) _____

4. OPTIONAL ITEM 4 – FORK LENGTH FOR BID ITEM TWO, ELECTRIC PALLET TRUCK

Fork length option for Bid Item.

42" Long Forks \$ _____ Add(+) _____ or Deduct(-) _____

48" Long Forks \$ _____ Add(+) _____ or Deduct(-) _____

60" Long Forks \$ _____ Add(+) _____ or Deduct(-) _____

6. WARRANTY:

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

Contractor _____

Address _____

City, State and Zip Code _____

7. EMERGENCY 24-HOUR SERVICE CONTACT:

Name _____

Telephone Number _____

Alternate Contact _____

Telephone Number _____



SECTION VII – SUBMITTALS

CITY OF PHOENIX

8. YEARS IN BUSINESS AND REFERENCES:

Contractor certifies that they have provided complete sale of forklifts listed in this solicitation for a period of 2 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 sale of forklifts.

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____

Company Name _____

Address _____

Reference _____

Telephone Number _____

Email address _____



SECTION VII – SUBMITTALS

CITY OF PHOENIX

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
(Member, Manager, President)

(LLC, Inc., Sole Proprietor)

Address _____

City, State and Zip Code _____

Telephone Number _____

Company's Fax Number _____

Company's Toll Free # _____

Email Address _____



SECTION VII – SUBMITTALS

CITY OF PHOENIX

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 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.



SECTION VII – SUBMITTALS

CITY OF PHOENIX

- 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.



SECTION VII – SUBMITTALS

CITY OF PHOENIX

PRINT NAME	TITLE
SIGNATURE	DATE
COMPANY (CORPORATION, LLC, ETC.) NAME and DBA	



SECTION VII – SUBMITTALS

CITY OF PHOENIX

ACCEPTANCE OF OFFER

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
Ed Zuercher, City Manager

Ginger Spencer
Director or delegate, Public Works Department

Attest:

_____ this ____ day of _____ 2021
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.