

**SERIAL 11010 S          DENTAL SERVICE PROVIDERS - HEAD START**

**DATE OF LAST REVISION: April 03, 2014          CONTRACT END DATE: April 30, 2017**

**CONTRACT PERIOD THROUGH APRIL 30, ~~2014~~ 2017**

**TO:                    All Departments**  
**FROM:                Office of Procurement Services**  
**SUBJECT:            Contract for DENTAL SERVICE PROVIDERS - HEAD START**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **April 07, 2011**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

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Wes Baysinger, Chief Procurement Officer  
Office of Procurement Services

**IG/mm**  
Attach

Copy to:            Office of Procurement Services  
                         Chrisanda DeBois, Head Start

(Please remove Serial 04236-S from your contract notebooks)

**ARIZONA PEDIATRIC DENTISTRY, 4145 N. 108<sup>TH</sup> AVENUE, PHOENIX, AZ 85037**

RESPONDENT NAME: **AMAN KAPUR**  
 ADDRESS: **600 S DOBSON ROAD , SUITE C18, CHANDLER, AZ 85224**  
 P.O. ADDRESS:  
 TELEPHONE NUMBER: **480-820-6778**  
 FACSIMILE NUMBER: **480-820-3606**  
 WEB SITE: **WWW.AZPEDIATRICDENTISTRY.COM**  
 REPRESENTATIVE: **AMAN.KAPUR@AZPEDIATRICDENTISTRY.COM**  
 REPRESENTATIVE E-MAIL:

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL OFFER REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	%

(Payment shall be made within 48 hours of utilizing the Purchasing Card)  
 FUEL COMPRISES **0** % OF TOTAL BID AMOUNT. (If Applicable)  
 PAYMENT TERMS: RESPONDENT IS REQUIRED TO PICK ONE OF THE FOLLOWING.  
 PAYMENT TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.  
 FAILURE TO CHOOSE PAYMENT TERMS WILL RESULT IN A DEFAULT TO NET 30 DAYS.  
 NET 30 DAYS     

Title	Qty	UofM	Description	Bidder Notes
DENTAL SERVICES: SEE DESCRIPTION	1	per visit	All dental services will be provided at the AHCCCS Rates, in place at the time the service(s) are performed, in the event that the child's family has no third party sources of coverage. If the child's family has third-party sources of coverage, the carrier, the insurers or the Community Health Centers will be indentified and billed. Head Start and/or Early Head Start will only be billed as the payor of last resort for any co-pays or other costs of service(s) which the child's family is unable to pay.	Initial (Agree to Stated Spec.): ak
WILLINGNESS TO PROVIDE PRO BONO WORK	1	job	Contractor is willing to provide pro bono services. (Indicate Yes or No, by initialing the appropriate block)  Attach a listing of pro bono services you are willing to provide - Examples - mobile dental clinic, health fair, and educational promotional	Initial (Agree to Stated Spec.): ak Initial (Disagree to Stated Spec.): ak

PRICING SHEET: NIGP CODE 94828

Vendor Number: 2011000575 0

Certificates of Insurance Required

Contract Period: To cover the period ending **April 30, 2014 2017.**

**FIESTA KIDS DENTAL, 1303 S. LONGMORE, #1, MESA, AZ 85202**

RESPONDENT NAME: **Stephen J Montoya**  
 ADDRESS: **1303 S. Longmore, Mesa AZ 85202**  
 P.O. ADDRESS:  
 TELEPHONE NUMBER: **480-733-5437**  
 FACSIMILE NUMBER: **480-733-4164**  
 WEB SITE: **www.fiestakidsdental.com**  
 REPRESENTATIVE: **Rick Shumway**  
 REPRESENTATIVE E-MAIL: **[info@fiestakidsdental.com](mailto:info@fiestakidsdental.com) stephenmontoya@gmail.com**

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL OFFER REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	%

(Payment shall be made within 48 hours of utilizing the Purchasing Card)  
 FUEL COMPRISES **0** % OF TOTAL BID AMOUNT. (If Applicable)  
 PAYMENT TERMS: RESPONDENT IS REQUIRED TO PICK ONE OF THE FOLLOWING.  
 PAYMENT TERMS WILL BE CONSIDERED IN DETERMINING LOW BID. FAILURE TO CHOOSE PAYMENT TERMS WILL RESULT IN A DEFAULT TO NET 30 DAYS.  
 NET 30 DAYS    

Title	Qty	UofM	Description	Bidder Notes
DENTAL SERVICES: SEE DESCRIPTION	1	per visit	All dental services will be provided at the AHCCCS Rates, in place at the time the service(s) are performed, in the event that the child's family has no third party sources of coverage. If the child's family has third-party sources of coverage, the carrier, the insurers or the Community Health Centers will be indentified and billed. Head Start and/or Early Head Start will only be billed as the payor of last resort for any co-pays or other costs of service(s) which the child's family is unable to pay.	Initial (Agree to Stated Spec.): SM
WILLINGNESS TO PROVIDE PRO BONO WORK	1	job	Contractor is willing to provide pro bono services. (Indicate Yes or No, by initialing the appropriate block)  Attach a listing of pro bono services you are willing to provide - Examples - mobile dental clinic, health fair, and educational promotional	Initial (Agree to Stated Spec.): SM Initial (Disagree to Stated Spec.): na Dr. and staff willing to provide pro bono work.
DENTAL EDUCATION	1	hour	Hourly rate for participation at family night and other related dental education functions.	

PRICING SHEET: NIGP CODE 94828

Vendor Number: 2011000535 0

Certificates of Insurance Required

Contract Period: To cover the period ending **April 30, 2014 2017.**

**A.T. STILL UNIVERSITY, 5835 EAST STILL CIRCLE, MESA, AZ 85206**

COMPANY NAME:	<u>A.T. Still University</u>
DOING BUSINESS AS (DBA) NAME:	<u>Arizona School of Dentistry &amp; Oral Health</u>
MAILING ADDRESS:	<u>5835 East Still Circle Mesa, AZ 85206</u>
REMIT TO ADDRESS:	<u>Attention: Controllers Office</u> <u>800 West Jefferson Street Kirksville, MO 63501</u>
TELEPHONE NUMBER:	<u>480-219-6000</u>
FACSIMILE NUMBER:	<u>480-219-6080</u>
WEB SITE:	<u>www.atsu.edu/asdoh</u>
REPRESENTATIVE NAME:	<u>Elizabeth Russell Colleen Reidhead</u>
REPRESENTATIVE NUMBER:	<u>480-219-6183</u>
REPRESENTATIVE E-MAIL:	<u>erussell@atsu.edu</u> <a href="mailto:CReidhead@atsu.edu">CReidhead@atsu.edu</a> <a href="mailto:jstipp@atsu.edu">jstipp@atsu.edu</a> <a href="mailto:DLende@atsu.edu">DLende@atsu.edu</a>

	<b>YES</b>	<b>NO</b>	<b>REBATE</b>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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NET 30 DAYS

Title		Bidder Notes
DENTAL SERVICES: (acceptance AHCCCS rates)	Yes	<b>Initial (Agree to Stated Spec.):</b> ER  CV and dental licenses attached of pediatric providers supervising dental students during delivery of services and/or present during educational events and health fairs. Pediatric faculty include:
		Joseph C. Creech
		Michael LaCorte
		Michael Goodman
		Roger Livingood
		Joel Arthur
WILLINGNESS TO PROVIDE PRO BONO WORK	Yes	<b>Initial (Agree to Stated Spec.):</b> ER <b>Initial (Disagree to Stated Spec.):</b> ER Listing of pro bono work willing to provide: Education: patient/pediatric 1 x per month in Maricopa County Health Fair: quarterly or semi-annually Unable to provide free dental care but willing to accept reduced rate and follow AHCCCS fee schedule.
DENTAL EDUCATION hourly fee/rate per hour	Yes	Available one time per month for educational events in Maricopa county for patient and pediatric patient educational seminars utilizing pre-doc students and University faculty.

PRICING SHEET: NIGP CODE 94828

Vendor Number: 2011000936 0

Certificates of Insurance Required

Contract Period: To cover the period ending **April 30, 2014 2017.**

**CAMELBACK FAMILY AND COSMETIC, 67 N. DOBSON ROAD #A104, MESA, AZ 85201**

COMPANY NAME: Camelback Cosmetic & Family Dentistry  
 DOING BUSINESS AS (DBA) NAME: \_\_\_\_\_  
 MAILING ADDRESS: 67 N. Dobson Rd #A104 Mesa, AZ 85201  
 REMIT TO ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: 480-668-1190  
 FACSIMILE NUMBER: \_\_\_\_\_  
 WEB SITE: www.mesaazdentistry.com  
 REPRESENTATIVE NAME: Girija Nadarjan  
 REPRESENTATIVE NUMBER: 602-690-4145  
 REPRESENTATIVE E-MAIL: girija@pujadentalgroup.com

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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NET 30 DAYS

Title		Bidder Notes
DENTAL SERVICES: (acceptance AHCCCS rates)	Yes	<b>Initial (Agree to Stated Spec.):</b> GN
WILLINGNESS TO PROVIDE PRO BONO WORK	Yes	<b>Initial (Agree to Stated Spec.):</b> GN <b>Initial (Disagree to Stated Spec.):</b> GN
DENTAL EDUCATION hourly fee/rate per hour	\$200/per hour	Care for Kids dentists each receive a minimum of one hour of continuing education each year, and often much more. All dentists are ACLS, BLS, CPR and PALS certified.

PRICING SHEET: NIGP CODE 94828

Vendor Number: 2011000934 0

Certificates of Insurance Required

Contract Period: To cover the period ending **April 30, 2014 2017.**

**CARE FOR KIDS OF ARIZONA, LLC, 3301 E THOMAS ROAD, PHOENIX, AZ 85018**

COMPANY NAME:	<u>Care for Kids of Arizona, LLC</u>
DOING BUSINESS AS (DBA) NAME:	<u>Arizona's Tooth Doctor for Kids</u>
MAILING ADDRESS:	<u>3301 E Thomas Road Phoenix, AZ 85018</u>
REMIT TO ADDRESS:	<u>3301 E Thomas Road Phoenix, AZ 85018</u>
TELEPHONE NUMBER:	<u>602-956-4411</u>
FACSIMILE NUMBER:	<u>602-956-8877</u>
WEB SITE:	<u>www.ilovetoothdoctor.com</u>
REPRESENTATIVE NAME:	<u>Kristy Heglie</u>
REPRESENTATIVE NUMBER:	<u>602-956-4411</u>
REPRESENTATIVE E-MAIL:	<u>CredentialsAZ@amdpi.com</u>

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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NET 30 DAYS

Title		Bidder Notes
DENTAL SERVICES: (acceptance AHCCCS rates)	Yes	<b>Initial (Agree to Stated Spec.): JB</b>  Dental services to be provided at all Care for Kids locations at the current AHCCCS rates.
WILLINGNESS TO PROVIDE PRO BONO WORK	Yes	<b>Initial (Agree to Stated Spec.): JB</b> <b>Initial (Disagree to Stated Spec.): -</b>  Care for Kids dentist team will provide free services for at least 6 health fairs per year, an dfree exams and/or treatment to a minimum of 10 children per year.
DENTAL EDUCATION hourly fee/rate per hour	Yes	Care for Kids dentists each receive a minimum of one hour of continuing education each year, and often much more. All dentists are ACLS, BLS, CPR and PALS certified.

PRICING SHEET: NIGP CODE 94828

Vendor Number:	2011000917 0
Certificates of Insurance	Required
Contract Period:	To cover the period ending <b>April 30, 2014 2017.</b>

COOPER FAMILY DENTISTRY, 78 N. COOPER ROAD #107, GILBERT, AZ 85234

COMPANY NAME: Cooper Family Dentistry  
 DOING BUSINESS AS (DBA) NAME: \_\_\_\_\_  
 MAILING ADDRESS: 78 N. Cooper Road #107, Gilbert, AZ 85234  
 REMIT TO ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: 480/954-1000  
 FACSIMILE NUMBER: 480/964-3076  
 WEB SITE: www.pujadentalgroup.com  
 REPRESENTATIVE NAME: Sheila Shaghghi  
 REPRESENTATIVE NUMBER: \_\_\_\_\_  
 REPRESENTATIVE E-MAIL: insurance@pujadentalgroup.com

	<u>YES</u>	<u>NO</u>	<u>REBATE</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> NET 30 DAYS <input type="checkbox"/> 2% 10 DAYS NET 30 DAYS <input type="checkbox"/> 5% 30 DAYS NET 31 DAYS			

Title		Bidder Notes
DENTAL SERVICES: (acceptance AHCCCS rates)	Yes	Initial (Agree to Stated Spec.): GN
WILLINGNESS TO PROVIDE PRO BONO WORK	Yes	Initial (Agree to Stated Spec.): GN Initial (Disagree to Stated Spec.): GN
DENTAL EDUCATION hourly fee/rate per hour	\$200/per hour	Care for Kids dentists each receive a minimum of one hour of continuing education each year, and often much more. All dentists are ACLS, BLS, CPR and PALS certified.

PRICING SHEET: NIGP CODE 9482804, 94828

Vendor Number: \_\_\_\_\_ 2011000967 0

Certificates of Insurance \_\_\_\_\_ Required

Contract Period: \_\_\_\_\_ To cover the period ending April 30, 2014.

**REMOVED FROM CONTRACT EFFECTIVE 05/01/14**

## DENTAL SERVICE PROVIDERS - HEAD START

### 1.0 INTENT:

This intent of this solicitation is to identify providers of dental services, to children one (1) to five (5) years of age, in at risk populations, as referred by the Maricopa County Department of Human Services – Head Start and Early Head Start. In order to fulfill the need for services in various geographic locations, this contract will be awarded to multiple vendors.

Other governmental entities under agreement with the County may have access to services provided hereunder (see also Sections 2.4 and 2.5, below).

The County reserves the right to add additional contractors, at the County’s sole discretion, in cases where the currently listed contractors are of an insufficient number or skill-set to satisfy the County’s needs.

### 2.0 SCOPE OF SERVICES:

#### 2.1 TECHNICAL REQUIREMENTS:

##### 2.1.1 SPECIAL NEEDS FOR HEAD START DENTAL SERVICES:

Dental services providers who are awarded this contract should be reasonably accessible, available and sensitive to the cultural diversity of dental needs of Head Start families. “Fear of the Dentist” is a common phenomenon that may be prevalent in Head Start children and families who have not received regular dental care. A considerate Dental Provider can help alleviate anxieties associated with visits to the Dental services provider.

##### 2.1.2 MINIMUM REQUIREMENTS:

###### 2.1.2.1 QUALIFICATIONS:

2.1.2.1.1 Contractor shall be licensed, in good standing, to practice dentistry in the state of Arizona, with no suspension of license for any reason. Contractor shall be a contracted AHCCCS provider.

2.1.2.1.2 A copy of the state license for all dentists who may be providing services shall be included with this bid/response.

2.1.2.1.3 A resume or CV for all dentists who may be providing services must be included with this bid.

2.1.2.1.4 In the event that the Contracting agency employs new dentists, a resume or CV and a copy of the state license must be provided to the Human Services – Head Start department, as well as to **Office of Procurement Services**, prior to that dentist providing any services to Head Start children.

2.1.2.1.5 Maricopa County reserves the right to reject the services of any “new dentists” that may become employed with the Contracting agency.

##### 2.1.3 SERVICE LOCATION:

Most dental services will be provided in the Contractor’s office, however, upon occasion, the Contractor may be asked to provide dental service offsite. This will usually include basic services to a larger number of children to simplify transportation. Head Start staff will coordinate these efforts, with the Contractor to schedule these events, as required. *(Examples include local Health Fairs and Mobile Dental vans.)*

2.1.4 DENTAL EDUCATION:

Upon occasion, the Contractor may be asked to attend Parent Meetings or other program events. Head Start staff will coordinate these efforts, with the Contractor to schedule these events.

2.1.5 PRIVATE PRACTICE:

It is understood that the Contractor may have a private practice in addition to providing services related to this contract. Head Start staff will make every effort to work within the confines of the Contractor's private practice.

2.1.6 EQUIPMENT:

Contractor shall provide all equipment and instruments required to provide the services listed herein.

2.1.7 SAFETY:

2.1.7.1 All services offered shall meet or exceed the guidelines set by the American Dental Association and Western Interstate Commission for Higher Education (WICHE).

2.1.7.2 Materials and supplies used shall fully comply with OSHA standards and the Dental provider and staff must use universal precautions.

2.1.8 SPECIFIC REQUIRED SERVICES:

2.1.8.1 Visual screening – visual inspection of the oral cavity.

2.1.8.2 Dental examination – examination performed by a qualified dentist of the oral cavity.

2.1.8.3 X-rays – (only if the dentist determines they are absolutely necessary.)

2.1.8.4 Cleaning

2.1.8.5 Sealants or varnishes – when determined by the Dental professional that the child is a candidate for selective use.

2.1.8.6 Dental health education – includes fluoridated toothpaste, tooth brushing, flossing and smart snacking.

2.1.8.7 Follow up service or appropriate referral, when necessary. Patient may be referred to an approved Pedodontist for conscious sedation, if that service is not provided by the Contractor.

2.1.8.8 Services required for the relief of pain or infection.

2.1.8.9 Restoration of decayed primary and permanent teeth.

2.1.8.10 Pulp therapy for primary and permanent teeth as necessary.

2.1.8.11 Extraction of non-restorable teeth.

2.1.8.12 Dental prophylaxis and instruction in self-care oral hygiene procedures.

2.1.8.13 Application of topical fluoride and/or fluoride supplementation. (In communities where lack of adequate fluoride levels have been determined, or for every child with moderate to severe tooth decay.)

2.1.8.14 Appropriate pediatric/child tolerated sedation, as needed.

2.1.9 SCHEDULING AND APPOINTMENTS:

2.1.9.1 Head Start staff will provide the Contractor with a list of the authorized clients to be served in advance of services. This will facilitate the Contractor's ability to rapidly register clients and to coordinate/schedule appointments, in a timely manner.

2.1.9.2 The child's parent shall be provided the necessary dental forms with the proposed dental services listed on the form. *(Subject forms are provided to the child's parent by Head Start/Early Head Start Staff)*. The child's parent shall also be instructed to provide the Contractor with a "Parent Request for Health Funds Form", which is a contract signed by both the parent and Head Start staff. This form, properly signed, authorizes the child to receive approved dental services using grantee funds. See Attachment D. The parent will also provide the contractor with a "Provider Request for Estimate Form" which authorizes contractor to provide Head Start Staff with an estimate for entire dental services being provided. All estimates will be approved by Head Start Staff prior to child receiving treatment. See Attachment E. After estimate is approved the parent will provide contractor with "Provider Authorization Form" which authorizes contractor to begin approved dental treatment service. See Attachment F.

2.1.9.3 The child's parent shall request an appointment date and time from the Contractor. The appointment shall be granted and *provided to the child's parent, within a minimum of 45 days from the date of the request*, depending upon the patient's priority needs.

2.1.9.4 The child's parent shall provide a written consent/authorization of treatment and shall accompany the child to their appointment or give written authorization to another adult to accompany the child.

2.1.10 FEES

*All fees for dental services shall be paid at the current AHCCCS rate (at the time of the performed service), if the family has no third party sources of coverage, including carriers, insurers, or Community Health Centers.*

*If family has a third-party source of coverage, Head Start will be the payor of last resort. Contractor shall identify and first bill other third-party sources of coverage, including Community Health Centers, carriers and insurers, before billing Head Start for any co-pay or other costs of service which family is unable to pay. Contractor shall not bill family directly for any costs of service.*

An hourly rate may be paid for time spent at dental education events.

Providers/respondents are asked to indicate on Attachment A whether or not they provide pro bono work for required work that may not fall within the AHCCCS approved services.

2.2 INVOICES AND PAYMENTS:

2.2.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract Serial Number
- County purchase order number
- Invoice number and date

- Payment terms
- Date of service or delivery
- Quantity (number of days or weeks)
- Contract Item number(s)
- Description of Purchase (product or services)
- Pricing per unit of purchase
- Freight (if applicable)
- Extended price
- Mileage w/rate (if applicable)
- Arrival and completion time (if applicable)
- Total Amount Due

2.2.2 Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

2.2.3 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form located on the County Department of Finance Website as a fillable PDF document ([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/)).

2.2.4 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.3 TAX:

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

2.4 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):

The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a solicitation issued by the County. If you **do not** want to grant such access to a member of \$AVE, **please so state** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

2.5 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)

County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract.

3.0 CONTRACTUAL TERMS & CONDITIONS:

3.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed price purchasing contract to cover a three (3) year term.

3.2 OPTION TO RENEW:

The County may, at their option and with the approval of the Contractor, renew the term of this Contract up to a maximum of three (3) additional years, (or at the County's sole discretion, extend the contract on a month to month basis for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the **Office of Procurement Services** Department of the County's intention to renew the contract term at least thirty (30) calendar days prior to the expiration of the original contract term.

3.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

3.4 INDEMNIFICATION:

3.4.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions, mistakes or malfeasance relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract by the Contractor, as well as any person or entity for whose acts, errors, omissions, mistakes or malfeasance Contractor may be legally liable.

3.4.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

3.4.3 The scope of this indemnification does not extend to the sole negligence of County.

3.5 INSURANCE:

3.5.1 **Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.**

3.5.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

3.5.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

3.5.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

- 3.5.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.
- 3.5.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.
- 3.5.7 The insurance policies required by this Contract, except Workers' Compensation shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.
- 3.5.8 The policies required hereunder, except Workers' Compensation shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.
- 3.5.9 Commercial General Liability:
- Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$2,000,000 for each occurrence, \$4,000,000 Products/Completed Operations Aggregate, and \$4,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.**
- 3.5.10 Automobile Liability:
- Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.**
- 3.5.11 Workers' Compensation:
- 3.5.11.1 **Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee, and \$1,000,000 disease policy limit.**
- 3.5.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

3.5.12 Certificates of Insurance.

3.5.12.1 **Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon ten (10) business days. BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

3.5.12.1.1 In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

3.5.12.1.2 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

3.5.13 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.6 ORDERING AUTHORITY.

3.6.1 Respondents should understand that any request for purchase of materials or services shall be accompanied by a valid purchase order, issued by **Office of Procurement Services**, or by a Certified Agency Procurement Aid (CAPA).

3.6.2 Maricopa County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.

3.6.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the products is the only document necessary for Customers to purchase and for the Respondent to proceed with delivery of materials available under this Contract.

3.6.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Respondent.

3.7 REQUIREMENTS CONTRACT:

3.7.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid will be a requirements contract. However, the Contract does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials contained in the Contract, they will be purchased from the Contractor awarded that item. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.

3.7.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor but only for actual and documentable costs incurred by the Contractor due to and after issuance of the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

3.7.3 Contractors agree to accept verbal notification of cancellation from the **Office of Procurement Services** Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

3.8 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

3.9 TERMINATION FOR DEFAULT:

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after the County deems that the Contractor has failed to remedy the problem after being forewarned.

3.10 TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate the Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of a substantial violation of any provision of this Contract, then the County may terminate the Contract. Prior to termination of the Contract, the County shall give the Contractor fifteen- (15) calendar day's written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

3.11 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

3.12 OFFSET FOR DAMAGES;

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

3.13 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete materials to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount

of service reduced in accordance with the bid price. If additional materials are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.

3.14 SUBCONTRACTING:

3.14.1 The Contractor may not assign a Contract or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

3.14.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

3.15 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County **Office of Procurement Services** shall be responsible for approving all amendments for Maricopa County.

3.16 **ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW:**

**In accordance with section MCI 367 of the Maricopa County Procurement Code the Contractor agrees to retain all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is latest. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.**

**If the Contractor's books, records , accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.**

**If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance. The course of action to address the disallowance shall be at sole discretion of the County, and may include either an adjustment to future claim submitted by the Contractor by the amount of the disallowance, or to require reimbursement forthwith of the disallowed amount by the Contractor by issuing a check payable to Maricopa County.**

3.17 **PUBLIC RECORDS:**

**All Offers submitted and opened are public records and must be retained by the Records Manager at the Office of Procurement Services. Offers shall be open to public inspection after Contract award and execution, except for such Offers deemed to be confidential by the Office of Procurement Services. If an Offeror believes that information in its Offer should remain confidential, it shall indicate as confidential, the specific information and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. The Records Manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code.**

3.18 ADEQUACY OF RECORDS:

If the Contractor's books, records and other documents relevant to a Contract are not sufficient to support and document that allowable materials were provided, the Contractor shall reimburse Maricopa County for the materials not so adequately supported and documented.

3.19 AUDIT DISALLOWANCES:

If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the County either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

3.20 VALIDITY:

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of the Contract.

3.21 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a Contract and to the performance thereunder.

3.22 RELATIONSHIPS:

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the County and the Contractor.

3.23 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

3.23.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

3.23.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

3.23.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3.23.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

3.23.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

- 3.23.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contact.
- 3.23.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

3.24 ALTERNATIVE DISPUTE RESOLUTION:

3.24.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

3.24.1.1 Render a decision;

3.24.1.2 Notify the parties that the exhibits are available for retrieval; and

3.24.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).

3.24.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.

3.24.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

3.25 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

3.25.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

3.25.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 3.24.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

~~3.26 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:~~

~~3.26.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.~~

~~3.26.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.~~

3.27 CONTRACTOR LICENSE REQUIREMENT:

3.27.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both **Office of Procurement Services** and the using agency of any and all changes concerning permits, insurance or licenses.

3.27.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

3.28 INFLUENCE

**As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct, may be grounds for Disbarment or Suspension under MC1-902. An attempt to influence includes, but is not limited to:**

3.28.1 **A Person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type valuable contribution or subsidy,**

3.28.2 **That is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.**

**If a Person attempts to influence any employee or agent of Maricopa County, the Chief Procurement Officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.**

3.29 POST AWARD MEETING:

The Contractor may be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of the Contract.