SERIAL 12168 S COPYING SERVICES

DATE OF LAST REVISION: November 18, 2016 CONTRACT END DATE: February 28, 2017

CONTRACT PERIOD THROUGH FEBRUARY 28, ~~2016~~ 2017

TO: All Departments

FROM: Office of Procurement Services

SUBJECT: Contract for **COPYING SERVICES**

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 **February 14, 2013 (Eff. 03/01/13).**

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.

Kevin Tyne

Kevin Tyne, Chief Procurement Officer
Office of Procurement Services

SA/mm
Attach

Copy to: Office of Procurement Services
Bryce Olson, Reprographics
Sami Birchard, MCDOT

(Please remove Serial 06134-S from your contract notebooks)

PRIME INVESTMENTS DBA: AMERICOPY, 856 E. MAIN STREET, MESA, AZ 85204

COMPANY NAME:	**Prime Investments Inc.**
DOING BUSINESS AS (DBA) NAME:	**AmeriCopy**
MAILING ADDRESS:	**856 E. Main Street Mesa, AZ 85204**
REMIT TO ADDRESS:	
TELEPHONE NUMBER:	**480.632.8100**
FACSIMILE NUMBER:	**480.632.1076**
WEB SITE:	**americopy.com**
REPRESENTATIVE NAME:	**Steven Heywood**
REPRESENTATIVE TELEPHONE NUMBER:	**602.300.3344**
REPRESENTATIVE E-MAIL:	**steve@americopy.com**

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	☑	☐	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	☑	☐	

☑ NET 30 DAYS

PRICING SHEET: NIGP CODE 96618

Vendor Number:	~~2011002953 0~~ **VC0000007930**
Certificates of Insurance	Required
Contract Period:	To cover the period ending **February 28,** ~~2016~~ **2017.**

October 28, 2016

Reference: **12167-S: Business Form Production, 12168-S: Copying Services, 12169-S: Envelope Printing, 12170-S: Offset Printing**

Dear Vendor,

In accordance with Article 3.15 (AMENDMENTS) of the referenced contracts, the following sections have been replaced with the paragraph below:

12167-S: Business Form Production: 2.1.2
12168-S: Copying Services: 2.1.3
12169-S: Envelope Printing: 2.1.5
12170-S: Offset Printing: 2.1.4

Award of individual _____ jobs shall be made to the contractor with the lowest quote meeting specifications. Qualifying under this award does not guarantee county business, however, only those qualified under this contract will be considered for bidding opportunities. Quotes under the contract may be requested from a centralized county graphics unit or from any individual county department.

Respective Contract Name - Do Not Fill

IN WITNESS WHEREOF, this Contract Amendment is executed on the date set forth below when executed by Maricopa County Office of Procurement Services.

CONTRACTOR: AMERICOPY

12167-S, 12168-S, 12169-S, 12170-S.
CONTRACT NUMBER(S)

AUTHORIZED SIGNATURE

Steven Heyward
PRINTED NAME AND TITLE

856 E. Main Street, Mesa, Az 85203
ADDRESS

10/31/2016
DATE

MARICOPA COUNTY:

Kevin P. Tyne 11/16/16

KEVIN TYNE, CHIEF PROCUREMENT OFFICER **DATE**

SERIAL 12168-S

RAY BUSE PRINTING ADVERTISING, 1616 E. HARVARD ST, PHOENIX, AZ 85006

COMPANY NAME:	**Ray Buse Printing & Advertising, Inc.**
DOING BUSINESS AS (DBA) NAME:	
MAILING ADDRESS:	**1616 E. Harvard St, Phoenix, AZ 85006**
REMIT TO ADDRESS:	**1616 E. Harvard St, Phoenix, AZ 85006**
TELEPHONE NUMBER:	**602.258.4757**
FACSIMILE NUMBER:	**602.254.5118**
WEB SITE:	**www.buseprinting.com**
REPRESENTATIVE NAME:	~~Paul Buse~~ **Beth Rosell**
REPRESENTATIVE TELEPHONE NUMBER:	~~**602.258.4757 x 214**~~
REPRESENTATIVE E-MAIL:	~~paulbuse@buseprinting.com~~ **beth@buseprinting.com**

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	☑	☐	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	☑	☐	

FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) % OF TOTAL BID AMOUNT

☑ NET 30 DAYS

PRICING SHEET: NIGP CODE 96618

Vendor Number:	~~2011002950 0~~ **VC0000007181**
Certificates of Insurance	Required
Contract Period:	To cover the period ending **February 28,** ~~2016~~ **2017.**

October 28, 2016

Reference: **12167-S: Business Form Production, 12168-S: Copying Services, 12169-S: Envelope Printing, 12170-S: Offset Printing**

Dear Vendor,

In accordance with Article 3.15 (AMENDMENTS) of the referenced contracts, the following sections have been replaced with the paragraph below:

12167-S: Business Form Production: 2.1.2
12168-S: Copying Services: 2.1.3
12169-S: Envelope Printing: 2.1.5
12170-S: Offset Printing: 2.1.4

Award of individual _____ jobs shall be made to the contractor with the lowest quote meeting specifications. Qualifying under this award does not guarantee county business, however, only those qualified under this contract will be considered for bidding opportunities. Quotes under the contract may be requested from a centralized county graphics unit or from any individual county department.

Respective Contract Name - Do Not Fill

IN WITNESS WHEREOF, this Contract Amendment is executed on the date set forth below when executed by Maricopa County Office of Procurement Services.

CONTRACTOR: RAY BUSE PRINTING

121675, 121685, 121695, 12170S
CONTRACT NUMBER(S)

AUTHORIZED SIGNATURE

Paul Buse, V.P.
PRINTED NAME AND TITLE

1116 E. Harrard St. Phx 85006
ADDRESS

10-31-16
DATE

MARICOPA COUNTY:

Kevin P. Ty 11/16/16

KEVIN TYNE, CHIEF PROCUREMENT OFFICER **DATE**

DI-MOR BUSINESS FORMS INC., PO BOX 1944, PHOENIX, AZ 85001

COMPANY NAME:	**Di-Mor Business Forms Inc.**
DOING BUSINESS AS (DBA) NAME:	**Di-Mor Business Forms Inc.**
MAILING ADDRESS:	**P.O. Box 1944 ,Phoenix, Arizona 85003**
REMIT TO ADDRESS:	**P.O. Box 1944, Phoenix, Arizona 85003**
TELEPHONE NUMBER:	**602-684-5327**
FACSIMILE NUMBER:	**602-268-0234**
WEB SITE:	
REPRESENTATIVE NAME:	**Ernie Garcia**
REPRESENTATIVE TELEPHONE NUMBER:	**602-684-5327**
REPRESENTATIVE E-MAIL:	**ernie@di-mor.com**

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	☑	☐	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	☑	☐	

FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) **0**% OF TOTAL BID AMOUNT

☑ NET 10 DAYS

PRICING SHEET: NIGP CODE 96618

Vendor Number:	~~2011002958 0~~ **VS0000000059**
Certificates of Insurance	Required
Contract Period:	To cover the period ending **February 28,** ~~2016~~ **2017.**

October 28, 2016

Reference: **12167-S: Business Form Production, 12168-S: Copying Services, 12169-S: Envelope Printing, 12170-S: Offset Printing**

Dear Vendor,

In accordance with Article 3.15 (AMENDMENTS) of the referenced contracts, the following sections have been replaced with the paragraph below:

12167-S: Business Form Production: 2.1.2
12168-S: Copying Services: 2.1.3
12169-S: Envelope Printing: 2.1.5
12170-S: Offset Printing: 2.1.4

Award of individual _____ jobs shall be made to the contractor with the lowest
Respective Contract Name - Do Not Fill
quote meeting specifications. Qualifying under this award does not guarantee county business, however, only those qualified under this contract will be considered for bidding opportunities. Quotes under the contract may be requested from a centralized county graphics unit or from any individual county department.

IN WITNESS WHEREOF, this Contract Amendment is executed on the date set forth below when executed by Maricopa County Office of Procurement Services.

CONTRACTOR: Di-mor Business Forms INC

12167-S, 12168-S, 12169-S, 12170-S
CONTRACT NUMBER(S)

Diana Morales
AUTHORIZED SIGNATURE

Diana morales / President
PRINTED NAME AND TITLE

P.O. Box 1944 PHX, AZ 85001
ADDRESS

10-31-16
DATE

MARICOPA COUNTY:

Kevin P. Tyne

KEVIN TYNE, CHIEF PROCUREMENT OFFICER — **DATE** 11/16/16

SERIAL 12168-S

ERNIE GARCIA EEG PRINTING, P.O.BOX 1944,PHOENIX AZ 85003

COMPANY NAME:	**Ernie Garcia**
DOING BUSINESS AS (DBA) NAME:	**EEG Printing**
MAILING ADDRESS:	**P.O. Box 1944, Phoenix AZ 85001-1944**
REMIT TO ADDRESS:	**P.O. Box 1944, Phoenix, AZ 85001-1944**
TELEPHONE NUMBER:	**602-684-5327**
FACSIMILE NUMBER:	**623-873-0284**
WEB SITE:	
REPRESENTATIVE NAME:	**Ernie Garcia**
REPRESENTATIVE TELEPHONE NUMBER:	**602-684-5327**
REPRESENTATIVE E-MAIL:	

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	☑	☐	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	☑	☐	

FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) **0**% OF TOTAL BID AMOUNT

☑ NET 10 DAYS

PRICING SHEET: NIGP CODE 96618

Vendor Number:	~~2011002971 0~~ **VS0000000136**
Certificates of Insurance	Required
Contract Period:	To cover the period ending **February 28,** ~~2016~~ **2017.**

October 28, 2016

Reference: **12167-S: Business Form Production, 12168-S: Copying Services, 12169-S: Envelope Printing, 12170-S: Offset Printing**

Dear Vendor,

In accordance with Article 3.15 (AMENDMENTS) of the referenced contracts, the following sections have been replaced with the paragraph below:

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12168-S: Copying Services: 2.1.3
12169-S: Envelope Printing: 2.1.5
12170-S: Offset Printing: 2.1.4

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Respective Contract Name - Do Not Fill

IN WITNESS WHEREOF, this Contract Amendment is executed on the date set forth below when executed by Maricopa County Office of Procurement Services.

CONTRACTOR: E.E.G. Printing

12167-S, 12168-S, 12169-S, 12170-S
CONTRACT NUMBER(S)

AUTHORIZED SIGNATURE

Ernie Garcia Pres
PRINTED NAME AND TITLE

P.O. Box 1944 Phx AZ 85001-1944
ADDRESS

10-31-16
DATE

MARICOPA COUNTY:

Kevin P. Tyne 11/16/16

KEVIN TYNE, CHIEF PROCUREMENT OFFICER **DATE**

SERIAL 12168-S

NOVITEX ENTERPRISE SOLUTIONS, INC., 1720 W. MADISON ST., PHOENIX, AZ 85007
~~PITNEY BOWES MANAGEMENT SERVICES, 3003 N. CENTRAL AVE, STE 112, PHOENIX, AZ 85012~~

COMPANY NAME:	**Novitex Enterprise Solutions, Inc.** ~~PITNEY BOWES, INC.~~
DOING BUSINESS AS (DBA) NAME:	**Same** ~~Pitney Bowes Management Services~~
MAILING ADDRESS:	**1720 W. Madison St.** ~~3003 N. Central Avenue, Ste.112~~**, Phoenix, AZ** ~~85012~~ **85007**
REMIT TO ADDRESS:	**Same** ~~Pitney Bowes Management Services P.O. Box 845804, Dallas, TX 75284-5801~~
TELEPHONE NUMBER:	~~602.266.0543~~ **602-364-1370**
FACSIMILE NUMBER:	~~602.266.0647~~ **203-460-9845**
WEB SITE:	~~www.pb.com~~ **www.novitex.com**
REPRESENTATIVE NAME:	~~Steven Paduano~~ **Charles Girk**
REPRESENTATIVE TELEPHONE NUMBER:	~~602.266.0543~~ **602-510-4910**
REPRESENTATIVE E-MAIL:	~~steven.paduano@pb.com~~ **Charles.Girk@novitex.com**

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	☑	☐	**10%**
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	☑	☐	

FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) % OF TOTAL BID AMOUNT

☑ NET 30 DAYS

PRICING SHEET: NIGP CODE 96618

Vendor Number:	~~2011002979 0~~ **VC0000001494**
Certificates of Insurance	Required
Contract Period:	To cover the period ending **February 28,** ~~2016~~ **2017.**

October 28, 2016

Reference: **12167-S: Business Form Production, 12168-S: Copying Services, 12169-S: Envelope Printing, 12170-S: Offset Printing**

Dear Vendor,

In accordance with Article 3.15 (AMENDMENTS) of the referenced contracts, the following sections have been replaced with the paragraph below:

12167-S: Business Form Production: 2.1.2
12168-S: Copying Services: 2.1.3
12169-S: Envelope Printing: 2.1.5
12170-S: Offset Printing: 2.1.4

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Respective Contract Name - Do Not Fill

IN WITNESS WHEREOF, this Contract Amendment is executed on the date set forth below when executed by Maricopa County Office of Procurement Services.

CONTRACTOR: NOVITEX

12167-S and 12168-S
CONTRACT NUMBER(S)

AUTHORIZED SIGNATURE

EVP
PRINTED NAME AND TITLE

300 First Stamford Place Stamford CT 06902
ADDRESS

11/3/16
DATE

MARICOPA COUNTY:

KEVIN TYNE, CHIEF PROCUREMENT OFFICER — **DATE** 11/16/16

SERIAL 12168-S

PREMIER GRAPHICS, 4141 W CLARENDON AVE, PHOENIX, AZ 85019

COMPANY NAME:	**Premier Graphics**
DOING BUSINESS AS (DBA) NAME:	**same**
MAILING ADDRESS:	**4141 West Clarendon Avenue, Phoenix AZ 85019**
REMIT TO ADDRESS:	**Same**
TELEPHONE NUMBER:	**602-269-9162**
FACSIMILE NUMBER:	**602-278-2873**
WEB SITE:	**www.printwithpremier.com**
REPRESENTATIVE NAME:	~~Vickie O'Dell~~ **Tami Dodds**
REPRESENTATIVE TELEPHONE NUMBER:	~~602-26-2007~~ **602-410-6554**
REPRESENTATIVE E-MAIL:	**tami@printwithpremier.com**

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	☑	☐	**n/a**
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	☑	☐	

FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) **n/a**% OF TOTAL BID AMOUNT

☑ 2% 10 DAYS NET 30 DAYS

PRICING SHEET: NIGP CODE 96618

Vendor Number:	~~2011002952-0~~ **VC0000007669**
Certificates of Insurance	Required
Contract Period:	To cover the period ending **February 28,** ~~2016~~ **2017.**

EXPIRED 02/28/16

~~PRIME TIME THERMOGRAPHICS INC, DBA BCT, 1130 W GENEVA DR, TEMPE, AZ 85282~~

~~COMPANY NAME:~~	**~~Prime Time Thermographics, Inc~~**
~~DOING BUSINESS AS (DBA) NAME:~~	**~~BCT~~**
~~MAILING ADDRESS:~~	**~~1130 West Geneva Dr, Tempe, AZ 85282~~**
~~REMIT TO ADDRESS:~~	**~~1130 West Geneva Dr, Tempe, AZ 85282~~**
~~TELEPHONE NUMBER:~~	**~~480-829-8890~~**
~~FACSIMILE NUMBER:~~	**~~480-829-8734~~**
~~WEB SITE:~~	**~~bctarizona.com~~**
~~REPRESENTATIVE NAME:~~	**~~Joe Rodriguez~~**
~~REPRESENTATIVE TELEPHONE NUMBER:~~	**~~602-295-2197~~**
~~REPRESENTATIVE E-MAIL:~~	**~~joer@bctarizona.com~~**

-	**~~YES~~**	**~~NO~~**	**~~REBATE~~**
~~WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:~~	☑	☐	**~~1%~~**
~~WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:~~	☑	☐	

~~FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document)~~ ~~% OF TOTAL BID AMOUNT~~

☑ ~~1% 10 DAYS NET 30 DAYS~~

~~PRICING SHEET: NIGP CODE 96618~~

~~Vendor Number: 2011001904 0~~

~~Certificates of Insurance Required~~

~~Contract Period: To cover the period ending~~ **~~February 28, 2016.~~**

SERIAL 12168-S

PRINTWORKS DIGITAL GRAPHICS, 2735 W MCDOWELL RD, PHOENIX, AZ 85009

COMPANY NAME:	**Sal-Don, Inc.**
DOING BUSINESS AS (DBA) NAME:	**Printworks Digital Graphics**
MAILING ADDRESS:	**2735 West McDowell Road, Phoenix, AZ 85009**
REMIT TO ADDRESS:	**2735 West McDowell Road, Phoenix, AZ 85009**
TELEPHONE NUMBER:	**602-269-5739**
FACSIMILE NUMBER:	**602-272-8163**
WEB SITE:	**printworksarizona.com**
REPRESENTATIVE NAME:	**Thomas Gerber**
REPRESENTATIVE TELEPHONE NUMBER:	**602-269-5739**
REPRESENTATIVE E-MAIL:	**orders@printworksarizona.com**

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	☑	☐	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	☑	☐	

☑ NET 30 DAYS

PRICING SHEET: NIGP CODE 96618

Vendor Number:	~~2011002957 0~~ **VC0000010183**
Certificates of Insurance	Required
Contract Period:	To cover the period ending **February 28,** ~~2016~~ **2017.**

October 28, 2016

Reference: **12167-S: Business Form Production, 12168-S: Copying Services, 12169-S: Envelope Printing, 12170-S: Offset Printing**

Dear Vendor,

In accordance with Article 3.15 (AMENDMENTS) of the referenced contracts, the following sections have been replaced with the paragraph below:

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12168-S: Copying Services: 2.1.3
12169-S: Envelope Printing: 2.1.5
12170-S: Offset Printing: 2.1.4

Award of individual _____ jobs shall be made to the contractor with the lowest quote meeting specifications. Qualifying under this award does not guarantee county business, however, only those qualified under this contract will be considered for bidding opportunities. Quotes under the contract may be requested from a centralized county graphics unit or from any individual county department.
Respective Contract Name - Do Not Fill

IN WITNESS WHEREOF, this Contract Amendment is executed on the date set forth below when executed by Maricopa County Office of Procurement Services.

CONTRACTOR:

SAL-ODJ, INC. DBA PROTOWORKS DIGITAL GRAPHICS

CONTRACT NUMBER(S) ~~12169-S~~, 12168-S, 12169S, 12170-S

AUTHORIZED SIGNATURE

THOMAS GERBER

PRINTED NAME AND TITLE

2735 W. McDowell Rd., Phoenix, AZ 85009

ADDRESS

11/15/16

DATE

MARICOPA COUNTY:

KEVIN TYNE, CHIEF PROCUREMENT OFFICER — **DATE** 11/16/16

SERIAL 12168-S

COMPLETE PRINT SHOP, INC., 3433 WEST EARLL DRIVE, PHOENIX, AZ 85017

COMPANY NAME:	**Complete Print Shop, Inc.**
DOING BUSINESS AS (DBA) NAME:	
MAILING ADDRESS:	**3433 West Earll Drive, Phoenix, AZ 85017**
REMIT TO ADDRESS:	**3433 West Earll Drive, Phoenix, AZ 85017**
TELEPHONE NUMBER:	**602-437-0207**
FACSIMILE NUMBER:	**602-437-8132**
WEB SITE:	**www.completeprintshop.com**
REPRESENTATIVE NAME:	~~Bob Anderson~~ **Joe Rodriguez**
REPRESENTATIVE TELEPHONE NUMBER:	~~**602-437-0207 x 222**~~
REPRESENTATIVE E-MAIL:	~~bobanderson@completeprintshop.com~~ **joerodriguez@completeprintshop.com**

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	☑	☐	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	☑	☐	

☑ NET 30 DAYS

PRICING SHEET: NIGP CODE 96618

Vendor Number:	~~2011003108 0~~ **VC0000008106**
Certificates of Insurance	Required
Contract Period:	To cover the period ending **February 28,** ~~2016~~ **2017.**

ADDED EFFECTIVE MARCH 21, 2013.

October 28, 2016

Reference: **12167-S: Business Form Production, 12168-S: Copying Services, 12169-S: Envelope Printing, 12170-S: Offset Printing**

Dear Vendor,

In accordance with Article 3.15 (AMENDMENTS) of the referenced contracts, the following sections have been replaced with the paragraph below:

12167-S: Business Form Production: 2.1.2
12168-S: Copying Services: 2.1.3
12169-S: Envelope Printing: 2.1.5
12170-S: Offset Printing: 2.1.4

Award of individual _____ jobs shall be made to the contractor with the lowest quote meeting specifications. Qualifying under this award does not guarantee county business, however, only those qualified under this contract will be considered for bidding opportunities. Quotes under the contract may be requested from a centralized county graphics unit or from any individual county department.

Respective Contract Name - Do Not Fill

IN WITNESS WHEREOF, this Contract Amendment is executed on the date set forth below when executed by Maricopa County Office of Procurement Services.

CONTRACTOR: COMPLETE PRINT SHOP

12167-S, 12168-S, 12169-S & 12170-S & 15016-C
CONTRACT NUMBER(S)

AUTHORIZED SIGNATURE

Lam Bui - OWNER
PRINTED NAME AND TITLE

3433 W. Earll Drive, Phoenix AZ 85017
ADDRESS

10-31-2016
DATE

MARICOPA COUNTY:

Kevin P. Tyne 11/16/16

KEVIN TYNE, CHIEF PROCUREMENT OFFICER **DATE**

SERIAL 12168-S

RICOH, 3800 N. CENTRAL AVE, STE B-100, PHOENIX, AZ 85012

COMPANY NAME:	**IKON Legal Document Services**
DOING BUSINESS AS (DBA) NAME:	**A Ricoh Company**
MAILING ADDRESS:	**3800 N. Central Ave, Ste B-100, Phoenix, AZ 85012**
REMIT TO ADDRESS:	**3800 N. Central Ave, Ste B-100, Phoenix, AZ 85012**
TELEPHONE NUMBER:	**602-266-5949**
FACSIMILE NUMBER:	**602-266-3967**
WEB SITE:	**www.ikon.com**
REPRESENTATIVE NAME:	**Larry Jones**
REPRESENTATIVE TELEPHONE NUMBER:	**602-358-4255**
REPRESENTATIVE E-MAIL:	**larry.jones@ricoh-usa.com**

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	☑	☐	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	☑	☐	

☑ NET 30 DAYS

PRICING SHEET: NIGP CODE 96618

Vendor Number:	~~2011003111 0~~ **VC0000002306**
Certificates of Insurance	Required
Contract Period:	To cover the period ending **February 28,** ~~2016~~ **2017.**

ADDED EFFECTIVE MARCH 21, 2013.

October 28, 2016

Reference: **12167-S: Business Form Production, 12168-S: Copying Services, 12169-S: Envelope Printing, 12170-S: Offset Printing**

Dear Vendor,

In accordance with Article 3.15 (AMENDMENTS) of the referenced contracts, the following sections have been replaced with the paragraph below:

12167-S: Business Form Production: 2.1.2
12168-S: Copying Services: 2.1.3
12169-S: Envelope Printing: 2.1.5
12170-S: Offset Printing: 2.1.4

Award of individual _____ jobs shall be made to the contractor with the lowest quote meeting specifications. Qualifying under this award does not guarantee county business, however, only those qualified under this contract will be considered for bidding opportunities. Quotes under the contract may be requested from a centralized county graphics unit or from any individual county department.

Respective Contract Name - Do Not Fill

IN WITNESS WHEREOF, this Contract Amendment is executed on the date set forth below when executed by Maricopa County Office of Procurement Services.

CONTRACTOR: RICOH

12167-S, 12168-S
CONTRACT NUMBER(S)

AUTHORIZED SIGNATURE

Tom Gross, Regional Director of MS Sales
PRINTED NAME AND TITLE

333 Bush St, San Francisco CA 94104
ADDRESS

11/16/16
DATE

MARICOPA COUNTY:

KEVIN TYNE, CHIEF PROCUREMENT OFFICER — **DATE** 11/17/16

COPYING SERVICES

1.0 INTENT**:**

The intent of this Call for Bids is to establish a contract for High-Speed Copying.

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 or to ensure adequate competition on any project or task order work.

2.0 SCOPE OF SERVICES:

2.1 TECHNICAL REQUIREMENTS:

2.1.1 High-Speed Copying includes black and white and process color copying of various sizes.

2.1.2 Bidders shall have (ownership of) copying facilities located within Maricopa County capable of providing the services listed herein:

2.1.2.1 All copying contained in this bid call per categories listed above.
2.1.2.2 Bindery Operations.
2.1.2.3 Typesetting.
2.1.2.4 Proofs of copying as required.
2.1.2.5 Daily pick-up and delivery service.
2.1.2.6 Technical assistance to County Using Agencies.
2.1.2.7 Rush pick-up and delivery service when required.

2.1.3 CONTRACT QUOTING:

~~During the contract period qualifying vendors are required to submit quotations on a daily basis for High-Speed Copying jobs. Award of individual copying jobs shall be made to the contractor with the lowest quote meeting specifications. (Qualifying under this contract award does not guarantee county business. However only those qualifying under this contract will be considered for quotations). Vendors shall pick up specifications for jobs each work day from Office of Procurement Services Graphic Division, 320 W. Lincoln, Phoenix, Arizona 85003, between 9 a.m. and 12 p.m. Completed quotes will be dropped off at the same location the following work day between 9 a.m. and 12 p.m. These reporting days and times may be changed by the Graphic Communications Manager, with seven days notice.~~

Award of individual Copying Services jobs shall be made to the contractor with the lowest quote meeting specifications. Qualifying under this award does not guarantee county business, however, only those qualified under this contract will be considered for bidding opportunities. Quotes under the contract may be requested form a centralized count graphics unit or from any individual county department.

2.1.4 ARTWORK:

2.1.4.1 All originals, photographs, artwork, paste-ups, negatives, dies and magnetic media (if any) used in the production of the copying called for in the bid shall remain and/or become the property of the Maricopa County and can be requested on demand.

2.1.4.2 All artwork, paste-ups negatives and magnetic media shall be in a reusable condition and any damage thereof shall be considered the responsibility of the successful supplier.

2.1.5 PROOFS:

Proofs shall be required on all new copy and/or any changes on copy submitted with purchase orders or print stub requisitions. On exact repeat order, proofs may not be required.

2.1.6 TECHNICAL ASSISTANCE:

2.1.6.1 The successful vendor(s) shall assign a technical sales representative to Maricopa County. This representative shall be responsible for:

2.1.6.1.1 Submitting Quotations.
2.1.6.1.2 Order Pick-Up.
2.1.6.1.3 Proof Coordination.
2.1.6.1.4 Consult county agencies in the areas of paper samples, layout and construction and provide budgetary estimates.
2.1.6.1.5 Coordinate copying requirements with county's graphics manager.
2.1.6.1.6 Coordinates and insures proper delivery, time and location.

2.1.7 PACKAGING:

All products shall be shrink wrapped in quantities - per customer requests. Each carton shall be marked with form name, number, quantity and purchase order/print stub requisition number.

2.1.8 PLANT INSPECTIONS:

Maricopa County reserves the right to inspect the bidders copying facilities in order to determine if the contractor has the capabilities of fulfilling this contract, and meets state and federal compliance regarding the handling, use, storage and disposal of hazardous materials.

2.2 USAGE REPORT:

The Contractor, upon request, shall furnish the County a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

2.3 ACCEPTANCE:

Upon successful receipt of the material, the product shall be deemed accepted and the warranty period begins. All documentation shall be completed prior to final acceptance.

2.4 FACILITIES:

During the course of this Contract, the County shall provide the Contractor’s personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein.

2.5 INVOICES AND PAYMENTS:

2.5.1 The Contractor shall submit one (1) legible copy 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

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

2.5.3 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 Contract Award the Contractor shall complete the Vendor Registration Form located on the County Department of Finance Vendor Registration Web Site (**http://www.maricopa.gov/Finance/Vendors.aspx**).

2.5.4

2.5.5 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.

2.6 TAX:

No tax shall be levied against labor. Bid pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the bidder to determine any and all taxes and include the same in bid price. Awards will be made on quote before taxes are added.

2.7 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

2.7.1 Delivery is required F.O.B. Destination to the delivery point listed on the order form (Desktop) in accordance with the following delivery schedules after the receipt of county purchase order or print stub requisitions, (except in cases when a proof is required).

2.7.1.1 Proofs to be submitted within 5 working days from receipt of order.
2.7.1.2 Commercial Printing – 10 working days.
2.7.1.3 Quick Printing - 5 days (24 hour turnaround may be requested on some limited special requests).
2.7.1.4 Custom Printing – stated in individual orders.

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 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 INDEMNIFICATION:

3.3.1 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.

3.3.2 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.

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

3.4 INSURANCE:

3.4.1 **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.**

3.4.1 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.

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

3.4.3 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.

3.4.4 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.

3.4.5 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.

3.4.6 The insurance policies required by this Contract, except Workers' Compensation, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

3.4.7 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.

3.4.8 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, $2,000,000 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.

3.4.9 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 $2,000,000 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.

3.4.10 Workers' Compensation:

3.4.10.1 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 $1,000,000 for each accident, $1,000,000 disease for each employee, and $1,000,000 disease policy limit.

3.4.10.2 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.

3.4.11 Certificates of Insurance.

3.4.11.1 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.

3.4.11.1.1 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.

3.4.11.1.2 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.

3.4.11.2 **Prior to commencing work or services under this Contract, Contractor shall furnish the County with valid and complete certificates of insurance, or formal endorsements 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 identify this contract number and title.**

3.4.12 Cancellation and Expiration Notice.

Applicable to all insurance policies required within the Insurance Requirements of this Contract, Contractor's insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to Maricopa County. Contractor must provide to Maricopa County, within 2 business days of receipt, if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to Maricopa County Office of Procurement Services and shall be mailed or hand delivered to 320 West Lincoln Street, Phoenix, AZ 85003, or emailed to Procurement Officer noted in solicitation.

3.4.12 **Errors and Omissions Insurance:**

Errors and Omissions insurance and, if necessary, Commercial Umbrella insurance, which will insure and provide coverage for errors or omissions of the Contractor, with limits of no less than $1,000,000 for each claim.

3.5 PROCUREMENT CARD ORDERING CAPABILITY:

County will use a procurement card to place and make payment for orders under this Contract. Contractors without this capability shall be considered non-responsive and not eligible for award consideration. The payment receipt must include the original job's Requisition Number.

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 LANGUAGE FOR REQUIREMENTS CONTRACTS:

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 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 County 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:

The County may, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

3.9.1 **Deliver the supplies or to perform the services within the time specified in this contract or any extension;**

3.9.2 **Make progress, so as to endanger performance of this contract; or**

3.9.3 **Perform any of the other provisions of this contract.**

3.9.4 **The County's right to terminate this contract under these subparagraphs may be exercised if the Contractor does not cure such failure within 10 days (or more if authorized in writing by the County) after receipt of the notice from the Procurement Officer specifying the failure.**

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:

3.13.1 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.

3.13.2 The County reserves the right of final approval on proposed staff for all Task Orders. Also, upon request by the County, the Contractor will be required to remove any employees working on County projects and substitute personnel based on the discretion of the County within two business days, unless previously approved by 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:

3.16.1 In accordance with section MCI 371 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.

3.16.2 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.

3.16.3 **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 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.

3.18 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.

3.19 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.

3.20 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.

3.21 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

3.21.1 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:

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

3.21.1.2 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 statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3.21.1.3 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

3.21.1.4 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.

3.21.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contact.

3.21.3 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.

3.22 ALTERNATIVE DISPUTE RESOLUTION:

3.22.1 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:

3.22.1.1 Render a decision;

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

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

3.22.2 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.

3.22.3 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.

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

3.23.1 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.

3.23.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 3.231 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.

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

3.24.1 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.

3.24.2 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.

3.25 CONTRACTOR LICENSE REQUIREMENT:

3.25.1 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.

3.25.2 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 posses 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.

3.26 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:

3.26.1 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,

3.26.2 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.

3.27 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.

3.28 **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.

3.29 **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.

3.30 **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.