

SERIAL 15026 C FOOD FACTORY FOOD AND STAPLE GROCERY ITEMS

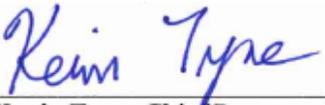
DATE OF LAST REVISION: August 18, 2016 CONTRACT END DATE: June 30, 2017

CONTRACT PERIOD THROUGH JUNE 30, ~~2016~~ 2017

TO: All Departments
FROM: Office of Procurement Services
SUBJECT: Contract for **FOOD FACTORY FOOD AND STAPLE GROCERY ITEMS**

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 **June 11, 2015**.

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, Chief Procurement Officer
Office of Procurement Services

JG/at
Attach

Copy to: Office of Procurement Services
 Amie Bristol, MCSO

(Please remove Serial 08054-C from your contract notebooks)

BAKEMARK USA, 5720 W JEFFERSON ST., PHOENIX, AZ 85043

RESPONDENT'S NAME:	<u>BakeMark USA</u>
COUNTY VENDOR NUMBER :	<u>2011000522</u>
ADDRESS:	<u>2625 S Roosevelt St. Suite 101</u>
	<u>Tempe, AZ 85282</u>
P.O. ADDRESS:	<u>PO Box 37 Pico Rivera, CA 90660</u>
TELEPHONE NUMBER:	<u>520-400-2033</u>
FACSIMILE NUMBER:	<u>520-682-1300</u>
WEB SITE:	<u>www.yourbakemark.com</u>
CONTACT (REPRESENTATIVE):	<u>David Vogel</u>
REPRESENTATIVE'S E-MAIL ADDRESS:	<u>Dave.vogel@csmbakerysolutions.com</u>

	<u>YES</u>	<u>NO</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT	[x]	[]
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	[x]	[]

[x] NET 30 DAYS

(1st Call): Bakery Products Catalog Discount

Catalog Discount Percentage: 0%

For all catalog items, the County agency is required to call the 1st Call vendor for current pricing on the desired item in the catalog class. If the 1st Call vendor cannot meet the order requirements of quantity or delivery time, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

For contracted line items, the County agency is required to call the 1st Call vendor with the order quantity and delivery requirements. If the 1st Call vendor cannot meet the requirements, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

PRICING SHEET: NIGP CODE 37515

Terms:	NET 30
Vendor Number:	2011000522 0
Certificates of Insurance	Required
Contract Period:	To cover the period ending June 30, 2016 2017.

CUSTOM FOOD SERVICE, 719 E. JACKSON STREET, PHOENIX, AZ 85034

RESPONDENT'S NAME: Custom Food Service
 COUNTY VENDOR NUMBER : 2011000467
 ADDRESS: 719 E. Jackson Street
Phoenix, AZ 85034
 P.O. ADDRESS: _____
 TELEPHONE NUMBER: 602-254-1876 x206
 FACSIMILE NUMBER: 602-256-6216
 WEB SITE: www.customfoodservice.com
 CONTACT (REPRESENTATIVE): Mark Schnitzer
 REPRESENTATIVE'S E-MAIL ADDRESS: mschitzer@customfoodservice.com mskipton@customfoodservice.com

	<u>YES</u>	<u>NO</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT	[x]	[]
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	[]	[x]
<input checked="" type="checkbox"/> NET 30 DAYS		

(2nd Call): Bakery Products Catalog Discount

Catalog Discount Percentage: 0%

For all catalog items, the County agency is required to call the 1st Call vendor for current pricing on the desired item in the catalog class. If the 1st Call vendor cannot meet the order requirements of quantity or delivery time, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

For contracted line items, the County agency is required to call the 1st Call vendor with the order quantity and delivery requirements. If the 1st Call vendor cannot meet the requirements, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

PRICING SHEET: NIGP CODE 37515

Terms: NET 30
 Vendor Number: 2011000467 0
 Certificates of Insurance Required
 Contract Period: To cover the period ending **June 30, 2016 2017.**

JNS FOODS LLC, 1401 N UNIVERSITY DR. SUITE 602, CORAL SPRINGS, FL 33071

RESPONDENT'S NAME: JNS Foods, LLC
 COUNTY VENDOR NUMBER : 2011000354
 ADDRESS: 1401 N University #602
Coral Springs, FL 33071
 P.O. ADDRESS: _____
 TELEPHONE NUMBER: 954-718-7958 x 103
 FACSIMILE NUMBER: 888-613-3118
 WEB SITE: _____
 CONTACT (REPRESENTATIVE): Eliot Meiseles
 REPRESENTATIVE'S E-MAIL ADDRESS: emesiseles@jns.com bidpricing@jnsfoods.com

YES NO

WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:

NET 30 DAYS

(2nd Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet/bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty	Avg Lead Time (days)	Manufacturer
2.1.2.1	Jelly Packets, Asst.	\$ 4.50	Case	200	0.5 oz	2000 CS	21 days	Heinz/Dia Crystal

(1st Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet/bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty	Avg Lead Time (days)	Manufacturer
2.1.2.5	Milk, Powder, Non-Fat	\$ 54.05	Bag	50	1Lb	850	21 days	CEFES

(1st Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet/bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty	Avg Lead Time (days)	Manufacturer
2.1.2.7	Rice	\$17.25	Bag	50	1LB	840	21 days	Riceland

JNS FOODS LLC, 1401 N UNIVERSITY DR. SUITE 602, CORAL SPRINGS, FL 33071

For all catalog items, the County agency is required to call the 1st Call vendor for current pricing on the desired item in the catalog class. If the 1st Call vendor cannot meet the order requirements of quantity or delivery time, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

For contracted line items, the County agency is required to call the 1st Call vendor with the order quantity and delivery requirements. If the 1st Call vendor cannot meet the requirements, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

PRICING SHEET: NIGP CODE 39359, 37515, 37372

Terms:	NET 30
Vendor Number:	2011000354 0
Certificates of Insurance	Required
Contract Period:	To cover the period ending June 30, 2016 2017.

KELLOGG SUPPLY INC., 405 N 75TH AVE B2-144, PHOENIX, AZ 85043

RESPONDENT'S NAME: Kellogg Supply, Co
 COUNTY VENDOR NUMBER : W00001603
 ADDRESS: 405 N. 75th Ave Bldg. 2, Ste. 144
 Phoenix, AZ 85043
 P.O. ADDRESS:
 TELEPHONE NUMBER: 623-936-6103
 FACSIMILE NUMBER: 623-936-4022
 WEB SITE: N/A
 CONTACT (REPRESENTATIVE): Douglas Mahoney
 REPRESENTATIVE'S E-MAIL ADDRESS: dmahoney@kelloggsupply.net

	<u>YES</u>	<u>NO</u>
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT	[x]	[]
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	[x]	[]
[x] NET 30 DAYS		

(1st Call): Condiments and Spices Catalog Discount

Catalog Discount Percentage: 0%

For all catalog items, the County agency is required to call the 1st Call vendor for current pricing on the desired item in the catalog class. If the 1st Call vendor cannot meet the order requirements of quantity or delivery time, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

For contracted line items, the County agency is required to call the 1st Call vendor with the order quantity and delivery requirements. If the 1st Call vendor cannot meet the requirements, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

PRICING SHEET: NIGP CODE 39380

Terms: NET 30
 Vendor Number: 2011000432 0
 Certificates of Insurance Required
 Contract Period: To cover the period ending **June 30, 2016 2017.**

NATIONAL FOOD GROUP, INC., 12396 WORLD TRADE DRIVE SUITE 106, SAN DIEGO, CA 92128

RESPONDENT'S NAME: National Food Group, Inc.
 COUNTY VENDOR NUMBER : 2011000351
 ADDRESS: 10803 Thornmint Rd. Ste. 105
 San Diego, CA 92127
 P.O. ADDRESS:
 TELEPHONE NUMBER: 858-568-7023
 FACSIMILE NUMBER: 858-613-3670
 WEB SITE: nationalfoodgroup.com
 CONTACT (REPRESENTATIVE): Jennifer Klein
 REPRESENTATIVE'S E-MAIL ADDRESS: jklein@nationalfoodgroup.com

YES NO

WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT [x] []

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT: [x] []

[x] NET 30 DAYS

(2nd Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet /bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty.	Avg. Lead Time (days)	Manufacturer
2.1.2.3	Margarine Reddies	\$ 1.46	LB	1	12LB	8000Lb	5-10 Days`	National Packer

(2nd Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet /bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty	Avg Lead Time (days)	Manufacturer
2.1.2.6	Potatoe Flakes	\$ 0.73	LB	1	40lb	20,000lb	5-10 days	National Packer

(2nd Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet /bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty	Avg Lead Time (days)	Manufacturer
2.1.2.7	Rice	\$0.48	Lb	1	50lb	16,500lb	5-10 days	National Packer

NATIONAL FOOD GROUP, INC., 12396 WORLD TRADE DRIVE SUITE 106, SAN DIEGO, CA 92128

(1st Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet /bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty	Avg Lead Time (days)	Manufacturer
2.1.2.8	Oil Soy/Vegetable	\$6.58	Gallon	3	1 gallon	864 gallon	5-10 days	National Packer

Line Number	Item Short Description	Price	Purchase Unit (case/pallet /bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty.	Avg. Lead Time (days)	Manufacturer
2.1.2.9	Barbeque Sauce	\$5.86	Gallon	4	1 gallon	384 gallons	5-10 Days	National Packer

(2nd Call): Condiments and Spices Catalog Discount

Catalog Discount Percentage: 0%

For all catalog items, the County agency is required to call the 1st Call vendor for current pricing on the desired item in the catalog class. If the 1st Call vendor cannot meet the order requirements of quantity or delivery time, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

For contracted line items, the County agency is required to call the 1st Call vendor with the order quantity and delivery requirements. If the 1st Call vendor cannot meet the requirements, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

PRICING SHEET: NIGP CODE 37515, 39380, 39372, 39015

Terms: NET 30
 Vendor Number: 2011000351 0
 Certificates of Insurance Required
 Contract Period: To cover the period ending **June 30, 2016 2017.**

SHAVER FOODS LLC, 1419 SOUTH BEECHWOOD AVENUE, FAYETTEVILLE, AR 72701

RESPONDENT'S NAME: Shaver Foods, LLC
 COUNTY VENDOR NUMBER : W000013992
 ADDRESS: 1419 South Beechwood Ave
 Fayetteville, AR 72701
 P.O. ADDRESS:
 TELEPHONE NUMBER: 479-442-6340 x310
 FACSIMILE NUMBER: 479-582-3578
 WEB SITE: www.shaverfoods.net
 CONTACT (REPRESENTATIVE): Jennifer Barnes
 REPRESENTATIVE'S E-MAIL ADDRESS: Jennifer.barnes@shaverfoods.com

YES NO

WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:

NET 30 DAYS

(1st Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet/bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty	Avg Lead Time (days)	Manufacturer
2.1.2.1	Jelly Packets, Asst.	\$ 3.93	Case	200	10 g	*300/pallet	14	Four-in-One

*Four Pallet minimum order (can order an assortment of items to meet minimum)

(1st Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet/bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty.	Avg. Lead Time (days)	Manufacturer
2.1.2.3	Margarine Reddies	\$ 14.18	Case	1080	5g	*128/pallet	21	Ventura

*Four Pallet minimum order (can order an assortment of items to meet minimum)

SHAVER FOODS LLC, 1419 SOUTH BEECHWOOD AVENUE, FAYETTEVILLE, AR 72701

(2nd Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet/bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty	Avg Lead Time (days)	Manufacturer
2.1.2.5	Milk, Powder, Non-Fat	\$ 103.94	Case	50	Pound	880 cases	21 days	Franklin Farms

*Four Pallet minimum order (can order an assortment of items to meet minimum)

(1st Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet/bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty	Avg Lead Time (days)	Manufacturer
2.1.2.6	Potatoe Flakes	\$ 27.30	Case	40	Pound	1008 cases	21 days	Idaho Frank

*Four Pallet minimum order (can order an assortment of items to meet minimum)

(2nd Call):

Line Number	Item Short Description	Price	Purchase Unit (case/pallet/bag, etc.)	# of each per purchase unit	Each unit size/volume	Minimum Order Qty	Avg Lead Time (days)	Manufacturer
2.1.2.8	Oil Soy/Vegetable	\$20.54	Case	4.4	Gallon	*60/pallet	14	Ventura

*Four Pallet minimum order (can order an assortment of items to meet minimum)

(3rd Call): Bakery Products Catalog Discount

Catalog Discount Percentage: 0%

For all catalog items, the County agency is required to call the 1st Call vendor for current pricing on the desired item in the catalog class. If the 1st Call vendor cannot meet the order requirements of quantity or delivery time, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

For contracted line items, the County agency is required to call the 1st Call vendor with the order quantity and delivery requirements. If the 1st Call vendor cannot meet the requirements, the 2nd Call vendor can be contacted with the same order parameters. Orders may be split between vendors in order to meet County needs.

PRICING SHEET: NIGP CODE 39359, 37515, 39380

Terms: NET 30
 Vendor Number: W000013992 X
 Certificates of Insurance: Required
 Contract Period: To cover the period ending **June 30, 2016 2017.**

FOOD FACTORY FOOD AND STAPLE GROCERY ITEMS

1.0 INTENT:

The intent of this solicitation is to establish a multiple-award, requirements contract for miscellaneous foods and staple grocery items for the Maricopa County Sheriff's Office (MCSO). The resulting contract shall include both individual line item pricing and commodity discount pricing. It is within the scope of this solicitation that the County may award multiple vendors to an individual line item and/or commodity group on a first call/second call basis. Call order shall be established by low cost for line items and lowest adjusted cost on sample items (catalog cost less discount) for commodity groups.

Other governmental entities under agreement with the County may have access to services provided hereunder (see also Sections 3.16 and 3.17, 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 or to ensure adequate competition on any project or task order work.

2.0 SPECIFICATIONS:

2.1 LINE ITEM PRICED ITEMS:

2.1.1 A list of the product descriptions and estimated quantities are listed on Attachment A, Pricing. Respondents shall provide the following additional information for each line item:

- 2.1.1.1 Minimum Order Quantity
- 2.1.1.2 Average Lead Time
- 2.1.1.3 Unit (each) size
- 2.1.1.4 Case Quantity (if applicable)
- 2.1.1.5 Packaging Description
- 2.1.1.6 Manufacturer
- 2.1.1.7 Nutritional Information

2.1.2 LINE ITEM PRODUCT DESCRIPTION

- 2.1.2.1 Jelly packets Asst. ½ oz (Exhibit 3)
- 2.1.2.2 Real Cheese slices (Exhibit 4)
- 2.1.2.3 Margarine Reddie, zero trans-fat, kosher (Exhibit 5)
- 2.1.2.4 Calcium Carbonate 50 lb bag (Exhibit 6)
- 2.1.2.5 Milk, powder, not-fat, 50 lb.(Exhibit 7)
- 2.1.2.6 Potato Flakes(Exhibit 8)
- 2.1.2.7 Rice (Exhibit 9)
- 2.1.2.8 Oil Soy/Vegetable (Exhibit 10)
- 2.1.2.9 Barbeque Sauce (Exhibit 11)

2.2 COMMODITY DISCOUNT ITEMS:

2.2.1 For the following commodity groups, respondents shall provide a discount percentage off of published catalog pricing. Respondents shall also provide the following:

- 2.2.1.1 URL address or digital copy of applicable catalog(s).
- 2.2.1.2 Sample pricing for select line items (market basket). These prices will not be added to the contract, but will be utilized for evaluation purposes.
- 2.2.1.3 Full item descriptions for market basket items to include: individual size, case count, packaging description, and manufacturer. As with the prices, this information will not be incorporated into the contract, but shall be used for evaluation purposes.

- 2.2.1.4 Indicate which item(s) if any require a minimum order quantity.
- 2.2.1.5 Indicate which item(s) from the sample list are not available from the respondent or reasonable like/equal substitute.

2.2.2 Commodity Groups

2.2.2.1 Items listed in the following commodity groups are illustrative of the types of items that the County may wish to procure from said group. If County has a need for an item not listed below, County Authorized Representative shall contact awarded Respondent for applicable pricing and discount.

2.2.2.2 Bakery Products:

- 2.2.2.2.1 Baking Soda – 2lb
- 2.2.2.2.2 Baking Powder – 10lb
- 2.2.2.2.3 Calcium Carbonate – 50lb
- 2.2.2.2.4 Cake Mixes (R&H, General Mills, Pillsbury or Equal)
 - 2.2.2.2.4.1 White Cake – 50lb
 - 2.2.2.2.4.2 Devil’s Food Cake – 50lb
- 2.2.2.2.5 Cake Donut Mix (Pillsbury or Equal) – 50lb
- 2.2.2.2.6 Active Dry Yeast (Fleischman’s no substitutions) – 2lb
- 2.2.2.2.7 Corn Starch – 1lb

2.2.2.3 Condiments and Spices:

- 2.2.2.3.1 Syrup, 1.5 oz. 100 per case
- 2.2.2.3.2 Sugar, Powdered , 50 lb
- 2.2.2.3.3 Sugar, Brown, 50 lb
- 2.2.2.3.4 Sugar, Granulated 50 lb
- 2.2.2.3.5 Sugar, 1 tsp. 2000/cs
- 2.2.2.3.6 Salt 80# bags
- 2.2.2.3.7 Cilantro Flakes, 12/1 lb
- 2.2.2.3.8 Chicken Base, 6/5 lb
- 2.2.2.3.9 Paprika, 12/1 lb
- 2.2.2.3.10 White pepper 12/1lb
- 2.2.2.3.11 Granulated Garlic, 12/1 lb
- 2.2.2.3.12 Italian Seasoning 12/1lb
- 2.2.2.3.13 Oregano, Ground, 12/1 lb
- 2.2.2.3.14 Cumin Powder, 12/1 lb
- 2.2.2.3.15 Chili Powder, Mild, 12/1 lb.
- 2.2.2.3.16 Cinnamon, 12/1 lb
- 2.2.2.3.17 Parsley Flakes, 12/1 lb
- 2.2.2.3.18 Basil, Ground, 12/1 lb
- 2.2.2.3.19 Thyme 12/1 lb
- 2.2.2.3.20 Red Pepper, Crushed, 12/1 lb
- 2.2.2.3.21 Sugar, Substitute, 1 tsp, individually packaged
- 2.2.2.3.22 Salt, Individual Packets, 3000 per case
- 2.2.2.3.23 Black Pepper, Individual Packets, 3000 per case
- 2.2.2.3.24 Nutri-cal Drink Mix
- 2.2.2.3.25 Powdered Cheese Sauce, 50lb bag

2.3 ADDITIONAL REQUIREMENTS:

- 2.3.1 All products must be Kosher and packer’s first quality. Kosher specs and nutritionals shall be provided upon request. No distress/damaged product deemed unfit for use will be

accepted. Goods must be U.S.D.A. grade specified. Verification of grade and or pack shall be provided upon request.

- 2.3.2 All product must be palletized and shrink-wrapped. Product delivered on slip sheets only will be refused. Pallet height restriction - (No higher than 48"). NO PALLET EXCHANGE provided. Food products shall not be hauled with non-food items without prior approval by MCSO.
- 2.3.3 Swollen, rusted or dented cans are to be replaced at no charge or credited if the contractor is notified within three (3) months of delivery date. Damaged, torn, leaking bags or product that show evidence of moisture damage or pests will be replaced at no charge or credited if the contractor is notified within three (3) months of delivery date. Products not covered by USDA grades are to be of the commercial quality.
- 2.3.4 These specifications are intended to serve as a uniform basis for contractors when submitting prices and a standard for inspection when these products are received. Upon delivery, products not meeting these specifications will be returned at the contractor's expense. This emphasizes the importance of these specifications when submitting prices and completing orders.

3.0 **PURCHASING REQUIREMENTS:**

3.1 DELIVERY AND INSTALLATION:

- 3.1.1 Delivery is desired as soon as possible, but **REQUIRED** no later than 21 days after Contractor's receipt of a purchase order or contract release order.
- 3.1.2 Supplies or equipment shall be delivered between the hours of 6:00 a.m. and 12:00p.m., Monday through Friday, except on State recognized holidays.
****Invoices are to be sent to a separate address, see Paragraph 3.11.2, below.**
- 3.1.3 Delivery shall be F.O.B. Destination Freight Prepaid within (21) days of receipt of Using Agency purchase order, to any delivery location within Maricopa County.

3.2 EXPEDITED DELIVERY:

- 3.2.1 If the Using Agency determines that expedited delivery or other alternate shipping is required, it shall notify the Contractor. The Contractor shall determine any additional costs associated with such delivery terms and communicate that cost to the Using Agency.
- 3.2.2 The Using Agency shall not advise the Contractor to proceed with an expedited shipment until acceptable terms are agreed upon and a purchase order is issued. Upon agreeing to the additional costs, the Using Agency shall advise the Contractor to proceed.
- 3.2.3 Upon receipt of material(s) and invoicing, the Using Agency shall ensure that any additional charges are in compliance with and do not exceed agreed to costs. The Using Agency shall retain all documents related to these costs within the agency purchase file.

3.3 SHIPPING DOCUMENTS:

A packing list or other suitable shipping document shall accompany each shipment and shall include the following:

- 3.3.1 Contract Serial number.
- 3.3.2 Contractor's name and address.
- 3.3.3 Using Agency name and address.

3.3.4 Using Agency purchase order number.

3.3.5 A description of product(s) shipped, including item number(s), quantity (ies), number of containers and package number(s), as applicable.

3.4 SHIPPING TERMS:

Bid price(s) and terms shall be F.O.B. Destination PREPAID at: 3150 W Lower Buckeye Rd Phoenix, Arizona 85009.

3.5 SAMPLES:

The Contractor may be requested to furnish samples of material(s) bid for examination by the County. Any materials so requested shall be furnished within TEN (10) working days from the date of request and furnished at no cost to the County and sent to the address designated in the requesting correspondence.

3.6 TESTING:

Unless otherwise specified, materials purchased will be inspected by the Using Agency to ensure the materials meet the quality and quantity requirements of the Specifications. When deemed necessary by the County, samples of the materials may be taken at random from stock received for submission to a commercial laboratory or other appropriate agency for analysis and tests as to whether the materials conform in all respects to the Specifications. In cases where commercial laboratory reports determine that the materials do not meet the Specifications, the expense of such analysis shall be borne by the Contractor.

3.7 ACCEPTANCE:

Upon delivery and successful inspection, the material(s) shall be deemed accepted and the warranty period shall begin. All documentation shall be completed prior to final acceptance.

3.8 WARRANTY:

3.8.1 All items furnished under this Contract shall conform to the requirements of this Contract and shall be free from defects in design, materials and workmanship.

3.8.2 The warranty period for workmanship and materials shall be for an initial period of twelve (12) months and commence upon acceptance by County.

3.8.2.1 The Contractor shall indicate on the Price Sheet the duration of the warranty and any applicable limitations or conditions which may apply.

3.8.2.2 The Contractor agrees that he will, at his own expense, provide all labor and parts required to remove, repair or replace, and reinstall any such defective workmanship and/or materials which becomes or is found to be defective during the term of this warranty. The Contractor shall guarantee the equipment to be supplied complies with all applicable regulations.

3.9 BRAND NAME:

The County reserves the right to request samples to determine quality and acceptability of materials bid by Contractor. In some cases, brand names have been listed in order to define the desired quality and are not intended to be restrictive or to limit competition. Materials substantially equivalent to those designated shall qualify for consideration.

3.10 USAGE REPORT:

The Contractor shall furnish the County a usage report upon request 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.

3.11 MCSO SECURITY/BACKGROUND CLEARANCE

Jail Facility Access Security Clearance – All Contractor’s (excluding the subcontractors delivery drivers, with a staff escort) entering Maricopa County Sheriff’s Office (MCSO) jail facilities are required to complete a security clearance and/or background check by the MCSO. The background investigation may include a criminal records background check. The background check will be carried out by the MCSO at the County’s expense.

All Contractors that work within/for the Custody Support Division shall have a badge provided to them upon successful completion of the background check. The badge must be displayed at all times in the jail facilities. The assessment by the MCSO, as to eligibility of the Contractor’s employee, is final and is not appealable. Once a successful background is completed, each employee and the contracting company will be required to go through Volunteer Training,

The Contractor shall be notified if their employee is approved to perform services at the MCSO facilities. Pursuant to state law, the information derived from the background check cannot be divulged to the contractor or any other unauthorized party. Final award of this contract may be contingent upon the Contractor’s successful completion of the security clearance requirements.

Contractor personnel shall have entry to detention or district facilities at the discretion of the Sheriff or his designee for the duration of the contract.

3.11.1 PRISON RAPE ELIMINATION ACT (PREA)

“Under the Prison Rape Elimination Act the Contractor (excluding the subcontractors delivery drivers, with a staff escort) will be required to undergo a criminal background records check, which includes being fingerprinted prior to starting any work and are authorizing the Sheriff’s Office to conduct this procedure.” See attached Acknowledgement form.

All Contractor’s shall be subject to a criminal background records check, which includes being fingerprinted, before the Contractor can be authorized to perform services for the Sheriff’s Office, in accordance with the PREA Standards.

All Contractors, who are contracted for five (5) or more years, shall be subject to a criminal background records check, which includes being fingerprinted, at least, every five (5) years, in accordance with the PREA Standards.

3.11.2 PREA TRAINING

ALL Contractor’s (excluding the subcontractors delivery drivers, with a staff escort) shall sign a Prison Rape Elimination Act (PREA) Acknowledgement Form, and ALL Contractor’s will be required to attend mandatory PREA training each calendar year. Training will be administered by the Custody Support Division, prior to providing services to the Sheriff’s Office.

3.12 INVOICES AND PAYMENTS:

3.12.1 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
- Contract Item number(s)
- Description of Purchase (product or services)
- Pricing per unit of purchase
- Freight (only if expedited)
- List Price
- Discount Percentage (if applicable)
- Discount Amount (if applicable)
- Extended price
- Total Amount Due

3.12.2 ALL invoices shall be emailed to mcsaccounts payable@mail.maricopa.gov (PREFERRED) OR mailed to 550 West Jackson Street, Phoenix, AZ 85003.

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

3.12.4 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>).

3.12.5 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.

3.13 APPLICABLE TAXES:

3.13.1 **Payment of Taxes:** The Contractor shall pay all applicable taxes. With respect to any installation labor on items that are not attached to real property performed by Contractor under the terms of this Contract, the installation labor cost and the gross receipts for materials provided shall be listed separately on the Contractor's invoices.

3.13.2 **State and Local Transaction Privilege Taxes:** Maricopa County is subject to all applicable state and local transaction privilege taxes. To the extent any state and local transaction privilege taxes apply to sales made under the terms of this contract it is the responsibility of the seller to collect and remit all applicable taxes to the proper taxing jurisdiction of authority.

3.13.3 **Tax Indemnification:** Contractor and all subcontractors shall pay all Federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all subcontractors to hold Maricopa County harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

3.14 TAX (COMMODITIES):

Tax shall not be levied against labor. Sales/use tax will be determined by County. Tax will not be used in determining low price.

3.15 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.

3.16 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.

3.17 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.

3.18 VOLUNTARY EMPLOYEE DISCOUNTS

3.18.1 Vendors may voluntarily offer discounts to County employees for products or services provided under this contract. Whether a vendor offers or does not offer an employee discount is not a factor in nor considered in the evaluation of responses to this solicitation.

3.18.2 Any discount offered is part of a commercial transaction between the vendor and individual County employees and the County is not a party to the transaction. Any disputes or issues arising from an individual commercial transaction between the vendor and an individual County employee is a matter between the vendor and the employee. If a discount is offered, the terms will be announced to County employees.

4.0 **CONTRACTUAL TERMS & CONDITIONS:**

4.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed-price purchasing contract to cover a term of one (1) year.

4.2 OPTION TO RENEW:

The County may, at its option and with the concurrence of the Contractor, renew the term of this Contract up to a maximum of four (4) 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 (60) calendar days prior to the expiration of the original contract term..

4.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments on the items listed in section 2.1 must be submitted sixty (60) days prior to the Contract renewal date. Commodity Discounts provided in section 2.2 shall remain static for the duration of this Agreement. Vendors are required to provide the County

Authorized Representatives with up to date digital catalogs. 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.

4.4 INDEMNIFICATION:

- 4.4.1 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 Contractor's 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.
- 4.4.2 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.
- 4.4.3 The scope of this indemnification does not extend to any claim, damage, loss, or expense resulting from the sole negligence of County.

4.5 INSURANCE:

- 4.5.1 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.
- 4.5.2 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.
- 4.5.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.
- 4.5.4 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.
- 4.5.5 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.
- 4.5.6 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.

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

4.5.8 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.

4.5.9 The Contractor's policies shall stipulate that the insurance afforded the Contractor shall be primary insurance and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as provided by A.R.S. § 41-621 (E).

4.5.10 Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

4.5.11 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.

4.5.12 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.

4.5.13 Certificates of Insurance.

4.5.13.1 Prior to Contract **AWARD**, 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 (**see Exhibit 2**), 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.

4.5.13.2 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.

4.5.13.3 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.

4.5.14 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.

4.6 ORDERING AUTHORITY.

4.6.1 Any request for purchase of product(s) shall be accompanied by a valid purchase order, issued by Office of Procurement Services, a Purchase Order issued by the using Department or direction by a Certified Agency Procurement Aid (CAPA) with a Purchase Card for payment.

4.7 REQUIREMENTS CONTRACT:

4.7.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid is 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.

4.7.2 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 for actual and documentable costs incurred by the Contractor in response to 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.

4.7.3 Contractors agree to accept verbal notification of cancellation of Purchase Orders 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.

4.8 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

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

4.9 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:

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

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

4.9.3 Perform any of the other provisions of this contract.

4.9.4 The County's right to terminate this contract under these subparagraph 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.

4.10 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.

4.11 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.

4.12 ADDITIONS/DELETIONS OF SERVICE:

4.12.1 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.

4.13 SUBCONTRACTING:

4.13.1 The Contractor may not assign to another Contractor 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.

4.13.2 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.

4.14 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.

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

4.15.1 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.

4.15.2 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.

4.15.3 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 invoices, request for credit, request for a check or deduction from current billings 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.

4.16 VALIDITY:

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

4.17 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.

4.18 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, co-employee, partnership, principal and agent, or joint venture between the County and the Contractor.

4.19 NON-DISCRIMINATION:

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website http://www.azgovernor.gov/dms/upload/EO_2009_09.pdf which is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, CONTRACTOR shall not discriminate against any employee, client or any or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

4.20 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

4.20.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor

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

4.20.1.2 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;

4.20.1.3 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

4.20.1.4 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.

4.20.2 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.

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

4.21.1 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.

4.21.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 4.21.1 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.

4.22 CONTRACTOR LICENSE REQUIREMENT:

4.22.1 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.

4.22.2 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.

4.23 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:

- 4.23.1 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,
- 4.23.2 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.

4.24 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 in its offer 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 and the Arizona Public Records Law.