

SERIAL 12130 S MOVING SERVICES

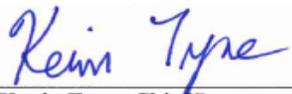
DATE OF LAST REVISION: December 01, 2016 CONTRACT END DATE: November 30, 2017

CONTRACT PERIOD THROUGH NOVEMBER 30, ~~2015~~ 2016 2017

TO: All Departments
FROM: Office of Procurement Services
SUBJECT: Contract for **MOVING 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 **November 29, 2012**.

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

LA/at
Attach

Copy to: Office of Procurement Services
Don Jeffery, Facilities Management

(Please remove Serial 09061-S from your contract notebooks)

PRIDE PROFESSIONAL MOVERS, INC DBA ALLIANCE PROFESSIONAL MOVING, 2141 E MAGNOLIA ST, PHOENIX, AZ 85034

COMPANY NAME: Pride Professional movers, Inc
 DOING BUSINESS AS (DBA) NAME: Alliance Professional Moving
 MAILING ADDRESS: 2141 E Magnolia St, Phoenix, AZ 85034
 REMIT TO ADDRESS: 2141 E Magnolia St, Phoenix, AZ 85034
 TELEPHONE NUMBER: 602-266-5266
 FACSIMILE NUMBER: 602-272-4941
 WEB SITE: www.allianceprofessionalmoving.com
 REPRESENTATIVE NAME: James Furtney
 REPRESENTATIVE TELEPHONE NUMBER: 602-300-0023
 REPRESENTATIVE E-MAIL: jim@allianceprofessionalmoving.com

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

FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) 10% OF TOTAL BID AMOUNT

PAYMENT TERMS:

~~2% 10 DAYS NET 30 DAYS NET 10 DAYS~~ (Eff. 12/01/15)

FIRST CALL

LABOR CHARGES New Pricing Eff. March 1, 2014 December 1, 2015				
Title	8am-5pm (Mon-Fri)	All other hours	Short notice move within 5 days of notification	Description
Truck and Driver	\$28.99 \$29.72 \$30.50	\$43.49 \$44.58	\$29.00 \$29.73 \$30.50	Per hour charge to remain the same regardless of truck or forklift size. Contractor shall use an appropriate size truck or forklift and sufficient number of 4-wheel dollies, rolling carts, etc., to expedite the move and minimize the number of hours for transport.
Laborer	\$13.99 \$14.34 \$15.50	\$20.99 \$21.52	\$13.99 \$14.34 \$15.50	Per hour charge for laborer(s) includes the use of hand trucks, tools, dollies and any equipment required other than powered truck(s) and/or forklifts.
Forklift and Driver	\$38.99 \$39.97	\$58.49 \$59.95	\$38.99 \$39.97	**Per hour charge to remain the same regardless of truck or forklift size. Contractor shall use an appropriate size truck or forklift and sufficient number of 4-wheel dollies, rolling carts, etc., to expedite the move and minimize the number of hours for transport.

PRIDE PROFESSIONAL MOVERS, INC DBA ALLIANCE PROFESSIONAL MOVING, 2141 E MAGNOLIA ST, PHOENIX, AZ 85034

New Pricing Eff. ~~March 1, 2014~~ December 1, 2015

Supervisor	\$29.00	\$44.00	\$29.00	**Per hour charge to remain the same regardless of truck or forklift size. Contractor shall use an appropriate size truck or forklift and sufficient number of 4-wheel dollies, rolling carts, etc., to expedite the move and minimize the number of hours for transport.
Installation Laborer	\$13.99 \$14.34 \$15.50	\$20.99 \$21.52	\$13.99 \$14.34 \$15.50	For disassembly/reassembly. Optional**
				This offer is for simple installations such as returns to desks, we will not install or uninstall modular furniture.

PACKING MATERIALS New Pricing Eff. ~~March 1, 2014~~ December 1, 2015

Title	Unit	Qty	UofM	Description	Bidder Notes
	Price				
Book Cartons	\$1.10	1	each	Book Cartons	
Box, Disk Pak	\$4.59 \$5.25	1	each	Box, Disk Pak	
Box, 3 cu. ft.	\$1.45 \$2.10	1	each	Box, 3 cu. ft.	
Box, 4.5 cu. ft.	\$2.30 \$3.15	1	each	Box, 4.5 cu. ft.	
Tape	\$1.32 \$1.39	1	roll	Tape	
Wrapping Paper	\$0.99 \$1.04	1	pound	Wrapping Paper	
Labels	\$2.64 \$2.79 \$4.75	1	hundred	Labels	
Auto Fold Commercial Boxes	\$1.98	1	each	Auto Fold Commercial Boxes	

STORAGE CHARGES New Pricing Eff. December 1, 2015

Title	Unit	Qty	UofM	Description	Bidder Notes
	Price				
Per 4 X 4 Pallet	\$6.00	1	month	Per 4 X 4 Pallet	
Per square foot	\$0.45 \$0.75	1	month	Per square foot	Min \$25.00
Per vault (5x7x7 approx.)	\$25.00	1	month	Per vault (5x7x7 approx.)	
Overnight in trailer/truck	\$0.00	1	each	Overnight in trailer/truck Unit will be per night.	Limit 1 Night truck must be off loaded or storage paid at 45.00 per each additional night.

PRIDE PROFESSIONAL MOVERS, INC DBA ALLIANCE PROFESSIONAL MOVING, 2141 E MAGNOLIA ST, PHOENIX, AZ 85034

VALUATION PROTECTION New Pricing Eff. December 1, 2015					
Title	Unit	Qty	UofM	Description	Bidder Notes
	Price				
VALUATION PROTECTION	\$5.00	1	each	In addition to standard coverage at the option of using department:	\$5.00 \$10.00 per thousand dollars declared value.
	\$10.00				\$10,000 Minimum for value of items being moved.
					Special projects my obtain Valuation Protection for their personal belongs at Moving Ins.Com we are a listed vendor.
				Unit will be "per thousand covered."	

PRICING SHEET: NIGP CODE 96256

Payment Term: ~~2% 10 DAYS NET 30 DAYS NET 10 DAYS~~

Vendor Number: ~~2011001072-0~~ VC0000002183

Certificates of Insurance Required

Contract Period: To cover the period ending ~~November 30, 2015 2016~~ **2017**.

EFFORT ENTERPRISES OF PHOENIX, ARIZONA, INC DBA ATLANTIC RELOCATION SYSTEMS OF PHOENIX, 835 N 47TH AVE, PHOENIX, AZ 85043

COMPANY NAME: Effort Enterprises of Phoenix, Arizona, Inc
 DOING BUSINESS AS (DBA) NAME: Atlantic Relocation Systems of Phoenix
 MAILING ADDRESS: 835 N 47th Ave, Phoenix, AZ 85043
 REMIT TO ADDRESS: 835 N 47th Ave, Phoenix, AZ 85043
 TELEPHONE NUMBER: 602.352.6683
 FACSIMILE NUMBER: 602.352.6694
 WEB SITE: www.atlanticrelocation.com
 REPRESENTATIVE NAME: Steve Savage Brad Poole
 REPRESENTATIVE TELEPHONE NUMBER: 602.352.6683 ext 417 3801
 REPRESENTATIVE E-MAIL: steve.savage@atlanticrelocation.com
brad.poole@atlanticrelocation.com

	YES	NO	REBATE
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE FROM THIS CONTRACT:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

FUEL COMPRISES (if section for fuel price adjustment is located in the solicitation document) 40% OF TOTAL BID AMOUNT

PAYMENT TERMS:

NET 30 DAYS

SECOND CALL

LABOR CHARGES New Pricing Eff. December 1, 2015				
Title	8am-5pm (Mon-Fri)	All other hours	Short notice move within 5 days of notification	Description
Truck and Driver	\$31.00 \$40.00	\$33.00 \$44.00	\$33.00 \$44.00	Per hour charge to remain the same regardless of truck or forklift size. Contractor shall use an appropriate size truck or forklift and sufficient number of 4-wheel dollies, rolling carts, etc., to expedite the move and minimize the number of hours for transport.
Laborer	\$16.00 \$20.00	\$18.00 \$22.00	\$18.00 \$22.00	Per hour charge for laborer(s) includes the use of hand trucks, tools, dollies and any equipment required other than powered truck(s) and/or forklifts.
Forklift and Driver	\$31.00	\$33.00	\$33.00	**Per hour charge to remain the same regardless of truck or forklift size. Contractor shall use an appropriate size truck or forklift and sufficient number of 4-wheel dollies, rolling carts, etc., to expedite the move and minimize the number of hours for transport. **with 4Hr min 3rd Party Rental & Delivery rates apply.
Installation Laborer	\$20.00 \$25.00	\$23.00 \$28.00	\$23.00 \$28.00	For disassembly/reassembly. Optional**

EFFORT ENTERPRISES OF PHOENIX, ARIZONA, INC DBA ATLANTIC RELOCATION SYSTEMS OF PHOENIX, 835 N 47TH AVE, PHOENIX, AZ 85043

PACKING MATERIALS New Pricing Eff. December 1, 2015					
Title	Unit	Qty	UofM	Description	Bidder Notes
	Price				
Book Cartons	\$1.10 \$1.50	1	each	Book Cartons	
Box, Disk Pak	\$5.50	1	each	Box, Disk Pak	
Box, 3 cu. ft.	\$2.25 \$2.50	1	each	Box, 3 cu. ft.	
Box, 4.5 cu. ft.	\$3.25 \$3.50	1	each	Box, 4.5 cu. ft.	
Tape	\$1.00 \$1.50	1	roll	Tape	
Wrapping Paper	\$1.00	1	pound	Wrapping Paper	
Labels	\$5.00 \$8.00	1	hundred	Labels	
Auto Fold Commercial Boxes	\$1.25 \$1.75	1	each	Auto Fold Commercial Boxes	
STORAGE CHARGES New Pricing Eff. December 1, 2015					
Title	Unit	Qty	UofM	Description	Bidder Notes
	Price				
Per 4 X 4 Pallet	\$13.60	1	month	Per 4 X 4 Pallet	Min \$30.00
Per square foot	\$0.85	1	month	Per square foot	Min \$30.00
Per vault (5x7x7 approx.)	\$22.50 \$30.00	1	month	Per vault (5x7x7 approx.)	
Overnight in trailer/truck	\$150.00	1	each	Overnight in trailer/truck	Per night.
				Unit will be per night.	
VALUATION PROTECTION					
Title	Unit	Qty	UofM	Description	Bidder Notes
	Price				
VALUATION PROTECTION	\$10.00	1	each	In addition to standard coverage at the option of using department:	Per \$1,000.00 dollar of declared value. Min \$10,000.00 per move
				Unit will be "per thousand covered."	

PRICING SHEET: NIGP CODE 96256

Payment Term: NET 30 DAYS

Vendor Number: ~~2011002609-0~~ VC0000007776

Certificates of Insurance Required

Contract Period: To cover the period ending ~~November 30, 2015 2016~~ 2017.

MOVING SERVICES

1.0 INTENT:

The intent of this solicitation is to establish a requirements contract to provide moving services to County departments for relocation of furniture, fixtures and supplies and other items on an as-needed basis.

Other governmental entities under agreement with the County may have access to services provided hereunder (see also Sections 2.10 and 2.11, 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 SCOPE OF SERVICES:

2.1 Contractor shall provide all labor, equipment, vehicles, facilities and materials required for relocation of furniture, fixtures, supplies and other items within the County in accordance with this Scope of Services.

2.1.1 Individual purchase orders will specify whether there will be a need for packing, crating, and/or disassembly/reassembly. The Contractor will supply packing materials at bid prices specified in Attachment A, Pricing.

2.1.2 The hourly rates specified in Attachment A, Pricing shall apply from the time of arrival at the designated location from which the move begins until satisfactory completion of the move, as determined by the using department's designated representative, plus one (1) hour travel time back to Contractor's facilities. Actual time will be pro-rated down to quarter hour increments.

2.1.3 Contractor will provide a written estimate to the using department's designated representative, prior to issuing a purchase order authorizing the move. The written quote for the move shall not exceed 10% of the written estimates.

2.1.4 Personal items will not be moved.

2.1.5 County reserves right to consolidate moves through prior scheduling.

2.1.6 Contractor will be given a purchase order number for each move and this number must appear on Contractor's invoice.

2.2 COUNTY DEPARTMENTS RESPONSIBILITIES:

2.2.1 Each department using this Contract will be responsible for all preparation, execution and coordination of their own move(s).

2.2.2 Each department using this contract will be responsible to assign one (1) person to be their move coordinator to work with the Contractor during the entire move. This person shall be responsible for all communications and instruction to the Contractor. (Departments with recurring move requirements may elect to have an overall move coordinator and appoint individual project managers for more complex or high visibility requirements.)

2.2.3 The department move coordinator shall meet with the Contractor at least four (4) weeks prior to the move date for planning purposes. At this time they, together, should evaluate the move requirements, preparation, and time table. A firm date for a move should be given two (2) weeks prior to the move. The department should determine if insurance in excess of those requirements specified in Section 3.5 is required for the move at this time.

- 2.2.4 The Contractor may be called upon to perform a “Short Notice Move”, which by definition, would be a move that takes place within five (5) working days of Contractor notification. If the Contractor’s schedule cannot accommodate such a move during normal business hours, the Contractor may offer the departments the option of moving during off-business hours. The Contractor must inform the department of pricing differentials for such “Short Notice Moves” and off hour moves.
- 2.2.5 The department move coordinator should instruct all department personnel on move preparation packing for the move.
- 2.2.6 The department move coordinator should be present and on site during the move to coordinate with the Contractor and resolve all problems as they arise.
- 2.2.7 Within one (1) week of the move the department move coordinator will be responsible to have a non-stock requisition prepared and forwarded to Materials Management for the total dollar amount of the move. Exceptions to this are departments that use the P-card.
- 2.2.8 The department move coordinator shall document all damages on a form provided by the Contractor. The vendor will be responsible for repair or replacement of damaged property. The County will withhold final payment until all damage issues are resolved to the satisfaction of the move coordinator. Payment will not be made until all damage issues are resolved.
- 2.2.9 For County property moved to County Surplus, the department will be required to use Form 7730 1810 for assets being moved to the surplus warehouse for disposal or sale. It is the department’s responsibility to coordinate the move of surplus materials between the Contractor and County Surplus Receiving.

2.3 CONTRACTOR RESPONSIBILITIES:

- 2.3.1 Contractor must assign a representative who will be the Maricopa County Moving Contract Representative, to estimate, coordinate, and work with County representatives for all moves.
- 2.3.2 The Contractor representative will be responsible for providing written estimates to all departments for moves. Estimates must include as a minimum:
 - 2.3.2.1 Access/egress routes;
 - 2.3.2.2 Elevator use;
 - 2.3.2.3 Work time-table;
 - 2.3.2.4 Items/equipment not to be moved by the Contractor due to warranty etc.; and
 - 2.3.2.5 List of materials needed (boxes, tape, wrapping paper, etc.).
- 2.3.3 The Contractor representative will be responsible for coordinating, with each department move coordinator, on move preparation, instructions, and any other needed assistance.
- 2.3.4 The Contractor representative will be required to be on site or available by phone for all moves, to resolve any problems and provide advice during the move.

2.4 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.

2.5 ACCEPTANCE:

Upon successful completion of the move, it shall be deemed accepted. All documentation shall be completed prior to final acceptance.

2.6 INVOICES AND PAYMENTS:

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

- Company name, address and contact
- County bill-to name and contact information
- Contract Serial Number
- County purchase order number
- Invoice number and date
- Payment terms
- Date of service or delivery
- Quantity (number of days or weeks)
- Contract Item number(s)
- Description of Purchase (product or services)
- Pricing per unit of purchase
- Freight (if applicable)
- Extended price
- Mileage w/rate (if applicable)
- Arrival and completion time (if applicable)
- Total Amount Due

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

2.6.3 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 (www.maricopa.gov/finance/vendors).

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

2.7 TAX:

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

2.8 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.

2.9 FUEL COST PRICE ADJUSTMENT:

2.9.1 This provision provides for limited increased or decreased costs of motor fuels (fuels) used to perform services under this Contract. This provision does not apply to burner fuel (i.e. propane, natural gas, fuel oil, used motor oil). It applies to motor fuel only.

Fuel cost adjustments may be either positive or negative. A positive fuel cost adjustment will result in an increase in payments to Contractor while a negative fuel cost adjustment will result in a decrease in payments to Contractor.

- 2.9.2 This provision is intended to minimize risk to both parties to this Contract due to fuel cost fluctuations that may occur during the term of this Contract. This provision is not designed to estimate actual quantities of fuel used in providing services under this Contract, but to provide a reasonable basis for calculating a fuel cost adjustment based on average conditions.
- 2.9.3 Application of this provision will come into effect upon Contractor submittal of a fuel cost adjustment request. A request may be submitted only when the increased cost of fuel, established as a percentage of total contract price (base fuel cost) upon award of this Contract, exceeds ten (10%) percent of the base fuel cost. The Contractor may request a fuel surcharge no more than four (4) times annually, during the month(s) of March, June, September and December. The request must be submitted no later than the tenth (10th) of the month. Any surcharge shall be effective the first of the following month after receipt and approval. The date of County approval of a fuel cost adjustment request shall become the base date for any future Contractor adjustment requests.
- 2.9.4 Contractor shall include, as part of its price bid, the percentage of total contract price fuel represents (e.g., fuel cost equals 10% of Contractor cost) (see also, Attachment A, Vendor Information). This percentage will represent and establish the base fuel cost for this Contract. The base fuel cost shall be established as the due date for submission of proposals for this Contract. All subsequent fuel cost adjustments shall be based upon the date the County approves a Contractor's request for fuel cost adjustment (e.g. fuel cost adjustment approved by County on January 1, 2006, January 1, 2006 becomes base date for any next Contractor request for adjustment).
- 2.9.5 Fuel Cost Application Requirement. The Contractor must provide documentation including type of motor fuel and fuel invoices with price of the fuel used in providing services under this Contract, from the month bids were due and the month of the cost adjustment request, with any fuel cost adjustment application. The fuel cost adjustment application must be completed with all applicable data, and signed by the Contractor.
- 2.9.6 The fuel surcharge shall be based on the current quarterly index of the West Coast (PADD5) Diesel (On-Highway)-All Types or Reformulated Areas Gasoline compared to the previous quarterly index period as reported on the Energy Information Administration (EIA) website: <http://www.eia.doe.gov/>
- 2.9.7 The computation of the fuel surcharge amount shall be determined as follows:
 - 2.9.7.1 The fuel cost component from Attachment A (Vendor Information) of the Contract with Maricopa County, multiplied by the percent of change indicated by the EIA report from the previous index period.
 - 2.9.7.2 Upon agreement by the County to the surcharge, the County shall issue written approval of the change prior to any adjusted invoicing submitted for payment.
 - 2.9.7.3 The surcharge shall be added as a separate line item to the invoice.

2.10 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 state so** in your proposal. In the absence of a statement to the contrary, the County will

assume that you do wish to grant access to any contract that may result from this Request for Proposal.

2.11 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)

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

3.0 CONTRACTUAL TERMS & CONDITIONS:

3.1 CONTRACT TERM:

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

3.2 OPTION TO RENEW:

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

3.3 PRICE ADJUSTMENTS:

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

3.4 INDEMNIFICATION:

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

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

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

3.5 INSURANCE:

3.5.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State

of Arizona and possessing a current A.M. Best, Inc. rating of ~~A- B++, VII or higher~~. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

- 3.5.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.
- 3.5.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.
- 3.5.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.
- 3.5.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.
- 3.5.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.
- 3.5.7 The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.
- 3.5.8 The policies required hereunder, except Workers' Compensation, and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.
- 3.5.9 Commercial General Liability:

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$2,000,000 for each occurrence, \$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.
- 3.5.10 Automobile Liability:

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$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.

3.5.11 Workers' Compensation:

3.5.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

3.5.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

3.5.12 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.

3.5.13 Certificates of Insurance.

3.5.13.1 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 ~~48 hours~~ **ten (10) business days notice. BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

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

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

3.5.14 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.

3.6 PROCUREMENT CARD ORDERING CAPABILITY:

County may determine to use a procurement card that may be used from time-to-time, to place and make payment for orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.7 INTERNET ORDERING CAPABILITY:

It is the intent of County to use the Internet to communicate and to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.8 ORDERING AUTHORITY.

3.8.1 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).

3.8.2 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.

3.8.3 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.

3.8.4 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.

3.9 REQUIREMENTS CONTRACT:

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

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.

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

3.10 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

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

3.11 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:

- 3.11.1 **Deliver the supplies or to perform the services within the time specified in this contract or any extension;**
- 3.11.2 **Make progress, so as to endanger performance of this contract; or**
- 3.11.3 **Perform any of the other provisions of this contract.**
- 3.11.4 **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.**

3.12 **TERMINATION BY THE COUNTY:**

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, additionally 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.

3.13 **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.

3.14 **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.

3.15 **ADDITIONS/DELETIONS OF SERVICE:**

- 3.15.1 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.
- 3.15.2 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.

3.16 SUBCONTRACTING:

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.

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.

3.17 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.

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

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

3.18.2 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.

3.18.3 **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.**

3.19 AUDIT DISALLOWANCES:

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

3.20 VALIDITY:

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

3.21 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall

supply to the other party, upon request, any available information that is relevant to a Contract and to the performance thereunder.

3.22 RELATIONSHIPS:

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

3.23 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

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

- 3.23.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- 3.23.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3.23.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 3.23.4 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.

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

The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

3.24 ALTERNATIVE DISPUTE RESOLUTION:

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

3.24.1.1 Render a decision;

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

- 3.24.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).
- 3.24.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.
- 3.24.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.
- 3.25 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:
- 3.25.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.
- 3.25.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 3.25.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.
- ~~3.26 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:~~
- ~~3.26.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.~~
- ~~3.26.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.~~

3.27 CONTRACTOR LICENSE REQUIREMENT:

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

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

3.28 INFLUENCE

As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct may be grounds for Disbarment or Suspension under MC1-902.

An attempt to influence includes, but is not limited to:

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

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

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

3.29 POST AWARD MEETING:

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

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.

3.31 **APPLICABLE TAXES:**

- 3.31.1 **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.
- 3.31.2 **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.
- 3.31.3 **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.

3.32 **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://azmemory.azlibrary.gov/cdm/singleitem/collection/execorders/id/680/rec/1> 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 other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

3.33 **ISRAEL BOYCOTT:**

By submitting this proposal the Contractor certifies that they are in compliance with Article 9, Arizona Revised Statutes Section 35-393 et seq.

3.34 **UNIFORM ADMINISTRATIVE REQUIREMENTS**

By entering into this Contract the Contractor agrees to comply with all applicable provisions of Title 2, Subtitle A, Chapter II, PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS contained in Title 2 C.F.R. § 200 et seq.