

**SERIAL 13137 RFP BUILDING & CONSTRUCTION PLAN REVIEW SERVICES  
(Stantec)**

**DATE OF LAST REVISION: February 26, 2014 CONTRACT END DATE: February 28, 2017**

**CONTRACT PERIOD THROUGH February 28, 2017**

**TO:** All Departments  
**FROM:** Office of Procurement Services  
**SUBJECT:** Contract for **BUILDING & CONSTRUCTION PLAN REVIEW SERVICES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **February 26, 2014 (Eff. March 01, 2014)**.

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

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Wes Baysinger, Chief Procurement Officer  
Office of Procurement Services

BW/ub  
Attach

Copy to: Office of Procurement Services  
Lynn Favour, Planning and Development

(Please remove Serial 10061-RFP from your contract notebooks)



## CONTRACT PURSUANT TO RFP

This Contract is entered into this 26<sup>th</sup> day of February, 2014 by and between Maricopa County (“County”), a political subdivision of the State of Arizona, and Stantec Consulting Services Inc., an Arizona corporation (“Contractor” or “Stantec”) for the purchase of building and construction plan review services.

### 1.0 CONTRACT TERM:

- 1.1 This Contract is for a term of three (3) years, beginning on the 1<sup>st</sup> day of March, 2014 and ending the 28<sup>th</sup> day of February, 2017.
- 1.2 The County may, at its option and with the agreement of the Contractor, renew the term of this Contract for additional terms up to a maximum of three (3) 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 County shall notify the Contractor in writing of its intent to extend the Contract term at least thirty (30) calendar days prior to the expiration of the original contract term, or any additional term thereafter.

### 2.0 FEE ADJUSTMENTS:

Any request for a fee adjustment must be submitted sixty (60) days prior to the current Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted fee, 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.

### 3.0 PAYMENTS:

- 3.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum(s) stated in Exhibit “A.”
  - 3.1.1 Payment shall be based upon agreed upon deliverables and successful completion.
  - 3.1.2 The Respondent shall submit one (1) 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 services
    - Contract Item number(s)
    - Description of Purchase (services)
    - Pricing per unit of service
    - Extended price
    - Total Amount Due

- 3.1.3 Problems regarding billing or invoicing shall be directed to the County as listed on the Purchase Order.
- 3.1.4 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 Award the Contractor shall fill out an EFT Enrollment form located on the County Department of Finance Website as a fillable PDF document (<http://www.maricopa.gov/Finance/Vendors.aspx>)
- 3.1.5 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.

**4.0 AVAILABILITY OF FUNDS:**

- 4.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.
- 4.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

**5.0 DUTIES:**

- 5.1 The Contractor shall perform all duties stated in Exhibit "B & C", or as otherwise directed in writing by the Procurement Officer.
- 5.2 During the Contract term, County may provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

**6.0 TERMS and CONDITIONS:**

**6.1 INDEMNIFICATION:**

- 6.1.1 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.
- 6.1.2 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.

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

6.2 **INSURANCE REQUIREMENTS:**

6.2.1 Contractor, at Contactor'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.

6.2.2 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.

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

6.2.4 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.

6.2.5 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. Contactor 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.

6.2.6 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.

6.2.7 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.

6.2.8 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.

6.2.9 **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.

6.2.10 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.

6.2.11 Workers' Compensation.

6.2.11.1 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.

6.2.11.2 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.

6.3 Errors and Omissions

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.

6.2.12 Certificates of Insurance.

6.2.12.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

6.2.12.1.1 In the event any insurance policy (ies) required by this Contract is (are) written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

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

6.2.13 Cancellation and Expiration Notice.

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

6.3 WARRANTY OF SERVICES:

6.3.1 The Contractor warrants that all services provided hereunder will conform to the requirements of the Contract, including all descriptions, specifications and attachments made a part of this Contract. County's acceptance of services or goods provided by the Contractor shall not relieve the Contractor from its obligations under this warranty.

6.3.2 In addition to its other remedies, County may, at the Contractor's expense, require prompt correction of any services failing to meet the Contractor's warranty herein. Services corrected by the Contractor shall be subject to all the provisions of this Contract in the manner and to the same extent as services originally furnished hereunder.

6.4 INSPECTION OF SERVICES:

6.4.1 The Contractor shall provide and maintain an inspection system acceptable to County covering the services under this Contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to County during contract performance and for as long afterwards as the Contract requires.

6.4.2 County has the right to inspect and test all services called for by the Contract, to the extent practicable at all times and places during the term of the Contract. County shall perform inspections and tests in a manner that will not unduly delay the work.

6.4.3 If any of the services do not conform with Contract requirements, County may require the Contractor to perform the services again in conformity with Contract requirements, at no increase in Contract amount. When the defects in services cannot be corrected by re-performance, County may:

6.4.3.1 Require the Contractor to take necessary action to ensure that future performance conforms to Contract requirements; and

6.4.3.2 Reduce the Contract price to reflect the reduced value of the services performed.

6.4.4 If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with Contract requirements, County may:

6.4.4.1 By Contract or otherwise, perform the services and charge to the Contractor any cost incurred by County that is directly related to the performance of such service; or

6.4.4.2 Terminate the Contract for default.

6.5 NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County  
Office of Procurement Services  
Attn: Chief Procurement Officer  
320 West Lincoln Street  
Phoenix, Arizona 85003-2494

For Contractor:

Stantec Consulting Services, Inc.  
8211 South 48<sup>th</sup> Street  
Phoenix, AZ 85044

6.6 LANGUAGE FOR REQUIREMENTS CONTRACTS:

Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid will be a requirements contract. However, the Contract does not guarantee any purchases will be made. It only indicates that if purchases are made for the

materials contained in the Contract, they will be purchased from the Contractor awarded that item. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.

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 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.

6.7 TERMINATION FOR CONVENIENCE:

The County reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the County without penalty or recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination

6.8 TERMINATION FOR DEFAULT:

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

6.9 TERMINATION BY THE COUNTY:

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

6.10 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. §38-511 the County may cancel this 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.

**6.11 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 under this contract.

**6.12 ADDITIONS/DELETIONS OF SERVICE:**

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

**6.13 RELATIONSHIPS:**

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing here in 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 District and the Contractor.

**6.14 SUBCONTRACTING:**

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

**6.15 AMENDMENTS:**

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Materials Management shall be responsible for approving all amendments for Maricopa County.

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

6.16.1 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.

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

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

**6.17 PUBLIC RECORDS:**

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

**6.18 AUDIT DISALLOWANCES:**

If at any time, County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

**6.19 SEVERABILITY:**

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 this Contract.

**6.20 RIGHTS IN DATA:**

The County shall own have the use of all data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

As part of this Agreement, Contractor will be providing County with licensed use of Contractor's commercial software. No rights to the software or related materials provided are transferred to the County. All rights to the software remain the domain of the Contractor. Further, all products, drawings, materials, recordings, software and other materials licensed and/or provided by Contractor under this Agreement are part of the commercial offering of the Contractor and remain the property of the Contractor. No rights or ownership is transferred to the County.

**6.21 INTEGRATION:**

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

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

6.22.1 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.

- 6.22.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 6.22.1 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.

6.23 **CONTRACTOR LICENSE REQUIREMENT:**

- 6.23.1 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 Materials Management and the using agency of any and all changes concerning permits, insurance or licenses.
- 6.23.2 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.

6.24 **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

- 6.24.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:
- 6.24.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
  - 6.24.1.2 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;
  - 6.24.1.3 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
  - 6.24.1.4 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.

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

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

6.25 PRICES:

Contractor warrants that prices extended to County under this Contract are no higher than those paid by any other customer for these or similar services.

6.26 GOVERNING LAW:

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona.

6.27 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:

6.27.1 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,

6.27.2 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.

6.28 ORDER OF PRECEDENCE:

In the event of a conflict in the provisions of this Contract and Contractor's proposal (Exhibit C), if applicable, the terms of this Contract shall prevail.

6.29 INCORPORATION OF DOCUMENTS:

The following are to be attached to and made part of this Contract:

6.29.1 Exhibit A, Pricing;

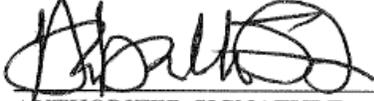
6.29.2 Exhibit B, Scope of Work;

6.29.3 Exhibit C, Contractor Proposal; and

6.29.4 Exhibit D, Office of Procurement Services Contractor Travel and Per Diem Policy

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

**CONTRACTOR:**

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

H.L. 'Bert' Stone, CBO, Business Center Managing Leader  
PRINTED NAME AND TITLE

8211 S. 48<sup>th</sup> Street, Phoenix, AZ 85044  
ADDRESS

January 29, 2014  
DATE

**MARICOPA COUNTY:**

  
\_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS

FEB 26 2014  
DATE

**ATTESTED:**

  
\_\_\_\_\_  
CLERK OF THE BOARD

FEB 26 2014  
DATE

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
LEGAL COUNSEL

Feb 25 2014  
DATE

SERIAL 13137-RFP  
 NIGP CODE: 96109  
 COMPANY NAME: Stantec Consulting Services Inc.  
 DOING BUSINESS AS (DBA) NAME: Stantec Consulting Services Inc.  
 MAILING ADDRESS: 8211 South 48th Street  
Phoenix, AZ 85044  
 REMIT TO ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: 602-438-2200  
 FACSIMILE NUMBER: 602-431-9562  
 WEB SITE: [www.stantec.com](http://www.stantec.com)  
H.L. "Bert" Stone, CBO -  
 REPRESENTATIVE NAME: Associate  
 REPRESENTATIVE PHONE NUMBER: 602-707-4603  
 REPRESENTATIVE E-MAIL: [bert.stone@stantec.com](mailto:bert.stone@stantec.com)

YES NO REBATE

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

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT: [X] [ ] **2.25%\***  
 \*When paid in 48/72 hours with card

PAYMENT TERMS:  
 [X ] NET 30 DAYS

**1.0 PRICING:**

FOR BUILDING PLAN REVIEW: Pricing for each job assigned under this contract shall not exceed 58.5% of permit fee.  
 Maricopa County's fees for the types of jobs assigned currently use 1997 UBC Table A with the April, 2003 value table as modified for Arizona. The annual amount of plan review fees to be paid for jobs assigned.

1.1	PLAN REVIEW FEE INSPECTIONS	47.0 % PER ASSIGNED PROJECT <u>X</u> AS AGREED PER JOB	
1.2	LABOR RATE FOR WORK OUTSIDE CONTRACT		
1.2.1	PRINCIPAL	\$150.00	PER HOUR
1.2.2	STRUCTURE ENGINEER	\$104.00	PER HOUR
1.2.3	SENIOR PLAN REVIEWER	\$97.00	PER HOUR
1.2.4	BUILDING INSPECTOR 1	\$75.00	PER HOUR
1.2.5	BUILDING INSPECTOR 2	\$75.00	PER HOUR
1.2.6	BUILDING INSPECTOR 3	\$75.00	PER HOUR
1.2.7	PLAN CHECK TECHNICIAN	\$84.00	PER HOUR
1.2.8	CLERICAL	\$52.00	PER HOUR
1.2.9	ASSOCIATE	\$104.00	PER HOUR

FOR DRAINAGE PLAN REVIEW: Pricing for each job assigned under this contract shall not exceed 65% of the Engineering Review and/or Drainage Report Review Fee for Residential projects and 65% of the Review of Precise Plans Fee for Commercial projects. s, including subdivision plats and infrastructure.

1.3	DRAINAGE PLAN REVIEW FEE	60.0 % PER ASSIGNED PROJECT	
1.4	HOURLY LABOR RATES FOR DRAINAGE PLAN REVIEW	\$	
		97.00	PER HOUR
1.4.1	SUPPLY FLOOD P.E.	\$	
		104.00	PER HOUR
1.4.2	SUPPLY FLOOD NON-P.E.	\$	
		97.00	PER HOUR

EXHIBIT B  
SCOPE OF WORK

1.0 INTENT:

The Maricopa County Planning and Development (P&D) department is requesting services to include the review of construction drawings and civil engineered grading and drainage plans to assure compliance with County adopted Building Codes, related Zoning Ordinance requirements, including drainage regulations, adopted drainage policies and standards, and utility grade power generation projects, including applicable Federal guidelines and regulation. The work may also include on-site inspections as needed. Stantec is the primary Contractor under this contract and shall be used for all work as determined by P&D unless the primary Contractor can't perform the work or is unavailable for whatever reason then the secondary Contractor shall be utilized.

The specific jobs may include residential or non-residential projects. The type of proposed work may include new construction, remodel or additions, subdivision plats and infrastructure, and related inspections. The work may also include safety compliance inspections of existing structures.

**If there are any discrepancies between Exhibit B and the Contractor's proposal (Exhibit C) then Exhibit B shall prevail.**

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 WORK:

2.1 WORK PRODUCT:

The work product shall consist of written comments. The work product may also consist of red-lined plans if requested by Planning & Development. Should P&D procure online submittal capabilities during the contract period, the work product may be expanded to include online plan review comments and/or digital red-lines. The comments or approval/denial letter and one (1) set of plans shall be returned to Planning and Development Department upon project approval.

2.2 ADOPTED CODES:

P&D will supply the current adopted building codes and local amendments and a copy of the adopted zoning ordinance, which will include the drainage regulations, to the Contractor. Future local amendments to the building code and additional zoning ordinance and drainage regulatory amendments are anticipated during the proposed length of this contract. P&D will provide copies of these changes to the Contractor prior to their effective date. Copies of other codes shall be the responsibility of the Contractor.

2.3 REVIEW PROCESS:

The County's review process for jobs selected under this contract shall be as follows:

- 2.3.1 County accepts application or resubmission
- 2.3.2 County determines what jobs will be reviewed by outside firm
- 2.3.3 Contractor notified of job
- 2.3.4 If outside of Maricopa County this will be done by mailing job
- 2.3.5 If inside of Maricopa County the job will be picked up on the following County working day
- 2.3.6 Provide two (2) copies of plans and copy of the application per job
- 2.3.7 Plans reviewed and delivered back to P&D within seven (7) County working days
- 2.3.8 If outside of Maricopa County this will be done by mailing job back to P&D with written comments
- 2.3.9 P&D enters plan review information into computer

- 2.3.10 County notifies applicant
- 2.3.11 Applicant comes to receive permit and pickup plans or comments
- 2.3.12 County answers plan review questions of applicant
- 2.3.13 Alternatively, a representative of the Contractor may be asked to work at P&D offices to simplify this routing process.
- 2.3.14 For inspections, the County will notify the Contractor and the Contractor will make the inspection within 3 business days, or within an alternate timeframe determined with the Contractor in advance, and submit a written inspection report to the County.
- 2.3.15 Any single job may require as few as one review of submitted plans or generally not more than three reviews of submitted plans. Additional or special reviews may be completed at hourly rates. The result of a review of plans shall be a letter indicating approval of plans as submitted or provision of comments. Work may also include on-site inspections. Once a job has been assigned under this contract, it will proceed to approval, denial, expiration or withdrawal by applicant under this contract.
- 2.3.16 If written review comments are unclear only P&D staff may request clarification from the reviewer. Any such clarifications shall be considered as part of the scope of work covered by that job under this contract.

## EXHIBIT C CONTRACTOR PROPOSAL

**Stantec has specialized in providing building plan review services to governmental agencies for over 25 years.** Our plan review engineers and code professionals are very familiar with nationally recognized codes and standards. Additionally, many of our team members are also former municipal employees and are extremely knowledgeable in plan review procedures adopted by most cities, towns, counties, and other agencies.

We offer a complete plan review package for compliance with locally adopted building, electrical, fire, accessibility, mechanical, and plumbing codes. Examples of projects reviewed include: casinos; hotels; re-sorts; parking garages; junior high and high schools; churches; sports stadiums and gymnasiums; high-rise office buildings; shopping malls; semiconductor fabrication plants using Hazardous Production Materials (HPM); municipal office complexes and recreation facilities; hospitals and nursing homes; and multi-family and single family residential developments.

Service to public agencies, which in all cases include building codes review, may also include construction drawing review, civil engineer grading and drainage plan review, building inspection, code consulting, or management of the entire building services operation as the designated Building Official.

**The advantage to Maricopa County for contracting with Stantec is the speed, quality of work, and cost savings that result in customer service satisfaction.**

As highly experienced inspectors, we know the many code disciplines considered by Maricopa County are important. Stantec's team has years of experience in all phases of construction and are recognized as the leading consultant for building department activities. Each of our inspectors assigned to Maricopa County will be certified in one or more of the ICC/ICBO Codes.

Stantec will provide on-site building, electrical, plumbing, mechanical, and structural inspections on all residential, commercial, and industrial buildings. This will include all types of additions, remodels, and swimming pools in compliance with the International Building, Residential, Plumbing, Mechanical, and Fuel Gas Codes; National Electrical Code; Swimming Pool, Spa and Hot Tub Code; Uniform Administrative Code; and the ADA (accessibility) and MAG Standards adopted by Maricopa County and State of Arizona. The work will take place at construction sites within Maricopa County jurisdictional boundaries.

Stantec inspection personnel can be assigned to one or more projects/areas providing Maricopa County with a vendor who can perform the construction inspection for code compliance from foundation to completion and final inspection.

Our team presently serves as Building Official Consultant for approximately 12–15 governmental agencies where we provide a combination of building code consulting, inspections, interpretations, and plan review services.

**Because of our background, we are confident that Stantec's vast experience qualifies us to provide the best in plan review and building inspection services for Maricopa County.**

The following information briefly describes Stantec's Building Services Program to assist municipalities in the review of plans and building inspection for conformance to codes.

### Project Description

Stantec understands the scope of the project is to be responsible for building plan review and/or building inspection services as listed below in the Required Services section. Stantec will provide those services to the satisfaction of Maricopa County Planning and Development (P&D). We take seriously that, as an extension of the County, Stantec staff will follow all codes, ordinances, procedures, policies, and directives related to the services provided for by the Scope of Work.

### Proposed Work Plan

#### Plan Review

- Stantec will pick-up/deliver plans or related materials from Maricopa County on a daily basis or the following business day after notification is received from P&D.
- Stantec plan review services include initial review, first review and second review. Projects beyond the third review are subject to additional fees at hourly rates as indicated in Exhibit A per Section 2.3.15 in Exhibit B.
- Stantec will conduct comprehensive and accurate review of building designs as defined by drawings, specifications, design calculations, and reports, which include site reports, soil investigation, and compaction reports. We will also perform reviews of corrected plans and plan changes until plans and related documents are substantially correct and complete. Compliance with code or discrepancies is based on the currently adopted code version with local amendments and (ADA) accessibility

- regulations mandated by the State, County ordinances (e.g. Grading), Department policies, and applicable laws in effect at the time of application for construction permits.
- Where plans are not approved, Stantec will provide written review comments that clearly describe the code issues involved. Stantec plan reviewers are available to discuss comments with the applicant as well as the County Planning and Development staff. Stantec encourages client discussions to resolve issues to help ensure speedy approvals.
  - When completed with the plan review, one set of plans shall be returned to Planning and Development along with an approval letter.
  - When requested, Stantec may provide a representative of the firm to work at County Planning and Development Offices to simplify the routing and approval process (no extra charge).
  - Stantec will provide toll-free telephone exchange of communications, cost-free mail exchange for pick-up and delivery of plans, and availability of cost-free parking facilities at Stantec's place of business: 8211 S. 48<sup>th</sup> Street, Phoenix, AZ 85044 or at the P&D department as requested by P&D staff.
  - Stantec, to the best of its ability, will provide information to the Planning Division on any possible issues that may conflict with the Zoning Ordinance, Board, or Council actions or conditions.
  - Stantec will consult with P&D staff at their request in order to facilitate necessary corrections by the designer of the calculations, drawings, and specifications. The Contractor is to submit a complete submittal package and copy of all such correction lists to the P&D department.
  - Stantec will forward approved plans, calculations, and related documents to the P&D department.
  - Stantec will maintain records related to plans reviewed, including all turn-around times.
  - Stantec will respond to telephone inquiries about code requirements and plan review procedures relating to assigned projects. These inquiries may relate to plans in-process or may relate to plan reviews that have been completed but where construction is still in progress. Stantec will provide a toll-free telephone number for applicants, as necessary.
  - When requested, Stantec will provide personnel to perform plan reviews "in house" within Maricopa County P&D department. In this case, the County will provide a work area, phone, and computer. The County will provide a minimum of two week notice in such cases.
  - When requested, Stantec will provide expedited plan review services with fees collected per Exhibit A when requested by the Building Official.

### **Building Inspections**

- Stantec's inspectors will report to Maricopa County P&D Department at the beginning of and prior to the end of each regular workday to complete required paperwork or as assigned by the County. County staff shall enter all inspection results into the County computer system. All assigned inspections shall be completed on the same business day assigned.
- Stantec's inspectors will review assigned project plans for familiarity for compliance with code requirements and discrepancies after permit issuance. Compliance with code or discrepancies are based on the currently adopted code version with local amendments of the Building, Mechanical, Electric, and Plumbing Codes with (ADA) accessibility regulations mandated by the State and County ordinances, Department policies, and applicable laws in effect at the time of application for construction permits. This review of plans is understood not to be of the same level and extent as normal plan review. All discrepancies shall have assigned code sections.
- Stantec's inspectors will notify the County representative and project contractor of any discrepancies.
- Stantec's inspectors will inspect commercial, industrial, or residential buildings during various stages of construction such as foundations, concrete, steel, masonry, framing, plastering, or a large variety of other complex and routine building system elements to ensure compliance with applicable County codes, amendments, and ordinances.
- Stantec's inspectors will coordinate inspection activities with other County departments and divisions as may be necessary; as well as, confer with architects, engineers, contractors, and superintendents in the field and office.

- Stantec will provide the inspector(s) with a cell phone, hand tools, code books, any safety equipment required by an assigned project or any County, state or federal laws or ordinances, and a vehicle insured per the County requirements when performing inspection services on behalf of the County.
- Stantec’s inspectors will respond to telephone inquiries about code requirements and inspection procedures relating to assigned projects. These inquiries may relate to inspections in process or may relate to inspections which have been completed but where construction is still in progress.
- Stantec’s inspectors will use Stantec correction notices or other forms and shall follow all policies and procedures of the County inspection section.
- Stantec will provide on-site inspector(s) for large projects as assigned and requested by the P&D Department.

**Grading and Drainage Review**

- Stantec has provided civil engineering plan review services to governmental agencies for over 20 years. Our plan reviewers are well trained in the use of recognized codes and standards. They are also very knowledgeable in plan review procedures adopted by most cities. We are familiar with standard details and specifications used throughout the Valley including the Uniform Standard Specifications for Public Works Construction by the Maricopa Association of Governments (MAG) and the City of Phoenix Supplement.
- The assembled staff of engineers and specialists is experienced in municipal civil engineering plan review procedures and provides a broad wealth of knowledge.
- Our experience as a civil engineering design firm has included such projects as residential subdivisions, commercial sites, roadways, water distribution systems, sanitary sewers, and airports.
- We offer complete plan review services to ensure compliance with adopted engineering codes and standards. Projects for which we have provided review services include shopping centers, office and apartment complexes, residential subdivisions including drainage and grading, and preliminary and final plats. We are confident our previous experience qualifies us to again provide grading and drainage plan review services to Maricopa County as requested.
- The individuals cited in this proposal are specifically selected for their experience in civil engineering and plan review work.
- They all work in the Phoenix office. Stantec is committed to maintaining a high-caliber staff and, for that reason, employs a staff of registered engineers and professional technicians that are familiar with recognized design standards and local engineering codes. Individual certifications and professional licenses are included with the attached resumes.

**TurnAround Times**

The anticipated turnaround time required for initial review of the plans and subsequent reviews, exclusive of pick-up and delivery time, will be in accordance with the following schedule or as directed by the Building Official. Our past record, as well as our commitment to the County, will ensure that we will provide a quick “turnaround” time while maintaining accurate plan review without sacrificing quality. **The fee for services may be found in Exhibit A of this contract.**

<b>Project Type/Value</b>	<b>Turnaround Time In County Working Days</b>
Single Family Residential	5-7
Non-Single Family < \$10,000,000	5-7
Non-single family > \$10,000,000 and “Fast Track” or special projects*	5-7
Fire Protection Systems (Optional)**	5-7

\*Or as agreed upon at acceptance of project with Building Official

\*\*Fee based upon hourly rates

**It is Stantec's policy to provide excellent customer service to our clients by working with all applicants and the Community to resolve plan review concerns by the second submittal if at all possible.**

## Delivery

Stantec will provide courier pick-up and delivery of plans at no additional cost. **Stantec staff will be available to pick-up plans within four hours after notification.**

## Procurement and Ordering Capability

We have indicated our willingness to participate in the procurement and Payment Program by offering a 2.25% rebate for invoices paid within 48/72 hours by procurement card.

## Internet Ordering Capability

Stantec has the capability and welcomes notification via the Internet to pick-up plans.

## Capability of Attending Meetings

Stantec is very proud of our history of working with our clients' staff and the community. We understand the key is developing and maintaining confidence through our technical abilities and being available to discuss issues with the staff and customers when necessary. Through our single contact, we are always available to meet with in person or by telephone to coordinate meetings at the convenience of the client. **Stantec's single point of contact is Bert Stone, CBO, Plan Review Manager, (602) 707-4603, [bert.stone@stantec.com](mailto:bert.stone@stantec.com).**

## Location of Office



We anticipate that the work for this project will be completed in our Phoenix office and we will meet the agreed upon turnaround times. The method of transmitting plans and related review documents to the County will be by courier/pick-up by Stantec personnel.

Stantec has an internal tracking and quality assurance procedure that ensures all projects are monitored and completed within the turnaround times of the municipality. Our monthly billing invoices list the project number, description, and appropriate fees along with a total of all projects billed that month.

Because we provide services to so many clients, we have established standard plan review checklists for building, electrical, mechanical, and plumbing plan reviews and use these as our typical "letter" to the client. We will be happy to review all of our office forms with the County at the appropriate time in order to ensure that the necessary information is presented for each project.

## Affiliations

No affiliations or joint ventures are expected or planned at this time.

## Local Familiarity

The firm presently serves as Building Official Consultant for approximately 12–15 local governmental agencies where we provide a combination of building code consulting, inspections, interpretations, and plan review services. Stantec staff members are very familiar with local municipalities' requirements.

## Insurance

Stantec maintains \$3,000,000 in professional liability insurance and \$2,000,000 in general liability insurance (for each occurrence), as well as worker's compensation and automobile insurance. Copies of the Certificate of Insurance will be provided to the County should we be successful in being selected.

## Business License

Inasmuch as Stantec is a long-established business in the community, Stantec already has a Maricopa County business license.

## Other

Stantec offers electronic plan review services via FTP-site, allowing for coordination and exchange of large files without adversely affecting our client email systems and web-based management of project data. Stantec offers this unique service to the County, providing the ability to receive and deliver large files via FTP, eliminating the need for physical pickup and delivery of plans. The process is further streamlined by our staff's ability to perform the review and make comments directly to the electronic documents. This service is offered at no additional cost to the County or to any architect who wishes to participate in electronic file sharing. By eliminating the need to physically pick up and deliver plans as well as the need to make hand-written comments, Stantec will save both the County and the client time and money.

Stantec is very interested in providing Building & Construction Plan Review Services to Maricopa County. **We believe that our qualifications and experience are well-suited to perform the requisite tasks and our willingness to put people and the community first will ultimately lead to favorable consideration.**

**EXHIBIT D****OFFICE OF PROCUREMENT SERVICES CONTRACTOR TRAVEL AND PER DIEM POLICY**

- 1.0 All contract-related travel plans and arrangements shall be prior-approved by the County Contract Administrator.
- 2.0 Lodging, per diem and incidental expenses incurred in performance of Maricopa County/Special District (County) contracts shall be reimbursed based on current U.S. General Services Administration (GSA) domestic per diem rates for Phoenix, Arizona. Contractors must access the following internet site to determine rates (no exceptions): [www.gsa.gov](http://www.gsa.gov)
  - 2.1 Additional incidental expenses (i.e., telephone, fax, internet and copying charges) shall not be reimbursed. They should be included in the contractor's hourly rate as an overhead charge.
  - 2.2 The County will not (under no circumstances) reimburse for Contractor guest lodging, per diem or incidentals.
- 3.0 Commercial air travel shall be reimbursed as follows:
  - 3.1 Coach airfare will be reimbursed by the County. Business class airfare may be allowed only when preapproved in writing by the County Contract Administrator as a result of the business need of the County when there is no lower fare available.
  - 3.2 The lowest direct flight airfare rate from the Contractors assigned duty post (pre-defined at the time of contract signing) will be reimbursed. Under no circumstances will the County reimburse for airfares related to transportation to or from an alternate site.
  - 3.3 The County will not (under no circumstances) reimburse for Contractor guest commercial air travel.
- 4.0 Rental vehicles may only be used if such use would result in an overall reduction in the total cost of the trip, not for the personal convenience of the traveler. Multiple vehicles for the same set of travelers for the same travel period will not be permitted without prior written approval by the County Contract Administrator.
  - 4.1 Purchase of comprehensive and collision liability insurance shall be at the expense of the contractor. The County will not reimburse contractor if the contractor chooses to purchase these coverage.
  - 4.2 Rental vehicles are restricted to sub-compact, compact or mid-size sedans unless a larger vehicle is necessary for cost efficiency due to the number of travelers. (NOTE: contractors shall obtain pre-approval in writing from the County Contract Administrator prior to rental of a larger vehicle.)
  - 4.3 County will reimburse for parking expenses if free, public parking is not available within a reasonable distance of the place of County business. All opportunities must be exhausted prior to securing parking that incurs costs for the County. Opportunities to be reviewed are the DASH; shuttles, etc. that can transport the contractor to and from County buildings with minimal costs.
  - 4.4 County will reimburse for the lowest rate, long-term uncovered (e.g. covered or enclosed parking will not be reimbursed) airport parking only if it is less expensive than shuttle service to and from the airport.
  - 4.5 The County will not (under no circumstances) reimburse the Contractor for guest vehicle rental(s) or other any transportation costs.
- 5.0 Contractor is responsible for all costs not directly related to the travel except those that have been pre-approved by the County Contract Administrator. These costs include (but not limited to) the following: in-room movies, valet service, valet parking, laundry service, costs associated with storing luggage at a hotel,

fuel costs associated with non-County activities, tips that exceed the per diem allowance, health club fees, and entertainment costs. Claims for unauthorized travel expenses will not be honored and are not reimbursable.

- 6.0 Travel and per diem expenses shall be capped at 15% of project price unless otherwise specified in individual contracts.

**STANTEC CONSULTING SERVICES INC., 8211 S 48TH ST, PHOENIX, AZ 85044**

PRICING SHEET: 96109

Terms:	NET 30
Vendor Number:	2011004369 0
Telephone Number:	602-707-4603
Fax Number:	602-431-9562
Contact Person:	H.L. "Bert" Stone
E-mail Address:	<a href="mailto:bert.stone@stantec.com">bert.stone@stantec.com</a>
Certificates of Insurance	Required
Contract Period:	To cover the period ending <b>February 28, 2017.</b>