

1.0 **ADMINISTRATIVE INFORMATION FOR REQUESTS FOR PROPOSALS:**

1.1 **PROCUREMENT AUTHORITY:**

The Maricopa County Procurement Code (“the Code”) governs all procurements and is incorporated by this reference. Any protest on a Request for Proposal must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

1.2 **REJECTION OF RESPONSES:**

Maricopa County reserves the right to reject any and all responses received in response to a Request for Proposal as determined to be in the best interests of the County.

1.3 **ADDENDA TO SOLICITATION:**

Maricopa County may institute changes or modifications to the specifications and will notify all participants by an addendum to the Request for Proposal. All addenda issued will be located at www.maricopa.gov/materials with the original solicitation.

1.4 **REFERENCES:**

Respondents must provide at least five (5) reference accounts to which they are presently providing like service. Included must be the name of the government or company, individual to contact, phone number, street address and e-mail address. Preference may be given to Respondents providing government accounts similar in size to Maricopa County.

1.5 **CONTRACTOR LICENSE REQUIREMENT:**

The Respondent shall procure all permits, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his business. The Respondent shall keep fully informed of existing and future Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same.

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) 542-1502 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.

1.6 **INCURRING COSTS:**

Maricopa County is not responsible for any cost incurred in preparing a response, including the acquisition of supplies and/or personnel.

1.7 **PUBLIC RECORD:**

All information submitted relating to a solicitation, except for proprietary information, shall become part of the public record, in accordance with Arizona Revised Statutes §39.121.

1.8 **PROPRIETARY INFORMATION:**

Proprietary information submitted by a Respondent in response to a Request for Proposal shall remain confidential as determined by law or regulation.

1.9 **CONTRACT REPRESENTATIVES:**

Any changes in the method or nature of work to be performed under a Contract must be processed by the County's authorized representative. Upon the execution of a Contract, the County will name its representative who will be legally authorized to obligate the County.

1.10 FINANCIAL STATUS:

All Respondents shall make available upon request a current audited financial statement, a current audited financial report, or a copy of a current federal income tax return prepared in accordance with Generally Accepted Accounting Principles or Standards. Failure or refusal to provide this information within five (5) business days after communication of the request by the County shall be sufficient grounds for the County to reject a response, and to declare a Respondent non-responsive as that term is defined in the Maricopa County Procurement Code.

If a Respondent is currently involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a Respondent or receiver has been appointed over all or a substantial portion of the property of the Respondent under federal bankruptcy law or any state insolvency law, the Respondent must provide the County with that information, which the County may consider that information during evaluation. The County reserves the right to take any action available to it if it discovers a failure to provide such information to the County in a response, including, but not limited to a determination that the Respondent be declared non-responsive, and suspended or debarred, as those terms are defined in the Maricopa County Procurement Code.

By submitting a response to the Request for Proposal, the Respondent agrees that if, during the term of any Contract it has with the County, it becomes involved as a debtor in a bankruptcy proceeding or becomes involved in a reorganization, dissolution or liquidation proceeding, or if a Respondent or receiver is appointed over all or a substantial portion of the property of the Respondent under federal bankruptcy law or any state insolvency law, the Respondent will immediately provide the County with a written notice to that effect and will provide the County with any relevant information it requests to determine whether the Respondent will be capable of meeting its obligations to the County.

1.11 PROMPT PAYMENT DISCOUNT:

Respondents are required to pick one of the standard payment terms the County utilizes (see Attachment A, of the Request for Proposal). Failure to indicate a term will result in the County applying Net 30 days as Respondent's terms. Payment terms will be considered in determining the Respondent's price.

1.12 REGISTRATION:

Respondents are required to be registered with Maricopa County if they are selected for an award of any County Business. Failure to comply with this requirement in a timely fashion will cause Respondent's response to be declared non-responsive. Respondents shall register on the Maricopa County Web Site at www.maricopa.gov/materials. Click on vendors to enter BuySpeed registration screen.

1.13 GENERAL EVALUATION:

The criteria listed in the Request for Proposal will be used in evaluating the Response. The County reserves the right to accept other than the lowest priced Response.

Responses will be evaluated by a committee of Maricopa County departments and others. Requests for presentations or clarification of portions of the Response may be considered. A summary evaluation will be prepared by this committee with an objective ranking of the Responses.

1.14 BASIC EVALUATION PROCEDURE:

Step 1 Review of all Responses for conformance to the Request for Proposal.

- Step 2 The elimination of all Responses which deviate substantially from the basic intent of the Request for Proposal.
- Step 3 An assessment of the remaining Respondents.
- Step 4 Oral presentations to supplement the Response, for the purpose of clarification may be required.
- Step 5 Determination of Respondent's responsibility.
- Step 6 Recommendation of potential Contractor.

1.15 AWARD OF CONTRACT:

Contracts awarded pursuant to the provisions of this section will not be solely on price, but will include and be limited to evaluation criteria listed in the Request for Proposal. The Contract will be awarded to the Most Advantageous Respondent(s). The Contract may be awarded in whole, by section, or geographic area as required.

1.16 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPAs)

Maricopa County currently has ICPAs with numerous governmental units throughout the State of Arizona. These agreements allow these entities, with the approval of the Contractors, to purchase their requirements under the terms and conditions of the County Contract. Indicate on the pricing page (Attachment A, of the Request for Proposal) acceptance or rejection regarding such participation. The response will not be considered as an evaluation factor in awarding this Contract.

1.17 POST AWARD MEETING:

The successful Contractor(s) may be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. The Procurement Officer of this Contract will coordinate this meeting.